### BRADLEY STOKE TOWN COUNCIL

**Full Council**

Minutes of the Full Council meeting of Bradley Stoke Town Council held at the Jubilee Centre, Savages Wood Road, Bradley Stoke on 17th April 2024 at 7.05pm.

**PRESENT:** Councillors: Dave Addison

Tom Aditya

Roger Avenin

John Bradbury

Frederic Contenot

Natalie Field (Chair)

Jenny James

James Nelson

Ben Randles

Kulwinder Singh Sappal

Jon Williams

Officers: Sharon Petela - Town Clerk

 Rachel Pullen – RFO/Finance Manager

Others: Councillor Franklin Owusu-Antwi (SGC Bradley Stoke North ward councillor)

As the Chair of Council, Councillor Dayley Lawrence had sent his apologies due to illness, Councillor Jon Williams proposed that Councillor Natalie Field chair the meeting, seconded by Councillor John Bradbury, carried unanimously. Councillor Natalie Field then assumed the chair.

**1 Submissions from the Public and Councillors**

* 1. Councillor Tom Aditya commented that Tuesday 23rd April 2024 is St George’s Day and he hoped that the flag will be raised at the Jubilee Centre. The Town Clerk commented that this was already in hand.
	2. Councillor Tom Aditya invited everyone to a Faith and Harmony festival which is taking place in Bradley Stoke on 11th May 2024.
	3. Councillor Tom Aditya commented that many of the lines in Champs Sur Marne have faded leading to vehicles parking on them. The Town Clerk commented that these faded lines have been reported to South Gloucestershire Council (SGC) on a number of occasions, along with the faded yellow boxes on the main Aztec West roundabout.

**2 Apologies for absence**

Apologies were received from Councillors Aleena Aditya, Terri Cullen, Dayley Lawrence and Brian Mead and Philip Francis (Deputy Town Clerk/Activity Centres Manager).

**3 Applications for Dispensations by Councillors**

 None

**4 Declarations of Interest**

None

**5 Announcements by the Chair**

The Chair commented that this is the last Full Council meeting of this council year and Councillor Dayley Lawrence had expressed his disappointment at not being able to attend the meeting. The Chair thanked councillors for their support over the past year.

**6 Minutes of Previous Meeting**

Minutes of meeting held on 20th March 2024 were proposed for acceptance by Councillor Jon Williams, seconded by Councillor Kulwinder Singh Sappal. A vote was taken, 8 in favour, 3 abstentions, proposal carried.

The minutes were then signed by the Chair as a correct record.

**7 Matters arising from the Minutes of 20th March 2024**

 **7.1 Update on installation of Leisure Equipment on the Jubilee Green**

The determination date for the planning application was 27th March 204 and this has now passed. The SGC planning officer has been contacted for an update. Officers will let councillors know once the planning application has been determined.

**7.2 Update on storage building at Brook Way Activity Centre**

 Ongoing project

**7.3 Ongoing projects**

**7.3.1 Refurbishment/Redevelopment of Baileys Court Activity Centre**

The Town Clerk was asked to touch base with Bradley Stoke Cricket Club with regard to the project and possible English Cricket Board grant funding.

**7.3.2 Speeding/use as a cut-through on Hawkins Crescent/Three Brooks Lane**

 Currently awaiting sight of residents petition. Councillor John Bradbury commented that SGC have confirmed that they will be installing a speed visor on Hawkins Crescent at some stage in the near future. Councillor Ben Randles informed the meeting that he has received dashcam footage from residents regarding vehicles which drive in a hazardous manner through Hawkins Crescent. He has advised residents to forward the footage to the police.

**7.3.3 Creation of multi-media room which can be hired out and used for council/committee meetings**

Ongoing project.

**7.3.4 Provision of small kitchen area adjacent to compound at Jubilee Centre**

This project is on hold until a decision is made regarding the storage container at the Jubilee Centre (see minute 13.1).

**7.4 Possible Amendment to Standing Order 42.4(a) relating to number of members on Finance Committee**

Extract from Full Council meeting – 20th March 2024

***14.3 Review of BSTC Committee Structures for 2024/25***

*Following discussion, Councillor Dayley Lawrence proposed that the Finance committee structure be reduced to six councillors for 2024/25, seconded by Councillor Jon Williams. A vote was taken, 9 in favour, 1 abstention, proposal carried. Amendment to Standing Order 42.4(a) will be required. This will be added to April Full Council meeting agenda.*

Current wording of Standing Order 42

##### 42. Committees and Sub-committees

 The Council may at its Annual Town Council Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:

1 Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting,

2 May appoint persons other than members of the Council to any committee; and

3 May, subject to the provisions of Standing Order 36 above at any time dissolve or alter the membership of a committee.

4 Standing Committees membership:

a) Finance Committee – All Councillors

b) Leisure, Youth & Amenities Committee – 6 Councillors

c) Planning & Environment Committee – 6 Councillors

d) Staffing Committee – 5 Councillors

In line with Standing Order 79:

*79. A resolution permanently to add, vary, or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.*

Councillor Jon Williams proposed that Standing Order 42.4 (a) be amended to read ‘6 councillors’ instead of ‘all councillors’, seconded by Councillor Kulwinder Singh Sappal. No vote taken; proposal deferred to Annual Town Council Meeting on 8th May 2024.

**8 To receive the Minutes of the inquorate Finance Committee held on 27th March 2024 and to deal with matters referred to Council not covered elsewhere on the Agenda**

The Minutes of the inquorate Finance Committee meeting held on 27th March 2024 were received.

