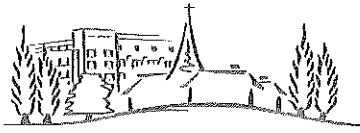


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FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Tel: 01454 866 69820th June 2019

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 25th June 2019 at 7.30p.m. in the Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

L.A.Reuben,
Town Clerk.

Public and press are welcome to attend council meetings. Fire regulations restrict the capacity of persons using the meeting room to a maximum of 50 (This being inclusive of Councillors, staff and members of the public) The Chair reserves the right to ask any member of the public causing a disturbance to leave the meeting.

AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Invitation to Stephen Reade – Executive Transport Officer Gypsy Patch Lane and Filton Ave/King George junction
5. **Presentation of Financial Statements 2018/19– Derek Kemp, Accounting Solutions (previously circulated)**
6. **To approve the completed annual return 2018/19 (pages 1-6)**
7. Submissions from the Public (max. 15mins) *members of the public are entitled to speak once and only in respect of business itemised on the agenda and shall not speak for more than 5 mins. as per Standing Orders*
8. To approve the minutes of the meeting held 14th May 2019 – (pages 7-9)
9. Matters of report arising from the minutes not otherwise included on the Agenda
10. Filton Beat Team (page 10)
11. South Gloucestershire Reports:
 - i) Cllr A Monk – (page 11)
 - ii) Cllr C Wood – (to be tabled)
12. Submission from members;
*i) Notice of Motion Cllr A Doyle seconded Cllr A Johnstone
"That this council discuss the opportunity to select locations (either grass verges or other green spaces) that could be allowed to grow & encourage wildflower growth & improve biodiversity in Filton
If the council agrees we'd then suggest inviting Sally Pattison from Street Care – Biodiversity to a council meeting to discuss the next steps in site location and what support is required by the council."*
13. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes Finance Committee held 11th June 2019 for information only (page 12)
 - ii) Planning Applications – see attached schedule and notify office in advance of meeting of any application that requires discussion. (page 13)
14. Other Reports/Consultations:
 - i) Filton Community Plan
 - ii) Payments for Information (page 14-15)

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
 - Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
 - The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
-
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
 - Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
 - Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
 - Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
 - If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
 - Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
 - The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
 - The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk**

Annual Internal Audit Report 2018/19

FILTON TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	PARTIALLY		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	PARTIALLY		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable ✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

IN-YEAR 2018/19 AUDIT REPORT
Date(s) internal audit undertaken

30/05/19

Name of person who carried out the internal audit

E. M. GRIFFITHS U Lawson

Signature of person who carried out the internal audit

E. M. Griffiths

Date

19/06/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

FILTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		"Yes" means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/06/2019

and recorded as minute reference:

F.006

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

WWW.FILTONTOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2018/19 for

FILTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	142,645	84,586	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	646,151	675,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	592,485	626,262	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-781,723	827,014	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-15,933	-15,917	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-499,039	-447,576	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	84,586	95,341	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	202,776	131,448	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,988,098	3,009,470	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	63,987	51,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

18/06/2019

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

FILTON TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

PRESENT: Cllrs: D Collins (Chair), A Doyle (Vice Chair), A Doyle, Christopher Wood, K Briffett, A Kenyon, Andy Robinson, Adam Monk, Ailsa Johnstone, I Scott, Mubasher Chaudhry, Tom Mewies

ALSO PRESENT: Lesley Reuben (Town Clerk), Tasha Gould (Town Council Support Officer) Carla Westcott (Administrator)

APOLOGIES: Cllrs: J Tucker and B Mead

0001. ELECTION OF CHAIR: Cllr D Collins was nominated, seconded and elected unanimously.

0002. ELECTION OF VICE CHAIR: Cllr A Doyle was nominated, seconded and elected unanimously.

0003. APOLOGIES FOR ABSENCE: Apologies were noted.

0004. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

0005. DECLARATIONS OF INTEREST: None Given.

0006. SUBMISSIONS FROM PUBLIC:

i) Query if the lamppost between Shields Avenue and Elm Park was scheduled to be fixed. A south Gloucestershire Councillor confirmed it was but was awaiting LED bulb and there was a back log of orders.

