## 

## 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 22nd November 2023 at 6.35pm.

**PRESENT:** Councillors: Aleena Aditya

Tom Aditya

Roger Avenin

John Bradbury

Jenny James

Dayley Lawrence (Chair)

James Nelson

Ben Randles

Kulwinder Singh Sappal

Officers: Sharon Petela - Town Clerk

Phil Francis – Deputy Town Clerk/Activity Centres Manager

Rachel Pullen - Responsible Finance Officer/Finance Manager

As Councillor Jon Williams (Chair of Finance Committee) had sent his apologies for the meeting, Councillor Kulwinder Singh Sappal proposed, seconded by Councillor John Bradbury and carried unanimously, that Councillor Dayley Lawrence chair the meeting in his absence. Councillor Dayley Lawrence then assumed the chair.

1. **Submissions from the Public**

None

**2 Apologies for absence**

Apologies received from Councillors Dave Addison, Terri Cullen, Natalie Field, Brian Mead and Jon Williams

**3 Declarations by Members**

None

**4 Announcements by the Chair**

None

**5 To Confirm minutes of meeting held on 25th October 2023**

Minutes of the Finance Committee held on 25th October 2023 were proposed for acceptance by Councillor Kulwinder Singh Sappal, seconded by Councillor James Nelson. A vote was taken, 7 in favour, 1 abstention, proposal carried. The minutes were then signed by the Chair as a correct record.

**6 Matters arising from the minutes of the meeting held on 25th October 2023**

**6.1 Possible contract to remove weeds from gutters in Bradley Stoke**

Extract from Finance Committee meeting – 25th October 2023

***7.1 Possible contract to remove weeds from gutters in Bradley Stoke***

*A number of councillors (and members of the public) have raised concerns about the proliferation of weeds in the gutters around the town.*

*The Town Council has been in contact with South Gloucestershire Council (SGC) Streetcare team and they said that they are struggling to keep up with the number of weeds growing in the gutters and on footpaths across the area – this is a result of the withdrawal of pesticides that the council has committed to. They have confirmed that they wouldn’t have any issues if the Town Council were to use their own contractors to clear weeds, providing they do not apply any type of weedkiller/pesticides in line with the SGC Environmental Policy.*

*The Town Clerk informed the meeting that there is currently no budget allocated for such works.*

*Following discussion, Councillor Ben Randles proposed that BSTC investigate costs to carry out weed removal works in gutters along Bradley Stoke Way, Brook Way and the interconnecting roads which link to the main roundabouts in the town to get an idea of cost implications, seconded by Councillor Dayley Lawrence, carried unanimously.*

*Councillor Tom Aditya suggested that councillors also raise this matter at the next SGC Community Engagement Forum.*

This matter was raised at the SGC Community Engagement Forum (CEF) on 21st November 2023 and the CEF are taking this forward as an action point.

Four companies were initially contacted (Ambience Landscapes, Prestige Grounds (our two current contractors), South Gloucestershire Council StreetCare department and Cabot Landscapes) and asked to quote for the work. We initially heard back from two of the companies asking for more information and we have sent the map below which gives an indication of the initial extent of works:



The Town Council is currently awaiting further clarification from the SGC Streetcare Team with regard to whether weedkillers can be used rather than the labour-intensive and costly hand removal of the weeds which grow back within a couple of weeks. Clarification is required in light of new information from the SGC that contradicts BSTC’s previous and very recent understanding on the use of weedkiller within the unitary authority area (i.e. its use is not permissible for environmental reasons).

In light of the awaited clarification/definitive guidance from the SGC Streetcare team (with regard to the possible use of weedkillers), Councillor Jenny James proposed that a decision on this matter is deferred until the next Finance Committee meeting on 20th December 2023 and the Town Council also explore the potential use of the SGC Community Payback team, seconded by Councillor John Bradbury, carried unanimously.

7 Matters within scope of Finance Committee

**7.1 To agree Scoring Matrix for Leisure Equipment on Jubilee Green tender**

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

As councillors will be aware we are looking to build a fitness area on the Jubilee Green and the working group confirmed the designs that it would prefer to look further into.