**8.1 2024/25 Provision of two afternoon tea parties for older residents of Bradley Stoke – successful South Gloucestershire Council, Member Awarded Funding + possible BSTC Community Development Grant Aid allocation**

Town Council officers applied to South Gloucestershire Council (SGC) for Member Awarded Funding (MAF) to hold two afternoon tea parties for older members of the community of Bradley Stoke during 2024.

**Background Information**

The Town Council is keen to hold two free-to-attend events (in Spring and Autumn) for older members of the community who suffer from social isolation and loneliness and may be reluctant to become involved with more formal organisations/groups in the town. We have held afternoon tea parties in 2018 and 2022 and they have proved very successful with much positive feedback received from those attending.

**Evidence of need for the proposal and which residents will benefit?**

Councillors are aware that there are members of our community who suffer from social isolation and loneliness and are not directly involved with the more formal organisations and groups in the town. We have found that the afternoon tea parties that we have held previously have had good attendance from people who do not regularly attend organised groups and network links have been made between individuals and groups.

**How does the project align with SGC Council priorities and challenges? (The *project must support at least one of the priorities below*.)**

|  |  |
| --- | --- |
| **Council priorities** | **How will your project address this?** |
| Identifying and supporting those most in need and helping people to help themselves | We are aware that there are members of the local community who suffer from loneliness and isolation. This is particularly relevant following on from the COVID-19 pandemic. Whilst we will be sending out flyers to the local groups and organisations that we are aware of, we will be putting up posters in our six noticeboards around the town, local churches and doctors surgery to connect with people who do not attend organised groups). We also hope that, by inviting some local groups/organisations to have a stall at the event, it will provide a valuable networking opportunity for them. We certainly found this at the previous events we held. |
| **Council challenges** |  |
| Closing the inequality gap | Councillors are aware that there are members of our community who suffer from social isolation and loneliness and are not directly involved with the more formal organisations and groups in the town. We have found that the afternoon tea parties that we have held previously have had good attendance from people who do not regularly attend organised groups and network links have been made between individuals and groups. |

**How will you ensure that people with different requirements can participate in the project and have continuing access?**

We will also be contacting local community groups who support older members of the community to ask them to spread the word. The event will take place at Brook Way Activity Centre which is one of our sites and town council staff and councillors will be supporting the event. The building is freely accessible. We will also be inviting organisations such as Age UK, Winterbourne Mediaeval Barn, Bradley Stoke Bowls Club and also the Patchway, Filton & The Stokes Volunteer Centre to have a stall at the event to enable connections to be made between members of the community and local organisations.

**Where will the project take place?**

We anticipate that both events will be held at Brook Way Activity Centre in Spring and Autumn 2024

**How many residents will benefit from the project?**

The event will be free to attend ticketed event and we will be looking at 80 people per event, so potentially 160 people.

**Funding - Give the full cost of the project**

|  |  |
| --- | --- |
| Full cost of project (£1,000 per event) | Anticipated cost in region of £2,000.00 |
| Provision of afternoon tea for 80 people | Anticipated cost in region of £600.00 per event |
| Provision of vintage china for afternoon tea event  | Anticipated cost in region of £400.00 per event |

In the table below, detail the items you will spend the Member Award on:

|  |  |
| --- | --- |
| **Item** | **Expenditure £** |
| Provision of afternoon tea for 80 people | Anticipated cost in region of £600 per event – total cost £1,200 |
| Provision of vintage china for afternoon tea event  | Anticipated cost in region of £400.00 per event – total cost £800 |
| **Total Member Award requested** | **£2,000.00** |

**Funding Update**

As per the table above, we applied for £2,000 towards both events and have been successful in receiving a total of £1,250 (split between Councillors Terri Cullen, Franklin Owusu-Antwi and Ben Randles).

**Extra Funding**

In order to be able to hold both events, officers are requesting that the Town Council allocates a maximum of £750 from the BSTC 2024/25 Community Development Grant Aid budget (N/C 5074) to top up the funding for the events. Historically, these afternoon tea parties have been totally funded by the Town Council.

Following discussion, Councillor Tom Aditya proposed allocating £750 from the BSTC 2024/25 Community Development Grant Aid budget (N/C 5074) to top up the funding for the two events in 2024, seconded by Councillor Dave Addison, carried unanimously.

 **8.2 To receive Petty Cash Statements**

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| **BRADLEY STOKE TOWN COUNCIL**  |
| **2023/24 Petty Cash Bank Statements - March 2024** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Barclays Bank Petty Cash Account** |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** |   |   | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   | 1846.35 |
| 89790 | 06/03/2024 | Bank Charges | Monthly Bank Charge 15/1 - 12/2/24 | 8.50 |   | 1837.85 |
| 89886 | 21/02/2024 | 6SP | Office - 3 Lockable cupboards & shelves | 835.64 |   | 1002.21 |
| 89887 | 27/02/2024 | 6SP | Brandon Hire - 10 toilets for 2024 Community Festival | 1305.89 |   | -303.68 |
| 89889 | 27/02/2024 | TFR | Transfer from Active Saver to Petty Cash a/c |   | 2295.18 | 1991.50 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Office Petty Cash Tin** |  |  |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   | 60.26 |
| 90090 | 21/03/2024 | 13 | JC - Kitchen Roll | 2.65 |   | 57.61 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Petty Cash at Sites** |  |  |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** |   |   | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   | 85.00 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Petty Cash - Deputy Town Clerk/Premises Manager** |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   | 65.83 |
| 90091 | 25/03/2024 | 6PF | Warm Space - Biscuits | 2.60 |   | 63.23 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Petty Cash - Youth (1)**  |  |  |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** |   |   | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   | 410.79 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Petty Cash - Youth (2) Residentials** |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** |   |   | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   | 167.21 |

Following discussion Councillor Ben Randles proposed acceptance of the Petty Cash Statement, seconded by Councillor Kulwinder Singh Sappal, carried unanimously. Petty Cash Statements then signed by Chair of Committee and Town Clerk.

