## 

## BRADLEY STOKE TOWN COUNCIL

**Finance Committee**

Minutes of the Meeting of the Finance Committee of Bradley Stoke Town Council held at the Jubilee Centre, Savages Wood Road, Bradley Stoke on Wednesday 26th July 2023 at 6.30pm.

**PRESENT:** Councillors: David Addison

Aleena Aditya

Tom Aditya

John Bradbury

Natalie Field

Jenny James

Dayley Lawrence

James Nelson

Ben Randles

Kulwinder Singh Sappal

Jon Williams (Chair)

Officers: Sharon Petela - Town Clerk

Rachel Pullen – Responsible Finance Officer/Finance Manager

Philip Francis - Deputy Town Clerk/Activity Centres Manager

1. **Submissions from the Public**

None

**2 Apologies for absence**

Apologies received from Councillors Frederic Contenot, Terri Cullen and Brian Mead.

**3 Declarations by Members**

Councillor Ben Randles asked for SGC Licensing sub-committee and WECA Overview & Scrutiny Committee to be added to his Register of Interests.

*Councillor John Bradbury arrived at this point in the meeting*

**4 Announcements by the Chair**

None

**5 Minutes of Previous Meeting**

Minutes of the Finance Committee held on 21st June 2023 were proposed for acceptance by Councillor Ben Randles, seconded by Councillor Kulwinder Singh Sappal with the minor number changes on pages 7 & 8 (as detailed below), and carried unanimously. The minutes were then signed by the Chair as a correct record.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5516 | Youth Grant Funding 16 -SGC Magnox Youth funding | £0 | £0  ~~£66.53~~ | Magnox Grant Funding - To purchase Fridge Freezer for the Skate Park and to fund arts & crafts projects + youth food - To be used by 30/6/23 linked to N/C 4516 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9032  ~~9025~~ | Baileys Court Equipment | £1,500 | £1,000 | Budget reduced based upon 22/23 year-end figures (£840.87) |

|  |  |  |  |
| --- | --- | --- | --- |
| **TOTAL** | **£606,823** | **£642,848.27**  **~~£987,915~~** | **Increase of £36,025.27 ~~£36,092~~** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3089  ~~3090~~ | Future Budget & Unallocated funding Reserve | £190,000 | £255,000 | Increase based upon required increase from 2022/23 year- end adjusted to support the 5 Year Forward Plan - This is a constantly fluctuating budget |

**6 Matters arising from the minutes of the meeting held on 21st June 2023**

None

7 Matters within scope of Finance Committee

**7.1 To agree budget for forthcoming Local Nature Action Plan projects**

Extract from Planning & Environment Committee – 28th June 2023

***8.1 Update on Bradley Stoke Local Nature Action Plan – Hedgehog Heroes Project***

*At the Hedgehog Heroes event on Saturday 17th June, which was a truly collaborative event organised by Bradley Stoke Town Council, Bradley Stoke in Bloom and Bradley Stoke Zero Carbon Community Group, hedgehog archways were given to residents of Bradley Stoke who will be installing them in their gardens to create holes in their own fence or gates to enable hedgehog to access their gardens.*

*Hedgehog holes are typically 13cm holes and are installed in garden fences, walls and gates to enable hedgehogs to safely access gardens. These hedgehog holes or ‘highways’ will help form a garden network of places for hedgehogs to find food, shelter and even other prickly pals, ensuring that they do not have to cross busy roads. Once the archway is installed, the residents then plot the location at the*[*BIG Hedgehog Map website*](https://bighedgehogmap.org/holes-for-hedgehogs-home/map-hedgehog-hole)*. We have also created our own map which has been added to our website.*

*The Hedgehog Heroes initiative is being led by South Gloucestershire Council in an effort to help halt the severe decline in the species over the last 20 years and will enable South Gloucestershire to become a hedgehog friendly zone. It is working with more than 15 town and parish councils in South Gloucestershire to encourage people in the area to create a target of 3000 ‘hedgehog holes’. There are both urban and rural hedgehogs, those in built up areas seem to be showing signs of stabilising and it is hoped this project will mean the more rural populations can recover. In the past, Bradley Stoke Town Council has given grant funding to Hedgehog Rescue in Yate who help care for injured hedgehogs and have worked in the community for more than 20 years raising awareness of hedgehog welfare. Hedgehog rescue often take in injured or underweight hedgehogs found in Bradley Stoke. Bradley Stoke Zero Carbon Community Group designed a “What to do if you find a sick or injured hedgehog” poster which was given to everyone taking a hedgehog hole.*

*To celebrate Bradley Stoke Town Council’s Hedgehog Heroes initiative, we held a colouring competition which was organised by Bradley Stoke in Bloom who also sourced some amazing prizes from the local Pets at Home store. Thank you to Pets at Home for the prizes. All participants received a certificate and the First Place prize in both categories was a hedgehog house and bag of hedgehog food (donated by Pets at Home) plus a colourful knitted Hedgehog. Second place received a bag of hedgehog food and a knitted hedgehog.*

***Hedgehog Heroes Initiative for Schools***

*Bradley Stoke Town Council is donating a Hedgehog Heroes sign to each school in the town and hope that it will be placed in a prominent location so that the local community can see that the school is playing their part in becoming a Hedgehog Hero. It is suggested that the school might like to construct a hedgehog hotel or feeding station on the school grounds as well as finding out what hedgehogs like to eat and drink.*

*So far, positive responses have been received from Bowsland Green Primary School, Bradley Stoke Community School Primary Phase, Holy Trinity Primary School, St Mary’s Catholic Primary School, Wheatfield Primary School and Baileys Court Primary School.*

*The Mayor has so far, visited two of the school’s assemblies (Bowsland Green Primary School and Bradley Stoke Community School Primary Phase) to present the Hedgehog Heroes signs in person and to talk about hedgehogs.*