We are now in a position to move forward with the project and are looking to take this out to public tenders. In order to do it would be a good idea to agree what our priorities are and how we should score them.

Officers have drafted the website advert below for the project and the scoring matric and would welcome feedback and changes that you may want to make.

**Contract summary**

**Location of contract -** BS32

**Value of contract -** £0 to £85,000

**Procurement reference -** Jubilee Green Fitness Area

**Published date -** XX November 2023

**Closing date -** 05 January 2024

**Closing time -** 5pm

**Contract type -** Works

**Procedure type -** Open procedure (above threshold)

What is an open procedure (above threshold)?

**Contract is suitable for SMEs? -** Yes

**Contract is suitable for VCSEs? -** Yes

**Description**

Bradley Stoke Town Council is the parish authority for Bradley Stoke. It is the second tier of local government after the South Gloucestershire Council. Its legal powers are granted to it and regulated by various government acts. The town population is of approximately 20,000. The Town Council supplements the provision of local government services in Bradley Stoke, and provides a range of social and recreational facilities, while promoting and representing the town with other national and statutory bodies.

The Town Council is looking to provide Bradley Stoke with free to access outdoor gym equipment fixed into a permanent setting. Specification for the project is Gym equipment is to be installed inside a 50M marked running track made of coni/flexipave with trench edging and interior equipment consisting of:

* Calisthenics combi workout with equipment for pull ups, vertical pole, parallel bars, overhead ladder and exercise bench with more if possible.
* Magnetic Kettle Bells
* Suspension Trainer
* Step ups
* Exercise bike
* Hand/arm bike

Site Address: The Jubilee Centre, Savages Wood Road, Bradley Stoke, South Glos, BS32 8HL  
  
Potential suppliers are invited to visit the site accompanied by the sites manager who can answer any questions. Please contact the sites manager via email to arrange visits on [philip.francis@bradleystoke.gov.uk](mailto:philip.francis@bradleystoke.gov.uk). if there is a lot of interest we will run an open day event and invite all interested parties to attend.

Please note that any invitation to tender issued by Bradley Stoke Town Council is covered under the terms of the Bribery Act 2010. Any potential tenders will also be required to submit a copy of their public liability insurance which will need a minimum of £2,000,000.  
  
The closing date is 05th January 2024. All tenders should be submitted as sealed bids in an envelope, clearly marked "Jubilee Fitness" to the following address:  
  
Jubilee Fitness FOA Philip Francis  
Council Office, Jubilee Centre, Savages Wood Road, Bradley Stoke, South Glos, BS32 8HL

Following discussion, Councillor Dayley Lawrence proposed adoption of the contract brief as detailed above, to include an explanation of the weighting within the Scoring Matrix, seconded by Councillor James Nelson, carried unanimously.

Following further discussion, the Scoring Matrix below was proposed by Councillor Ben Randles, seconded by Councillor Kulwinder Singh Sappal, carried unanimously.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Use this scale to rate each competitor: | 0 – Not Met Expectation | 1 – Minimally Meets Expectation | 2 – Somewhat Meets Expectation | 3 – Meets Expectation | 4 - Exceeds expectation | Maximum Points 19 |  |  |  |  |  |
| **COMPETITOR NAME** | **Calisthenics Equipment 0 or 1** | **Magnetic Kettle Bells 0 or 1** | **Suspension Trainer 0 or 1** | **Step Ups 0 or 1** | **Exercise Bike 0 or 1** | **Hand/Arm Bike 0 or 1** | **Running Track 0 or 1** | **Guarantee 0 to 4** | **Materials Durability 0 to 4** | **Cost 0 to 4** | **TOTALS** |
| **Competitor 1** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Analysis Notes** |  |  |  |  |  |  |  |  |  |  |  |
| **Competitor 2** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Analysis Notes** |  |  |  |  |  |  |  |  |  |  |  |
| **Competitor 3** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Analysis Notes** |  |  |  |  |  |  |  |  |  |  |  |
| **Competitor 4** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Analysis Notes** |  |  |  |  |  |  |  |  |  |  |  |
| **Competitor 5** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Analysis Notes** |  |  |  |  |  |  |  |  |  |  |  |
| **AVERAGES** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** |

