



Bude-Stratton Town Council
Parkhouse Centre
Ergue-Gaberic Way
Bude
EX23 8LD
Tel: 01288 353576
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To all members of the **Town Council**

Dear Councillor

You are summoned to attend a meeting of the **Full Council** meeting in the **Conference Room**, The Parkhouse Centre, Bude on **Thursday 1st December 2022 at 6.00pm** for the purpose of transacting the under mentioned business.

Keith Cornwell –Town Clerk & RFO
Date of issue –25th November 2022

AGENDA

1. To receive and accept apologies for absence
 2. To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests
 3. Dispensations: to consider requests for dispensations
 4. a) Minutes – Full Council: To receive, confirm & sign the Minutes of the Council Meeting held on 24th November 2022
b) Minutes – Committees: To receive and note the Minutes of the Committee Meetings listed below (acting under delegated authority)
 - i) Planning Committee – 9th November and 23rd November 2022
 - ii) Oversight Committee – 17th November 2022c) Minutes – Recommendations: To consider and agree:
 - i) OS/135/22: **Resolved: to recommend to Full Council that Events Officer be allocated a budget of up to £3.5k to organise an event to celebrate the Kings Coronation on Sunday 7th May 2023**
 - ii) OS/136/22: **Resolved: to recommend to Full Council that the Emergency Plan take priority (1), the procurement policy come next (2) with Cllrs taking the lead starting at the Environment Forum, that the Youth Council needs a Lead Cllr to start this project, and that the TC/RFO be requested to write a paper giving the Council more information regarding an Investment Policy.**
 - iii) OS/137/22: **Resolved: to recommend to Full Council to adopt the (Oversight Committees) Terms of Reference as presented with the composition being 'Mayor and Deputy Mayor (ex-officio) Plus any other members up to a maximum of twelve voting and six non-voting'**
5. Correspondence received
6. Mayors report
7. Opportunity for Cornwall Councillors present to discuss Cornwall Council issues relevant to BSTC
8. Public participation – for public present to make comments concerning the business of the current Council
9. 2023/2024 Budget and Precept:
 - (a) To approve the budget of the Council for 2023/24
 - (b) To consider and agree the precept for 2023/24 as the Town Council's element of the Council Tax charge on residents.

10. To receive a report from the Parkhouse Management Forum and consider recommendations.
11. To consider a price increase for the 2023/24 financial year for charged services - Parkhouse room hire, Castle rooms, Wedding hire, Outdoor spaces hire and Cemetery fees
12. To discuss concerns over poor repair of the Breakwater and lobby Cornwall Council and the Environment Agency to swiftly agree and fund a maintenance programme
13. To request Cornwall Council to undertake a Transport Audit the via Community Area Network with an offer to part fund the study
14. To discuss the approach to the letting of leases and licences granted over council owned properties
15. To consider a recommendation from the Environment and Climate Change Forum that BSTC commissions a local landscape assessment to assist our decision-making process around reviewing the NDP and/or to provide evidence for the current plan
16. To agree that the Council establish and fund a Cycle to Work scheme
17. To agree proposed amendments to the operation of the Grants Policy
18. To delegate the Town Clerk to agree and sign the Heads of Terms with Econetiq for the relocation of the EV charging points
19. To authorise the sealing of a licence with Cornwall Council for works to be undertaken at Compass Point
20. Key issues from Lead Councillors
21. Financial Report to approve:
 - i) Schedule of Payments made between 18th November 2022– 1st December 2022
 - ii) Schedule of Payments to be made on 2nd December 2022
22. Public Bodies (Admission to Meetings) Act 1960 SI (2) & SI (6) – To consider passing the following resolution: ‘That in relation to the remaining items on the agenda, publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted and the press and public are instructed to withdraw’. The following items are confidential and the meeting will proceed in closed session
23. To consider the Council’s position on the potential purchase of 1 Lords Court, Stratton
24. To receive an update on the Bude Climate Partnership’s National Lottery, Climate Action Fund bid and approve delegations to the Town Clerk to sign any necessary partnership and funding agreements.

1. All Council Base Budget 2023-24.xlsx

	Code	ACTUAL 2019-20	ACTUAL 2020-21	Actual 2021-22	BUDGET 2022-23	DRAFT BUDGET 2023-24
Income						
Precept	4000	833,793	875,899	903,112	976,041	-
Cornwall Council CTS Grant	4003	42,576	32,640	30,051	14,201	-
Finance and Properties		54,050	77,829	130,235	57,997	93,154
Operational Services		214,357	116,460	145,409	115,477	141,363
Communities		228,831	95,287	207,982	180,500	240,130
		<u>1,373,606</u>	<u>1,198,115</u>	<u>1,416,789</u>	<u>1,344,216</u>	<u>474,647</u>
Expenditure						
Finance and Properties		297,183	334,137	364,403	396,593	462,178
Operational services		510,445	337,380	355,745	378,948	429,579
Communities		490,212	399,824	481,451	554,474	610,009
Projects		-	-	-	14,201	20,000
		<u>1,297,840</u>	<u>1,071,340</u>	<u>1,201,599</u>	<u>1,344,216</u>	<u>1,521,766</u>
Difference		- 75,766	- 126,775	- 215,190	-	1,047,119