**8.3 To receive Direct Debits payment schedule**

The following Direct Debits were approved for payment (and include VAT where appropriate) by Councillor Kulwinder Singh Sappal, seconded by Councillor John Bradbury, carried unanimously.

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| **BRADLEY STOKE TOWN COUNCIL** |
| **DIRECT DEBITS TO 22nd March 2024** |
|   |  |
| **Tran No.** | **Invoice Date** | **A/C Ref** | **Inv Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** | **Date Paid** |  |
| 89619 | 12/01/2024 | BIFFA | 472M12464 | JC - Overweight Container Charge 25.11-29.12.2023 | 48.30 | 9.66 | 57.96 | 12/02/2024 |  |
| 89622 | 01/02/2024 | INTY001 | INV00678247 | Email Charges - Jan 24 | 169.94 | 33.99 | 203.93 | 08/02/2024 |  |
| 89624 | 01/02/2024 | SAGE001 | INV18354986 | Sage Accounts & Payroll - Jan 24 | 332.85 | 66.57 | 399.42 | 16/02/2024 |  |
| 89626 | 01/02/2024 | FUELG | 9953783 | Transit Fuel - WP22 WRO - Jan 24 | 64.17 | 12.83 | 77.00 | 12/02/2024 |  |
| 89764 | 10/01/2024 | PHSGROUP | 70312713 | JC - Credit re Inv 69985176 | -335.92 | -67.18 | -403.10 | 10/01/2024 | **-£59.69** |
| 89765 | 10/01/2024 | PHSGROUP | 70312714 | BW - Credit re Inv 69985174 | -283.68 | -56.74 | -340.42 | 10/01/2024 |
| 89766 | 10/01/2024 | PHSGROUP | 70312715 | BC - Credit re Inv 69985175 | -443.12 | -88.62 | -531.74 | 10/01/2024 |
| 89771 | 22/01/2024 | PHSGROUP | 70333378 | Office - Credit to reverse invoice 70317132  | -40.00 | -8.00 | -48.00 | N/A |
| 89772 | 22/01/2024 | PHSGROUP | 70333379 | JC- Credit to reverse invoice 70316744 | -324.40 | -64.88 | -389.28 | 22/01/2024 |
| 89775 | 26/02/2024 | PHSGROUP | 70411315 | Office - Refund re Inv 69985173 | -13.06 | -2.61 | -15.67 | 26/02/2024 |
| 89767 | 11/01/2024 | PHSGROUP | 70316742 | BW - 4 Sanitact, 1 nappy bin,1 flow saver 19/12/23 - 14/9/24 | 272.16 | 54.43 | 326.59 | 10/02/2024 |
| 89768 | 11/01/2024 | PHSGROUP | 70316743 | BC - 10 Sanitacts,1 nappy bin,1 flow saver 19/12/23-14/9/24 | 416.42 | 83.28 | 499.70 | 10/02/2024 |
| 89769 | 11/01/2024 | PHSGROUP | 70316744 | JC - 8 Sanitacts,1 nappy bin,1 flow saver 19/12/23-14/9/24 | 324.40 | 64.88 | 389.28 | 10/02/2024 |
| 89770 | 11/01/2024 | PHSGROUP | 70317132 | Office - Incorrect invoice for resiting of sanitact unit  | 40.00 | 8.00 | 48.00 | N/A |
| 89773 | 22/01/2024 | PHSGROUP | 70333380 | JC- 8 Sanitacts,1 nappybin,1 flow saver 19/12/23 - 14/9/24 | 319.82 | 63.96 | 383.78 | 21/02/2024 |
| 89774 | 27/02/2024 | PHSGROUP | 70333380 | Office -1 Sanitact unit 18/12/23 - 14/9/24 (In JC Contract) | 17.64 | 3.53 | 21.17 | 21/02/2024 |
| 89795 | 07/03/2024 | PHSGROUP | Refund | Amount refunded to Bank A/c | 49.74 | 9.95 | 59.69 | 07/03/2024 |  |
| 89782 | 31/01/2024 | ADIMAGE1 | 42875 | Office - Printer consumables - Jan 2024 | 248.77 | 49.76 | 298.53 | 06/03/2024 |  |
| 89786 | 19/02/2024 | BARCBANK | Bank Charges | Barclays C/A charges 15/1 - 12/2/24 | 8.50 | 0.00 | 8.50 | 06/03/2024 |  |
| 89787 | 19/02/2024 | BARCBANK | Bank Charges | Barclays C/A Payflow 15/1 - 12/2/24 | 3.50 | 0.00 | 3.50 | 06/03/2024 |  |
| 89788 | 19/02/2024 | BARCBANK | Bank Charges | Barclays P/C A/C charges 15/1 - 12/2/24 | 8.50 | 0.00 | 8.50 | 06/03/2024 |  |
| 89791 | 01/03/2024 | FUELG | 10074156 | Transit Fuel - Feb 24 | 78.83 | 15.77 | 94.60 | 12/03/2024 |  |
| 89793 | 01/03/2024 | INTY001 | INV00691905 | Email Charges - 5/2 - 4/3/24 | 169.94 | 33.99 | 203.93 | 08/03/2024 |  |
| 89898 | 31/01/2024 | MAINST | 1109886 | Office - Call Charges 30/11/23 - 19/12/23 | 1.09 | 0.22 | 1.31 | 14/02/2024 | **£325.31** |
| 89899 | 31/01/2024 | MAINST | 1110546 | JC - SOGEA Broadband 11/1/24 - 10/2/24 | 33.50 | 6.70 | 40.20 | 14/02/2024 |
| 89900 | 31/01/2024 | MAINST | 1110547 | Office - SOGEA Broadband 11/1/24 - 10/2/24 | 33.50 | 6.70 | 40.20 | 14/02/2024 |
| 89901 | 31/01/2024 | MAINST | 1110548 | BW - SOGEA Broadband 11/1/24 - 10/2/24 | 33.50 | 6.70 | 40.20 | 14/02/2024 |
| 89902 | 31/01/2024 | MAINST | 1110549 | Office - 8 Soft Phone Connections 19/1/24 - 18/2/24 | 100.00 | 20.00 | 120.00 | 14/02/2024 |
| 89903 | 31/01/2024 | MAINST | 1110549 | JC - 1 Soft Phone Connections 19/1/24 - 18/2/24 | 12.50 | 2.50 | 15.00 | 14/02/2024 |