*All photos from the Hedgehog Heroes event are on the Town Council website (see weblink):* [*https://www.bradleystoke.gov.uk/council/local-nature-action-plan.php*](https://www.bradleystoke.gov.uk/council/local-nature-action-plan.php)

***Financial Breakdown***

*£700 budget was allocated by the Town Council towards this project and the following expenses have been incurred:*

|  |  |
| --- | --- |
| ***Description*** | ***Cost*** |
| *8 x metal A1 Hedgehog Signs for donations to schools and BSTC sites* | *£386.35* |
| *Donation to Patchway Men in Sheds who made 40 Hedgehog Hole templates given to attendees at Hedgehog Heroes event* | *£30.00* |
| *40 x small green Hedgehog Highways signs to accompany hedgehog holes given to attendees at Hedgehog Heroes event* | *£87.47* |
| *Donation to Hedgehog Street towards postage for 100 x Hedgehog Tips booklets to accompany hedgehog holes given to attendees at Hedgehog Heroes event and also for Town Council Activity Centre sites public information* | *£5.00* |
| *Craft Materials linked to Hedgehog Heroes Display which was made by Wheatfield Primary School Eco-council which was used in Bradley Stoke Library and also at the Hedgehog Heroes event* | *£22.00* |
| *Purchase of 4 x Sparkly Knitted Hedgehogs used as prizes for the Hedgehog Heroes colouring competition* | *£15.00* |
| ***TOTAL SPENT*** | ***£542.82*** |

*With the remaining £154.18 we would like to purchase some wildlife cameras which we can loan out to residents who have installed hedgehog holes so they can see whether the holes are being used by hedgehogs and other wildlife.*

*Following discussion, Councillor Ben Randles proposed that the remaining budget of £154.18 be used to purchase wildlife cameras which can be loaned out to residents, seconded by Councillor James Nelson, carried unanimously.*

*Councillor Ben Randles also proposed a vote of thanks to Town Council staff, Bradley Stoke in Bloom and Bradley Stoke Zero Carbon Community Group for the excellently organised Hedgehog Heroes event, seconded by Councillor James Nelson, carried unanimously.*

*Following further discussion, Councillor Ben Randles proposed that the next Local Nature Action Plan projects to be explored further are: community orchards, free packets of wildflowers seeds giveaway (possibly as part of the 2023 Scarecrow Trail) and another free tree giveaway event, seconded by Councillor John Bradbury, carried unanimously.*

**Update**

The Mayor and Deputy Mayor have now been into four more schools (Holy Trinity Primary, St Mary’s Catholic Primary, Wheatfield Primary and Baileys Court Primary) to present the Hedgehog Heroes signs.

**Allocation of budgets for next Local Nature Action Plan projects**

Councillors need to consider allocating budgets for the following projects:

* Free Trees Giveaway event (£1,000 allocated last year) - £1,000
* Free Wildflower Seeds giveaway project (in region of £3 per seed pack) - £350
* Community Orchards project (£50 - £60 for well-established tree) - £650

It is anticipated that, if a total of £2,000 was allocated towards all projects, this would give an adequate budget which could be utilised for the various projects. The money can be allocated from Community Development Grant Aid Budget (N/C 5074). All spending will be monitored through our ordering schedule as normal and any surplus will be reallocated in due course once costs are known later in the year.

Councillors also need to discuss whether to set up a separate budget of £2,000 per year which could be used to fund Local Nature Action Plans going forward. This could also be utilised by Bradley Stoke in Bloom once their long-standing ring-fenced budget has been totally utilised. There is currently £736.13 left in their budget (Nominal Codes 5092 + 3017).

Following discussion, Councillor Ben Randles proposed establishing a £2,000 stand-alone Local Nature Action Plan Projects budget (N/C5078) funded from Community Development Grant Aid budget (N/C5074), seconded by Councillor Natalie Field, carried unanimously.

**7.2 Quotes for replacements of CCTV at skatepark**

Graham Baker, Youth Development & Participation Worker has submitted the following update:

**Background:** Bradley Stoke Skatepark was officially opened in April 2016. Initially a limited CCTV system was installed consisting of 4 cameras wired to a pre-existing CCTV column. The system was connected, via a wireless link, to the Leisure Centre CCTV system. In 2018, two additional converted 40ft containers were added to the original 20ft container and two further cameras were located on them. In addition, a hard drive recorder was installed in the containers and wired to the pre-existing column, therefore allowing a more accessible arrangement with CCTV able to be reviewed on site.

**Current situation:** Over the past year we have had problems, with several of the camera locations, with intermittent or permanent faults that have not been rectifiable by replacement cameras. Further investigation has indicated cabling problems and unfortunately it does not look possible to reuse existing conduit.

In addition, the upgrading of the containers, including the recent installation of a well-equipped kitchen and associated equipment, makes it desirable to enhance security and deterrence on site.

**Solution:** As there is no permanent electrical supply at the floodlight columns, wireless links are not an option (timed power only). Rewiring existing conduit does not seem possible, therefore it is necessary to provide additional trench work to accommodate new CCTV cabling. We have therefore requested quotes for the cables to be trenched in new conduit from the two floodlight columns nearest to the containers and from the pre-existing CCTV column (prior to skatepark build).

The specification for the works includes 8MP IP IR cameras (7 cameras across three poles/ columns and the converted containers); CAT6 cabling; upgrade to hard drive recorder; necessary groundworks (trenching and conduit), etc.

We have now had site meetings with four contractors and after receiving initial quotes have requested that all the companies quote to the specification recently installed at our community centre sites (Honeywell equipment, Cat 6 cabling, etc), as well as offering an alternative costed option. In addition, costs for the necessary groundworks have been requested and some of the companies have needed to source costs from separate groundworks companies.

**Action:** We are now in receipt of three revised quotes and awaiting a fourth. Revised quotes and detailed costings to next appropriate Council meeting.

