



Yate Town Council

Full Council

23rd June 2020 (6.30pm to 7.40pm)

Minutes

Meeting Held Via Zoom Video Conferencing

This remote meeting was held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, permitting the holding of remote meetings, with conditions.

Present Via Video Link

Councillor Karl Tomasin – Chair

Councillors John Davis (part-meeting), Tony Davis, Mike Drew, John Emms, Sandra Emms, John Ford, John Gawn, Cheryl Kirby, Margaret Marshall (part-meeting), Alan Monaghan, Ben Nutland, Wully Perks and Chris Willmore.

Town Clerk, Deputy Town Clerk & Responsible Finance Officer (part-meeting) and Community Projects Manager (LC).

Minute 157. Apologies for Absence

Apologies for absence were received from Councillor Jane Price. Councillors John Serle and Penny Thoyts were absent. *(Apologies for absence were received from Councillor Penny Thoyts after the meeting).*

It was **NOTED** that the Town Clerk has delegated powers to grant leave of absence for any councillor affected by the Covid-19 pandemic, in accordance with Minute No. 129/1(a) of the Full Council meeting held on 25th February 2020.



Minute 158. Declarations of Interest Under the Localism Act 2011

Councillor Karl Tomasin
Councillor John Ford

Yate & District Bowling Club
YOSC Ltd Trustee

Minute 159. Requests for Dispensations

No requests for dispensations were received. It was **NOTED** that minute 119 of the Full Council meeting held on 25th February 2020 granted a dispensation to Councillor John Ford to enable him to discuss matters relating to YOSC Ltd at Town Council meetings until the 2023 elections.

Minute 160. Public Participation Sessions with Respect to Items on the Agenda

No members of the public were present.

The Mayor extended congratulations to Tom Edge (Estates Person) on the arrival of baby Raiden and to Becky Gunter (Finance Administrative Assistant) on the arrival of baby Poppy.

Minute 161. Minutes of the Town Council Meeting Held on 12 May 2020

RESOLVED The minutes of the Full Council Meeting held on 12 May 2020 be approved and signed as a true and accurate record.

Minute 162. Minutes of the Planning and Transportation Committee Meeting Held on 16 June 2020

It was **NOTED** that the minutes of the Planning and Transportation Committee meeting held on 16 June 2020 would be received at Full Council on 1 September 2020.



Minute 163. Minutes of the Environment and Community Committee Meeting Held on 19 May 2020

The minutes of the Environment and Community Committee meeting held on 19 May 2020 were received and **NOTED**.

Minute 164. Minutes of the Finance and Governance Committee Meeting Held on 9 June 2020

The minutes of the Finance and Governance Committee meeting held on 9 June 2020 were received and **NOTED**.

Minute 165. Recommendations from Committee Meetings

Minute 165/1. Environment and Community Committee Meeting

It was **NOTED** that no recommendations were received from the Environment and Community Committee meeting of 19th May.

Minute 165/2. Planning and Transportation Committee Meeting

It was **NOTED** that no recommendations were received from the Planning and Transportation Committee meeting of 16th June 2020.

Minute 165/2. Finance and Governance Committee Meeting

The following items were received from the Finance and Governance Committee meeting of 9th June 2020:-

(a). Minute Number 14/1b. Income and Expenditure Report to 31 March 2020

RESOLVED The Income and Expenditure report to 31 March 2020 be approved. (Appendix 2 to Finance and Governance Committee minutes of 9th June 2020).



(b). Minute Number 14/1b. Funding to be Identified

The Finance and Governance Committee **NOTED** that a number of anniversaries for the 20th year of the Pop Inn Café, Yate Heritage Centre and Peg Hill Skate Park are due in 2020/2021.

RESOLVED Rather than having a big event, given the current climate, small scale presentations be made to volunteers who have completed 20 years' service at the Pop Inn Café and Heritage Centre.

(Councillor Margaret Marshall entered the meeting).

(c). Minute Number 14/4. Service Level Agreement (SLA) Citizens Advice South Gloucestershire (CASG)

Further to the Finance and Governance Committee meeting held on 9th June 2020, it was **NOTED** that Councillor Mike Drew has received the following correspondence from South Gloucestershire Council in relation to the Citizens Advice Bureau.