9. a Communities Base Budget 2023-24.xlsx

	Code	ACTUAL 2019-20	ACTUAL 2020-21	ACTUAL 2021-22	BUDGET 2022-23	SPEND APR-SEPT 2022	FORECAST TO MARCH 2023	DRAFT BUDGET 2023-2024
Income								
Stratton Battlefield Grasskeep	4210	750	500	500	500	500	500	500
Shop Sales	4222	16,686	4,761	14,897	12,000	12,257	18,000	18,000
Museum Grants & Donations	4223	776	198	20,669	600	1,877	2,000	600
Miscellaneous Income	4700	1,353	41,086	3,452	-	108,630	108,630	-
Commissions	4211	5,948	1,140	2,884	2,000	1,962	2,800	2,800
Cafe Limelight	4201	122,583	36,630	124,564	110,000	94,175	141,800	140,000
Castle Hirings	4216	4,475	-	867	1,000	2,263	3,000	2,500
Wedding Income	4217	7,263	1,309	6,882	8,000	7,620	8,400	8,000
Heritage Day Income (Castle events)	4252	867	-	135	900	6,873	1,032	700
Xmas Fayre	4229	1,696	-	1,367	1,500	625	2,000	2,000
Lit Fest	4253						6,841	8,000
Parkhouse Hiring's	4200	44,389	3,231	30,050	40,000	26,300	52,600	55,230
Pitch and Putt	4012	7,183	6,300	872	4,000	-	1,000	1,000
Library	4014	14,676	131	778	-	417	800	800
		228,831	95,287	207,982	180,500	263,499	349,403	240,130
Expenditure								
Castle and Heritage								
Salaries	6201	150,735	137,127	157,488	141,613	89,187	136,384	156,019
Employer's NIC	6202	7,123	8,070	9,723	11,194	5,787	12,943	11,910
Employer's Superannuation Cont.	6203	13,853	11,383	12,361	19,190	7,774	20,587	20,618
Castle Marketing	6205	7,867	2,724	100	5,000	3,414	5,000	5,000
Cleaning	6210	1,653	1,728	2,885	1,300	1,517	3,000	3,000
Buildings - Repairs, Alterations & Mai	6214	7,009	1,860	3,567	5,000	4,144	5,000	5,000
Energy Costs	6215	9,731	10,819	7,920	13,000	2,766	10,062	20,125
Rates	6217	30,225	30,831	30,831	32,450	30,831	30,831	32,372
Premises Insurance	6223	2,391	3,202	2,274	2,500	-	-	-
Equipment, Furniture & Materials	6232	7,069	9,655	5,166	7,000	2,307	6,000	6,000
Stationery	6235	467	220	441	500	284	500	500
Training	6237	166	8	125	500	20	40	500
Travel & Subsistence	6238	109	-	-	120	36	70	120
Telephone	6239	1,052	96	56	95	-	-	-
Licences & Subscriptions	6242	748	713	2,691	900	476	900	900
Card and till costs	6245	1,414	85	113	1,000	-	1,500	1,600
Conservation & Interpretation	6253	3,652	8,954	15,305	15,000	7,343	15,000	8,000
Shop Purchases	6255	10,197	2,200	12,110	8,000	8,348	10,000	10,800
Education Officer's budget	6250	92	-	-	500	-	-	-

9. a Communities Base Budget 2023-24.xlsx

Water Charges Castle	6218	4,234	997	3,205	3,600	983	3,600	4,000
Wedding Expenditure	6233	1,001	33	850	1,000	-	1,000	1,000
Heritage & Cultural Events	6257	8,815	1,056	9,094	20,200	19,441	20,000	13,600
Lit Fest	6262							18,000
Helebridge	6260	550	115	560	700	67	150	150
Cafe Purchases	6206	42,845	11,510	36,906	36,600	30,091	45,000	46,667
		312,998	243,386	313,771	326,962	214,816	327,567	365,881
Parkhouse Centre								
Salaries	6001	29,025	28,889	31,158	70,995	16,428	77,585	79,179
Employer's NIC	6002	2,388	2,341	2,643	4,033	1,543	5,362	4,659
Employer's Superannuation Cont.	6003	5,428	5,402	5,827	9,762	3,072	10,561	10,570
Buildings - Repairs, Alterations & Mai	6014	2,799	5,311	2,130	5,000	587		-
Energy Costs	6015	8,257	4,364	6,972	12,000	3,156		16,000
Rates	6017	13,637	13,902	13,996	14,351	13,913	13,913	14,351
Water Services	6018	2,773	1,530	2,160	2,900	1,765		3,000
Cleaning & Domestic Supplies	6021	7,076	6,361	5,571	6,500	3,763	7,000	7,700
Premises Insurance	6023	2,649	840	1,120	2,781	11,877	11,877	-
Equipment, Furniture & Materials	6032	2,697	3,449	6,979	3,000	3,782	7,000	3,300
Services & Licences	6037	1,942	559	1,999	2,000	608	2,000	2,000
		78,671	72,948	80,555	133,322	60,494	135,298	140,758
Pitch and Putt								
Pitch and Putt - Operating Costs	6183	2,559	1,583	2,754	1,000	1,003		-
Pitch and Putt - Wages	6184	10,754	5,513	-	-	-	-	-
		13,313	7,096	2,754	1,000	1,003	-	-
Library								
Salary	6601	51,905	52,262	60,407	61,482	30,346	65,975	70,672
Employers NI	6602	1,425	1,344	1,701	2,017	844	2,910	2,798
Pension	6603	8,281	7,668	7,634	10,691	3,524	11,467	12,300
Operating Costs	6604	23,619	15,120	14,629	16,000	10,755	16,000	17,600
Activities	6605				3,000	-		
		85,230	76,393	84,371	93,190	45,469	96,352	103,370
Total Cost		490,212	399,824	481,451	554,474	321,782	559,217	610,009
Surplus / Deficit		- 261,381 -	304,536 -	273,469 -	373,974 -	58,283 -	209,814 -	369,879