Councillors noted the above update.

Following further discussion, Councillor Dayley Lawrence proposed that BSTC investigate a dedicated electricity supply at the skatepark rather than a spur off the Leisure Centre supply, seconded by Councillor John Bradbury, carried unanimously.

*Councillors Aleena Aditya and Tom Aditya arrived at this point in the meeting*

**7.3 To agree specification & budget for 2024 Community Festival**

Documentation linked to the tender process for the 2023 Community Festival and costings for the 2022 Festival have been circulated.

Following discussion, Councillor Dayley Lawrence proposed, seconded by Councillor Natalie Field and carried unanimously, that the following councillors form a Working Group for the 2024 Community Festival:

Natalie Field Dayley Lawrence

Jenny James Ben Randles

Kulwinder Singh Sappal Jon Williams

**7.4 Quotes for permanent steel fencing to replace temporary Heras fence behind Bowls Green at Baileys Court Activity Centre**

Phil Francis, Activity Centres Manager/Deputy Town Clerk presented the following report:

In the last few weeks, the bowls area at Baileys Court has become home to a group of people who are vandalising the building and hirer equipment stored around the bowls green. They have also caused substantial damage to our CCTV system and the roof, all of which is being reported to the police. After an investigation by myself (Phil Francis – Sites Manager) I have concluded that to gain entry there are 2 routes when the building is locked. The first is over the new gate we have installed at the rear of the bowls green bordering the pub car park and the other is via a line of Hears fencing that was erected around 3 years ago to deter entry from undesirables. Following the recent attempt to break into the building via the roof hatch and the breaking of roof tiles I would like to bring forward the option to purchase galvanised steel fencing that our 2 operatives can install. I have checked 3 websites and collated the costs below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company | Number of fence panels | Number of posts | Additional | Delivery | Total |
| All Steel Fencing | 6 | 7 | None | Would not supply without giving full details | £1183.40 |
| Safe Fence | 6 | 7 | None | £125 | £2,189.16 |
| First Fence | 6 | 7 | Corner clamps and post crete concrete pre mix | Can collect from Bedminster depot | £1,415.29 |

Following the use of First Fence in the past to buy the new gate installed by council staff, officer recommendation is using First Fence.

Following discussion, Councillor Dayley Lawrence proposed acceptance of the First Fence quote (as detailed above), seconded by Councillor Ben Randles, carried unanimously.

**8 Financial Matters**

**8.1 2023/24 Income & Expenditure Against Budget Report**

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

**FINANCIAL SUMMARY AS AT 12/7/23**

**INCOME**

Overall, total income has achieved £487,419.12 (49.07%) excluding the Mayor’s Charity which has raised £134.84 to date. The total income is slightly below the income received for the period to 1st August 2022 (2022/23) which achieved £505,077.51 (48.89%). This £13K reduction is mainly due to the £21K insurance settlement received last year linked to the vehicle arson in early April 2022 and therefore the income to date (excluding the Mayor’s charity) has actually outperformed last year’s levels when this is excluded. The Centres have achieved the following income levels:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **2022/23 as at 1/8/22** | | | **2023/24 as at 12/7/23** | | |
| **Activity Centre** | **Income (£)** | **Annual Budget (£)** | **Income Against Annual Budget %** | **Income (£)** | **Annual Budget (£)** | **Income Against Annual Budget %** |
| Jubilee Centre | 21,877.39 | 48,000.00 | 45.58% | 21,947.22 | 54,000.00 | 40.64% |
| Brook Way | 12,334.61 | 22,000.00 | 56.07% | 12,946.82 | 27,000.00 | 47.95% |
| Baileys Court | 33,086.36 | 63,000.00 | 52.51% | 31,600.28 | 68,500.00 | 46.13% |
| **Totals** | **67,298.36** | **133,000** | **50.60%** | **66,494.32** | **149,500** | **44.47%** |

Overall, £66,494.32 (44.47%) of the annual hire income budget has been achieved across the centres which is on a par with last year’s income level. In brief, the current income from sites continues to maintain the levels achieved prior to 2020/21 and the periods of lock down which are detailed below,

|  |  |
| --- | --- |
| 2016/17 | £64,264.76 |
| 2017/18 | £57,192.88 |
| 2018/19 | £67,580.36 |
| 2019/20 | £62,852.51 |
| 2020/21 | £25,409.60 |
| 2021/22 | £50,507.64 |
| 2022/23 | £67,298.36 |
| 2023/24 | £66,494.32 |

**Income Budget Change**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominal Code** | **Description** | **Previous budget** | **New budget** | **Details** |
| 4109 | All sites Projector/flipchart Income | £1,000 | £3,000 | Increase based upon current figures of £2,258.34 due to recent longer-term booking paid in advance |

**INCOME SUMMARY**

Overall income continues to maintain a very strong position and is well placed to achieve the current annual budgets having achieved 49.54% for the first 3.5 month period. This is further substantiated as the current banking and investment income (N/C 4010) has and will continue to be positively impacted by the recent interest rate increases and the current position is shown as a deficit as accruals have been carried forward but this will adjust to a positive position later in the year upon the maturity of several large bonds and as bank interest accumulates.

Following discussion, Councillor Dayley Lawrence proposed acceptance of the Income Budget changes as detailed above, seconded by Councillor Ben Randles, carried unanimously.

