

ANNUAL REPORT

2023/24

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Message from the Mayor:

Dear residents of Bradley Stoke,

My best wishes to you and I hope this year's report finds you well.

I have to say how proud and humbled I was to be re-elected last May and to be selected by councillors to serve as the first Labour Mayor of Bradley Stoke. Thank you for your votes, your support and your kind words. It is a privilege to be the first citizen of our town and not something that is bestowed on all. Bringing a sense of civic pride is something all councillors should help to promote. Being proud of our community and our surroundings is paramount to our success as a town.

Last year the make-up of our council saw a dramatic change. The election in May saw nine new councillors join five existing and one returning from previously serving as a councillor. This has given new life to our town. Bringing new skills and life experience to our decision making. It has been an honour to work with them all as Mayor and chair on their first year as councillors. I thank them all for their contributions. Our council has worked as a team. We have kept political divide out of our meetings and really worked for the good of our town. This has brought a great atmosphere to our meetings and something that all councillors should be proud of. Anyone is welcome to attend our council meetings, it would be lovely to see you there. Check our website, noticeboards or newsletters for details.

This year I was supported in my role as Mayor by Deputy Mayor, Natalie Field. We have attended numerous events together. We have represented our town at external events and helped to promote Bradley Stoke. Here in our town we have attended every event that we were able. Giving our civic calendar's priority. Meeting many of you whilst on civic duties has been the highlight of my year in office. I visited almost every school personally. Attended school assemblies, summer and Christmas events. Meeting some of our youngest residents. I have also been proud to support local community groups such as Bradley Stoke Youth Football Club. Giving out awards at their yearly event and attending the 30th anniversary dinner. The work they have done over the years for our youth should be commended. I have also enjoyed supporting our very own radio station Bradley Stoke Radio 103.4fm by joining in with shows and publicising our events. If you haven't listened to them yet, you should definitely check out their shows.

I was asked recently what event I had enjoyed most as Mayor. My answer has got to be Remembrance Sunday. As a resident I was extremely grateful and impressed with the great organisation of the event by Bradley Stoke Scouts. Thank you. As your Mayor, it was an honour to lead the town in remembrance. It is something as a child I was taught to respect. The act of remembrance is a personal thing and means different things to each of us. My great grandfather and grandfather served in the first and second world wars respectively. I honour the commitment they and so many others gave to our freedoms by wearing their medals on parade. I must also add how proud I was of all the youth of our town that participated in the service, you made our town very proud.

My three Mayor's Charities chosen for 2023/24 were The Brightwell Centre, Mamas Bristol and Prostate Cancer UK and monies raised through the Community Festival, Scarecrow Trail and Fireworks Display were donated to those charities. The final total will be announced at the Annual Town Council Meeting in May 2024.

I would like to thank all the hard working council staff. Most of who are behind the scenes working to bring events and projects together.

Lastly, a word of thanks to you all. You all make Bradley Stoke a great town to live in, work in and raise a family in, from the oldest resident to the newly born baby. We all have our part to play and we should all continue to work together for the many and not the few.

Your Mayor/Chair of Council Councillor Dayley Lawrence









A Year in the Life of the Town Council

April 2023

Town Council awarded Disability Confident Employer status.

June 2023

Public Consultation launched by the Town Council after request for Parkrun to be established on Three Brooks Nature Reserve – over 600 responses received.

June 2023

Weekend of Community Events – Town Council Community Picnic, Bradley Stoke Youth Football Club 25th Anniversary Football Festival, Sole Sisters 10K Run, Brightwell Charity Colour Run, Skatepark and Festival Jam.

June/July 2023

Community Hedgehog Heroes Highways initiative organised by Town Council linked to Local Nature Action Plan with the Mayor/Deputy Mayor visiting local schools to talk to pupils about the Hedgehog Heroes initiative and presentation of Hedgehog Highway packs and signs to schools.

October 2023

4th Town Council Scarecrow Trail to raise money for Mayor's Charities.

November 2023

Opening of Community Warm Spaces at three Activity Centres sites for the local community to use during the cold weather.

November 2023

Installation of secure cycle parking storage unit for staff, councillors, hirers and residents at the Jubilee Centre (partial funding obtained through the South Gloucestershire Council, Active Travel Grant funding stream).

November 2023

Annual Firework Display to music (Movies theme).

December 2023

Installation of festive Christmas lights on main roundabouts around the town.

January 2024

2nd Community Free tree/hedge/wildflowers giveaway event organised by Town Council linked to Local Nature Action Plan.