| 89904 | 31/01/2024 | MAINST | 1110549 | BW - 1 Soft Phone Connections 19/1/24 - 18/2/24 | 12.50 | 2.50 | 15.00 | 14/02/2024 |
| 89905 | 31/01/2024 | MAINST | 1110549 | BC - 1 Soft Phone Connections 19/1/24 - 18/2/24 | 12.50 | 2.50 | 15.00 | 14/02/2024 |
| 89906 | 31/01/2024 | MAINST | 1110625 | Office - Connect Solutions - 4G 19/1/24 - 18/2/24 | 32.00 | 6.40 | 38.40 | 14/02/2024 |
| 89796 | 29/02/2024 | MAINST | 1113092 | Office - Connect Solutions 4G - 19/2/24 - 18/3/24 | 32.00 | 6.40 | 38.40 | 14/03/2024 | **£324.00** |
| 89797 | 29/02/2024 | MAINST | 1113015 | JC - Sogea Broadband - 11/2/24-10/3/24 | 33.50 | 6.70 | 40.20 | 14/03/2024 |
| 89798 | 29/02/2024 | MAINST | 1113016 | Office- Sogea Broadband - 11/2/24 - 10/3/24 | 33.50 | 6.70 | 40.20 | 14/03/2024 |
| 89799 | 29/02/2024 | MAINST | 1113017 | BW- Sogea Broadband - 11/2/24 - 10/3/24 | 33.50 | 6.70 | 40.20 | 14/03/2024 |
| 89800 | 29/02/2024 | MAINST | 1113018 | Office - 8 Soft phone connections 19/2/24 - 18/3/24 | 100.00 | 20.00 | 120.00 | 14/03/2024 |
| 89801 | 29/02/2024 | MAINST | 1113018 | JC- 1 Soft phone connection - 19/2/24 - 18/3/24 | 12.50 | 2.50 | 15.00 | 14/03/2024 |
| 89802 | 29/02/2024 | MAINST | 1113018 | BW- 1 Soft phone connection - 19/2/24 - 18/3/24 | 12.50 | 2.50 | 15.00 | 14/03/2024 |
| 89803 | 29/02/2024 | MAINST | 1113018 | BC- 1 Soft phone connection - 19/2/24 - 18/3/24 | 12.50 | 2.50 | 15.00 | 14/03/2024 |
| 89805 | 01/03/2024 | SAGE001 | INV18544347 | Sage Accounts & Payroll - Feb 24 | 332.85 | 66.57 | 399.42 | 16/03/2024 |  |
| 89850 | 05/01/2024 | TOTALGAS | 3007438346 | BW Gas - CREDIT Reversing Sage 89103 | -365.80 | -18.29 | -384.09 | 05/01/2024 |  |
| 89851 | 05/01/2024 | TOTALGAS | 3007438346 | BW Gas - Recalculated 31/8/23-31/12/23 | 344.94 | 17.25 | 362.19 | 05/01/2024 |  |
| 89852 | 05/02/2024 | TOTALGAS | 3007449841 | JC - Electricity - Jan 24 | 628.40 | 125.68 | 754.08 | 20/02/2024 |  |
| 89853 | 08/02/2024 | TOTALGAS | 3007449852 | BC - Electricity-Jan 24 | 312.17 | 62.43 | 374.60 | 22/02/2024 |  |
| 89854 | 08/02/2024 | TOTALGAS | 3007449863 | BW - Electricity - Jan 24 | 260.37 | 52.07 | 312.44 | 22/02/2024 |  |
| 89855 | 04/03/2024 | TOTALGAS | 3007438313 | JC CR Gas - 30/11/23-29/2/24 | 113.46 | 5.67 | 119.13 | 18/03/2024 |  |
| 89856 | 04/03/2024 | TOTALGAS | 3007438324 | BC Gas - 30/11/23 - 29/2/24 | 1385.78 | 277.16 | 1662.94 | 18/03/2024 |  |
| 89857 | 04/03/2024 | TOTALGAS | 3007438335 | JC Gas - 30/11/23-29/2/24 | 1962.98 | 392.60 | 2355.58 | 18/03/2024 |  |
| 89858 | 05/03/2024 | TOTALGAS | 3007449841 | JC - Electricity - Jan 24 | 622.05 | 124.41 | 746.46 | 19/03/2024 |  |
| 89859 | 06/03/2024 | TOTALGAS | 3007438346 | BW Gas - 31/12/23 - 29/2/24 inc Credit £21.90 c/fwd | 416.29 | 83.26 | 499.55 | 20/03/2024 |  |
| 89868 | 14/02/2024 | VODAFONE | 691566353021 | 9 Mobile Phone Networks - Feb 24 | 153.38 | 30.67 | 184.05 | 28/02/2024 |  |
| 89878 | 31/01/2024 | BIFFA | 472C09413 | JC - Mixed Recycling - Jan 24 | 66.50 | 13.30 | 79.80 | 04/03/2024 |  |
| 89879 | 31/01/2024 | BIFFA | 472C09412 | JC - General Waste - Jan 24 | 146.56 | 29.31 | 175.87 | 04/03/2024 |  |
| 89880 | 31/01/2024 | BIFFA | 472C09411 | BW - Mixed Recycling - Jan 24 | 68.00 | 13.60 | 81.60 | 04/03/2024 |  |
| 89881 | 31/01/2024 | BIFFA | 472C09410 | BW - General Waste - Jan 24 | 325.56 | 65.11 | 390.67 | 04/03/2024 |  |
| 89882 | 31/01/2024 | BIFFA | 472C09409 | BC - Glass Recycling - Jan 24 | 52.50 | 10.50 | 63.00 | 04/03/2024 |  |
| 89883 | 31/01/2024 | BIFFA | 472C09408 | BC - Mixed Recycling - Jan 24 | 67.50 | 13.50 | 81.00 | 04/03/2024 |  |
| 89884 | 31/01/2024 | BIFFA | 472C09407 | BC - General Waste - Jan 24 | 215.06 | 43.01 | 258.07 | 04/03/2024 |  |
| 89894 | 08/03/2024 | TOTALGAS | 3007449852 | BC - Electricity 1/2/24 - 26/2/24 | 200.30 | 40.06 | 240.36 | 22/03/2024 |  |
| 89895 | 08/03/2024 | TOTALGAS | 3007449863 | BW - Electricity - Feb 24 | 241.45 | 48.29 | 289.74 | 22/03/2024 |  |
|   | **Totals** | **9174.95** | **1817.00** | **10991.95** |   |  |
|  |   |  |  |  |  |  |  |
| **Barclays Select Transactions - February Statement - Paid by Direct Debit 5/3/24** |  |  |