*Councillor Tom Aditya arrived at this point in the meeting*

**8 Financial Matters**

**8.1 To approve Petty Cash Statements**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BRADLEY STOKE TOWN COUNCIL** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **2023/24 Petty Cash Bank Statements - November 2023 Finance** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |
| **Barclays Bank Petty Cash Account** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **No** | **Date** | | | **Ref** | | | | **Details** | | **Payments** | | | | | | **£** | |  | | **Receipts** | | **£** | |  | | **Balance** | | **£** | |
|  | | | | | | | | B/Fwd Balance | |  | | | | | | | |  | | | | | | 1436.35 | | | | | |
| 88195 | 05/10/2023 | | | BANK CHARGES | | | | Purchase Payment | | 8.50 | | | | | | | |  | | | | | | 1427.85 | | | | | |
| 88580 | 06/11/2023 | | | BANK CHARGES | | | | Purchase Payment | | 8.50 | | | | | | | |  | | | | | | 1419.35 | | | | | |
| 88748 | 14/09/2023 | | | 4SP | | | | Office - Poppy Wreath for Remembrance Day | | 27.50 | | | | | | | |  | | | | | | 1391.85 | | | | | |
|  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |
| **Office Petty Cash Tin** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **No** | **Date** |  |  | | **Ref** | |  | | **Details** | | **Payments** | | | | | | **£** | |  | | **Receipts** | | **£** | |  | | **Balance** | | **£** | | |
|  | | | | | | | | B/Fwd Balance | |  | | | | | | | |  | | | | | | 38.90 | | | | | |
| 88044 | 13/09/2023 | | | TRANS | | | | BARCLAY P/C TO OFFICE P/C TIN | |  | | | | | | | | 5.00 | | | | | | 43.90 | | | | | |
| 88738 | 06/10/2023 | | | 5 | | | | Office - Kitchen Roll & Washing up Liquid | | 4.50 | | | | | | | |  | | | | | | 39.40 | | | | | |
| 88739 | 12/10/2023 | | | 6 | | | | JC - Batteries for Projector Remote Control | | 1.29 | | | | | | | |  | | | | | | 38.11 | | | | | |
| 88740 | 03/11/2023 | | | 7 | | | | Office - Kitchen Roll | | 4.40 | | | | | | | |  | | | | | | 33.71 | | | | | |
|  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |
| **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 | |  | | | | | | | |  | | | | | | 32.74 | | | | | |
| 88745 | 27/09/2023 | | | 3PF | | | | Office - Milk for Council Meeting | | 2.65 | | | | | | | |  | | | | | | 30.09 | | | | | |
| 88746 | 19/10/2023 | | | 3PF | | | | Refreshments for Fire Training | | 1.95 | | | | | | | |  | | | | | | 28.14 | | | | | |
| 88747 | 18/10/2023 | | | 3PF | | | | JC - 4x Plastic Water Jugs | | 4.00 | | | | | | | |  | | | | | | 24.14 | | | | | |
|  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |
| **Petty Cash - Youth (1)** | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| **No** | **Date** |  |  | | **Ref** | |  | | **Details** | | **Payments** | | | | | | **£** | |  | | **Receipts** | | **£** | |  | | **Balance** | | **£** | | |
|  | | | | | | | | B/Fwd Balance | |  | | | | | | | |  | | | | | | 125.79 | | | | | |
|  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |
| **Petty Cash - Youth (2) Residentials** | | | | | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| **No** | **Date** |  |  | | **Ref** | |  | | **Details** | | **Payments** | | | | | | **£** | |  | | **Receipts** | | **£** | |  | | **Balance** | | **£** | | |
|  | | | | | | | | B/Fwd Balance | |  | | | | | | | |  | | | | | | 167.21 | | | | | |

Following discussion Councillor Tom Aditya proposed acceptance of the Petty Cash Statement, seconded by Councillor Roger Avenin, carried unanimously. Petty Cash Statements then signed by Chair of Committee and Town Clerk.