2. Finance and Property Base Budget 2023-24.xlsx

Account Code	ACTUAL 2019-20	ACTUAL 2020-21	ACTUAL 2021-22	BUDGET 2022-23	SPEND APR-SEPT 2022	FORECAST TO MARCH 2023	DRAFT BUDGET 2023-2024			
Interest Received	4800	9,602	1,065	1,089	-	4,784	14,284	29,250		
Central Miscellaneous Income	4400	736	26,301	14,619	500	33,364	34,000	1,000		
Rental Income	4202	6,438	6,438	6,438	6,700	3,219	6,438	6,700		
Amenities Rental Income	4230	2,323	-	2,350	2,400	5,096	5,096	5,000		
Ice Creams Tender	4240	8,750	14,300	14,300	14,300	9,533	9,533	14,300		
Tea Rooms Tender	4250	15,051	16,000	16,000	16,000	8,000	16,000	17,600		
Rental Income Old Forge	4290-2	7,997	6,868	7,480	7,997	3,854	7,708	8,479		
Solar FIT Income	4293	3,004	3,050	2,921	3,000	3,175	3,175	3,175		
Photocopier Income	4204	149	-	157	100	78	150	150		
Property Miscellaneous Income	4300	-	-	7,809	7,000	4784	7000	7500		
Compass Point Crowdfunder	4280	-	3,807	57,072	-	-	-	-		
Total Income		54,050	77,829	130,235	57,997	-	75,887	-	103,384	93,154
Democratic Expenditure										
Election Expenses	5054	9,602	-	14,842	4,000	348	348	-		
Crime & Disorder	5060	720	23,526	15,128	15,000	2,000	2,000	2,000		
Grants	5097	7,119	8,200	2,200	18,000	13,993	22,193	20,000		
Youth Council					8,000	-	-	-		
Cllr Travel Allowances	5130	-	-	-	500	-	-	-		
Cllr Allowance	5141	2,342	2,340	1,650	2,340	636	1,176	1,260		
Mayor's Allowance	5152	641	1,243	272	1,500	656	1,500	1,500		
Training-Members	5140	-	20	207	200	95	200	200		
Civic Events	5143	-	-	687	1,000	-	-	-		
Neighbourhood Plan	5402	-	-	-	-	-	-	-		
		20,424	35,329	34,986	50,540	17,728	-	27,417	24,960	
Corporate Management										
Salaries	5201	103,432	113,639	140,481	157,787	74,659	200,771	213,184		
Employer's NIC	5202	8,431	5,617	12,676	14,434	7,180	20,105	19,373		
Emp Pension Central Fund	5203	28,672	31,450	36,466	39,706	25,063	37,288	50,065		
Car Allowances	5204	407	-	-	500	58	58	200		
Training	5205	460	269	1,019	1,000	119	300	1,000		
Insurance	5213	10,282	8,356	9,802	10,750	1,487	1,487	28,600		
Office Expenses	5206	16,315	15,855	22,082	19,000	14,815	27,900	30,000		
Professional Fees	5207	9,407	27,341	6,609	8,000	5,709	8,000	8,000		
Telephone	5208	2,868	4,545	4,948	4,000	2,739	5,478	6,020		
Grants & Subscriptions	5209	1,960	2,541	2,619	2,800	3,130	2,635	2,900		
Cost of Loan	5215	72,596	72,585	72,573	60,676	30,338	60,676	60,676		
Advertising & Consultation	5212	2,677	2,903	867	5,000	1,295	2,700	3,000		
External Audit	5214	-	2,000	2,000	2,000	2,000	2,000	2,200		
IT Replacement Programme	5216	5,432	5,103	11,661	3,000	1,127	1,800	-		
Property										
Buildings - Repairs, Alterations & Mal	5314	9,910	-	1,904	8,000	6,352	12,000	12,000		
Premises Insurance	5323	1,541	2,522	1,518	2,600	13,408	13,408	-		
Recharges		-	12	55	-	-	-	-		
Property Professional fees	5355	2,370	4,071	2,137	5,000	120	5,000	-		
		276,760	298,808	329,417	346,053	189,599	401,606	437,218		
Total Expenditure		297,183	334,137	364,403	396,593	207,327	-	429,023	462,178	
Surplus / Deficit		- 243,133	- 256,308	- 234,168	- 338,596	- 131,441	-	325,639	- 369,024	
Projects										
Property Enhancement	5395	54,761	-	8,851	14,201	14,542	14,542	-		
Food & Activities Programme	5394	-	-	-	-	11,413	11,998	20,000		
Compass Point Costs	5390	-	-	27,562	-	2,160	5,000	-		
Total Projects		54,761	-	57,896	14,201	28,115	31,540	20,000		
Skate Park	5389									
Warm room	5388									