'The Chief Executive took an emergency delegated decision on 15 May 2020 in relation to the Financial Inclusion (Welfare Benefit and Debt) Service, to extend this service for a further six months until 31 March 2021, as requested by the current supplier South Gloucestershire Advice Services (a consortium of 5 voluntary, community and social enterprise advice providers led by Citizens Advice South Gloucestershire).

The Council's corporate project team has been working with the current provider to undertake a comprehensive review of the provision of the advice service, how delivery can be expanded, how to take advantage of new technology and implement new ways of working in order to co-produce a holistic and more cost effective approach to welfare benefit and debt provision.

The pandemic has halted work on the new delivery model, so SG Advice Service proposed the extension in the current service as a way forward, taking into account the impact of the current emergency on this work stream for both involved parties. It is also recognised that the impact of COVID-19 may create a different need for the service, which may need to be revisited.'

It was **NOTED** that this has taken off the immediate pressure in relation to South Gloucestershire Council funding of the service and that officers will continue to pursue the resolutions from the Finance and Governance Committee meeting and take back to Full Council in September.



It was further **RESOLVED** that delegated powers be granted to the Clerk to agree amount of grant funding, in consultation by email with members of the Town Council, should the CASG apply to the Town Council's Covid-19 Battle Fund.

(d). Minute Number 15/2a. Budget

The Finance and Governance Committee received and considered the 2020/2021 budget, reviewed to incorporate the assumed effects of the Covid-19 pandemic.

RESOLVED Yate Town Council to await revised budget figures when budget setting takes place in the autumn of 2020, thus enabling a more up to date position to be considered.

(e). Minute Number 15/2b. Earmarked Reserves

It was **RESOLVED** to accept the recommendation of the Finance and Governance Committee as follows:- to enable some of the identified shortfall in funding (due to the Covid-19 pandemic) to be met when budget setting takes place in the autumn, the council will:

- proceed to borrow the balance of the cost of the Multi Activity building (including staff costs) to avoid depleting council reserves;
- retain the funding set aside for the works to the yard in Kingsgate Park to enable an offset of some of the anticipated shortage in funding due to Covid-19, subject to checking with the Estates Manager to ensure it will not impede estates work.

Minute 166. COVID-19

It was **NOTED** that owing to the national pandemic situation, where action has been taken between meetings, it has been in consultation with members of the council via email and the existing below delegation invoked:

“The Town Clerk shall have the power to take action as necessary between Meetings of the Full Council, Committees, Sub-Committees, Project Steering Group Committees and Working Groups provided that such action is in accordance with the policy of YTC and is within budget.”

The list of decisions taken using above delegation between 12th May and 23rd June 2020 were received (Appendix 1).



Minute 167. Financial Reports

Minute 167/1. Internal Audit Report

The year-end internal audit report for year ending 31 March 2020 was received and **NOTED**. (Appendix 2)

Minute 167/2. Annual Governance Statement Year Ended 31 March 2020

RESOLVED The Annual Governance Statement (section 1 of the Annual Return) for year ended 31 March 2020 be approved and signed. (Appendix 3)

Minute 167/3. Financial Statement and Annual Statement of Accounts Year Ended 31 March 2020

The Town Council Financial Statement (Appendix 4)) and the Annual Statement of Accounts (part 2 of the Annual Return) for year ended 31 March 2020 (Appendix 5) were received and considered.

RESOLVED The Town Council Financial Statement and the Annual Statement of Accounts (part 2 of the Annual Return) for year ended 31 March 2019 be approved and signed.

Thanks were extended to staff.

Minute 168. Sub-Committee Reports

Minute 168/1. Staffing and Governance Sub-Committee

It was **NOTED** that Steph Thorne has been appointed to the permanent post of Venue Operations Assistant with effect from 1st July 2020.

Minute 169. Town Council Project Steering Group Reports (Task Limited)

Minute 169/1. Play Areas and Properties Project Steering Group



Minute 169/1a. Play Area Projects

It was **NOTED** that in accordance with Minute No.102 of the Full Council meeting of 26th February 2019, delegated powers are in place for the Town Clerk, in consultation with the Play Area and Properties Project Steering Group, to progress any aspect of the play area projects (named as the Abbotswood, Howard Lewis and Kingsgate Park Exercise Equipment projects) as required to completion, as long as remaining within budget.