**8.2 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 James Nelson, carried unanimously.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **BRADLEY STOKE TOWN COUNCIL** | | | | | | | | | | | | | | | | | | |
|  | **DIRECT DEBIT PAYMENTS 17.10.2023-13.11.2023** | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | |  |  | | | |  | |
| **Tran No.** | **Date** | **A/C Ref** | | **Inv Ref** | **Details** | **Net Amount** | **Tax Amount** | | | **Gross Amount** | | | | | **Payment Date** | | | |
| 88208 | 30/09/2023 | MAINST | | 1098747 | JC Calls - Sept'23 | 1.24 | 0.25 | | | 1.49 | | | | | 16.10.2023 | | | |
| 88209 | 30/09/2023 | MAINST | | 1099897 | Office - SIP&DDI Line Rental 22/09-21/12/23 & August Call Charges | 158.43 | 31.68 | | | 190.11 | | | | | 16.10.2023 | | | |
| 88294 | 30/09/2023 | ADIMAGE1 | | 40367 | Printer Consumables - Sept'23 | 128.66 | 25.73 | | | 154.39 | | | | | 06.11.2023 | | | |
| 88554 | 10/10/2023 | TOTALGAS | | 3007449852 | BC - Electricity Charge - Sept'23 | 255.72 | 51.14 | | | 306.86 | | | | | 26.10.2023 | | | |
| 88555 | 10/10/2023 | TOTALGAS | | 3007449863 | BW - Electricity Charge - Sept'23 | 194.04 | 38.81 | | | 232.85 | | | | | 26.10.2023 | | | |
| 88556 | 05/10/2023 | TOTALGAS | | 3007449841 | JC - Electricity Charge - Sept'23 | 457.51 | 91.50 | | | 549.01 | | | | | 24.10.2023 | | | |
| 88561 | 30/09/2023 | BIFFA | | 472C91791 | JC - Mixed Recycling Sept'23 | 36.80 | 7.36 | | | 44.16 | | | | | 30.10.2023 | | | |
| 88562 | 30/09/2023 | BIFFA | | 472C91790 | JC - General Waste - Sept'23 | 131.66 | 26.33 | | | 157.99 | | | | | 30.10.2023 | | | |
| 88563 | 30/09/2023 | BIFFA | | 472C91789 | BW - Mixed Recycling - Sept'23 | 36.80 | 7.36 | | | 44.16 | | | | | 30.10.2023 | | | |
| 88564 | 30/09/2023 | BIFFA | | 472C91788 | BW - General Waste - Sept'23 | 174.56 | 34.91 | | | 209.47 | | | | | 30.10.2023 | | | |
| 88565 | 30/09/2023 | BIFFA | | 472C91786 | BC - Mixed Recycling - Sept'23 | 36.80 | 7.36 | | | 44.16 | | | | | 30.10.2023 | | | |
| 88566 | 30/09/2023 | BIFFA | | 472C91785 | BC - General Waste - Sept'23 | 117.36 | 23.47 | | | 140.83 | | | | | 30.10.2023 | | | |
| 88568 | 30/09/2023 | BIFFA | | 472C91787 | BC - Glass Recycling - Sept'23 | 28.40 | 5.68 | | | 34.08 | | | | | 30.10.2023 | | | |
| 88570 | 12/10/2023 | VODAFONE | | 691566353017 | 9 Mobile Phone Networks - Oct'23 | 151.30 | 30.26 | | | 181.56 | | | | | 26.10.2023 | | | |
| 88726 | 21/09/2023 | PHSGROUP | | 70090608 | Office Sanitact 18/09/23 - 14/09/24 | 17.50 | 3.50 | | | 21.00 | | | | | 23.10.2023 | | | |