| **Tran No.** | **Date** | **A/C Ref** | **Inv Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |  |  |
| 89969 | 30/01/2024 | BARCSEL | 12GB | Youth - Food Supplies for youth work sessions | 10.60 | 0.00 | 10.60 |  |  |
| 89970 | 30/01/2024 | BARCSEL | 12GB | Youth - Food Supplies for youth work sessions | 22.51 | 0.00 | 22.51 |  |  |
| 89971 | 08/02/2024 | BARCSEL | 12GB | Youth - Food Supplies for youth work sessions | 3.00 | 0.00 | 3.00 |  |  |
| 89972 | 10/02/2024 | BARCSEL | 12GB | Skate Park Monthly Sim Router- Feb24 | 16.67 | 3.33 | 20.00 |  |  |
| 89973 | 13/02/2024 | BARCSEL | 12GB | Youth - Food Supplies for youth work sessions | 30.99 | 0.00 | 30.99 |  |  |
| 89974 | 20/02/2024 | BARCSEL | 12GB | Youth - Food Supplies for youth work sessions | 40.73 | 0.00 | 40.73 |  |  |
| 89975 | 20/02/2024 | BARCSEL | 12GB | Youth - Bag for Life | 0.30 | 0.00 | 0.30 |  |  |
| 89976 | 22/02/2024 | BARCSEL | 12GB | Youth - Art Supplies for youth work sessions | 15.83 | 3.17 | 19.00 |  |  |
| 89977 | 27/01/2024 | BARCSEL | 13WD | BC - Decorating materials for Elm Room | 19.62 | 3.92 | 23.54 |  |  |
| 89978 | 27/01/2024 | BARCSEL | 13WD | BW - Push & Pull Door Signs | 17.45 | 3.49 | 20.94 |  |  |
| 89979 | 28/01/2024 | BARCSEL | 13WD | JC - Paint for Sleepers re Woodland Planters | 3.32 | 0.66 | 3.98 |  |  |
| 89980 | 28/01/2024 | BARCSEL | 13WD | BC - Wall Brackets for Elm Room Kitchen | 2.49 | 0.50 | 2.99 |  |  |
| 89981 | 28/01/2024 | BARCSEL | 13WD | BW - Replace Key Safe for Back Door | 16.48 | 3.30 | 19.78 |  |  |
| 89982 | 28/01/2024 | BARCSEL | 13WD | BC - Elm Room Drain Cleaner | 4.79 | 0.96 | 5.75 |  |  |
| 89983 | 01/02/2024 | BARCSEL | 13WD | BW - Skip Hire for Various Refuse | 345.00 | 69.00 | 414.00 |  |  |
| 89984 | 01/02/2024 | BARCSEL | 13WD | Tools - Drill Bits | 1.33 | 0.26 | 1.59 |  |  |
| 89985 | 01/02/2024 | BARCSEL | 13WD | Office - Quick Release Fire Door Retainer for Kitchen | 92.49 | 18.50 | 110.99 |  |  |
| 89986 | 02/02/2024 | BARCSEL | 13WD | BC - Brass Hooks for Elm Room Kitchen | 4.90 | 0.98 | 5.88 |  |  |
| 89987 | 06/02/2024 | BARCSEL | 13WD | BW - Replace Store Room Handles in Room A | 8.54 | 1.71 | 10.25 |  |  |
| 89988 | 14/02/2024 | BARCSEL | 13WD | BC - Oval Door Stop for Orchard Room External Door | 2.05 | 0.41 | 2.46 |  |  |
| 89989 | 16/02/2024 | BARCSEL | 13WD | JC- Door Closure for Acorn Room | 15.59 | 3.12 | 18.71 |  |  |
| 89990 | 16/02/2024 | BARCSEL | 13WD | JC - Heavy Duty Liner For Woodland Planters | 12.48 | 2.50 | 14.98 |  |  |
| 89991 | 22/02/2024 | BARCSEL | 13WD | Tools - Ultragrime Power Scrub Cloths | 10.83 | 2.17 | 13.00 |  |  |
| 89992 | 22/02/2024 | BARCSEL | 13WD | BW - Paint for Room C | 50.00 | 10.00 | 60.00 |  |  |
| 89993 | 31/01/2024 | BARCSEL | 13PF | Jubilee Green - Site Map for Leisure Equipment Project | 25.99 | 5.20 | 31.19 |  |  |
| 89994 | 14/02/2024 | BARCSEL | 13PF | Office - 1 New Bisley Cupboard & Shelving | 161.45 | 32.29 | 193.74 |  |  |
| 89995 | 26/02/2024 | BARCSEL | 13PF | Staff Training - Wetpour Chemicals - Jason & Will | 17.63 | 0.00 | 17.63 |  |  |
| 89996 | 02/02/2024 | BARCSEL | 11JH | BW - Wood Cladding for Rooms A, B & C | 771.50 | 154.30 | 925.80 |  |  |
| 89997 | 02/02/2024 | BARCSEL | 11JH | BW - Paint for Fence | 15.00 | 3.00 | 18.00 |  |  |
| 89998 | 26/01/2024 | BARCSEL | 7SP | Office - 2 Replacement Union Flags | 141.47 | 28.30 | 169.77 |  |  |
| 89999 | 07/02/2024 | BARCSEL | 7SP | BW - 1 x Quick Release Fire Door Retainer | 92.49 | 18.50 | 110.99 |  |  |
| 90000 | 07/02/2024 | BARCSEL | 7SP | JC - 2 x Quick Release Fire Door Retainer | 184.98 | 37.00 | 221.98 |  |  |
| 90001 | 07/02/2024 | BARCSEL | 7SP | BC - 2 x Quick Release Fire Door Retainer | 184.98 | 37.00 | 221.98 |  |  |
| 90002 | 07/02/2024 | BARCSEL | 7SP | BC - Batteries | 10.83 | 2.16 | 12.99 |  |  |
| 90003 | 07/02/2024 | BARCSEL | 7SP | Skate Park - Fire Action Procedure Sign | 4.16 | 0.83 | 4.99 |  |  |
| 90004 | 20/02/2024 | BARCSEL | 7SP | D-Day Event - Bunting | 36.49 | 7.30 | 43.79 |  |  |
|   | **Total** | **2394.96** | **453.86** | **2848.82** |  |  |

