



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

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Town Clerk : Lesley Reuben

Tel: 01454 866698

Finance & General Purposes Committee – All Town Council Members

4th July 2019

Dear Member

A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 9th July 2019 at 7p.m.** in the Doug Daniels Pavilion, Elm Park, Filton **BS34 7PS**

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L.A. Reuben', followed by a small dot.

L.A.Reuben
Town Clerk.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 11th June 2019 (*page 1*)
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Participation
6. Income and expenditure reports (*pages 2-10*)
7. Balance sheet (*pages 11-12*)
8. Risk Assessments 2019 (*pages 13-16*)
9. Defibrillator Report (*to be tabled*)
10. Motion from Cllr Johnstone – “Weed Killer activity should be stopped/not funded on all Filton Town Council Sites”
11. Managers reports for information:-
 - i) Leisure Centre Report, (*to be tabled*)
 - ii) Grounds and Maintenance Manager Report (*17*)
 - iii) Bar Manager Report (*page 18*)
12. Community Plan update

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

Summary Income & Expenditure by Budget Heading 31/05/2019

Month No: 2

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Leisure Centre - General							
	Income	2,451	3,022	27,433	24,411			11.0%
	Expenditure	55,210	105,155	623,422	518,267		518,267	16.9%
	Movement to/(from) Gen Reserve	<u>(52,759)</u>	<u>(102,133)</u>					
102	Leisure Centre - Swimming Pool							
	Income	28,780	41,255	374,700	333,445			11.0%
	Expenditure	12,394	16,629	103,400	86,771		86,771	16.1%
	Movement to/(from) Gen Reserve	<u>16,386</u>	<u>24,626</u>					
103	Leisure Centre - Pool Vending							
	Income	(8)	57	2,000	1,943			2.8%
104	Leisure Centre - Bar							
	Income	13,793	26,535	180,200	153,665			14.7%
	Expenditure	12,103	26,506	178,848	152,342		152,342	14.8%
	Movement to/(from) Gen Reserve	<u>1,690</u>	<u>29</u>					
105	Leisure Centre - Indoor Sports							
	Income	709	1,345	10,200	8,855			13.2%
	Expenditure	867	1,053	17,000	15,947		15,947	6.2%
	Movement to/(from) Gen Reserve	<u>(157)</u>	<u>292</u>					
106	Leisure Centre - Outdoor Sport							
	Income	603	380	4,915	4,535			7.7%
	Expenditure	0	(52)	1,000	1,052		1,052	(5.2%)
	Movement to/(from) Gen Reserve	<u>603</u>	<u>432</u>					
201	Playing Fields							
	Income	0	0	2,000	2,000			0.0%
	Expenditure	0	(75)	4,000	4,075		4,075	(1.9%)
	Movement to/(from) Gen Reserve	<u>0</u>	<u>75</u>					
202	Play Areas							
	Expenditure	0	111	2,000	1,890		1,890	5.5%
203	Millennium Green							
	Income	0	0	1,500	1,500			0.0%
	Expenditure	0	0	500	500		500	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
204	Allotments							
	Income	0	0	800	800			0.0%
	Expenditure	0	174	775	601		601	22.4%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(174)</u>					
301	Roads & Highways							
	Expenditure	771	771	3,100	2,329		2,329	24.9%
302	Community Development							
	Income	2,240	2,240	2,500	260			89.6%
	Expenditure	1,302	1,842	42,800	40,958		40,958	4.3%
	Movement to/(from) Gen Reserve	<u>938</u>	<u>398</u>					
801	Corporate Management							
	Expenditure	(550)	(1,100)	(6,600)	(5,500)		(5,500)	16.7%
802	Democratic Rep'n & Mgmt							
	Expenditure	0	274	9,000	8,726		8,726	3.0%
803	Civic Expenses							
	Expenditure	0	0	950	950		950	0.0%
901	Central Services							
	Income	0	0	2	2			0.0%
	Expenditure	11,263	21,903	156,701	134,798		134,798	14.0%
	Movement to/(from) Gen Reserve	<u>(11,263)</u>	<u>(21,903)</u>					
902	Outside Services							
	Expenditure	10,286	18,765	104,377	85,612		85,612	18.0%

Summary Income & Expenditure by Budget Heading 31/05/2019

Month No: 2

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
909 Capital & Projects	Income	7,370	7,370	0	(7,370)			0.0%
	Expenditure	7,370	31,675	41,103	9,428		9,428	77.1%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(24,305)</u>					
998 Precept & Interest	Income	20	357,596	716,126	358,530			49.9%
Grand Totals:- Income		55,957	439,800	1,322,376	882,576			33.3%
Expenditure		111,015	223,631	1,282,376	1,058,746	0	1,058,746	17.4%
Net Income over Expenditure		<u>(55,058)</u>	<u>216,169</u>	<u>40,000</u>	<u>(176,169)</u>			
Movement to/(from) Gen Reserve		<u>(55,058)</u>	<u>216,169</u>					

