**Bradley Stoke Town Council**

**NOTES FROM STRATEGIC PLANNING MEETING – 2nd September 2020**

**Present: Councillors:** Tom Aditya

John Ashe

Roger Avenin

Terri Cullen

Tony Griffiths (Chair)

Michael Hill

Brian Hopkinson

Franklin Owusu-Antwi

Ben Randles

Ed Rose

Andy Ward

**Officers:** Sharon Petela (Town Clerk)

Terry Hucker (RFO/Finance Manager)

Graham Baker (Youth Development & Participation Worker)

Odile McIntosh (Deputy Town Clerk/Premises Manager)

**WELCOME & INTRODUCTION**

Councillor Tony Griffiths welcomed everyone to the informal meeting.

Strategic Planning is Council's process of defining its forward strategy or direction, and making decisions on allocating its resources to pursue this strategy, including its capital and people. This is a process for determining where an organisation is going over the next year or more typically 5 years (long term).

In order to determine where it is going, council needs to know exactly where it stands, then determine where it wants to go and how it will get there. The results then feed directly into

1. Future budgets: Council will be establishing the 2021/22 budget from October 2020 for final

approval in January 2021.

2. Forward Plan: Council review the updated Forward Plan in January 2021 for final approval in March 2021 – this includes the 5-year rolling budget.

**1. APOLOGIES**

Apologies have been received from Councillor Elaine Hardwick

**2. STRATEGIC PLANNING**

* 1. **CURRENT POSITION**

Councillors reviewed the current 5 Year Budget Plan as at 10.06.20 (see Appendix A).

Discussion took place on the South Gloucestershire Council (SGC) Tax Base figure for forthcoming years. The tax base figure is purely an indicative guideline provided by SGC – the actual figure for 2021/22 (and the indicative figures for future years) will be supplied by SGC at the latter end of this year.

5 Year Forward Plan front sheet totals could be rounded up/down for ease of reading.

N/C 4010 (Bank Interest/Investment Income) – Discrepancy queried between the Bank Interest/Investment/Grant Income detailed on the front page of 5 Year Forward Plan (£15,700) and the £5,700 in N/C 4010. Difference is £10,000 youth funding income from SGC.

N/C 5500 (Youth Core Expenditure) – Budget for 2020/21 is £41,700 (same as previous year) but only £13,642.40 spent from 2019/20, so budget underspend. £40,000 transferred from year end youth provision unallocated reserve (N/C3079) to fund Baileys Court play area replacement (N/C 3016) although there may be a possibility of external grant funding towards the cost of this play area. Brook Way Play Area will need replacing in the future.

N/C 5506 (Youth Positive Activities Expenditure 6) - Councillors queried why no money had been spent from this budget last year. This money is ring-fenced as it relates to specific grant funding awarded several years ago.

N/C 5512 (Sth Glos Funding 2019/20 Expenditure 12) – Budget for 2020/21 is £16,822 (same as previous year) but only £3,117,84 spent from 2019/20, so budget underspend.

N/C 3079 (Youth Provision unallocated reserve) – Currently £40,000 in this budget. Councillors queried whether some of this could be spent on other non-youth related projects. It is hoped that youth workers will be recruited within the foreseeable future (7 Bradley Stoke residents have recently undertaken youth work training) and some of this budget may need to be drawn down to help with youth staff funding.

N/C 3089 (Future Budget Reserve) – Some of this budget could be utilised for some form of development for a permanent storage facility at Brook Way Activity Centre

Clarification was also sought on the following Nominal Codes: 3040

3064

5019

5023

5092

9042

**2.2 – 2.4 FUTURE DIRECTION + ACHIEVING OBJECTIVES + BUDGET IMPACT**

**Youth Funding budgets clarity/transparency**

Much discussion took place on how the current youth funding income/expenditure budgets are itemised in the 5 Year Forward Plan as it is currently very confusing and difficult to interpret.

***Following discussion, councillors agreed to “RECOMMEND to Full Council” that BSTC set up a completely separate youth annex as an attachment to the 5 Year Forward Plan to give a clearer picture and easier reference point linked to youth income/expenditure budgets***

**Redevelopment of the Brook Way Activity Centre main building**

Discussion took place on the possibility of various redevelopment ideas to increase the usage at Brook Way Activity Centre which could potentially include the provision of a community café/new kitchen and a brick built storage solution which could be utilised by the Town Council and Scouts.