**9 To receive the Minutes of the Planning & Environment Committee held on 27th March 2024 and to deal with matters referred to Council not covered elsewhere on the Agenda**

The Minutes of the Planning & Environment Committee meeting held on 27th March 2024 were received.

**10 To receive the Minutes of the Leisure, Youth & Amenities Committee held on 15th April 2024, and to deal with matters referred to Council not covered elsewhere on the Agenda**

The Minutes of the Leisure, Youth & Amenities Committee meeting held on 15th April 2024 were received.

#

**11 Updates from South Gloucestershire Council (SGC) Ward Members relevant to Bradley Stoke and Bradley Stoke Town Council Press Spokesperson**

* Councillor Dave Addison – concerns from residents regarding buses + other matters linked to West of England Combined Authority (WECA) meetings
* Councillor John Bradbury – SGC Asset Based Community Development briefing + Avon & Somerset Constabulary neighbourhood policing briefing + SGC streetlighting dimming hours changing with the cost savings being used to offset proposed library cuts
* Councillor Franklin Owusu-Antwi – Contacted SGC Streetcare re. concerns over operatives not litter picking before cutting open spaces (awaiting response) + Royal British Legion requesting a stall at this year’s Community Festival.
* Councillor Ben Randles – issues raised by residents linked to changes to bus service + speeding in Hawkins Crescent + proposed bin emptying changes. Querying the BSTC Council Tax bill with SGC as figures equate to a 4.99% Precept increase, but the figure shown on the Council Tax bill reads 5%. Invited to visit Great Western Air Ambulance base at Almondsbury – very interesting visit. Various WECA committee meetings
* Press spokesperson – column in Bradley Stoke Voice + Annual Reports delivered.

**12 Financial Matters**

**12.1 Review Financial Regulations**

Rachel Pullen, RFO/Finance Manager presented the following report:

Following recent changes in the Procurement Legislation and a query raised by the Chair of the Finance Committee at the March Council meeting concerning Chairs approving payments, the RFO has carried a full review of the Regulations to bring them up to date.

**Main Changes Summarised Below** (amended document circulated)

* **3.2** – Clarifying the different delegated spending limits and adding delegated authority to Chairs in exceptional circumstances up to £5K.
* **6.3 – 6.5** – Updating the regulations to show the appropriate supplier payment option to be internet payments.
* **6.17** – Increase debit card transaction limit from £450 to £1,000 (exc VAT).
* **6.18** - The addition of charge or credit card usage to a maximum limit of £1,000 per month (inc VAT).
* **11.4–11.5** – Limits updated to accommodate the increase in the Town Clerk’s remit from £750 to £1,000.
* **11.6** – Awarded contracts above £2,000 will not be paid up front unless a case is presented to Full Council.
* **11.10** – Public Procurement Regulations were updated to 2023 & Policy Note 11/23.
* **14.2** – Property sold or leased etc limit increased from £250 to £1,000.