ii) Has the Council yet looked the previous request for 3 more defibrillators were progressing? It was confirmed that it was a matter of interest for the Council and would be added to the next Finance Meeting Agenda for discussion.

iii) Litter in Filton still a massive issue,

iv) Concerns regarding the petition to open up Filton Avenue at the Link Road junction were discussed, some residents felt un included in the petition. Councillor to check was on the list to drop leaflets. A discussion took place regarding the implications of the current Gypsy Patch Lane worked and the impact on the traffic in Filton. Dates of public meetings given out and will be published.

It was proposed Filton Town Council would invite the Executive Transport Officer to attend the next Full Filton Town Council Meeting Seconded and Voted FOR UNANIMOUSLY.

ACTION: Invite Executive Transport Officer – Town Clerk

ACTION: Circulate dates for Gypsy Patch Lane works – Filton Town Council Office

ACTION: Draft Impact Statement -

CLLR MUBASHER CHAUDHRY ARRIVED 7.30PM

0007. TO APPROVE MINUTES OF THE MEETING HELD 26th MARCH 2019: Were approved as an accurate record.

0008. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:

An update from Filton Community Association was asked for. It was noted that the AGM had taken place without inviting members as it should. It was not advertised

anywhere except inside the building. A brief history was given on previous issues and a discussion took place regarding moving forward.

It was proposed that Filton Town Council would approach The Community Association and as for a meeting to establish how the previous issues have been rectified.

VOTED 10 FOR and 1 ABSTAIN

It was also proposed to start a liaison group from Filton Town Councillors.

VOTED 8 FOR, 2 AGAINST and 1 ABSTAIN

Names for volunteer group are Cllrs D Collins, A Doyle, M Chaudhry, A Robinson, C Wood.

ACTION – Liaison group to contact and arrange meeting with FCA.

0009. TO APPROVE AND ADOPT;

Standing Orders: The Standing Orders were approved unanimously.

Financial Regulations: The Financial Regulations were approved unanimously.

0010. REVIEW OF INVENTORY & LAND ASSETS: The document was noted,

0011. CONFIRMATION OF INSURANCE ARRANGEMENTS: The document was noted.
Current flood issues explained

0012. REVIEW OF COMPLAINTS PROCEDURE: The document was noted.

0013. MEETING DATES: The document was noted. There will be no planning meeting in May 2019 and The Annual Filton Town Parish Assembly will be held 7pm Tuesday 28th May 2019 with the Finance meeting starting straight after at 8pm.

0014. SUBMISSIONS FROM MEMBERS:

The Town Clerk explained for new councillors that all submissions need to be in writing to the office 5 days before meetings.

i) Issues regarding grass cutting and Millennium Green, Filton Grounds team are responsible.

ii) Parking on grass verges. Who enforces it? It was confirmed previously that the Beat Team can only approach people when seen with vehicle. A discussion took place regarding laws and by laws.

ACTION: Filton Town Council Office to look into by laws

iii) What is meant by the 'Community Plan and census information included. A discussion took place giving outlines of how the progression of the plan will end with the implemented plan. This can only be done with the support of the residents as well as professional bodies.

iiii) Jennings Gardens queries, fly tipping, grass cutting and running bus these need to be discussed with the Jennings Committee to see who roles are what.

0015. APPOINTMENT OF COMMITTEE MEMBERS AND OUTSIDE BODIES:

i) Finance & General Purposes Committee It was proposed and seconded to keep Finance and General purposes to include FULL town Councillors attending. It was proposed and seconded to carry the motion.