***Following discussion, councillors agreed to “RECOMMEND to Full Council” that BSTC explores the redevelopment possibilities of the main Brook Way Activity Centre building.***

**Current BSTC Committees meeting days**

Discussion took place on the current committee meeting days.

***Following discussion, councillors agreed to “RECOMMEND to Full Council” that BSTC looks at streamlining the committee meeting days***

**Other topics discussed which are all due to come back to future council meetings for discussion/decision:**

**2020 Fireworks Display – September Full Council**

In line with the COVID-19 pandemic, it will not be possible to hold the 2020 Fireworks Display as it will be impossible to enforce any social distancing measures due to the potential numbers of people on the site (normally 5 - 6,000). Our insurance would require the completion of a comprehensive risk assessment identifying how the event would be managed during the COVID-19 pandemic and we would not be able to sign off on a risk assessment which couldn’t guarantee adequate social distancing measures. We have spoken to the company who have been contracted to provide this year’s fireworks and we can transfer the deposit already paid (£1,045.75) to 2021. It is suggested that the balance of the cost of the actual fireworks (£3,146.25) be donated to the Mayor’s Charity for this year which would be approximately a similar amount to that usually collected by bucket collectors for the Mayor’s Charity.

**Installation of Solar Panels on all BSTC Sites – September Full Council**

Quotes now received for the three sites. Information to be circulated to all councillors for their input

**Provision of flower beds on two roundabouts in Bradley Stoke**

Quotes will be obtained for planting/maintenance of the flower beds on the two main roundabouts in the town (Patchway Brook and main Tesco’s roundabouts) as the current contract finishes soon. It is important that watering of the plants is factored into the new quotes.

**New Kitchen in Woodlands Suite**

This refurbishment is currently on pause linked to financial/budget concerns linked to COVID-19 pandemic. The kitchen is in need of a refurbishment linked to hygiene and accessibility concerns. Officers will obtain quotes so that if the budget allows later in this financial year, the work can then be progressed.

**Bradley Stoke Town Council**

**SUMMARY OF RECOMMENDATIONS TO BE CONSIDERED BY FULL COUNCIL ON 16th SEPTEMBER 2020**

**1. Youth Funding budgets clarity/transparency**

*Councillors agreed to “RECOMMEND to Full Council” that BSTC set up a completely separate youth annex as an attachment to the 5 Year Forward Plan to give a clearer picture and easier reference point linked to youth income/expenditure budgets*

**2. Redevelopment of the Brook Way Activity Centre main building**

*Following discussion, councillors agreed to “RECOMMEND to Full Council” that BSTC explores the redevelopment possibilities of the main Brook Way Activity Centre building.*

**3. Current BSTC Committees meeting days**

*Following discussion, councillors agreed to “RECOMMEND to Full Council” that BSTC looks at streamlining the committee meeting days*