| 88732 | 31/10/2023 | BARCLAY | | 010469331023 | Barclay Card Charges - Oct'23 | 24.80 | 4.96 | | | 29.76 | | | | | 10.11.2023 | | | |
| 88733 | 31/10/2023 | BARCLAY | | 010469331023 | Barclay Card Charges - Oct'23 | 20.00 | 0.00 | | | 20.00 | | | | | 10.11.2023 | | | |
| 88736 | 01/11/2023 | INTY001 | | INV00640898 | Email Charges - Oct'23 | 169.94 | 33.99 | | | 203.93 | | | | | 08.11.2023 | | | |
| 86185 | 03/04/2023 | STGLO002 | | 66987325 | Office Rates 2023/24 | 1506.00 | 0.00 | | | 1506.00 | | | | | 08.11.2023 | | | |
| 86186 | 03/04/2023 | STGLO002 | | 61880400 | JC Rates 2023/24 | 886.00 | 0.00 | | | 886.00 | | | | | 08.11.2023 | | | |
| 86187 | 03/04/2023 | STGLO002 | | 61972202 | BW Rates 2023/24 | 409.00 | 0.00 | | | 409.00 | | | | | 08.11.2023 | | | |
| 86188 | 03/04/2023 | STGLO002 | | 62313704 | BC Rates 2023/24 | 936.00 | 0.00 | | | 936.00 | | | | | 08.11.2023 | | | |
|  | | | | | **Totals:** | **5878.52** | **424.29** | | | **6302.81** | | | | |  | | | |
|  | | | |  | | | |  |  | | |  |  | | | |  | |
| **Transactions from Barclay Select Cards - October Statement - Paid by DD 03.11.2023** | | | | | | | | | | | | | |  | | | |  | |
| **Tran No.** | **Date** | **A/C Ref** | | **Inv Ref** | **Details** | **Net Amount** | **Tax Amount** | | | **Gross Amount** | | | | | **Payment Date** | | | |
| 88241 | 28/09/2023 | BARCSEL | | 7GB | Youth Session - Food Supplies | 22.31 | 0.00 | | | 22.31 | | | | | 03.11.2023 | | | |
| 88242 | 03/10/2023 | BARCSEL | | 7GB | Youth Session - Food Supplies | 29.33 | 0.00 | | | 29.33 | | | | | 03.11.2023 | | | |
| 88695 | 15/10/2023 | BARCSEL | | 9WD | BW - Cleaning Materials | 6.25 | 1.25 | | | 7.50 | | | | | 03.11.2023 | | | |
| **Tran No.** | **Date** | **A/C Ref** | | **Inv Ref** | **Details** | **Net Amount** | **Tax Amount** | | | **Gross Amount** | | | | | **Payment Date** | | | |
| 88696 | 17/10/2023 | BARCSEL | | 9WD | BC - Skip Hire for Removal of Kitchen in Cherry Room | 295.00 | 59.00 | | | 354.00 | | | | | 03.11.2023 | | | |
| 88697 | 18/10/2023 | BARCSEL | | 9WD | Tools - Hex Key Set | 6.66 | 1.33 | | | 7.99 | | | | | 03.11.2023 | | | |
| 88698 | 21/10/2023 | BARCSEL | | 9WD | BC - Pipe Freeze Kit & Valve for Elm Room | 15.16 | 3.03 | | | 18.19 | | | | | 03.11.2023 | | | |
| 88699 | 22/10/2023 | BARCSEL | | 9WD | BC - Pipe Freeze for Elm Room | 14.23 | 2.84 | | | 17.07 | | | | | 03.11.2023 | | | |
| 88700 | 23/10/2023 | BARCSEL | | 9WD | Tools - Drill Bits | 10.41 | 2.08 | | | 12.49 | | | | | 03.11.2023 | | | |
| 88701 | 11/10/2023 | BARCSEL | | 7JH | Tools - Chippings. Screws & Postcrete for Sites & Bins | 28.83 | 5.77 | | | 34.60 | | | | | 03.11.2023 | | | |