January 2024

Contract awarded for installation of fitness equipment on the Jubilee Green and planning application submitted.

March 2024

International Women's Day/Red Dress Project event.















FREE Display
collection for the three Mayor's Charities

SUPPORTING
PROSTATE
PROSTATE
PROSTATE
ADMINISTRY AND WEELEN
Disabled parking on site – arrive before 5.15cm













Council, Active Travel Grant funding scheme





Finance Committee Report 2023/24

I was honoured to have been elected to Chair the Finance Committee as it plays a significant role in the activities of the Town Council and oversees its financial matters and makes decisions regarding expenditure to meet the Council's objectives. The committee drafts the Council's budget, monitors the financial position throughout the year, reviews and reports on the effectiveness of internal controls and receives reports from the internal and external auditors.

"High standard – Systems and processes are excellent providing good assurance. Significant strengths have been identified and are to be commended" – quote from Internal Auditor, February 2024.

This was the first year on a "New" Town Council. To ensure that everyone understood the financial workings of the Finance Committee, and to bring all new Councillors up to speed with the ways of working and particular financial matters and systems, all members of the council were on the committee and took time to understand how it all worked. I would like to thank all councillors for their attendance and input at these meetings.

As a council we must maintain a steady level of reserves and these include investment accounts which are monitored by our Responsible Finance Officer, Rachel Pullen, who provides feedback to the Finance Committee throughout the year. I would like to thank Rachel for her dedication over more than 20 years and particularly over the past 12 months advising a new set of councillors.

At a Strategic Planning meeting on 4th September, the new council discussed projects not achieved by the previous council and came up with a lot of new ideas. The meeting then made recommendations to Full Council which would see the provision of basketball and leisure equipment on the Jubilee Green, the provision of a small kitchen area adjacent to the compound at the Jubilee Centre for youth work, the refurbishment/redevelopment of Baileys Court Activity Centre, the creation of a multi-media room to be used by the council for meetings, which could also be hired out and the installation of secure cycle storage containers for all town council sites. We are also exploring the installation of solar panels on all our buildings.

Some of these projects will be part-funded by Community Infrastructure Levy funding and some by grants from South Gloucestershire Council and the government. However, some of these projects will mean that the council will need to raise the precept this year, and at the Full Council meeting on 17th January 2024, a rise of £5.84 per year for a Band D property, that's less than 50p each month, was agreed.

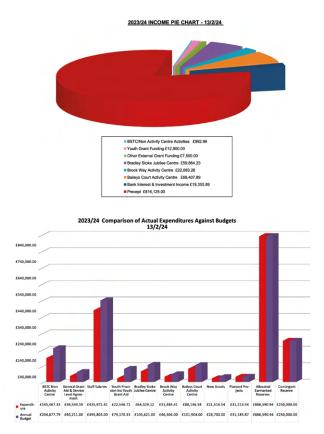
I know many residents were disappointed that the Community Festival didn't go ahead in 2023, but be assured the

council has made money available to ensure that this year's festival will go ahead and a lot of work is going into it to make sure it's a huge success.

The day to day expenditure on our sites can be seen in the graphs below. We are always looking for opportunities to make better use of our building and our letting rates are competitive. The council office is always happy to help people find the right space for their planned activity so please feel free to make contact.

The Council runs a 5-Year Forward Budget Plan which is constantly updated and allows us to plan ahead whilst reserving funds to support and protect the future services for the local community. Through strong financial planning Council has been able to protect the public purse whilst also continuing to fund a variety of good causes and local community groups relatively normal living. More information about the Council's funding and accounts can be viewed on our website at:

www.bradleystoke.gov.uk/accounts







Planning & Environment Committee Report 2023/24

Chairing the Planning and Environment Committee over the current civic year has been a great opportunity and as always, it has been a privilege to serve the vibrant community of Bradley Stoke in this role.

The Planning and Environment Committee meet monthly to consider planning applications from the community, which have an impact within the Town or the immediate surrounding area. As a committee, we take the time to respond to these applications and represent the view of our community. Over the past twelve months we have responded to approximately eighty planning applications.

The trend in recent years, has been homeowners opting to make home improvements adapting their properties with a view to continue living within the town. Personally, I'm encouraged by this, as it demonstrates that Bradley Stoke continues to be an ideal place to live, where people want to work, raise a family, and enjoy later life.

