## **Finance Committee Meeting**

Bradley Stoke Town Council

Council Office

The Jubilee Centre

Savages Wood Road

Bradley Stoke

South Glos BS32 8HL

**www.bradleystoke.gov.uk**

AGENDA

To the following Councillors: David Addison

Aleena Aditya

Tom Aditya

Roger Avenin

John Bradbury

Frederic Contenot

Terri Cullen

Natalie Field

Jenny James

Dayley Lawrence

Brian Mead

James Nelson

Ben Randles

Kulwinder Singh Sappal

Jon Williams

You are hereby summonsed to attend a meeting of the **FINANCE COMMITTEE** of Bradley Stoke Town Council, to be held:

at: **6.30pm**

on: **Wednesday 24th April 2024**

at: **Jubilee Centre, Savages Wood Road, BS32 8HL**

The Press and Public are invited to attend.

Yours sincerely,

Town Clerk's signature

**Sharon Petela**

Town Clerk 18th April 2024

**Agenda**

Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability), Crime & Disorder, Health & Safety and Human Rights.

### Welcome and Introductions

Emergency Evacuation Procedure

In the event of a fire alarm, fire drill or other emergency, signalled by the continuous sounding of a bell, please exit from the room via the exit doors indicated and assemble at the meeting point in the car parking area.

Filming/Recording of Meeting

In line with the Openness of Local Government Bodies Regulations 2014, this meeting may/will be filmed/recorded by the Town Council/members of the public

1 Submissions from the Public (15 minutes)

NB: The Meeting may be formally adjourned for this item. Residents of Bradley Stoke wishing to make a statement or ask a question are asked to confirm that they live in Bradley Stoke before making their statement or asking their question. A maximum of 5 minutes per person is allowed within the overall limit of 15 minutes. There will be no opportunity later in the meeting for the public to speak.

2 To receive any apologies for absence

3 Declarations by members under the Local Government Act 1972

4 Announcements by the Chair

5 To confirm the Minutes of the Meeting held on 28th February 2024 and the inquorate meeting on 27th March 2024 as a correct record

6 To deal with any matters arising from the Minutes of the Meeting on 28th February 2024 not covered elsewhere on the Agenda.