| 88702 | 11/10/2023 | BARCSEL | | 7JH | BW - Foam Filler for Whole in Roof | 11.91 | 2.38 | | | 14.29 | | | | | 03.11.2023 | | | |
| 88703 | 16/10/2023 | BARCSEL | | 1RP | JC - 2 Fan Heaters for Back-Ups | 45.00 | 9.00 | | | 54.00 | | | | | 03.11.2023 | | | |
| 88704 | 17/10/2023 | BARCSEL | | 4SP | Fireworks- Skip Hire | 295.00 | 59.00 | | | 354.00 | | | | | 03.11.2023 | | | |
| 88705 | 25/10/2023 | BARCSEL | | 4SP | Warm Spaces - Squash, Biscuits & Tea Bags | 54.00 | 0.00 | | | 54.00 | | | | | 03.11.2023 | | | |
| 88707 | 05/10/2023 | BARCSEL | | 8GB | Youth Session - Food Supplies | 11.83 | 0.00 | | | 11.83 | | | | | 03.11.2023 | | | |
| 88708 | 10/10/2023 | BARCSEL | | 8GB | Youth Session - Food Supplies | 22.35 | 0.00 | | | 22.35 | | | | | 03.11.2023 | | | |
| 88709 | 12/10/2023 | BARCSEL | | 8GB | Youth Session - Food Supplies & Hot Chocolate | 22.70 | 0.00 | | | 22.70 | | | | | 03.11.2023 | | | |
| 88710 | 17/10/2023 | BARCSEL | | 8GB | Youth Session - Food Supplies | 24.60 | 0.00 | | | 24.60 | | | | | 03.11.2023 | | | |
| 88711 | 19/10/2023 | BARCSEL | | 8GB | Youth Session - Food Supplies | 27.34 | 0.00 | | | 27.34 | | | | | 03.11.2023 | | | |
| 88712 | 24/10/2023 | BARCSEL | | 8GB | Youth Session - Food Supplies | 21.21 | 0.00 | | | 21.21 | | | | | 03.11.2023 | | | |
| 88713 | 26/10/2023 | BARCSEL | | 8GB | Youth Session - Food Supplies | 32.34 | 0.00 | | | 32.34 | | | | | 03.11.2023 | | | |
| 88714 | 26/10/2023 | BARCSEL | | 8GB | XL Carrier Bag | 0.25 | 0.05 | | | 0.30 | | | | | 03.11.2023 | | | |
| 88716 | 20/10/2023 | BARCSEL | | 9PF | Sage HR Support Package - Oct'23 | 94.00 | 18.80 | | | 112.80 | | | | | 03.11.2023 | | | |
| 88721 | 16/10/2023 | BARCSEL | | 7JH | Tools - Radiator Bleed Key Set | 1.08 | 0.21 | | | 1.29 | | | | | 03.11.2023 | | | |
|  | | | | | **Statement Total:** | **1091.79** | **164.74** | | | **1256.53** | | | | |  | | | |
| **Tran No.** | **Date** | **A/C Ref** | | **Inv Ref** | **Details** | **Net Amount** | **Tax Amount** | | | **Gross Amount** | | | | |  | | | |
| 88717 | 03/11/2023 | BARCSEL | |  | Barclay Select Cashback - 9WD | 0.85 | 0.00 | | | 0.85 | | | | |  | | | |
| 88718 | 03/11/2023 | BARCSEL | |  | Barclay Select Cashback - 9WD | 0.91 | 0.00 | | | 0.91 | | | | |  | | | |
| 88719 | 03/11/2023 | BARCSEL | |  | Barclay Select Cashback - 9WD | 0.40 | 0.00 | | | 0.40 | | | | |  | | | |
| 88720 | 03/11/2023 | BARCSEL | |  | Barclay Select Cashback - 7JH | 0.06 | 0.00 | | | 0.06 | | | | |  | | | |
|  | | | | | **Total Paid:** | | | | | | **1254.31** | | | | |  | | |