Looking ahead, Bradley Stoke itself has been largely developed to capacity, where the last parcels of land are being actively developed or considered for development. Where I can, I remind people that we need to be mindful of the mistakes of the past and ensure infrastructure is upgraded to cope with the increased demand and pressures new housing generates. We in Bradley Stoke have witnessed first-hand what it means to build houses where facilities come online years or even decades after people move in.

South Gloucestershire Council are developing a New Local Plan, the Council outline that the Plan will deliver a new strategy and policies to guide and manage growth and change in our area over at least the next 15 years'. The Plan will be of particular interest to us if areas like Woodlands Golf Course are developed in the future. I will continue advocating for our community, where I and colleagues will objectively assess any proposals.

Finally, I am proud of the Council's Local Nature Action Plan which is overseen by this committee. The plan has seen the introduction of our January free tree giveaway event which started in 2023, and for the event in 2024 we added free packets of wildflower seeds which proved very popular.

We've also supported the Hedgehog Heroes initiative. In both cases, these activities have been supported by local volunteers and officers, without their support we would not be able to enavct this action plan.

Once again, it has been a privilege to be chair of this committee, and as chair of the Planning and Environment Committee, I'd like to take this opportunity to thank everybody that has engaged our committee over the last year. Public engagement in our meetings and the democratic process is essential for effective and accountable governance. I'd also like to thank the officers of Bradley Stoke Town Council who enable the committee to execute its responsibility as effectively as possible.







Cllr Ben Randles
Chair of Planning and Environment Committee

Staffing Committee Report 2023/24

The Staffing Committee meets at least two times per year. Over the last year, it has met four times with a further meeting convened for April 2024.

The scope of the Committee includes:

Overseeing staffing matters of the Council and the overall performance of the staff, delegating the day-to-day line management to the Town Clerk

- Reviewing and implementing all employment policies in consultation with members of staff
- Maintaining the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations to the full Council.
- Overseeing the recruitment process of all staff and to delegate it.
- Undertaking the recruitment of the Town Clerk and Responsible Financial Officer with any associated expenditure and making the appointment, when such situation arises.
- Reviewing job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment.
- Dealing with matters relating to staff conduct and to deal with complaints against staff.
- Ensuring that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes

I would like to thank all councillors and staff who have supported the work of the Committee. This year is the first time the Staffing Committee has included a report in the Town Council Annual Report. It has been a busy year with the following being achieved:

- Completion of the annual staff appraisals
- Complete update and adoption of Safeguarding Children, Young People and Adults at Risk policy
- Review of Carers Passports to support employees

 Review, amendment and adoption of a number of policies and procedures including Work Life Balance, Adoption Leave & Pay Guide, Managing Employee Performance Procedure, Managing III Health & Sickness Absence, Maternity Leave & Pay Guide, Paternity Leave & Pay Guide and Shared Parental Leave & Pay Guide

The Committee strives to bring in best practice to the workplace. South Gloucestershire Council Human Resources team are an external provider that advises on matters, and this ensures the work of the committee is efficient, fair and in line with the most recent legislation. Overall, the Town Council has a full suite of staffing policies and the committee considers them in line with the review dates.

The minutes of the Staffing Committee are available on the Town Council website, however, when the nature of the discussion is deemed confidential, under Section (2) of the Public Bodies (Admission to Meetings) Act 1960, the meeting will be closed to the public and not recorded.

This year the Town Council has a number of staff who have become eligible for a 20-year long service award. The Staffing Committee are grateful to all staff, but would particularly like to thank those who have achieved the long-service award this year.







Leisure, Youth & Amenities Committee Report 2023/24

The Leisure, Youth & Amenities (LYA) Committee meets approximately six times a year and is responsible for, and promotes the Town Council policy on sports, leisure and recreational activities within or affecting the Town.

The LYA committee is perhaps, due to its remit, the committee that works closest with local community groups and organisations. It is always good to meet representatives from those various groups, clubs and organisations when they attend our committee meetings to hear more about their work and speak in support of their grant funding applications.

Bradley Stoke is fortunate to be well represented by a large number of volunteers who work hard to run their organisations, groups and clubs, representing many areas of interest and a vast range of activities in our town, such as groups from diverse cultures, conservation and the environment, older members of the community and of course with young people within our town.

The Town Council has its own in-house youth provision run by our youth work team. A report on our youth provision is included separately in the annual report.