4. Operational Services Base Budget 2023-24.xlsx

	Code	ACTUAL 2019-2020	ACTUAL 2020-21	ACTUAL 2021-22	BUDGET 2022-23	SPEND APR-SEPT 2022	FORECAST TO MARCH 2023	DRAFT BUDGET 2023-2024
Income								
Grass cutting SLA's	4006	32,809	30,749	34,586	30,000	-	30,000	30,000
Footpaths Grants	4007	2,821	-	3,197	2,877	-	2,877	2,877
Miscellaneous Income	4600	65,470	1,174	2,854	600	1,023	2,000	1,000
Car Park	4203	42,656	18,246	37,642	36,000	25,931	36,000	40,500
Cemetery Fees	4270	3,959	3,794	3,186	2,500	2,847	3,200	3,200
Car Park Permits	4209	4,742	2,497	3,944	3,500	3,366	3,366	3,786
Public Convenience levy (CC)	4009	60,000	60,000	60,000	40,000	-	60,000	60,000
		214,357	116,460	145,409	115,477	33,167	137,443	141,363
Expenditure								
Open Spaces								
Salaries	6101	177,828	184,171	192,627	200,511	96,822	200,500	228,773
Employer's NIC	6102	13,566	14,216	16,030	18,203	8,676	21,043	20,122
Employer's Superannuation Cont.	6103	16,084	16,518	19,810	22,984	10,886	24,939	26,634
Workshop Rates	6116	12,275	12,475	12,475	12,850	12,475	12,475	13,099
Grounds Maintenance Supplies	6122	70,290	59,129	72,883	75,000	34,371	75,000	82,500
Play Areas	6151	156,064	18	2,525	500	194	400	500
Bude Light	6152	118	122	155	100	74	150	150
Stratton Gardens	6158	215	132	368	200	103	200	200
Triangle	6160	1,341	77	1,397	1,500	478	800	1,500
Training	6181	195	353	-	1,500	-	-	1,500
Outdoor vehicles	6185	23,943	24,545	-	11,000	-	-	11,000
Public Conveniences - Operating Costs	6123	21,778	21,849	33,167	32,000	19,406	40,000	40,000
Cemetery	6352	124	33	126	200	929	1,000	1,000
Bus Shelters	6461	520	360	579	400	213	400	400
Car Park costs	6320	1,957	3,380	3,603	2,000	1,353	2,000	2,200
		510,445	337,380	355,745	378,948	185,980	378,907	429,579
Surplus / Deficit		- 296,089 -	220,920 -	210,336 -	263,471	- 152,813 -	241,464	- 288,216

	Code	ACTUAL 2019-20	ACTUAL 2020-21	Actual 2021-22	BUDGET 2022-23	DRAFT BUDGET 2023-24
Income						
Precept	4000	833,793	875,899	903,112	976,041	992,356
Cornwall Council CTS Grant	4003	42,576	32,640	30,051	14,201	-
Finance and Properties		54,050	77,829	130,235	57,997	93,154
Operational Services		214,357	116,460	145,409	115,477	141,363
Communities		228,831	95,287	207,982	180,500	240,130
		<u>1,373,606</u>	<u>1,198,115</u>	<u>1,416,789</u>	<u>1,344,216</u>	<u>1,467,003</u>
Expenditure						
Finance and Properties		297,183	334,137	364,403	396,593	462,178
Operational services		510,445	337,380	355,745	378,948	429,579
Communities		490,212	399,824	481,451	554,474	610,009
Projects		-	-	-	14,201	20,000
		<u>1,297,840</u>	<u>1,071,340</u>	<u>1,201,599</u>	<u>1,344,216</u>	<u>1,521,766</u>
Difference		- 75,766 -	126,775 -	215,190	-	54,764

	Code	ACTUAL 2019-20	ACTUAL 2020-21	Actual 2021-22	BUDGET 2022-23	DRAFT BUDGET 2023-24
Income						
Precept	4000	833,793	875,899	903,112	976,041	1,017,176
Cornwall Council CTS Grant	4003	42,576	32,640	30,051	14,201	-
Finance and Properties		54,050	77,829	130,235	57,997	93,154
Operational Services		214,357	116,460	145,409	115,477	141,363
Communities		228,831	95,287	207,982	180,500	240,130
		<u>1,373,606</u>	<u>1,198,115</u>	<u>1,416,789</u>	<u>1,344,216</u>	<u>1,491,823</u>
Expenditure						
Finance and Properties		297,183	334,137	364,403	396,593	462,178
Operational services		510,445	337,380	355,745	378,948	429,579
Communities		490,212	399,824	481,451	554,474	610,009
Projects		-	-	-	14,201	20,000
		<u>1,297,840</u>	<u>1,071,340</u>	<u>1,201,599</u>	<u>1,344,216</u>	<u>1,521,766</u>
Difference		- 75,766	- 126,775	- 215,190	-	29,943