**EXPENDITURE**

The table below shows the expenditure performance against budget.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **2022/23 as at 1/8/22** | | | **2023/24 as at 12/7/23** | | |
| **Sector** | **Expenditure (£)** | **Annual Budget (£)** | **Expenditure Against Annual Budget %** | **Expenditure (£)** | **Annual Budget (£)** | **Expenditure Against Annual Budget %** |
| **Total Office & Non-Activity Centres** | 268,120.38 | 799,718.92 | 33.53% | 246,708.20 | 824,200.33 | 29.93% |
| **Including** Salaries (Employer Costs) | 151,959.52 | 467,000 | 32.54% | 160,156.63 | 495,803 | 32.30% |
| **Including** Youth Provision | 0.00 | 12,500.00 | 0% | N/A – Amalgamated within main grant aid budgets (5074 – 5077) as approved by council 2022/23 | N/A | N/A |
| Grant Aid -Managed by LY&A |
| Core Youth Funding - **See Note 1** | 5,257.46 | 34,180.00 | 15.38% | 4,053.88 | 34,180.00 | 11.86% |
| Skatepark -General Running Costs - Excludes Reserves - **See Note 2** | 3,163.12 | 7,520.00 | 42.06% | 2,230.00 | 7,520.00 | 29.61% |
| External Youth Grant Funding from SGC etc - **See Note 3** | 2,621.56 | 37,472.92 | 6.99% | 2,506.15 | 37,470.33 | 6.69% |
| **Youth Subtotals** | **11,042.14** | **91,672.92** | **12.05%** | **8,790.03** | **79,170.33** | **11.10%** |
| Jubilee Centre | 40,746.29 | 113,108 | 36.02% | 24,903.18 | 103,851 | 23.98% |
| Brook Way | 16,020.40 | 51,927.00 | 30.85% | 14,327.52 | 46,395 | 30.88% |
| Baileys Court | 32,467.39 | 101,678.00 | 31.93% | 29,652.18 | 101,795 | 29.13% |
| New Assets | 66,602.62 | 80,433.82 | 66,602.62 | 2,482.48 | 25,400 | 9.77% |
| Planned Assets - **See Note 4** | 0.00 | 0.00 | 0.00 | 2,450 | 787.35 | 32.14% |
|  |
| **Totals** | **423,957.08** | **1,146,865.74** | **36.97%** | **318,860.91** | **1,104,091.33** | **28.88%** |  |
| ***Note 1:*** *Core youth funding excludes the salary costs of The Youth Development and Participation Worker which is included within the main salary figures. Other youth worker salaries are covered by the core funding and external grant funding. Unspent funds at year end are not protected within the youth funding but are added to the main council year end surplus for re-distribution.* | | | | | | |
| ***Note 2:*** *Skate Park general running costs is a developing budget as new contracts are established. Budgets and funds are transferred from the main youth core funding as and when required to cover any additional expenditures to ensure the overall approved youth budget is not exceeded.* | | | | | | |
| ***Note 3:*** *At year end, any unspent external youth grant funding is rolled into the next years’ budget whilst all other unspent youth budgets will be added to the main year-end surplus for re-allocation by Council.* | | | | | | |
| ***Note 4:***  *The Planned Assets are funded from earmarked reserve budgets and these expenditure levels are expected to be 100% when all transfers and budget adjustments have been processed within the accounts.* | | | | | | |

**RECOMMENDED BUDGET CHANGES**

There are no recommended budget changes at this point however an internal transfer of external grant funding budgets has been applied as detailed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominal Code** | **Description** | **Previous budget** | **New budget** | **Details** |
| 5516 | Youth - Magnox Youth Funding | £0 | £450 | Grant funding moved from an asset code (N/C 9039) to cover the Olas Youth Art event – see below |
| 9039 | Skate Park Assets | £2,900 | £2,450 | Magnox funding moved to the main youth grant funding as detailed above. |

**EXPENDITURE SUMMARY**

Expenditure remains in a strong position for the period across all sectors currently standing at 28.88% of the budget (excluding reserves), which is on target when assuming at least 29.16% would be utilised for the period April – mid July 2023).

The actual expenditure for the general running of the sites has slightly decreased this year when compared to 2022/23 mainly due the fact the grounds maintenance invoice for the first quarter has only just been received and is therefore excluded from the figures within this report. In addition, the 2022/23 Jubilee figures included the refurbishment of the Woodland Suite kitchen.

Based upon the current performance, the estimated 2023/24 year-end surplus is £65,329.31 which helps fund the Forward Plan for the subsequent 3 years, as detailed overleaf. It should, however, be noted the Forward Plan assumes all budgets are met or utilised and the current position may change during the remainder of the financial year and obviously cannot be confirmed until final year-end figures have been calculated ahead of the annual audit.

Following discussion, Councillor Dayley Lawrence proposed acceptance of the Expenditure Budget changes as detailed above, seconded by Councillor Ben Randles, carried unanimously.

Following discussion, Councillor Ben Randles proposed a vote of thanks to Rachel Pullen RFO/Finance Manager for her detailed reporting, seconded by Councillor Natalie Field, carried unanimously.

**8.2 Review Card Reader Options to enable contactless payments for events**

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

**Current Position**

Currently we use Barclaycard for telephone and face to face hire charge payments, however the charges have recently increased. Barclaycard is therefore no longer cost effective for the volume of payments that use this facility as a lot of hirers now pay by bank transfer following changes needed during the Covid period which have continued thereafter. To put things into perspective, card payments for the first quarter amounted to £618.80 which is below the minimum monthly threshold required by Barclaycard and which then incurs an additional minimum billing charge fee as detailed below.

In addition, Barclaycard is unsuitable for Council’s current needs especially for on-site hire charge payments and for donations to the Mayor’s Charity at Council events such as the fireworks.

**Current Notice Period**

Barclaycard require 30 days’ notice.

**Current Monthly Charges:**

* 1 - Portable base and handset + data security manager = £24.80 + vat.
* Debit card transaction charges (excludes business cards) = 1.5%.
* Credit card transaction charges (excludes business cards) = 2%.
* The minimum monthly billing charge applies if the above transaction charges amount to less than

£10.00 in which case the difference is payable.

* Additional charge for phone payments = 0.2%.
* Electronic authorisation fee per transaction £0.03.