VOTED FOR UNANIMOUSLY

ii) Representatives on outside bodies: To be on agenda at next Full Town Council

0016. ANY OTHER ITEMS THE CHAIR DECIDES ARE URGENT: There were none.

0017. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Draft Minutes of Finance Committee held 08th May 2018 – Noted.
- ii) Reaffirm planning and staffing committee at the Finance Meeting 28th May 2019

0018. OTHER REPORTS/CONSULTATIONS:

- i) Consultation Spreadsheet – Noted

0019. PAYMENTS FOR INFORMATION – The documents were noted.

The Chair closed the meeting at 8:45pm

Filton Town Council update

- Increase of theft in bicycle's from Abbeywood Retail Park. Working with security at the retail park. Please ensure 'D' locks are used when possible as bikes stolen have been locked up.
- Theft of mopeds in Filton and surrounding areas have increased in the last month. Suspects identified and enquiries ongoing.
- 0 residential burglaries in the last month 28 days.
- Bike marking event completed at Filton 20 site and 30 bikes marked
- Speed checks being conducted on Northville Road following complaints from residents.

Cllr Adam Monk South Glos report to Filton Town Council June 2019.

If you require assistance with any Council related matter I am available in Filton Library on the 1st & 3rd Saturday of every month from 9.30am to 10.30am and no appointment is required. I can always be contacted by email adam.monk@southglos.gov.uk

I am very pleased to report that I have been appointed as the Labour representative on Avon Fire Authority and I have attended the 1st meeting.

Following on from the election the induction of members this is now nearing completion and therefore decision making, and scrutiny of those decisions is set to recommence.

On Monday 17th June I attended the 1st Cabinet meeting. I questioned the Executive Member on the reported GDPR compliance issues, additionally I will be challenge the provision of Adult Social Care.

Within the Cabinet papers there was reference to Horizon 38 (old Rolls Royce works) and the take up of units on this development. Within the same section of the report there was mention of Filton Enterprise Zone.

The Scrutiny Commission is meeting on Wednesday 26th June. A proposed piece of work to be conducted is develop a strategic plan for South Gloucestershire Council to adopt in response to the Climate Emergency.

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 11th June 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - M Chaudhry (Chair), K Briffett, D Collins, A Doyle, A Johnstone, A. Kenyon, A Monk, A Robinson, I Scott, C Wood
ALSO PRESENT: L Reuben (Town Clerk) N Gould (Council Support Officer)
APOLOGIES: Cllrs: - J Tucker, B Mead
NON ATTENDANCE:- T Mewies

F.001. APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.002. DECLARATION OF INTEREST: Cllrs Monk and Wood declared an interest as they both sit on the Audit Committee at South Gloucestershire Council.

F.003. MINUTES: The minutes of the meeting held Tuesday 28th May 2019 were approved as an accurate record after noting that in minute 1478 there was a typo, the minute should read "spar on Filton Avenue" not "spa on Filton Avenue".

F.004. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: Arising from minute 1477 Appointment of Committees (Planning) – It was noted that there was still not enough councillors to sit on this committee group, after a short discussion about the benefits of holding planning meetings it was proposed and seconded to not hold planning meetings but to continue to circulate the planning schedules and if a councillor has concerns with a specific application, it will be added to the next month's agenda for council comment, the proposal was put to the vote and **Agreed:** 9 in favour 1 abstention.

F.005. PUBLIC PARTICIPATION: There was none.

F.006. ANNUAL GOVERNANCE STATEMENT

i) **Statement of internal control:** Points 1-8 agreed upon, point 9 N/A. The 3 new councillors abstained from all votes. It was suggested that the office send round some dates councillors could visit to look through internal control policies.

Action: Town Council Office

F.007. FINANCIAL STATEMENTS 2019: It was advised that the document had been presented at the Finance meeting to give councillors 2 weeks to look through the figures before the accountants presentation on 25th June 2019.

F.008. MANAGERS REPORTS:

i) **Leisure Centre Manager Report:** A backdated report would be provided at the next meeting.

ii) **Maintenance Managers Report:** The report was noted.

iii) **Bar Manager Report:** The report was noted.

F.009. COMMUNITY PLAN UPDATE: There was no update at present on the community plan. Cllr Collin's let the committee know that he had been invited to a meeting at SHE7, it was agreed he would keep the council updated.