	Code	ACTUAL 2019-20	ACTUAL 2020-21	Actual 2021-22	BUDGET 2022-23	DRAFT BUDGET 2023-24
Income						
Precept	4000	833,793	875,899	903,112	976,041	1,047,113
Cornwall Council CTS Grant	4003	42,576	32,640	30,051	14,201	-
Finance and Properties		54,050	77,829	130,235	57,997	93,154
Operational Services		214,357	116,460	145,409	115,477	141,363
Communities		228,831	95,287	207,982	180,500	240,130
		<u>1,373,606</u>	<u>1,198,115</u>	<u>1,416,789</u>	<u>1,344,216</u>	<u>1,521,760</u>
Expenditure						
Finance and Properties		297,183	334,137	364,403	396,593	462,178
Operational services		510,445	337,380	355,745	378,948	429,579
Communities		490,212	399,824	481,451	554,474	610,009
Projects		-	-	-	14,201	20,000
		<u>1,297,840</u>	<u>1,071,340</u>	<u>1,201,599</u>	<u>1,344,216</u>	<u>1,521,766</u>
Difference		- 75,766	- 126,775	- 215,190	-	6

Lease of Council Properties

At present, council owned properties are let in a variety of ways. The ice-cream kiosk (22 month lease ending this month) and The Lock Gates Tea Room (lease of 5 years) have previously been subject to formal tender, whereas the council have let the Pitch & Putt building, Wharf Units, Crooklets beach office and, most recently, the croquet club's long lease, outside of this process.

In order to ensure that future leases of town council owned properties are decided in a fair and transparent way across our land and property portfolio, and that our decisions hold up to public scrutiny, consideration should be given to adopting a clear policy. Consideration could be given to the following options:

Option 1

All properties should be subject to the tender process to ensure that all groups are given the same opportunity to apply for tenancies. If a property is being let by the council for a community/charitable purpose, an exemption could be applied ensuring the tender process would not be applicable to these groups.

Option 2

Remove the requirement for tendering across our properties and instead invite interested parties to submit expressions of interest for a property for full council/alternative committee to consider and make the decision.

Option 3

All council owned properties being leased for a period of 2 years and under are not subject to the tender process. This would enable council officers to cut down on the administrative requirements that the tender process entails for short-term leases and the associated costs of advertising in the Bude & Stratton Post. Tenancies could be renewed, with the agreement of landlord and tenant or, alternatively, expressions of interest put forward to the council to consider. Any property over 2 years would continue to be subject to the current tender process.

Property List

Item 11.2

PROPERTY	LEASE/LICENCE	TERM	START DATE	END DATE	NOTES
Neetside Parking Spaces	Licence	2 years	30/09/2021	29/04/2022	On-going with Neetside
Shalder Hill -Met Office Weather Station	Licence	Not fixed	09/02/2011	Ongoing	No fee
Shalder Hill -Air Ambulance Weather Station	Licence	Not fixed	28/09/2021	Ongoing	No fee
Ergue-Gaberic Way -Bude Artisan Market	Licence	12 months	30/04/2022	01/05/2023	Commercial - Arrangement started as covid measure Community Group -Short term licence extended to 1 yr
Pitch and Putt Pavilion	Lease	12 Months	28/04/2022	27/04/2023	lease
Bude Croquet Club	Licence re toilets	12 months	28/04/2022	27/04/2023	Sports Club
Bude Croquet Club	Licence re parking	12 months	28/04/2022	27/04/2023	Sports Club
Bude Croquet Club Lawns	Lease	10 years	TBC	TBC	
Lock Gates Team Room	Lease	5 years	23/05/2020	28/02/2025	Commercial operation
Ice Cream Kiosk	Lease	2 years 8 months	01/04/2020	30/11/2022	Commercial operation
The Wharf Unit 1	Lease	5 years	29/05/2018	28/05/2023	Commercial – craft restriction
The Wharf Unit 2	Lease	5 years	28/05/2020	27/05/2025	Commercial – craft restriction
The Wharf Unit 3	Lease	5 years	29/05/2018	28/05/2023	Commercial – craft restriction
North Cornwall Cricket Club	Lease	22 years	09/11/2017	08/11/2039	Sports Club Rent review 2023
Land at Stamford Hill and Tree Fields	Licence	6 months	31/05/2022	30/10/2022	Annual Grass keep
Body Bounce	Licence	6/7 weeks	TBC	TBC	Commercial operation
Crooklets Beach Office	Sub-Lease	5 years	TBC	TBC	Community Peppercorn

Cyclescheme - The UK's most popular cycle to work benefit www.cyclescheme.co.uk

Employer info

- Cyclescheme allows employees to obtain community bikes and cycling accessories through their employer whilst spreading the cost over 12 months and making savings through a tax break.

How it works

1. The employer registers with Cyclescheme providing it with access to promotional material about the scheme.
2. The employee visits a local bike shop or searches online to decide what they want and then applies via the Cyclescheme [website](http://www.cyclescheme.co.uk). The employer then reviews the employee's request and if it is eligible, pays for the bike and/or accessories.
3. The employee then receives the bike and/or accessories and starts salary repayments. After 12 months, the employer will have recovered its costs and generated up to 13.8% in savings. The employee will then be given their ownership options.

If an employee leaves or is made redundant from their employment during the hire period, they are obliged to pay the remaining salary sacrifice amount in full from net pay – i.e., without tax deductions.

For an employer to qualify for the scheme it must:

- Pay via PAYE
 - Register with Cyclescheme through a member of staff who has the right to enter into a legal agreement on behalf of the organisation
 - Be able to afford the employees bikes and/or accessories
- Employers save up to 15% on the cost of bikes/accessories they purchase - e.g., for every £1,000 spent the employer can recoup up to £150.
 - Employees save between 26% - 40% on the costs of bikes and accessories.