Total charges for the period 1st May 2022 – 30th April 2023 = £483.74 + vat.

**Review Criteria**

Card readers provide flexibility for Council to offer multiple payment platforms to the community however the following criteria must apply for the future:

* No annual fee.
* Low cost transaction fees.
* Low cost and easy set up.
* Accepts all major debit, credit card, contactless and Apple Pay
* The ability to issue paper or email receipts.
* The option of creating individual QR codes for easy payments for donations at events

or for payment of hire charges or other activities. QR Codes to have the flexibility to set specific amounts or to allow the public to choose an amount in the event of charity donations.

* Payment Card Industry Data Security Standard (PCI DSS) compliant ensuring that

all companies that process, store or transmit credit card information maintain a secure environment.

* Payments released within 1 -3 days
* No minimum volume of sales
* Portability

The comparative schedule in Appendix A summarises the card providers and best options currently available. All options fit the previously listed criteria unless otherwise specified.

**Recommendation**

Sum Up offer the lowest rates per transaction at 1.69% for card payments and 0% for payments made against QR codes which can be set up for individual events. The flexibility with QR codes will improve the ability for members of the public to donate to the Mayor’s charity and opens the door for other possible uses linked to hard court hires etc.

Based upon this, the following is recommended:

* The office requires the ability to issue paper receipts for face-to-face card payments

and therefore the Sum Up Solo with receipt printer would be the most appropriate for the main office and is well placed for software updates as this technology is still evolving.

* In addition to the office reader, the Jubilee Centre could also have the cheaper

version of the Sum Up reader without the receipt printer as the site issues written receipts which will allow card payments to fit into our existing weekly banking and reporting procedures. This card reader version does not require use of the mobile phone app which makes it more portable and user friendly for our staff. This addition will help reduce the amount of cash payments taken, especially for the hard courts, which then need to be banked by the office and incur bank charges This additional card reader can also be used at events for members of the community who are unable to pay via QR codes.

* QR codes will be set up for future donations to the Mayors charity and will be placed

on the website in the near future and also placed around sites when any future fund raising events take place and on collection buckets at the firework event.

**The cost of the above will be**:

**1st Year**

Sum Solo Up and receipt printer one-off payment = £139.00 + vat

Sum up Solo for Jubilee Centre one off payment = £79.00 + vat

Transaction Fees @ 1.69% based upon £2,475 p/a = £41.83

**Total cost = £259.83 Thereafter = £41.83 p/a**

These costs immediately show a large saving when compared to the previous annual cost with Barclaycard of £483.74 + vat.

Following discussion, Councillor Dayley Lawrence proposed acceptance of the Sum Up proposals as detailed above, seconded by Councillor John Bradbury, carried unanimously.