6.1 Review of BSTC leases for community groups and organisations

7 To deal with matters and correspondence referring to work within the scope of the Finance Committee

7.1 Potential Bradley Stoke Town Council Archive Storage Solution

8 To deal with the following Financial Matters

8.1 To Review Fuel Card Usage Terms & Conditions Policy

8.2 To Update Charge Card Usage Policy

8.3 Update on VAT Reclaim on Sports Hire Charges to 31/12/24

8.4 To Receive Direct Debit Schedule – to 2023/24 year end

8.5 To approve Petty Cash Statements – to 2023/24 year end

8.6 To approve Bills for Payment

9 To confirm the date and time of the next meeting.

Wednesday 22nd May 2024 at 6.30pm

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| **BRADLEY STOKE TOWN COUNCILLORS: DECLARATIONS OF INTEREST** | | | | |
| **Councillor** |  |  | **Property** within parish | **Other** |
| Addison | David | L |  | Infineon Technologies, Bristol City Council, Stoke Gifford Trust (Chair of Trust Committee), Labour Party, Co-operative Party, Unite the Union, The IET, The IEEE, South Gloucestershire Council, Stoke Gifford Parish Council, WECA Audit and Scrutiny committees, CAMRA |
| Aditya | Aleena | C | Champs Sur Marne | Bristol City Council (Blaise Castle park café) |
| Aditya | Tom | C | Champs Sur Marne | Management Consultancy, Healthcare Services, Financial Services, NHS, Bristol Multi-Faith Forum chairman, Avon & Somerset Police Scrutiny Panel member, SGC Bradley Stoke Community Engagement Forum Chair and Chairs Network Chair , Avon & Somerset Police Commissioners Selection Panel member, NHS BT Bristol Blood & Organ Donation Campaign Group co-ordinator, Bradley Stoke Conservatives chairman, Bristol University Court member, The Indian Community of West of England (ICWE) co-Ordinator, Conservative Federation Council Executive Council member |
| Avenin | Roger | C | Great Meadow Road | Conservative Party member, Association of Chartered Management Accountants, member of RSPCA |
| Bradbury | John | L | Ellan Hay Road | Civil Service - Office for Students,Physionet (volunteer), South Gloucestershire Council, Labour Party, SGC Development Management Committee, SGC Spatial Planning Committee, SGC Regulatory Committee, member of the Avon and Somerset Police and Crime Panel (SGC appointed) |
| Contenot | Frederic | C | The Park, Boursland Close | GKN Aerospace, Lions Club, Friends of Freemason Hall Bristol, STEM ambassador, Chartered Engineer, Fellow of Royal Aeronautical Society, Bristol Cathedral steward |
| Cullen | Terri | C | Ellan Hay Road, Apseleys Mead, Champs Sur Marne | MOD Abbey Wood Bristol, Conker Properties Ltd - Director, Conservative Party, South Gloucestershire Council |
| Field | Natalie | L | Ellan Hay Road | Bristol Nordic Walking, Aid Box Community, Labour Party, Campaign for Nuclear Disarmament, Patchway Town Council, Charlton Hayes Parish Council, Cooperative Party |
| James | Jenny | L | Pursey Drive | FACE,Filton, Filton Scout Hut, The Patch Youth Centre, Retired railway station manager, self-employed event medic, porter at Bristol University (part-time), Chair of Friends of Meade Park, Little Stoke Ladies Group (committee member), 3 Brooks Conservation Group (committee member), Friends of 40 Acres (committee member), Member of Winterbourne Evening WI and Stoke Gifford WI, Member of Willowbrook Townswomens Guild, NHWS co-ordinator – PD NHWS, Stoke Brook NHWS and Oxbarton Area NHWS. Member of Labour Party, Co-operative Party, Christians on the Left, Green Christians, Fabian Society, Fabian Women’s Network, Labour Women’s Network, RMT (retired division), Patchway Town Councillor, Trinity College Bristol, Open University, Patchway Sports and Social Club, Splatts Abbey Wood committee member, St Peter’s Church MU, Christ the King Church, Little Stoke Baptist Church, Bristol Industrial and Archaeological Society, Bristol Radical History Group, OutStories Network, Soroptimists International, Concord Church, St Michael’s Benefice Winterbourne, St Michael’s Church, Stoke Gifford. The Southern Brooks History Group, RHS, National Trust, GMB, Unite the Union. |
| Lawrence | Dayley | L | Champs Sur Marne | Royal Mail Group (Patchway Delivery Office), Labour Party, Patchway Town Councillor, Charlton Hayes Parish Councillor |
| Mead | Brian | L |  | Civil Service, Filton Town Councillor, Stoke Gifford Parish councillor, Labour Party, Unite the Union, Co-operative Party, Bristol Speedway Supporters Club (secretary) |
| Nelson | James | G | Cornfield Close | Green party of England & Wales, South Gloucestershire Green Party (Treasurer and Co-elections Officer), Brunel District Scout Network (member) |
| Randles | Benjamin | C | Juniper Way | Conservative & Unionist Party, Civil Service, South Gloucestershire councillor (Bradley Stoke South), SGC Regulatory Committee & Licensing sub-committee, WECA Overview & Scrutiny committee |
| Singh Sappal | Kulwinder | L | Palmers Leaze | Labour Party, Co-Operative Party, Unite Union |
| Williams | Jon | LD |  | South Gloucestershire Liberal Democrats, Bristol Rovers Supporters Club, Avon & Somerset Constabulary (Independent Custody Visitor), Avon Pension Fund, Bradley Stoke Wine Club |
| Bradley Stoke Town Council, Council Office, The Jubilee Centre, Savages Wood Road, Bradley Stoke, South Gloucestershire BS32 8HL | | | | |
| Tel: 01454 205020 email: town.clerk@bradleystoke.gov.uk | | | | |