The Town Council through the LYA committee are able to offer funding to various community groups and organisations through a grant funding programme and we have been able to support quite a few through this programme over the last twelve months (see details in the tables below – correct as of 20th February 2024). We have also funded Bradley Stoke in Bloom and the Bradley Stoke branch of Citizens Advice Bureau.

Community Development Grant Aid

Bradley Stoke Radio	4,000.00
TOTAL	£4,000.00

Grant Aid

Arts Appreciation Group	414.00
Southern Brooks Community Partnership	500.00
Castle School Friends	280.00
Hedgehog Rescue	500.00
Bradley Stoke Bowls Club	500.00
Bradley Stoke Community Singers	500.00
TOTAL	£2,994.00

Larger Grant Aid

South Gloucestershire Playscheme	
for 2023 Summer Playscheme	£5,000.00

Service Level Agreements

Bradley Stoke Youth Cricket Club	3,500.00
Bradley Stoke Youth Football Club	2,300.00
Christ the King Youth Group	2,500.00
South Gloucestershire Chinese Association	1,764.37
Three Brooks Nature Conservation Group	2,000.00
TOTAL	£12,064.37



Should your local organisation be interested in applying for grant funding then please do get in touch with the Town Council office for more information on our grant funding programme.

The Town Council does what it can to support the local residents and again throughout this winter, Bradley Stoke Town Council has been running some warm spaces across our three activity centre sites, offering a friendly welcome and free refreshments. Whilst the take-up has been quite low again this year, we have been able to support a number of residents on a regular basis. These spaces have been run with grant funding through the South Gloucestershire Council, Welcome Spaces scheme.

Scarecrow Trail

Bradley Stoke Town Council organised it's fourth charity Scarecrow Trail this year which took place over the October half-term holidays. The Brightwell Centre, worked alongside the Council helping with the planning and securing the prizes for the best scarecrows. The theme this year for the trail was 'international' to celebrate all the people in the world and the diverse cultures which we live in and embrace within the community of Bradley Stoke.

Twenty-one scarecrows were distributed throughout Bradley Stoke for people to find using trail maps (£2 each). £706.57 in total was raised for the three

Mayor's Charities (Mamas Bristol, The Brightwell Centre and Prostate Cancer UK. This total was raised through £306.57 in trail map sales plus a generous, sponsorship donation of £400 from the Willow Brook Centre.

Thanks goes to all those who helped make the event a success either by taking part, providing prizes, sponsorship or hosting map sales: Willow Brook Centre, Black Sheep Kitchen, The Brightwell Centre and Mamas Bristol. The award ceremony for the best scarecrow and the Mayor's favourite scarecrow took place on Saturday 4 November 2023.

Red Dress Project

To celebrate International Women's Day, BSTC organised, together with Southern Brooks, an innovative textile project (working with local schools and community groups across the area) to produce pieces of embroidery to be sown onto a red dress. The dress will be displayed around Bradley Stoke throughout the forthcoming year.

An event on 8 March 2024 marks the start of the Red Dress project in the area and it is anticipated that work will be carried out on the dress throughout 2024 culminating with a finale event in March 2025. Local choirs, singers and inspirational speakers were included on the programme.

The Red Dress project is based on the model used for the worldwide community development approach to produce 'The Red Dress' (see web link below): https://reddressembroidery.com/ The creator of the award-winning 14 year project, Kirstie Macleod was one of the main speakers at our Bradley Stoke event.

Bradley Stoke Festival 2023

The Bradley Stoke Community Festival 2023 took place on Saturday 10th and Sunday 11th June 2023.

On June 10th 2023 at the Jubilee Centre, Bradley Stoke Youth FC (BSYFC) celebrated their 25th anniversary with a football festival with over 350 children participating in the event. Every age group had an award presentation with the Mayor of Bradley Stoke (Dayley Lawrence) and Deputy Mayor of Bradley Stoke (Natalie Field) in attendance to hand out the trophies and cups. On Sunday 11th June, Sole Sisters hosted their 18th Bradley Stoke 10K. This year it was a hot humid morning and we saw 480 runners cross the finish line. Our 1st place runner finished in just over 35 mins. We are grateful to all the volunteers and volunteer marshalls for making these an events such as

The Brightwell Charity Colour Run also took place on Sunday 11th June raising over £4,700 for the centre. It was an eye catching, fun filled afternoon of smiles, laughter and clouds of colour for all ages and abilities.

Planning started back in May 2023 for the full festival which will take place on 8 and 9 June 2024. If you would like more information please visit the Town Council website.