Minute 169/1b. Date of Next Meeting

It was advised that the next meeting of the Play Areas and Properties Project Steering Group is set for 11am on 13 July 2020, and will take place via Zoom.

Minute 169/1c. Abbotswood Informal Play Area

It was **NOTED** that:

- as we were unable to proceed with the planned opening event for the Abbotswood play area, a story competition was launched on social media. Prizes of £10 National Book Tokens were awarded to 3 participants. A paid campaign was launched on Facebook to promote the competition costing £17, funded as agreed, using the S106 allocation;
- on 11 June 2020, the Estates Team reported deterioration of the new wooden play equipment at Abbotswood. Contact was made with the consultant, contractor, equipment provider and the Ant sculpture company. Members were advised of this report and the actions taken on 11 June 2020.

The following update was received from the project consultant on 15 June 2020:

‘Wood sculpture company will inspect the Ant week commencing 15 June. Sutcliffe will replace the 4 round seat tops and has contacted the German manufacturer for replacement parts on the climbing frame.’

Discussion took place regarding fitness for purpose and it was **NOTED** that updates regarding the resolution of this issue will be circulated to members of the Play Areas and Properties Project Steering Group.

Minute 169/1d. Abbotswood Paving Project



It was **NOTED**:

- Parsons Landscapes was appointed to undertake the decorative paving project at Abbotswood in the sum of £31,142.71;
- The project was completed week commencing 8 June 2020;
- Parsons Landscapes have advised the discoloration in the new resin surfacing should match the original colour once it has dried fully; to be kept under review for 2 weeks following 15 June 2020; contact will be made with the contractor if the colour does not match. Parsons Landscapes will arrange to return to site to blend in the joint on the original resin patch;
- Work has begun to restore the wooden benches to a natural finish, with one colour contrasted bench suitable for use by those with visual and cognitive impairments (for example, dementia);
- The recycled planters were installed week commencing 8 June 2020; the team from the Armadillo help to replant them;

Minute 169/1e. Millside Play Zone

It was **NOTED** that following a bid made to South Gloucestershire Council for s106 funding, £22,011.08 capital / £23,144.75 revenue was awarded for new wildlife sculptures, a nature trail and new play equipment. Revenue was capitalised to total value of £45,155.83. This project is planned to be progressed in summer 2020.

Minute 169/2. Yate Outdoor Sports Complex (YOSC)

Minute 169/2a. YOSC Track and Athletics Project

It was **NOTED** that:

- At the Environment and Community Committee meeting on 10th March 2020, it was resolved that *“Works to the pole vault area (following feedback from UKA) at YOSC be commissioned (to meet accreditation standard) at an approximate cost of between £5,500 - £8,500.”* Contact has been made with the Project Consultant to compose a specification, check compliance with UKA and to seek 3 quotes from those on the UKA accredited suppliers list, including the contractors used for the project. Owing to the current national situation, a timeline for works is not known, but a satisfactory way forward in relation to the pole vault base has been agreed;



- In relation to removal of concrete areas adjacent to the pole vault and replacement with polymeric, the Project Consultant has advised: *“I have spoken to two other specialist companies for a quote and both have responded in the same vain insofar as they would want to look at the areas on site before committing to a fixed price. Having explained to them exactly what we would expect and the compliance issue they are reluctant for obvious reasons to price without seeing the extent of work involved on site. They are currently only operating on a very restricted basis and have virtually ceased work. If the situation changes I will of course pursue the matter; however I cannot give any possible date as yet.”*
- A DDA compliant fold out chair will be sourced to be installed in one of the shower units, at a cost of £300, to be met by Yate Town Council as previously agreed at Full Council on 25th February 2020;
- Subject to the above matters being resolved, site accreditation will be pursued;
- Further to contact with the Project Consultant/Contractor/Supplier regarding the high jump bed mattress and pole vault bed over concerns about the robustness of the equipment provided, they have confirmed the equipment meets UKA compliance;
- The Estates Manager met with the Project Consultant and the Contractor on 11th June 2020 and reviewed the project snags as part of phase 1 of the defects period. A list of defects including comments from the Project Consultant and the Contractor has been forwarded onto members of the YOSC Project Steering Group for comment which will be fed back to Project Consultant and the Contractor. The contractor is working toward completing these works late June/early July;
- Consideration of the way forward regarding track maintenance is pending the outcome of discussions with YOSC Ltd regarding overall governance agreement.