Employee info

What is it?

- Cyclescheme allows employees to make significant savings on purchasing bikes, e-bikes and accessories for use in commuting to work. Nothing is paid up-front, and payments are taken tax-efficiently from employees' salaries by their employer.
- Employees can choose from three cycle scheme packages:

Bike & accessories

Just a bike

Just accessories.

- There are no credit checks on employees wishing to use the scheme. Bikes and accessories can be purchased from over 2,000 retailers in the UK including *Ride It* in Bude. Employees must insure the bike at their own cost.
- Employees can apply [online](#) and the bike and/or accessories are delivered to them.
- There is an ownership fee which must be paid at the end of the hire period. If an employee wishes to keep the bike at the end of the hire period, this fee enables them to do so whilst avoiding any benefit-in-kind liability. The best route for this is the 'Own it later' option.

Three ownership options

Own it later

A small refundable deposit (either 3% or 7% of the 'certificate value') is made up-front and equipment used for 3 years. The deposit is retained, and ownership transferred to the employee. Or, the deposit is refunded if the employee doesn't wish to keep the equipment.

Own it now

The employee pays market value for the bike and/or accessories. The ownership fee is calculated on the age of the items purchased.

Return

Return the package to the Cyclescheme at your own cost and pay no ownership fee.

How payments are made by employees

Monthly gross pay → bike payment → income tax → take-home pay

This reduces the amount of income that the employee can be taxed on, thus making significant savings on the cost of a new bike.

Environmental benefits

For every member of staff exchanging a car for a bike to make a total daily commute of 4 miles, there would be a saving of 71kg of CO2 emissions per year (equivalent to 3 trees).

Health benefits

For every member of staff exchanging a car for a bike to make a total daily commute of 4 miles, there would be 934 calories burned (equivalent to 2 burgers).