**8.3 To approve Bills for payment**

The following Bills were approved for payment (and include VAT where appropriate) by Councillor Tom Aditya, seconded by Councillor James Nelson, carried unanimously.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BRADLEY STOKE TOWN COUNCIL** | | | | | | | | | |
| **MONTHLY EXPENDITURE - 22nd November 2023 - Finance** | | | | | | | | | |
|  | | | | | | | | | |
| **SALARIES** | | | | | | | | **Net Amount** | |
| 23/11/2023 | Nov Net Salaries Via Payflow (including back pay for NJC pay increase wef 1/4/23) | | | | | | 40,747.93 | |
|  | | | | | | | | | |
| **BANK TRANSFER** | | | | | **Net Amount** | **Tax Amount** | **Gross Amount** | |
| 30/10/2023 | Catalyst Care Group - Refund hire charge (duplicated payments) | | | 969.06 | | 193.82 | 1162.88 | |
|  | | | | | | | | | |
| **SUPPLIERS** | | | | | | | | | |
|  | A1 Maintenance Ltd | | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | | | **Tax Amount** | **Gross Amount** | |
| 30/10/2023 | 1445 | BW - Replace damaged light in room B (W&T) | 80.00 | | | 16.00 | 96.00 | |
| 10/11/2023 | 1451 | BC - Repair tripping shutter circuit in Apple Room | 110.00 | | | 22.00 | 132.00 | |
| 10/11/2023 | 1452 | JC - Repair cold water feed to ladies toilets | 85.00 | | | 17.00 | 102.00 | |
| 10/11/2023 | 1453 | JC - Replace switch to car park lights | 110.00 | | | 22.00 | 132.00 | |
| 10/11/2023 | 1454 | BC - Reconfigure water feeds & waste for Cherry Room kitchen | 260.00 | | | 52.00 | 312.00 | |
| 10/11/2023 | 1455 | BC - Reconfigure power supply to Cherry Room kitchen | 365.00 | | | 73.00 | 438.00 | |
| 10/11/2023 | 1456 | BC - Reconfigure water feeds & waste for Elm Room kitchen | 260.00 | | | 52.00 | 312.00 | |
| 10/11/2023 | 1457 | BC - Reconfigure power supply to Elm Room kitchen | 497.00 | | | 99.40 | 596.40 | |
|  | | **Account Totals:** | 1767.00 | | | 353.40 | 2120.40 | |
|  | BATH & NORTH EAST SOMERSET COUNCIL | | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | | | **Tax Amount** | **Gross Amount** | |
| 16/11/2023 | NovSalary | Nov 23 - Pension | 11239.75 | | | 0.00 | 11239.75 | |
| 16/11/2023 | NovSalary | Nov 23 - Pension Deficit Refund | -525.00 | | | 0.00 | -525.00 | |
|  | | **Account Totals:** | 10714.75 | | | 0.00 | 10714.75 | |
|  | BRISTOL SOUND SYSTEMS LTD | | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | | | **Tax Amount** | **Gross Amount** | |
| 13/11/2023 | 15144 | Firework Event - Supply & set up sound system | 1255.00 | | | 251.00 | 1506.00 | |
|  | | **Account Totals:** | 1255.00 | | | 251.00 | 1506.00 | |
|  | BS1 FIRE & SECURITY | | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | | | **Tax Amount** | **Gross Amount** | |
| 28/10/2023 | SI19403 | Office - Upgrade alarms to Digiair | 100.00 | | | 20.00 | 120.00 | |
| 28/10/2023 | SI19403 | JC - Upgrade alarms to Digiair | 100.00 | | | 20.00 | 120.00 | |
| 28/10/2023 | SI19403 | BW - Upgrade alarms to Digiair | 100.00 | | | 20.00 | 120.00 | |
| 28/10/2023 | SI19403 | BC - Upgrade alarms to Digiair | 100.00 | | | 20.00 | 120.00 | |