The Chair closed the meeting to the Public at 7.35pm

SCHEDULE OF PLANNING APPLICATIONS JUNE 2019

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3732	P19/6960/F	590 Filton Avenue Horfield South Gloucestershire BS7 0QQ - Demolition of existing detached garage and erection of a single storey residential annexe. Creation of new vehicular access (retrospective).	14-07-2019	
F.3733	P19/6955/F	Unit F2G Horizon 38 Taurus Road Patchway Bristol BS34 6FB - External alterations to the front and side elevations	19-07-2019	
F.3734	19/02406/F	Filton Golf Club Golf Course Lane Bristol BS34 7QS - Construction of three hole Par 3 golf course and nine hole pitch and putt course with driving range, pitching area and putting green (course) and associated landscape works including in filling of 2 no. existing ponds. This application includes an Environmental Statement.	16-08-2019	

Time: 14:20

BANK ACCOUNT-GENERAL

List of Payments made between 01/05/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2019	Cancel Gazprom CHQ004842	CNXL004842	-3,744.57		Cancel Gazprom CHQ004842
02/05/2019	Virgin Mobile - DD	DD01	18.18		P/Ledger Electronic Payment
02/05/2019	Foxstead Ltd - DDR	DD02	1,290.43		2349-Bar stock
03/05/2019	Union Due	BACS	8.38		Union Due
03/05/2019	REVERSE to correct Cashbook	REVERSE	-8.38		REVERSE to correct Cashbook
03/05/2019	Service charge	CHRG	10.00		Service charge
03/05/2019	Commission Charge	CHRG	133.39		Commission Charge
03/05/2019	Fee stop payment	CHRG	5.00		Fee stop payment
07/05/2019	Everflow Ltd	DD03	2,874.29		2327-Water 24.04.19-22.06.19
07/05/2019	ICO	DD	55.00		ICO-Data protection Fee
08/05/2019	Mobility Smart Limited	DC01	56.46		2338-Economy grab bars
08/05/2019	Jewson	D/CARD	85.68		Disabled toilet door
09/05/2019	Foxstead Ltd - DDR	DD04	868.86		2322/Bar stock
10/05/2019	Brenntag UK Ltd	4856	27.30		2329-Pool chemicals
10/05/2019	A.L.C.A.	4857	24.40		2308/Copies of Good Councillor
10/05/2019	Amy's Photography Bristol	4858	175.00		2305-Selfie Pod Hire-Elm park
10/05/2019	Boels Rental Ltd	4859	61.00		2340-Cut off saw
10/05/2019	Tolchards Ltd	4860	475.79		2317-Bar stock
10/05/2019	DCK Accounting Solutions Ltd	4861	1,395.26		2311/Monthly contract visit
10/05/2019	Louise Howard	4862	70.00		2307- 2x outdoor pillar
10/05/2019	Bodypower Sports Plc	4863	3,956.29		2331/Indoor cycle
10/05/2019	The Gladiator Group	4864	360.00		2326-Gladiator page button
10/05/2019	Robert Haddow	4865	140.00		2335/NPLQ Assessment
10/05/2019	Initial Washroom Hygiene	4866	180.71		2336-Serice monthly charge
10/05/2019	Loomis UK Ltd	4867	603.36		2334/CIT Contract service
10/05/2019	National Security Group	4868	312.00		2332-Annual kep holding Subs
10/05/2019	Nikki Pitkin	4869	100.00		2324/Aquafit classes April
10/05/2019	Playsafety Ltd	4870	132.60		2345-Annual subs 5 sites
10/05/2019	RLSS UK Enterprises Ltd	4871	125.85		2328/Mini AED Trainer
10/05/2019	South Gloucestershire Council	4872	933.78		2306-Payroll charge 1st Qtr
10/05/2019	Society of Local Council Clerk	4873	25.00		2309-SLCC Meeting 16.05.19
10/05/2019	ST JOHN AMBULANCE SUPPLIES	4874	130.60		2333-Misc first aid kit
10/05/2019	Ernest Till (South West) & co	4875	291.60		2344-Replace twin RCD socket
10/05/2019	Travis Perkins Trading Co Ltd	4876	531.00		2343-Plasterboards,Timer,roll
10/05/2019	Viridor Waste Management Ltd	4877	837.06		2347-Disposal collection ElmPK
10/05/2019	Water2Business	4878	152.13		2356-Water 25.10.18-18.04.19
10/05/2019	World Snooker Services Ltd	4879	160.99		2330/Service 2xsnooker table
10/05/2019	YZDesigns	4880	360.00		2304/Website maint. June 19-20
10/05/2019	Zurich Municipal	4881	333.86		2203/Insurance inspection cntr
10/05/2019	Zen Internet Ltd - DD	DD05	25.52		2310-Zen monthly charge
10/05/2019	Zurich Municipal	BAC01	9,694.48		2186/Insurance May.19-Apr.20
10/05/2019	HMRC VAT Payment	VAT	1,115.05		HMRC VAT Payment
14/05/2019	Henry Howard Finance Plc	100617	924.53		2418/Qtrly coffee machine rent
15/05/2019	FIS Payments (UK) Ltd - DDR	DD06	475.89		2358-Card processing charge
16/05/2019	Foxstead Ltd - DDR	DD07	1,201.39		P/Ledger Electronic Payment
17/05/2019	Pension Due April 19	BACS	9,335.18		Pension Due April 19
17/05/2019	REVERSE to correct Cashbook	REVERSE	-9,335.18		REVERSE to correct Cashbook