**8.3 To approve Bills for payment**

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BRADLEY STOKE TOWN COUNCIL** | | | | | | | | |
| **MONTHLY EXPENDITURE - 26th July 2023 - Finance** | | | | | | | | |
|  | | | | | | | | |
| **SALARIES** | | | | | | | | **Net Amount** |
| 21/07/2023 | July Net Salaries Via Payflow | | | | | | | 27,339.77 |
|  | | | | | | | | |
| **SUPPLIERS** | | | | | | | | |
|  | A1 Maintenance Ltd | | | | | |  | |
| **Date** | **Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | **Gross Amount** |
| 17/07/2023 | 1402 | JC- Replace faulty circuit board in boiler room | | | 370.00 | | 74.00 | 444.00 |
| 06/07/2023 | 1403 | JC - Repair leaking ladies toilet in Woodland Suite | | | 70.00 | | 14.00 | 84.00 |
| 06/07/2023 | 1404 | Skate Park - Annual water hygiene tests | | | 250.00 | | 50.00 | 300.00 |
| 17/07/2023 | 1405 | BW - Change hot water system to gravity fed tank + unvented pressurised cylinder | | | 2475.00 | | 495.00 | 2970.00 |
| 07/07/2023 | 1406 | BW - Install hot water/heating system pumps | | | 570.00 | | 114.00 | 684.00 |
|  | | | **Account Totals:** | | 3735.00 | | 747.00 | 4482.00 |
|  | Avon Local Councils Association. | | | | | |  | |
| **Date** | **Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | **Gross Amount** |
| 26/05/2023 | IV00029 | Balance for Councillor Sappal's training courses | | | 171.00 | | 0.00 | 171.00 |
|  | | | **Account Totals:** | | 171.00 | | 0.00 | 171.00 |
|  | BATH & NORTH EAST SOMERSET COUNCIL | | | | | |  | |
| **Date** | **Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | **Gross Amount** |
| 11/07/2023 | July Salary | July 23 - Pension | | | 7229.37 | | 0.00 | 7229.37 |
| 11/07/2023 | July Salary | July 23 - Pension Deficit Refund | | | -525.00 | | 0.00 | -525.00 |
|  | | | **Account Totals:** | | 6704.37 | | 0.00 | 6704.37 |
|  | BS1 FIRE & SECURITY | | | | | |  | |
| **Date** | **Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | **Gross Amount** |
| 29/06/2023 | SI18139 | Office - Replace roller shutter motor (W&T) | | | 735.00 | | 147.00 | 882.00 |
|  | | | **Account Totals:** | | 735.00 | | 147.00 | 882.00 |
|  | CONCORD HOMECARE LIMITED | | | | | |  | |
| **Date** | **Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | **Gross Amount** |
| 06/07/2023 | CINV-535 | BC - Clean 99 upholstered chairs | | | 495.00 | | 99.00 | 594.00 |
|  | | | **Account Totals:** | | 495.00 | | 99.00 | 594.00 |
|  | GB Sport & Leisure | | | | | |  | |
| **Date** | **Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | **Gross Amount** |
| 13/07/2023 | 26990 | Staff - Playground inspection training course (H&S) | | | 660.00 | | 132.00 | 792.00 |
|  | | | **Account Totals:** | | 660.00 | | 132.00 | 792.00 |
|  | HMRC Cumbernauld | | | | | |  | |
| **Date** | **Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | **Gross Amount** |
| 11/07/2023 | July Salary | July 23 - Tax/NI | | | 9177.47 | | 0.00 | 9177.47 |
|  | | | **Account Totals:** | | 9177.47 | | 0.00 | 9177.47 |
|  | KN Office Supplies Ltd | | | | | |  | |
| **Date** | **Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | **Gross Amount** |
| 10/07/2023 | I16490 | Office - Paper | | | 14.40 | | 2.88 | 17.28 |
| 10/07/2023 | I16490 | Office - Stationery | | | 27.40 | | 5.48 | 32.88 |
| 10/07/2023 | I16489 | Office - Stationery | | | 13.58 | | 2.72 | 16.30 |
|  | | | **Account Totals:** | | 55.38 | | 11.08 | 66.46 |
|  | Magic Cleaning Solutions Ltd | | | | | |  | |
| **Date** | **Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | **Gross Amount** |
| 04/07/2023 | I15285 | JC - Refuse sacks + blue roll | | | 42.02 | | 8.40 | 50.42 |
|  | | | **Account Totals:** | | 42.02 | | 8.40 | 50.42 |
|  | **ONE OFF SUPPLIERS - BY INTERNET PAYMENT** | | | | | |  | |
| **Date** | **Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | **Gross Amount** |
| 19/07/2023 | INV-0033 | **Azteca Roofing** - BC - Replace broken roof tiles - Vandalism | | | 420.00 | | 0.00 | 420.00 |
|  |  |  |  |  |  |  |  |  |
| 12/07/2023 | 0001872079 | **Badgemaster**- 2 Councillor & 2 staff name badges | | | 40.91 | | 8.18 | 49.09 |
|  |  |  |  |  |  |  |  |  |
| 29/06/2023 | 17028/20208 | **Beaver Doors** - Office supply/fit group controller for shutter (W&T) | | | 370.00 | | 74.00 | 444.00 |
| 29/06/2023 | 17029/20209 | **Beaver Doors** - Office supply/fit new shutter motor + reconnect controls (W&T) | | | 525.00 | | 105.00 | 630.00 |
| 29/06/2023 | 17034/20218 | **Beaver Doors** - Office supply/fit new shutter motor + reconnect controls (W&T) | | | 500.00 | | 100.00 | 600.00 |
|  | | | **Account Totals:** | | 1395.00 | | 279.00 | 1674.00 |
| 21/07/2023 | Elm Room - BSTC9554 | **Kitchen Den** - BC New kitchen - Elm Room | | | 3066.02 | | 613.20 | 3679.22 |
| 21/07/2023 | Cherry Room - BSTC9555 | **Kitchen Den** - BC New kitchen - Cherry Room | | | 2749.42 | | 549.88 | 3299.30 |
|  | | | **Account Totals:** | | 5815.44 | | 1163.08 | 6978.52 |
|  | PRESTIGE GROUNDS LTD | | | | | |  | |
| **Date** | **Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | **Gross Amount** |
| 09/07/2023 | 1589 | JC - Ground maintenance - April - June 2023 | | | 3291.00 | | 658.20 | 3949.20 |
| 09/07/2023 | 1589 | BC - Ground maintenance - April - June 2023 | | | 2305.75 | | 461.15 | 2766.90 |
| 09/07/2023 | 1589 | BW - Ground maintenance - April - June 2023 | | | 396.24 | | 79.24 | 475.48 |
| 09/07/2023 | 1589 | Skate Park - Ground maintenance - April - June 2023 | | | 200.00 | | 40.00 | 240.00 |
| 09/07/2023 | 1589 | Roundabout flower bed maintenance - April - June 2023 | | | 3625.00 | | 725.00 | 4350.00 |
|  | | | **Account Totals:** | | 9817.99 | | 1963.59 | 11781.58 |
|  | SHRED-IT | | | | | |  | |
| **Date** | **Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | **Gross Amount** |
| 30/06/2023 | 9505930230 | Office - Scheduled paper shredding/recycling | | | 84.06 | | 16.81 | 100.87 |
|  | | | **Account Totals:** | | 84.06 | | 16.81 | 100.87 |
|  | SOLTECH IT LTD | | | | | |  | |
| **Date** | **Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | **Gross Amount** |
| 07/07/2023 | 24569 | IT contract - 22/7/23 - 21/8/23 | | | 150.00 | | 30.00 | 180.00 |
|  | | | **Account Totals:** | | 150.00 | | 30.00 | 180.00 |
|  | SPHERE LEISURE BRADLEY STOKE | | | | | |  | |
| **Date** | **Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | **Gross Amount** |
| 04/07/2023 | 003413 | Skate Park - Electric charges April - June 2023 | | | 55.73 | | 11.15 | 66.88 |
|  | | | **Account Totals:** | | 55.73 | | 11.15 | 66.88 |
|  | TWO THIRDS .CO.UK | | | | | |  | |
| **Date** | **Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | **Gross Amount** |
| 30/06/2023 | 1549 | Website support - Q1 additional hours 2023/24 | | | 720.00 | | 144.00 | 864.00 |
| 01/07/2023 | 1550 | Website support - Q2 2023/24 | | | 395.00 | | 79.00 | 474.00 |
|  | | | **Account Totals:** | | 1115.00 | | 223.00 | 1338.00 |
|  | | | **Supplier Totals:** | | **40669.37** | | **4839.29** | **45508.66** |