| 09/11/2023 | SI19556 | BC - Upgrade fire alarm panel (W&T) | 1950.00 | | | 390.00 | 2340.00 | |
| 09/11/2023 | SI19560 | JC - Replace alarm system back up battery | 40.00 | | | 8.00 | 48.00 | |
|  | | **Account Totals:** | 2390.00 | | | 478.00 | 2868.00 | |
|  | CONCORD HOMECARE LIMITED | | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | | | **Tax Amount** | **Gross Amount** | |
| 31/10/2023 | CINV-584 | Office - Cleaning Oct 23 | 357.50 | | | 71.50 | 429.00 | |
| 31/10/2023 | CINV-584 | JC - Cleaning Oct 23 | 858.00 | | | 171.60 | 1029.60 | |
| 31/10/2023 | CINV-584 | BW - Cleaning Oct 23 | 715.00 | | | 143.00 | 858.00 | |
| 31/10/2023 | CINV-584 | BC - Cleaning Oct 23 | 858.00 | | | 171.60 | 1029.60 | |
| 31/10/2023 | CINV-584 | Skate Park - Cleaning Oct 23 | 143.00 | | | 28.60 | 171.60 | |
| 31/10/2023 | CINV-584 | JC CR - Cleaning Oct 23 | 357.50 | | | 71.50 | 429.00 | |
|  | | **Account Totals:** | 3289.00 | | | 657.80 | 3946.80 | |
|  | HMRC Cumbernauld | | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | | | **Tax Amount** | **Gross Amount** | |
| 16/11/2023 | NovSalary | Nov 23 - Tax/NI | 16485.83 | | | 0.00 | 16485.83 | |
|  | | **Account Totals:** | 16485.83 | | | 0.00 | 16485.83 | |
|  | INITIAL WASHROOM SOLUTIONS | | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | | | **Tax Amount** | **Gross Amount** | |
| 10/11/2023 | 34892918 | All Sites - Roller towels 1/12/23 - 29/2/24 | 134.91 | | | 26.97 | 161.88 | |
|  | | **Account Totals:** | 134.91 | | | 26.97 | 161.88 | |
|  | KN Office Supplies Ltd | | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | | | **Tax Amount** | **Gross Amount** | |
| 13/11/2023 | I27449 | All sites - Stationery | 27.99 | | | 5.59 | 33.58 | |
| 23/11/2023 | I127450 | H&S - Accident books & ice packs | 45.12 | | | 9.02 | 54.14 | |
| 13/11/2023 | I127450 | Office - Copier Paper | 109.15 | | | 21.83 | 130.98 | |
|  | | **Account Totals:** | 182.26 | | | 36.44 | 218.70 | |
|  | **ONE OFF SUPPLIERS - BY INTERNET PAYMENT** | | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | | | **Tax Amount** | **Gross Amount** | |
| 10/11/2023 | INV-0534 | **Premsurv Ltd** - BC - Roof Survey for leak | 1750.00 | | | 350.00 | 2100.00 | |
|  | | **Account Totals:** | 1750.00 | | | 350.00 | 2100.00 | |
|  | Society of Local Council Clerks | | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | | | **Tax Amount** | **Gross Amount** | |
| 13/11/2023 | MEM247074-1 | S. Petela - SLCC Membership 1/1/24 - 31/12/24 | 412.00 | | | 0.00 | 412.00 | |
|  | | **Account Totals:** | 412.00 | | | 0.00 | 412.00 | |
|  | SOUTH GLOUCESTERSHIRE COUNCIL | | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | | | **Tax Amount** | **Gross Amount** | |
| 13/11/2023 | 1401619021 | BC-Annual Premises Licence - 24/11/23-23/11/24 | 180.00 | | | 0.00 | 180.00 | |
|  | | **Account Totals:** | 180.00 | | | 0.00 | 180.00 | |
|  | | **Supplier Totals:** | **38560.75** | | | **2153.61** | **40714.36** | |

9 Date and time of next meeting

Wednesday 20th December 2023 at 6.30pm

The Meeting closed at 7.05pm