Time: 14:20

BANK ACCOUNT-GENERAL

List of Payments made between 01/05/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/05/2019	BANK ACCOUNT-IMPREST	TFR	70,000.00		
21/05/2019	Total Gas & Power Limited - DD	DD08	1,039.82		2350-Elec April
22/05/2019	Brenntag UK Ltd	4882	263.76		2399/Pool chemicals
22/05/2019	Capital Cleaning (Kent) Ltd	4883	232.92		2416/Cleaning materials
22/05/2019	Gazprom Marketing & Trading Re	4884	3,654.47		2408-Gas April-Office
22/05/2019	GM Engineering (Bristol) Ltd	4885	180.00		2412/Welng repair-lawnmower
22/05/2019	The Great Western Brewing Comp	4886	93.85		2407-Bar stock
22/05/2019	J P Lennard Ltd	4887	254.94		2400/Pool stock
22/05/2019	JTS Snack Foods	4888	262.41		2406/Bar stock
22/05/2019	Loomis UK Ltd	4889	1,206.72		2397/CIT Contract for June
22/05/2019	Mogford Prescott Ltd	4890	708.00		2411/Plastering work-toilet
22/05/2019	John Scanlan	4891	255.00		2422/Swim fit session x 4
22/05/2019	Ernest Till (South West) & co	4892	451.20		2415/Intall new bar lighting
22/05/2019	Travis Perkins Trading Co Ltd	4893	35.66		2413/Metal paint+frame
22/05/2019	Water2Business	4894	2,602.06		2421/Water bill adjustment
22/05/2019	PAYE/NI Due April 19	BACS	9,996.64		PAYE/NI Due April 19
22/05/2019	Reverse to correct cashbook	REVERSE	-9,996.64		Reverse to correct cashbook
22/05/2019	CryoService Ltd - DD	DD09	193.10		2315-Food gas rental chrg
23/05/2019	Foxstead Ltd - DDR	DD10	1,187.66		2395/Bar stock
23/05/2019	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
28/05/2019	Everflow Ltd	DD11	1,240.99		2464/Water 23.06.19-17.07.19
28/05/2019	Butcombe Brewery - DD	DD12	181.30		2417/Bar stock
29/05/2019	DL I.T. Solutions Ltd	DDR	216.00		2463/IT Maint May 2019
29/05/2019	Pitney Bowes - DD	DDR1	63.00		2409-Monthly rental charge
30/05/2019	Foxstead Ltd - DDR	DDR2	1,046.16		2452/Bar stock
31/05/2019	British Telecom	DDR3	204.50		2462/TV Service Bar
Total Payments			117,682.68		