Following discussion, Councillor Jon Williams proposed acceptance of Financial Regulations as per circulated document and summarised above, seconded by Councillor Roger Avenin, carried unanimously.

**12.2 To approve Bills for payment**

The following Bills were approved for payment (and include VAT where appropriate) by Councillor Kulwinder Singh Sappal, seconded by Councillor Natalie Field, carried unanimously.

|  |
| --- |
| **BRADLEY STOKE TOWN COUNCIL** |
| **MONTHLY EXPENDITURE - 17th April 2024 - Full Council** |
|  |
| **SUPPLIERS** |
|  | AMBIENCE LANDSCAPES LTD |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 31/03/2024 | 21077 | Street Maintenance - March 24 | 1272.87 | 254.57 | 1527.44 |
|   | **Account Totals:** | 1272.87 | 254.57 | 1527.44 |
|  | AVON SPORTSGROUND MAINTENANCE CO |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 29/03/2024 | SI-822539 | BC- Bowls Maintenance - March 24 | 588.91 | 117.79 | 706.70 |
| 29/03/2024 | SI-822539 | BC- Bowls Maintenance - March 24 | 56.00 | 0.00 | 56.00 |
|   | **Account Totals:** | 644.91 | 117.79 | 762.70 |
|  | Water2Business |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 27/03/2024 | 11612883 | JC CR - Water 15/9 - 26/3/24 | 314.60 | 0.00 | 314.60 |
| 27/03/2024 | 13227560 | JC - Water 15/9 - 26/3/24 | 995.51 | 0.00 | 995.51 |
| 28/03/2024 | 11680097 | BW - Water 29/9/23 - 28/3/24 | 312.75 | 0.00 | 312.75 |
|   | **Account Totals:** | 1622.86 | 0.00 | 1622.86 |
|  | BS1 FIRE & SECURITY |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 11/03/2024 | SI20612 | BW - Invoice issued in error re keypad & door contacts | 271.10 | 54.22 | 325.32 |
| 11/03/2024 | SI20616 | BC - Replace 7 Faulty Alarm Sensors (W&T) | 629.00 | 125.80 | 754.80 |
| 31/03/2024 | SI20813 | BW - Replace Smoke Detector in Men’s Toilets | 76.00 | 15.20 | 91.20 |
| 31/03/2024 | CN20806 | BW - Credit to Reverse Invoice S120612 | -271.10 | -54.22 | -325.32 |
|   | **Account Totals:** | 705.00 | 141.00 | 846.00 |
|  | South Gloucestershire Citizens Advice Bureau |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 01/04/2024 | INV/BSTC 2024/25 | Citizens Advice - 2024/25 Approved Funding | 17416.00 | 0.00 | 17416.00 |
|   | **Account Totals:** | 17416.00 | 0.00 | 17416.00 |
|  | CONCORD HOMECARE LIMITED |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 31/03/2024 | CINV-661 | Office - Cleaning - March 24 | 357.50 | 71.50 | 429.00 |
| 31/03/2024 | CINV-661 | JC - Cleaning - March 24 | 858.00 | 171.60 | 1029.60 |
| 31/03/2024 | CINV-661 | BW - Cleaning - March 24 | 715.00 | 143.00 | 858.00 |
| 31/03/2024 | CINV-661 | BC - Cleaning - March 24 | 858.00 | 171.60 | 1029.60 |
| 31/03/2024 | CINV-661 | Skate Park - Cleaning - March 24 | 143.00 | 28.60 | 171.60 |
| 31/03/2024 | CINV-661 | JC CR- Cleaning - March 24 | 357.50 | 71.50 | 429.00 |
|   | **Account Totals:** | 3289.00 | 657.80 | 3946.80 |
|  | Gary Woodland |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 31/03/2024 | INV201904238 | Youth Support - Thursday Sessions Feb/March 24 | 740.42 | 0.00 | 740.42 |
| 31/03/2024 | INV201904239 | Youth Support - Tuesday Sessions Feb/March 24 | 282.73 | 0.00 | 282.73 |
|   | **Account Totals:** | 1023.15 | 0.00 | 1023.15 |
|  | KN Office Supplies Ltd |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 08/04/2024 | I39861 | Office - Paper shredding & Recycling | 35.00 | 7.00 | 42.00 |
| 08/04/2024 | I39862 | JC - Replacement Projector Screen (W&T) | 165.00 | 33.00 | 198.00 |
| 08/04/2024 | I39862 | BW - Replacement Tea Urn (W&T) | 112.00 | 22.40 | 134.40 |
|   | **Account Totals:** | 312.00 | 62.40 | 374.40 |
|  | Magic Cleaning Solutions Ltd |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 04/04/2024 | I18349 | JC - Hand Towels | 61.60 | 12.32 | 73.92 |
|   | **Account Totals:** | 61.60 | 12.32 | 73.92 |
|  | **ONE OFF SUPPLIERS - BY INTERNET PAYMENT** |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 31/03/2024 | SI-1117 | **Landcare Tree Nursery** - 4M Spruce Xmas Tree for Jubilee Grounds, Stake + Strapping | 210.25 | 42.05 | 252.30 |
|   |
| 27/03/2024 | 33027607 | **Bristol Conservation Volunteers** - Davis Pond lining, Clearing vegetation & Coppicing | 990.00 | 198.00 | 1188.00 |
|   |
| 03/04/2024 | 1551 | **Think Design** - 2024 Forward Plan Production | 200.00 | 40.00 | 240.00 |
|   |
|  | PARKERBELL (INSTRUMENTS) LTD |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 09/04/2024 | 83237 | Annual Calibration of Pat Machine + Carriage | 71.50 | 14.30 | 85.80 |
|   | **Account Totals:** | 71.50 | 14.30 | 85.80 |
|  | RE- ENERGIZE |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 11/04/2024 | 3944 | 2024 - Community Festival Management Fees - March 24 | 1148.00 | 0.00 | 1148.00 |
|   | **Account Totals:** | 1148.00 | 0.00 | 1148.00 |
|  | SOLTECH IT LTD |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 04/04/2024 | 26815 | Office - IT Contract - 22/4/24 - 21/5/24 | 150.00 | 30.00 | 180.00 |
| 04/04/2024 | 26816 | Office- Microsoft 365 Cloud Backups 25/4 - 24/5/24 | 42.00 | 8.40 | 50.40 |
|   | **Account Totals:** | 192.00 | 38.40 | 230.40 |
|  | SPHERE LEISURE BRADLEY STOKE |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 31/03/2024 | 10101 | Skatepark - Electricity Charge - Jan - March 24 | 587.00 | 117.40 | 704.40 |
| 31/03/2024 | 10101 | Skatepark - Water Charges - 1/4/23 - 31/3/25 | 58.80 | 0.00 | 58.80 |
|   | **Account Totals:** | 645.80 | 117.40 | 763.20 |
|  | SOUTH WEST COUNCILS |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 05/04/2024 | 0000070006 | 2024/25 South West Regional Councils - Annual Subscription | 499.00 | 99.80 | 598.80 |
|   | **Account Totals:** | 499.00 | 99.80 | 598.80 |
|  | TWO THIRDS .CO.UK |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 31/03/2024 | 1592 | Website Support - Q4 2023/24 - Additional Hours | 305.00 | 61.00 | 366.00 |
| 01/04/2024 | 1593 | Website Support - Q1 2024/25 | 449.00 | 89.80 | 538.80 |
|   | **Account Totals:** | 754.00 | 150.80 | 904.80 |
|   | **Supplier Totals:** | **31057.94** | **1946.63** | **33004.57** |