**Appendix A**

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| **2020/21 - APPROVED BUDGET AND 5 YEAR FORWARD PLAN - Including 2019/20 Pre Audit Figures as at 10.6.20** | | | | | | | | | | | | | | | |  | |  | |  | | |
|  | **2018/19 Actuals @ 16/5/19 figures lodged for audit** | **% change** | **2019/20 - Actuals as at 10.6.20** | **% change** | **Approved Budget 2020/21** | **% change** | **Projected Budget 2021/22** | **% change** | **Projected Budget 2022/23** | **% change** | **Projected Budget 2023/24** | **% change** | **2024/25 - Projected Budget** | **% change** |  | |  | |  | |
| **INCOME** |  | |  | |  | |
| Bank Interest/Investment/Grant Income | £22,143 | 72% | **£21,031** | -5% | £15,700 | -25% | £15,729 | 0% | £5,757 | -63% | £5,786 | 0% | £5,815 | 0% |  | |  | |  | |
| Public Works Loan | £0 | 0% | **£0** | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% |  | |  | |  | |
| Activity Centres Income | £143,387 | 9% | **£137,025** | -4% | £53,000 | -61% | £136,000 | 157% | £138,720 | 2% | £141,494 | 2% | £144,324 | 2% |  | |  | |  | |
| Training & Other Income | £2,469 | -54% | **£2,771** | 12% | £270 | -90% | £270 | 0% | £270 | 0% | £270 | 0% | £270 | 0% |  | |  | |  | |
| **Total Income (exc. precept etc)** | **£167,999** | **12%** | **£160,827** | **-4%** | **£68,970** | **-57%** | **£151,999** | **120%** | **£144,747** | **-5%** | **£147,550** | **2%** | **£150,409** | **2%** |  | |  | |  | |
| **EXPENDITURE** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |
| Non Activity Centre Costs | £584,943 | 4% | £655,481 | 12% | £718,728 | 10% | £697,639 | -3% | £679,571 | -3% | £697,644 | 3% | £716,263 | 3% |  | |  | |  | |
| Community/ Firework Events | £31,603 | -5% | **£32,270** | 2% | £16,813 | -48% | £34,543 | 105% | £34,793 | 1% | £35,051 | 1% | £35,317 | 1% |  | |  | |  | |
| Grants and Other Funding | £35,158 | -7% | **£30,719** | -13% | £44,426 | 45% | £44,426 | 0% | £44,426 | 0% | £44,426 | 0% | £44,426 | 0% |  | |  | |  | |
| **Office Expenditure** | **£651,703** |  | **£718,470** |  | **£779,967** |  | **£776,609** |  | **£758,790** |  | **£777,121** |  | **£796,006** |  |  | |  | |  | |
| Bradley Stoke Jubilee Centre | £77,510 | 7% | **£77,123** | -1% | £88,867 | 15% | £92,356 | 4% | £95,462 | 3% | £98,536 | 3% | £101,734 | 3% |  | |  | |  | |
| Brook Way Activity Centre | £38,988 | 34% | **£42,572** | 9% | £45,999 | 8% | £47,984 | 4% | £49,660 | 3% | £51,067 | 3% | £52,537 | 3% |  | |  | |  | |
| Baileys Court Activity Centre | £81,624 | -2% | **£82,781** | 1% | £92,708 | 12% | £96,376 | 4% | £99,512 | 3% | £102,752 | 3% | £106,119 | 3% |  | |  | |  | |
| **Activity Centres Running Costs** | **£198,123** |  | **£202,475** |  | **£227,574** |  | **£236,716** |  | **£244,634** |  | **£252,355** |  | **£260,390** |  |  | |  | |  | |
| New Assets | £44,159 | 149% | **£13,775** | -69% | £16,700 | 21% | £17,200 | 3% | £17,200 | 0% | £17,200 | 0% | £17,200 | 0% |  | |  | |  | |
| Planned Projects | £71,265 | 0% | **£54,849** | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% |  | |  | |  | |
| **Total Expenditure as per budget** | **£965,251** | **13%** | **£989,569** | **3%** | **£1,024,241** | **4%** | **£1,030,524** | **1%** | **£1,020,625** | **-1%** | **£1,046,676** | **3%** | **£1,073,596** | **3%** |  | |  | |  | |
| Adjustments to/from Reserves at Year End | -£13,059 |  | -£133,795 |  | £896 |  | -£101,500 |  | -£66,500 |  | -£73,500 |  | £9,000 |  |  | |  | |  | |
| **Total budget + reserve adjustment** | **£952,192** | **0%** | **£855,774** | **-10%** | **£1,025,138** | **20%** | **£929,024** | **-9%** | **£954,125** | **3%** | **£973,176** | **2%** | **£1,082,596** | **11%** |  | |  | |  | |
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| **SHORTFALL** | 2018/19 Actuals @ 16/5/19 figures lodged for audit | % change | 2019/20 - Actuals as at 10.6.20 | % change | Approved Budget 2020/21 | % change | Projected Budget 2021/22 | % change | Projected Budget 2022/23 | % change | Projected Budget 2023/24 | % change | 2024/25 - Projected Budget | % change |  | |  | |  | |
| Difference Between Income and Expenditure | £784,193 | -2% | £694,947 | -11% | £956,168 | 38% | £777,026 | -19% | £809,377 | 4% | £825,626 | 2% | £932,187 | 13% |  | |  | |  | |
| **LESS/PLUS:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |
| **Previous confirmed year end C/fwd** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |
| Confirmed/Estimated Previous Year End Balance C/FWD | **£65,194.00** |  | **£82,892.92** |  | **£189,290.76** |  | **£48,662.73** |  | **£23,794.91** |  | **£23,486.97** |  | **£22,846.08** |  |  | |  | |  | |
| Full Budget Funding Shortfall | **£718,999.08** |  | **£612,054.24** |  | **£766,876.83** |  | **£728,363.17** |  | **£785,582.45** |  | **£802,138.97** |  | **£909,340.97** |  |  | |  | |  | |
| **Less Local Council Tax Scheme Grant Funding** confirmed/projected by Sth Glos | **£6,599.00** | 0.00% | **£2,347.00** | 0.00% | **£0.00** | 0.00% | **£0.00** | 0.00% | **£0.00** | 0.00% | **£0.00** |  | **£0.00** | Provisional LCTR figures are £0 for 2020/21 onwards . | | | | | | | |
| Approved/Estimated Precept per Band D property | **£115.78** | **0.00%** | **£115.78** | **0.00%** | **£116.94** | **1.00%** | **£117.52** | 0.50% | **£118.11** | 0.50% | **£118.70** | 0.50% | **£119.30** | 0.50% | **Precept forecast @ 0.5% for 2021/22 & thereafter** | | | | | |
| Approved/Estimated Sth Glos Tax Base | **6869** |  | **6901** |  | **6974** |  | **6400** | **Reduce predicted tax base by 10% from 7116 to 6400** | **6850** | **Reduce predicted tax base by 5% from 7223 to 6850** | **6950** | **Reduce predicted tax base by 5% from 7331 to 6950** | **6950** | **Reduce predicted tax base by 5% from 7331 to 6950** | SGC indicative Tax Base figures applied to 2021/22 onwards as published November 2019 with % reductions following Covid19 impact | | | | | |
| **Approved/Estimated Total Precept Income** | **£795,293.00** |  | **£798,998.00** |  | **£815,539.56** |  | **£752,158.08** |  | **£809,069.42** |  | **£824,985.05** |  | **£829,109.98** |  |  | |  | |  | |
| Approved/Projected Total Precept and Local Tax Grant Funding | £801,892.00 |  | £801,345.00 |  | £815,539.56 |  | £752,158.08 |  | £809,069.42 |  | £824,985.05 |  | £829,109.98 |  |  | |  | |  | |
| **Projected year end position to C/FWD (excluding shortfall funding from year end reserves)** | **£82,892.92** |  | **£189,290.76** |  | **£48,662.73** |  | **£23,794.91** |  | **£23,486.97** |  | **£22,846.08** |  | **-£80,230.99** |  |  | |  | |  | |
|  | The tax base and LCTR figures are based upon approved figures from Sth Glos in Dec 2017. The final precept was approved by Council January 2018 with a 0% increase. | | The tax base and LCTR figures are based upon approved figures from Sth Glos in Dec 2018. The final precept was approved by Council January 2019 with a 0% increase. | | The tax base and LCTR figures are based upon approved figures from Sth Glos in Dec 2019. The final precept was approved by Council January 2020 with a 1% increase. | | This projection assumes a 0.5% precept increase for 2021/22 and + Sth Glos projected tax base for 2021/22 of 7116 reduced by 10% + SGC projected £0 LCTR - These assumptions will be considered by Council in January 2021 when finalised figures are available | | This projection assumes a 0.5% precept increase for 2022/23 and + Sth Glos projected tax base of 7221 reduced by 5% for 2022/23 + SGC projected £0 LCTR - These assumptions will be considered by Council in January 2022 when finalised figures are available | | This projection assumes a 0.5% precept increase for 2023/24 and + Sth Glos projected tax base of 7331 reduced by 5% for 2022/23 + SGC projected £0 LCTR - These assumptions will be considered by Council in January 2023 when finalised figures are available | | This projection assumes a 0.5% precept increase for 2024/25 and + Sth Glos projected tax base of 7331 reduced by 5% for 2023/24 + SGC projected £0 LCTR - These assumptions will be considered by Council in January 2024 when finalised figures are available | |  | |  | |  | |
| **NOTE** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |
| This projection is partly based upon estimated annual percentage increases and as a living document does not represent a firm future position or intention. Council carefully consider the full budget position on an annual basis prior to approval and use this document as a guideline only to ensure that Council's aims and objectives are included within acceptable margins which would not produce unmanageable year end shortfalls. Any surplus funds remaining at year end are placed within the unallocated earmarked reserves in order to fund future projects or within the Future Budget Reserve to manage future deficits and therefore manage and subsidise future precept levels. | | | | | | | | | | | | | | | | | |  | | . | | |