Minute 169/2b. YOSC Multi-Activity Building (Boxing Community Building Project)

It was **NOTED** that:

- Delegated powers were granted at Full Council on 14th May 2019 for the Project Steering Group to take the project to its end, within the agreed budget and that the contract will be to the point of ensuring electricals and water are available to the building; the remaining build/fit out will be down to the boxing club to complete. Following sign-off, the building is to be handed over to the boxers to complete the project.



At Full Council on 24 February 2019, it was **NOTED** that;

- Following sign-off, the building is to be handed over to the boxers to complete the project. Representatives of the Boxing Club have confirmed by email that they are fully committed to the project in so far as funding will allow and are willing to carry out:
 - Fitting out the facility in full (including works to heating /fire / lighting and to provide the associated certification) when handed over by the contractor at the end of the build project;
 - Undertaking the outside works (eg, pathway).

A further update was received and **NOTED**, as set out below:

- Work resumed on site 19 May 2020, to date the following has been achieved:
 - By 8 June 2020:
 - Erection of the steel frame completed;
 - Cold roll beams were installed.
- Commenced 13 June 2020:
 - Groundworks to the main slab;
 - Block/brickwork up to damp-proof course (DPC is a horizontal barrier in a wall designed to resist moisture rising through the structure);
 - The cladding rails have been ordered. A khaki/olive colour choice has been chosen for the cladding with a grey roof as specified in the planning. There is an expected 4-5 week lead time due to the Covid-19 pandemic;
- Work has stopped onsite temporarily.
- Covid-19 health and safety documents were received from DR Jones and circulated to the Project Steering Group;
- Payment was issued for Valuation for Interim Certificate 2 to the value of £9,506.35;



- Payment was issued for Webbs Yates for RIBA stage 5 to the value of £420;
- DR Jones has advised they will suffer Loss and Expense; these details have been requested and this will be investigated by Askew Cavanna;
- Askew Cavanna has been asked to approach DR Jones for costs to fit out the internal facilities and services;
- Yate Amateur Boxing Club has been contacted and asked about its capacity to support the project; a response is awaited;
- An Area Wide Funding application for £2,987 was submitted to South Gloucestershire Council in the name of Yate Town Council for multi-use exercise equipment, to provide sport and exercise equipment for other groups in the new community building. A decision will follow from 23 June 2020.

Minute 169/2c. YOSC Drainage Improvements

It was **NOTED** that:

- A project management plan has been submitted to South Gloucestershire Council (NB: This project will not commence until Wessex Water has completed drainage works currently underway/surface water drainage issues have been investigated via the developers);
- Following a bid made to South Gloucestershire Council for a second tranche of s106 funding, £23,115 capital / £6,996.14 revenue has been awarded towards this project, bringing the total s106 amounts awarded to: £46,229.89 capital / £18,646.11 revenue. A request was accepted to capitalise the revenue for both allocations to the total value of £64,876.

Minute 169/2d. YOSC Liaison – Governance

The meeting was advised that a meeting took place of the Yate Town Council members of the YOSC Liaison Group and a governance proposal forwarded to YOSC Ltd thereafter, along with a request to meet. (see Confidential item 11/2 below for meeting notes)

Minute 169/2e. YOSC Track and Field Equipment for Disabled Athletes

It was **NOTED** that following a bid made to South Gloucestershire Council for s106 funding, £21,115.82 capital / £6,391.05 revenue has been awarded for track and



field equipment for disabled athletes. A list of specific equipment for the project has been received from YOSC Ltd and Yate and District Athletics Club. Equipment will be purchased by Yate Town Council and supplied to YOSC Ltd. The equipment recommendations will be presented to the next Project Steering Group meeting on 13 July 2020 for consideration.

Minute 169/3. YMCA

It was **NOTED** that further to the resolution of the Full Council meeting held on 29th October 2019 (Minute No. 95/4), a DDA compliant toilet (and baby change) will be installed at the YMCA and the remaining cubicles will be changed into unisex cubicles as soon as practicable.

(Councillor John Davis entered the meeting).