**13 To deal with Miscellaneous Matters**

**13.1 Update on storage container at Jubilee Centre**

Officers are seeking direction from councillors regarding the new storage container at the Jubilee Centre

Unfortunately, due to miscommunication between the Town Council and the company supplying the container, we assumed that we had received the original quote based on an insulated container, but the company actually quoted for a non-insulated one. This discrepancy was not noticed until the container had been purchased and delivered to the site. The company has acknowledged the error and as a gesture of goodwill has made an offer of free transport (in region of £500 per journey) if councillors do wish for the container to be removed, insulated and returned to site. The company has supplied the following quote to insulate the container:

* *Take away your container (no extra charge absorbed by us for the error)*
* *Fit the OSB line out (charge to you for the materials and work £1855 plus VAT)*
* *Complete the work in our depot*
* *Re-deliver container to you (no extra charge absorbed by us for the error)*

Councillors need to consider whether they wish the container to be insulated. The container is currently not being used and will need to be painted in due course.

Following discussion, Councillor Ben Randles proposed insulating the container at a cost of £1,855 + VAT as detailed above and accepting the goodwill gesture from the container company linked to the transportation costs, seconded by Councillor James Nelson. A vote was taken, 9 in favour, 1 against, 1 abstention, proposal carried.

**13.2 Proposed amendments to Standing Order 76.7 to align with Financial Regulations**

In line with the agreed updates to Financial Regulations (minute 12.1), there is a need to amend Standing Order 76.7 as detailed below:

*7. The Public Procurement (Amendment)(EU Exit) Regulation ~~2022~~ 2023 shall apply and the terms of the Public Contracts Regulations ~~2015~~ 2016, including Regulation 110, articles 109-114 in respect of the use of the Contract Finder website and other light touch rules, and the Utilities Contracts Regulations ~~2015~~ 2016 and any subsequent amendment including thresholds shall be followed. In addition, Procurement Policy Note ~~08/20~~ 11/23 shall also apply in respect of advertising such contracts of work on the Find a Tender website in line with the up to-date published Government guidance.*

In line with Standing Order 79:

*79. A resolution permanently to add, vary, or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.*

Councillor Kulwinder Singh Sappal that Standing Order 76.7 be amended as above to align with Financial Regulations, seconded by Councillor Jon Williams. No vote taken; proposal deferred to Annual Town Council Meeting on 8th May 2024.

**13.3 Adoption of BSTC Vexatious Complaints Policy**

Draft policy has been circulated.

Following discussion, Councillor Ben Randles proposed adoption of BSTC Vexatious Complaints policy (as circulated), seconded by Councillor Kulwinder Singh Sappal. A vote was taken, 9 in favour, 2 abstentions, proposal carried.

**13.4 Adoption of BSTC Vehicle Usage and Driving at Work Policy**

Draft policy has been circulated.

Following discussion, Councillor Tom Aditya proposed adoption of BSTC Vehicle Usage and Driving at Work Policy (as circulated), seconded by Councillor Jon Williams, carried unanimously.

### 14 To note the dates of forthcoming meetings

 14.1 22 April Staffing Committee

 14.2 24 April Finance

 14.3 24 April Planning & Environment

 14.4 1 May Annual Town Meeting

 14.5 8 May Annual Town Council Meeting

 The Meeting closed at 7.50pm