Any queries regarding any of the payments below please contact the BSTC office prior to the meeting - email accounts@bude-stratton.gov.uk						
SCHEDULE OF PAYMENTS ALREADY MADE BETWEEN 18TH NOVEMBER 2022 AND 1ST DECEMBER 2022						
			Invoice	VAT	Total	Total per supplier
VO1381	Staff, HMRC, Cornwall Pension Fund	November 2022 - Salaries, Tax, NI and Pension	108,798.59	0.00	108,798.59	108,798.59
VO1382	Bluegrass - DD	Subscription Licence	209.84	41.97	251.81	251.81
VO1383	Pozitive Energy - DD	Triangle - Electricity - October 2022	16.05	0.80	16.85	
VO1384	Pozitive Energy - DD	The Parkhouse Centre - Electricity - October 2022	522.86	104.57	627.43	
VO1385	Pozitive Energy - DD	Crooklets Public Conveniences - Electricity - October 2022	44.40	2.22	46.62	
VO1386	Pozitive Energy - DD	Pitch & Putt - Electricity - 01/10/22-05/10/22 (to be recharged)	9.61	0.48	10.09	
VO1387	Pozitive Energy - DD	Pitch & Putt - Electricity - 06/10/22-31/10/22 (to be recharged)	73.71	3.69	77.40	
VO1388	Pozitive Energy - DD	Library - Electricity - October 2022	436.89	87.38	524.27	
VO1389	Pozitive Energy - DD	Museum - Electricity - October 2022	72.84	3.64	76.48	
VO1390	Pozitive Energy - DD	The Unit - Electricity - October 2022	116.44	5.82	122.26	
VO1391	Pozitive Energy - DD	Castle - Electricity - October 2022	963.32	192.66	1,155.98	
VO1392	Pozitive Energy - DD	Castle - Gas - October 2022	111.47	5.57	117.04	2,774.42
VO1393	PWLB - DD	Cost of Loan	30,338.11	0.00	30,338.11	30,338.11
VO1394	Shire Leasing - DD	Parkhouse Telephone System Hire	278.07	55.61	333.68	333.68
VO1395	Smartest Energy - DD	Parkhouse Centre - Gas - October 2022	334.36	66.87	401.23	
VO1396	Smartest Energy - DD	Library - Gas - October 2022	87.71	4.39	92.10	493.33
VO1397	Unity Trust Bank - DD	Bacs Charges - October 2022	36.35	0.00	36.35	36.35
VO1398	Vincent Tractors - DD	Jump Plate	54.40	10.88	65.28	
VO1399	Vincent Tractors - DD	Blade Pins	35.40	7.08	42.48	
VO1400	Vincent Tractors - DD	6 Slot Charger	340.00	68.00	408.00	515.76
VO1401	Youngs Wholesale - DD	Café Supplies	10.60	0.00	10.60	
VO1402	Youngs Wholesale - DD	Café Supplies	31.80	0.00	31.80	
VO1403	Youngs Wholesale - DD	Café Supplies	442.22	0.70	442.92	485.32
VO1404	Cash Cheque	Castle Petty Cash (Chq 300494)	223.45	0.00	223.45	223.45
VO1405	Cash Cheque	Office Petty Cash (Chq 300493)	88.30	0.00	88.30	88.30
VO1406	Cash Cheque	ID Check at Peter, Peter & Wright (Chq 300495)	55.00	11.00	66.00	66.00
VO1407	Devon & Cornwall Ecology	Ecological Appraisal - Bude Skate Park	507.00	0.00	507.00	507.00
VO1408	Discount Displays Limited	A Board for the Library	192.95	38.59	231.54	231.54
VO1409	Hayden Associates	Building Survey - Hollabury Mission Hall	1,000.00	0.00	1,000.00	1,000.00
VO1410	Solopress	Christmas Fayre Banners	198.80	39.76	238.56	238.56
VO1411	Solopress	Christmas Fayre Banners	198.80	39.76	238.56	238.56
VO1412	Wadebridge Creative Hub (BikeLights)	Donation to support Bikelights event (16/10/22)	1,000.00	0.00	1,000.00	1,000.00
VO1413	Adobe - Pre-paid Card	Creative Cloud	43.32	8.66	51.98	
VO1414	Gov.go.uk - Pre-paid Card	Land Registry - Land North of Church Street, Poughill	6.00	0.00	6.00	
VO1415	Mailchimp - Pre-paid Card	Mailchimp	19.84	3.97	23.81	81.79
			146,898.50	804.07	147,702.57	147,702.57
SCHEDULE OF PAYMENTS TO BE MADE ON THE 2ND DECEMBER 2022						
VO1416	Amazon Payments UK Ltd	Games for Warm Rooms (Cheapest)	6.04	1.21	7.25	
VO1417	Amazon Payments UK Ltd	Games for Warm Rooms (Cheapest)	14.15	2.83	16.98	
VO1418	Amazon Payments UK Ltd	Games for Warm Rooms (Cheapest)	2.89	0.58	3.47	
VO1419	Amazon Payments UK Ltd	Wire Cable for Christmas Lights (Not available locally)	18.23	3.65	21.88	
VO1420	Amazon Payments UK Ltd	CCTV System for Works Unit (Cheapest)	319.57	63.92	383.49	
VO1421	Amazon Payments UK Ltd	USB Plug for Warm Rooms (Cheapest)	16.98	3.39	20.37	
VO1422	Amazon Payments UK Ltd	Heavy Duty Shelving Units for Library (Cheapest)	96.62	19.33	115.95	
VO1423	Amazon Payments UK Ltd	Adhesive tape for Heritage Centre (Cheapest)	24.96	5.01	29.97	
VO1424	Amazon Payments UK Ltd	Crafts for Warm Rooms (Cheapest)	2.71	0.54	3.25	
VO1425	Amazon Payments UK Ltd	Webcam for Castle PC (Cheapest)	14.16	2.83	16.99	
VO1426	Amazon Payments UK Ltd	Air Compressor Gun (Not available Locally)	14.05	2.81	16.86	
VO1427	Amazon Payments UK Ltd	Games for Warm Rooms (Cheapest)	5.74	1.15	6.89	
VO1428	Amazon Payments UK Ltd	Games for Warm Rooms (Cheapest)	4.98	0.00	4.98	
VO1429	Amazon Payments UK Ltd	Projector for Castle (Cheapest)	259.99	0.00	259.99	908.32
VO1430	Atlantic Makers Ltd	50% Deposit for 6 Bude benches	5,000.00	1,000.00	6,000.00	
VO1431	Atlantic Makers Ltd	Planking of Tree for Benches	500.00	100.00	600.00	6,000.00
VO1432	Biffa Waste Services Limited	Refuse Collection - The Unit	965.60	193.12	1,158.72	
VO1433	Biffa Waste Services Limited	Refuse Collection - The Parkhouse Centre	227.20	45.44	272.64	
VO1434	Biffa Waste Services Limited	Mixed Dry Recycling Collection - The Parkhouse Centre	68.76	13.75	82.51	
VO1435	Biffa Waste Services Limited	Glass Recycling Collection - The Parkhouse Centre	43.92	8.78	52.70	1,566.57
VO1436	Bradfords Building Supplies Limited	Ground Guard Tiles	116.80	23.36	140.16	
VO1437	Bradfords Building Supplies Limited	Ground Guard Tiles	49.60	9.92	59.52	