**8.4 To receive Direct Debits payment schedule**

The following Direct Debits were approved for payment (and include VAT where appropriate) by Councillor Dayley Lawrence, seconded by Councillor Natalie Field, carried unanimously.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BRADLEY STOKE TOWN COUNCIL** | | | | | | | | | | | | | | | |
| **DIRECT DEBIT PAYMENTS 08.06.23-04.07.23** | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Tran No.** | **Date** | | **A/C Ref** | | **Inv Ref** | **Details** | | **Net Amount** | **Tax Amount** | | **Gross Amount** | | **Payment Date** | |
| 86470 | 01/07/2023 | | ADIMAGE | | VI/0606972 | Office - 1/4ly Printer Lease | | 246.92 | 49.38 | | 296.30 | | 03.07.2023 | |
| 86906 | 03/06/2023 | | TOTALGAS | | 3007438324 | BC - Gas Charge 28.02-31.05.2023 | | 915.48 | 183.08 | | 1098.56 | | 21.06.2023 | |
| 86907 | 03/06/2023 | | TOTALGAS | | 3007438313 | JC CR - Gas Charge 28.02-31.05.2023 | | 99.46 | 4.97 | | 104.43 | | 21.06.2023 | |
| 86908 | 03/06/2023 | | TOTALGAS | | 3007438335 | JC - Gas Charge 28.02-31.05.23 | | 1507.53 | 301.51 | | 1809.04 | | 21.06.2023 | |
| 86909 | 05/06/2023 | | TOTALGAS | | 3007449841 | JC - Electricity Charge - May 2023 | | 487.39 | 97.48 | | 584.87 | | 21.06.2023 | |
| 86914 | 01/06/2023 | | FUELG | | 8955012 | Transit Fuel - WP22 WRO May 2023 | | 70.92 | 14.18 | | 85.10 | | 13.06.2023 | |
| 86962 | 10/05/2023 | | BIFFA | | 472M11254 | JC - Overweight Container Charge 01-28.04.23 | | 40.68 | 8.14 | | 48.82 | | 12.06.2023 | |
| 87271 | 31/05/2023 | | BARCLAY | | 010469330523 | Barclay Card Charges May'23 | | 24.80 | 4.96 | | 29.76 | | 12.06.2023 | |
| 87272 | 31/05/2023 | | BARCLAY | | 010469330523 | Barclay Card Charges May'23 | | 10.00 | 0.00 | | 10.00 | | 12.06.2023 | |
| 87284 | 31/05/2023 | | MAINST | | 1089054 | Office - Call Charges 31.03-29.04.2023 | | 5.70 | 1.14 | | 6.84 | | 14.06.2023 | |
| 87285 | 31/05/2023 | | MAINST | | 1087850 | JC - Call Charges 02.05-27.05.2023 | | 0.94 | 0.19 | | 1.13 | | 14.06.2023 | |
| 87311 | 31/05/2023 | | BIFFA | | 472C73376 | JC - Mixed Recycling Collection May'23 | | 46.00 | 9.20 | | 55.20 | | 30.06.2023 | |
| 87312 | 31/05/2023 | | BIFFA | | 472C73375 | JC - General Waste Collection May'23 | | 131.76 | 26.35 | | 158.11 | | 30.06.2023 | |
| 87313 | 31/05/2023 | | BIFFA | | 472C73374 | BW - Mixed Recycling Collection May'23 | | 46.00 | 9.20 | | 55.20 | | 30.06.2023 | |
| 87314 | 31/05/2023 | | BIFFA | | 472C73373 | BW - General Waste Collection May'23 | | 217.56 | 43.51 | | 261.07 | | 30.06.2023 | |
| 87315 | 31/05/2023 | | BIFFA | | 472C73372 | BC - Glass Recycling Collection May'23 | | 28.40 | 5.68 | | 34.08 | | 30.06.2023 | |
| 87316 | 31/05/2023 | | BIFFA | | 472C73371 | BC - Mixed Recycling Collection May'23 | | 46.00 | 9.20 | | 55.20 | | 30.06.2023 | |
| 87317 | 31/05/2023 | | BIFFA | | 472C73370 | BC - General Waste Collection - May'23 | | 146.06 | 29.21 | | 175.27 | | 30.06.2023 | |
| 87420 | 01/06/2023 | | SAGE001 | | INV16953578 | Sage Acc & Payroll June'23 | | 321.00 | 64.20 | | 385.20 | | 16.06.2023 | |
| 87424 | 07/06/2023 | | TOTALGAS | | 3007449852 | BC Electricity Charge May'23 | | 242.73 | 48.55 | | 291.28 | | 23.06.2023 | |
| 87425 | 07/06/2023 | | TOTALGAS | | 3007449863 | BW Electricity Charge May'23 | | 200.44 | 40.08 | | 240.52 | | 23.06.2023 | |
| 87426 | 09/06/2023 | | TOTALGAS | | 3007438346 | BW Gas Charge - 28.02-31.05.23 | | 415.94 | 20.80 | | 436.74 | | 27.06.2023 | |
| 87429 | 13/06/2023 | | VODAFONE | | 691566353013 | 9 Mobile Phone Networks - June'23 | | 153.17 | 30.63 | | 183.80 | | 27.06.2023 | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Transactions from Barclay Select Cards - June Statement - Paid by DD 04/07/2023** | | | | | | | | | | | | | |  | |
| **Tran No.** | **Date** | | **A/C Ref** | | **Inv Ref** | **Details** | | **Net Amount** | **Tax Amount** | | **Gross Amount** | | **Payment Date** | |
| 87326 | 19/04/2023 | | BARCSEL | | 5PF | 4 x Round Table Trolleys | | 482.14 | 96.43 | | 578.57 | | 04.07.2023 | |
| 87328 | 05/06/2023 | | BARCSEL | | 3SP | 3 x Large Presentation Cheques | | 267.00 | 53.40 | | 320.40 | | 04.07.2023 | |
| 87330 | 23/06/2023 | | BARCSEL | | 5WD | BC - Fence Paint x4 | | 53.33 | 10.67 | | 64.00 | | 04.07.2023 | |
| 87331 | 20/06/2023 | | BARCSEL | | 5WD | JC - Metal Paint/Brushes for Beacon Shelter Graffiti | | 35.00 | 7.00 | | 42.00 | | 04.07.2023 | |
| 87332 | 01/06/2023 | | BARCSEL | | 5WD | Tools - Saw/Shears & Penny Washers | | 18.67 | 3.73 | | 22.40 | | 04.07.2023 | |
| 87333 | 06/06/2023 | | BARCSEL | | 4JH | JC - Chippings & Cement for Goal Post Holes | | 47.96 | 9.59 | | 57.55 | | 04.07.2023 | |
| 87334 | 06/06/2023 | | BARCSEL | | 4JH | Tools - Shovel | | 28.89 | 5.78 | | 34.67 | | 04.07.2023 | |
| 87335 | 06/06/2023 | | BARCSEL | | 4JH | JC - Grass Seed for Top Pitch | | 12.49 | 2.50 | | 14.99 | | 04.07.2023 | |
| 87336 | 07/06/2023 | | BARCSEL | | 4JH | JC - Keys for Office/ Cleaner / Truck Safe | | 18.75 | 3.75 | | 22.50 | | 04.07.2023 | |
| 87337 | 08/06/2023 | | BARCSEL | | 4JH | JC - 6 X Bags of Soil for Top Pitch | | 25.00 | 5.00 | | 30.00 | | 04.07.2023 | |
| 87338 | 08/06/2023 | | BARCSEL | | 4JH | JC - White Spray Paint for Pitch Numbers - Community Picnic | | 5.83 | 1.16 | | 6.99 | | 04.07.2023 | |
| 87339 | 09/06/2023 | | BARCSEL | | 4JH | BW - Chippings x4 to Secure Fence Posts | | 13.00 | 2.60 | | 15.60 | | 04.07.2023 | |
| 87340 | 14/06/2023 | | BARCSEL | | 4JH | BW - 15 x Feather Edge for Fence Repair | | 23.85 | 4.77 | | 28.62 | | 04.07.2023 | |
| 87342 | 08/06/2023 | | BARCSEL | | 4GB | Youth Sessions - Food Supplies | | 8.30 | 0.00 | | 8.30 | | 04.07.2023 | |
| 87343 | 08/06/2023 | | BARCSEL | | 4GB | Youth Sessions - Football | | 11.25 | 2.25 | | 13.50 | | 04.07.2023 | |
| 87344 | 14/06/2023 | | BARCSEL | | 4GB | Skate Park - Paint Rollers x2 Paint Brushes & Scraper x3 | | 30.58 | 6.12 | | 36.70 | | 04.07.2023 | |
| 87345 | 20/06/2023 | | BARCSEL | | 4GB | Youth Sessions - Food Supplies | | 20.20 | 0.00 | | 20.20 | | 04.07.2023 | |
| 87346 | 22/06/2023 | | BARCSEL | | 4GB | Youth Sessions - Food Supplies | | 14.55 | 0.00 | | 14.55 | | 04.07.2023 | |
| 87347 | 13/06/2023 | | BARCSEL | | 4GB | Youth Sessions - Food Supplies | | 21.70 | 0.00 | | 21.70 | | 04.07.2023 | |
|  |  |  |  |  |  | **Statement Totals:** | | **1138.49** | **214.75** | | **1353.24** | |  | |