Finally, I would like to thank all the community groups, organisations, volunteers, staff and Councillors who have supported the work of the Committee and delivered such a wide of activities for people living in Bradley Stoke.



Councillor Natalie Field Chair of Leisure Youth & Amenities Committee



Bradley Stoke Town Council Youth Work Report 2023/24

Overview: Overall it has been another productive year with the Town Council continuing to support the delivery and development of our various youth work programmes and projects. Our different youth work strands continue to have a positive impact as they enable us to make and maintain contact with a wide range of children and young people. Throughout the year our regular core sessions have included delivery at the skatepark (operating from our converted shipping containers), our Weekly Girls & Young Women's Project session and our Jubilee Hardcourt sessions (with an informal sports focus). All our core sessions strive to provide a safe, supportive, social environment offering activities, discussion, challenge, supportive signposting, advocacy and fun. Our full youth work offer includes the following:

- Skatepark sessions; regular and ad hoc sessions.
- Jubilee Hardcourts: street sessions with informal sports focus.
- Girls & Young Women's Project: weekly girls only sessions + trips, etc.
- Detached and Outreach sessions: planned and ad hoc.
- Project work: e.g., Street Art project/s and workshops; First Aid courses.
- Events and competitions: e.g. 2 full days of activities at our Community Festival.
- Offsite trips and residentials: e.g. Ice Skating, 10-pin bowling, etc.
- One to one and small group support.
- Volunteering school/college work experience placements.
- Golden thread: Young people having a voice, being listened to, respected and valued.
- Work with other partners, agencies and groups. e.g., funding, training, support, etc.
- Presence in the community.

Additional youth work activities: These have included our annual community festival skatepark competition, with local young people contributing to the planning, preparation and delivery of the days activities. This comprised of our usual popular package of youth art workshops, skatepark competition, pro rider demos, etc. We also delivered extra youth work sessions during the various school holidays, including further art workshops, trips, BBQ's, etc. In addition, throughout the year, we have had several offsite activities, school work experience placements, as well as ongoing one to one and small group support and various other projects, including Street Doctor First Aid training.

Partnerships and funding: The Town Council's core funding commitment to Youth Work, including the employment of a full time professional Youth Worker, has been important in the development and maintenance of our youth work and in helping to attract significant additional external funding for both broadening our youth work offer, and for infrastructure developments (e.g. in recent years £200K of external funding for the Skatepark). Importantly, we have also forged closer partnerships, including active membership of the SG Youth Work Partnership, and this has enabled us to secure further significant external revenue funding (£14K per year for 5 years from April '24). We have also secured various small grants or donations for specific projects (including a grant to equip our new kitchen at the skatepark) and built links with many other organisations and thereby enhance and/or develop partnership approaches.

Youth Work staffing: We currently have some part time youth support worker vacancies and when filled will then be able to deliver additional youth work sessions, including at the skatepark building, as well as regular Detached/Street youth work sessions across the Town.

Youth Voice: We believe that all our youth projects and programmes should include and/or work towards developing a strong 'youth voice' component and therefore enable young people to have a say in decision making and in the shaping of youth provision as well as other local services. We therefore continue to aim to make young people feel valued, have a sense of ownership and become more active citizens. As previously highlighted, the building of our skatepark, the introduction of youth buildings there and various other projects, some currently coming to fruition (e.g. the Jubilee Fitness area) have all helped create 'ownership', through the involvement of young people, and are good examples of the benefits of young people having positive involvement as active citizens and of Bradley Stoke Town Council adopting the principal outlined in the national document 'Positive for Youth' (2011):

"Involving young people does not only lead to better decisions and a greater sense of ownership by young people... It also sends a clear message about the valued and positive place of young people in their community".

Our vision moving forward is therefore to maintain and develop a range of youth projects and programmes, with a particular emphasis on young people's needs and involvement and having their voices heard.

Graham Baker
Youth Development & Participation Worker

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Invitation to Annual Town Meeting

Vice-chair of Council - Natalie Field

Chair of Staffing - Natalie Field Vice-chair of Staffing - Jenny James

Chair of Finance - Jon Williams

Chair of Planning & Environment - Ben Randles

Chair of Leisure, Youth & Amenities - Natalie Field

Bradley Stoke Town Council
Annual Town Meeting

Wednesday 1st May 2024 at 7.00pm

Oak Hall
The Jubilee Centre
Savages Wood Road
Bradley Stoke
BS32 8HL

Bradley Stoke Town Council Community Festival

Saturday 8th & Sunday 9th June 2024