Minute 169/4. Land at the Rear of Ridgewood Community Centre

It was **NOTED** that South Gloucestershire Council has advised that they will take forward the following in due course:

- Draw up the lease subject to the existing license;
- The expectation is that all fencing which surrounds the site will be in place and in good order prior to any transfer;
- Any encroachment issues are dealt with prior to transfer.

Minute 169/5. New North Yate Community Building

It was **NOTED** that:

- “Room data sheets” and an activity sheet has been sent to South Gloucestershire Council for consideration; SGC have responded to say the information provided was very useful and will be a good contribution to the brief for the architect when the project gets to that stage. Once agreed with SGC, this information can be sent for the appointment of an architect.
- SGC has received a revised layout drawing for the North Yate Community Building from Barrett’s. This has been circulated to the steering group. SGC have queried the area of land that would be transferred and they await a response.



- We will be contacting SGC regarding the governance arrangements for this project which are yet to be agreed.

Minute 170. Working Group Reports

Minute 170/1. Poole Court Artwork Working Group

It was **NOTED** that the project will continue once the Covid-19 restrictions have been lifted.

Minute 171. Consultations

(Paper copies of all consultations are available to view in the Town Council office)

Minute 171/1. Current Consultations

Consultation Name:

NALC – LGA New Model Member Code of Conduct

Link:

[Click here for NALC Model Code of Conduct](#)

Closing Date:

17.08.2020

Notes:

RESOLVED A response be sent indicating that Yate Town Council is disappointed by the lack of sanctions for a breach of the Code of Conduct and we would like to see appropriate sanctions put in the model Member Code of Conduct.



Consultation Name:

EPC3 - Coronavirus & the future of local government - Labour commission on local govt., housing & transport. (Consultation responses sought via NALC)

Closing Date:

24.06.2020

Notes:

RESOLVED Delegated powers be granted to the Clerk to submit response drafted by Councillor Mike Drew in response to this consultation.

Minute 171/2. Urgent Consultations

No urgent consultations were received.

Minute 171/3. Consultation Responses

There were no consultation responses to report.

Minute 172. Yate Town Centre Strategy Group

Minute 172/1. Yate Town Centre Strategy Group Meeting

It was **NOTED** that the next meeting was scheduled for July, and a stakeholders newsletter will be compiled and circulated in lieu of that taking place.

Minute 172/2. One Public Estate

It was reported that there is a meeting of the Masterplan Steering Group on 13th July 2020.

Minute 173. Fairtrade



Further to the Full Council meeting on 12th May 2020, the meeting was advised that contact was made with South Gloucestershire Council to enquire whether they use Fairtrade products in South Gloucestershire Council premises and if not, to ask why not. The following response was received from South Gloucestershire Council:

'We use rainforest alliance coffee and we use fairtrade tea bags and fairtrade sugar.'

RESOLVED A further response be sent to South Gloucestershire Council asking that they commit to always and exclusively using Fairtrade products where possible, which are wider than just tea and sugar, and to ask that they use Fairtrade coffee (as rainforest alliance is a different product).

Minute 174. Consideration of Impact of Decisions on Climate and Waste

Consideration took place regarding impacts on climate and waste following decisions taken by the council during the meeting and it was **NOTED** that:

- The newly installed planters at Abbotswood are made from recycled plastic;
- Wood and plants from the planters that were removed from Abbotswood have been used to make new planters at the Armadillo;
- The Estates Manager has confirmed that paint products used by Yate Town Council are eco friendly;
- The Community Projects Manager has signed up to 30 Days Wild for inspiration as to how we could incorporate into the work of the Town Council.

Minute 175. Confidential Items

Minute 175/1. Confidentially Confirmation

Each councillor and member of staff present declared that there were no other persons present who were not entitled to be (hearing or seeing), and/or recording the meeting.

RESOLVED That in view of the confidential nature of the business about to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960, it is advisable in the public interest that any members of the press or public present be excluded and they be instructed to withdraw.



Minute 175/2. YOSC Liaison

The minutes of the Yate Town Council meeting to discuss YOSC governance arrangements were received. (Confidential Appendix 6)

Minute 175/3. Storage

A confidential report was received from Councillor Chris Willmore in relation to a possible storage solution for a Town Council property. (Confidential Appendix 7)
Thanks were extended to Councillor Willmore for her work in connection with this matter.

RESOLVED To return to public session.

RESOLVED Yate Town Council commits to the principles within Confidential Appendix 7.