VO1438	Bradford's Building Supplies Limited	Cure it Winter Grade Roofing Hardener	22.83	4.56	27.39	
VO1439	Bradford's Building Supplies Limited	Hardcore	40.00	8.00	48.00	
VO1440	Bradford's Building Supplies Limited	Mastercrete	12.16	2.43	14.59	
VO1441	Bradford's Building Supplies Limited	Ground Guard Tiles	140.70	28.14	168.84	
VO1442	Bradford's Building Supplies Limited	Ground Guard Tiles	93.44	18.69	112.13	
VO1443	Bradford's Building Supplies Limited	Drill Bit	5.05	1.01	6.06	
VO1444	Bradford's Building Supplies Limited	Plastic Grating	29.74	5.95	35.69	612.38
VO1445	Bude Tyre Supplies (ETB Auto Centres)	New battery WJ12 CZD	112.54	22.50	135.04	135.04
VO1446	Chadd's of Bude Ltd	Café Supplies	66.97	0.00	66.97	
VO1447	Chadd's of Bude Ltd	Café Supplies	71.96	5.78	77.74	
VO1448	Chadd's of Bude Ltd	Café Supplies	260.98	11.31	272.29	
VO1449	Chadd's of Bude Ltd	Café Supplies	81.58	0.00	81.58	
VO1450	Chadd's of Bude Ltd	Café Supplies	93.63	12.15	105.78	604.36
VO1451	Coralie Jenkins-Packer	Shop Stock	39.50	0.00	39.50	39.50
VO1452	Devondale Electrical	LED Bulb	4.04	0.81	4.85	
VO1453	Devondale Electrical	Electrical Box for Triangle	33.18	6.64	39.82	44.67
VO1454	Duncan Rice	Gallery Sales (BSTC £11.32)	26.38	0.00	26.38	26.38
VO1455	Hayley Risk	Agent Sales (BSTC £3.60)	6.40	0.00	6.40	6.40
VO1456	Hop Oils	Diesel	1,419.50	283.90	1,703.40	1,703.40
VO1457	Joan Curtis	Gallery Sales (BSTC £77.26)	180.24	0.00	180.24	180.24
VO1458	Karen Keir Design	Shop Stock	507.60	0.00	507.60	507.60
VO1459	Katie Taylor	Agent Sales (BSTC £7.73)	13.75	0.00	13.75	13.75
VO1460	Kim Hone	Cancellation of Wedding reception	493.20	98.64	591.84	591.84
VO1461	Leney Building Surveying	Building Survey Report for The Parkhouse Centre	4,800.00	0.00	4,800.00	4,800.00
VO1462	LITE Limited	Icicle Lights for Triangle Display	327.00	65.40	392.40	392.40
VO1463	Luna Redhead	Agent Sales (BSTC £29.96)	47.94	0.00	47.94	47.94
VO1464	Marisa's Cakes & Bakes	Café Supplies	64.50	0.00	64.50	64.50
VO1465	Nicholsons SW	Pallet of Toilet rolls for Public Conveniences	1,063.20	212.64	1,275.84	
VO1466	Nicholsons SW	Cleaning Supplies for Parkhouse Centre	104.18	20.84	125.02	1,400.86
VO1467	NM Technical Services	Christmas Lights/ Lights for the Unit	1,177.41	235.48	1,412.89	1,412.89
VO1468	Savona Foodservice	Café Supplies	92.04	0.00	92.04	92.04
VO1469	Screwfix	Screws	11.65	2.33	13.98	
VO1470	Screwfix	Footwear/ PPE	72.66	0.00	72.66	
VO1471	Screwfix	Sliding Bevel	6.66	1.33	7.99	
VO1472	Screwfix	Sliding Bevel	6.66	1.33	7.99	
VO1473	Screwfix	Sliding Bevel - Credit Note	-6.66	-1.33	-7.99	
VO1474	Screwfix	Screws	5.83	1.16	6.99	
VO1475	Screwfix	Thermoplastic Toilet Seats	32.66	6.53	39.19	
VO1476	Screwfix	PPE	17.07	3.41	20.48	
VO1477	Screwfix	Thermoplastic Toilet Seats	13.42	2.68	16.10	
VO1478	Screwfix	Cable Ties for Christmas Lights	7.60	1.52	9.12	
VO1479	Screwfix	Workwear/ PPE	35.39	7.06	42.45	
VO1480	Screwfix	Plug	7.70	1.54	9.24	
VO1481	Screwfix	Water Pump Pliers	9.83	1.96	11.79	
VO1482	Screwfix	Snap Hooks for Christmas Lights	24.31	4.86	29.17	
VO1483	Screwfix	Screws	19.18	3.84	23.02	
VO1484	Screwfix	Workwear/ PPE - Credit Note	-7.08	-1.41	-8.49	
VO1485	Screwfix	Extension Lead for Christmas Lights	30.39	6.08	36.47	
VO1486	Screwfix	Makita Drill	137.49	27.50	164.99	
VO1487	Screwfix	Makita Drill Credit Note	-137.49	-27.50	-164.99	
VO1488	Screwfix	Sashlock	11.69	2.34	14.03	
VO1489	Screwfix	Bolt extractor set	2.91	0.58	3.49	
VO1490	Screwfix	Masking Tape	6.98	1.39	8.37	
VO1491	Screwfix	Batteries	6.66	1.33	7.99	
VO1492	Screwfix	Woodworm Killer	57.93	11.58	69.51	433.55
VO1493	South West Water	Library Water 04/10/22 - 21/11/22	23.37	0.00	23.37	23.37
VO1494	Stacey's Christmas Trees	3 x Christmas Tree	402.00	0.00	402.00	402.00
VO1495	Tamar Trading	Timber	128.26	25.65	153.91	153.91
VO1496	The Cornish Farmhouse Co Ltd	Café Supplies	68.78	0.00	68.78	
VO1497	The Cornish Farmhouse Co Ltd	Café Supplies	67.15	0.00	67.15	135.93
VO1498	Tintagel Honey	Refund of stall hire for Christmas Fayre	33.33	6.67	40.00	40.00
VO1499	Viking	Operator Chairs for Library	640.87	128.17	769.04	
VO1500	Viking	Operator Chair for Castle	271.96	54.39	326.35	

VO1501	Viking	Operator Chair for Library	271.96	54.39	326.35	
VO1502	Viking	Office Supplies	86.79	17.36	104.15	
VO1503	Viking	Office Supplies - Various	207.32	41.46	248.78	1,774.67
VO1504	West Creative	Website set-up	660.00	0.00	660.00	660.00
			22,439.82	2,934.69	25,374.51	25,374.51
Grand Total			169,338.32	3,738.76	173,077.08	173,077.08
					BACS Due	25,456.30