9 Date and time of next meeting

Wednesday 27th September 2023 at 6.30pm

The Meeting closed at 7.30pm

**APPENDIX A**

**Comparative schedule summary for Contactless Card Providers**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Provider** | **Upfront Cost of Reader (exc. Vat)** | **Monthly/ Annual Fee** | **Fee per transaction** | **Transaction charge p/a based upon £2,475 (£618.75 per 1/4 - (excludes upfront cost & Mayors Charity donations)** | **Explanation/Comments** | **QR Codes -Available for events +/or hire charges etc - allowing both fixed amounts for charges and also for the public to choose the amount for donations** | **Transaction charge for QR Codes** |
| Sum Up Air - No charger | £39 | N/A | 1.69% | £41.83 | Requires Sum Up app on mobile phones/tablets connected via Bluetooth. Up to 12 hours of battery life offering 500+ transactions per day. | Yes | 0% |
| Sum Up Air Bundle with charging cradle | £49 | N/A | 1.69% | £41.83 | As above but with charger to keep reader fully charged for transactions. | Yes | 0% |
| Sum up Solo | £79 | N/A | 1.69% | £41.83 | Standalone smart card reader with intuitive touch face interface. Works with WI-FI plus unlimited mobile data with built -in SIM card. Up to 8 hours of battery and charger provided. New features added via automatic software updates. | Yes | 0% |
| Sum up Solo and Receipt printer | £139 | N/A | 1.69% | £41.83 | As above but with printer function and 3 paper rolls (rolls are approx. £3.00 each) | Yes | 0% |
| Zettle 2 reader | £29 | N/A | 1.75% | £43.31 | Part of the PayPal Group. Connects to device via Bluetooth. All- day battery life | Yes | 1.75% |
| Zettle Terminal | £199 | N/A | 1.75% | £43.31 | Part of the PayPal Group. Portable & connects directly to WI-FI or 4G. | Yes | 1.75% |
| Square Reader | £19 | N/A | 1.75% or 2.5% for remote phone payments | £43.31 | Requires Square app on mobile phones/tablets connected via WI-FI. Up to 12 hours of battery life. Charging doc is an additional £29. Must use Square bank account. | Unsure | 1.75% or 2.5% for remote payments |
| Square Reader Terminal | £149 | N/A | 1.75% or 2.5% for remote phone payments | £43.31 | All in one portable terminal with power adapter. Can work with a battery that lasts all day or via WI-FI. Produces receipts. Must use Square bank account. | Unsure | 1.75% or 2.5% for remote payments |