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Detailed Income & Expenditure by Budget Heading 01/04/2019

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Leisure Centre - General</u>								
1001 RENT RECEIVED	2	27	1,583	1,556			1.7%	
1010 Pavillion Hire	1,625	1,369	6,000	4,631			22.8%	
1011 HALL BLOCK BOOKINGS	215	410	2,800	2,390			14.6%	
1013 EQUIPMENT HIRE INCOME	0	0	50	50			0.0%	
1054 Softplay Income	525	1,133	16,000	14,867			7.1%	
1080 MISCELLANEOUS INCOME	83	83	1,000	917			8.3%	
Leisure Centre - General :- Income	<u>2,451</u>	<u>3,022</u>	<u>27,433</u>	<u>24,411</u>			<u>11.0%</u>	<u>0</u>
4001 SALARIES & WAGES	45,429	77,580	473,356	395,776		395,776	16.4%	
4003 COST OF TRAINING COURSES	0	400	1,000	600		600	40.0%	
4006 PROTECTIVE CLOTHING	720	720	1,200	480		480	60.0%	
4008 TRAINING	0	0	1,200	1,200		1,200	0.0%	
4011 RATES	5,124	10,248	61,950	51,702		51,702	16.5%	
4012 WATER RATES	0	(170)	1,600	1,770		1,770	(10.6%)	
4014 ELECTRICITY	0	0	2,000	2,000		2,000	0.0%	
4015 GAS	407	407	4,500	4,093		4,093	9.0%	
4016 JANITORIAL	433	899	4,016	3,117		3,117	22.4%	
4017 HEALTH & SAFETY	0	0	1,250	1,250		1,250	0.0%	
4018 REFUSE DISPOSAL	664	1,283	7,000	5,717		5,717	18.3%	
4021 TELEPHONE & FAX	18	(7)	900	907		907	(0.8%)	
4023 STATIONERY/PRINTING	0	16	2,000	1,984		1,984	0.8%	
4025 INSURANCE	0	10,028	11,500	1,472		1,472	87.2%	
4030 RECRUITMENT ADVTG	0	0	1,000	1,000		1,000	0.0%	
4032 PUBLICITY	300	300	6,000	5,700		5,700	5.0%	
4035 SECURITY COSTS	1,103	1,866	5,500	3,634		3,634	33.9%	
4036 PROPERTY MAINTCE	387	467	10,000	9,533		9,533	4.7%	
4038 MAINTENANCE CTRCTS	75	120	8,000	7,880		7,880	1.5%	
4039 MISC EXPS, XMAS DECORATIONS	0	200	0	(200)		(200)	0.0%	
4040 EQUIPMENT & SMALL TOOLS	0	0	2,500	2,500		2,500	0.0%	
4042 EQUIPMENT MAINTCE	0	0	500	500		500	0.0%	
4046 CLEANING CONTRACT	0	0	1,000	1,000		1,000	0.0%	
4051 BANK CHARGES	549	699	5,000	4,301		4,301	14.0%	
4060 OTHER PROF FEES	0	100	0	(100)		(100)	0.0%	
4069 Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0%	
4115 LICENCES	0	0	450	450		450	0.0%	
Leisure Centre - General :- Indirect Expenditure	<u>55,210</u>	<u>105,155</u>	<u>623,422</u>	<u>518,267</u>	<u>0</u>	<u>518,267</u>	<u>16.9%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(52,759)</u>	<u>(102,133)</u>						

Detailed Income & Expenditure by Budget Heading 01/04/2019

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Leisure Centre - Swimming Pool</u>								
1012 Bouncy Castle Parties	0	0	4,000	4,000			0.0%	
1020 SWIMMING - PUBLIC	4,111	8,968	65,000	56,032			13.8%	
1021 SWIMMING - LESSONS	17,708	31,572	240,000	208,428			13.2%	
1022 SWIMMING - SCHOOLS	879	232	15,000	14,768			1.5%	
1023 SWIMMING - CLUBS	4,705	(570)	15,000	15,570			(3.8%)	
1024 SALES (STOCK) POOL	458	794	9,000	8,206			8.8%	
1025 Pool Parties	125	325	3,000	2,675			10.8%	
1026 One to One Lessons	75	146	10,000	9,854			1.5%	
1027 Aqua Fit	408	721	6,500	5,779			11.1%	
1028 Lifeguard Courses	375	(890)	6,000	6,890			(14.8%)	
1080 MISCELLANEOUS INCOME	0	0	1,200	1,200			0.0%	
1099 TILL DISCREPANCIES	(64)	(43)	0	43			0.0%	
Leisure Centre - Swimming Pool :- Income	<u>28,780</u>	<u>41,255</u>	<u>374,700</u>	<u>333,445</u>			<u>11.0%</u>	<u>0</u>
4103 PURCHASES FOR RESALE	886	886	6,000	5,114		5,114	14.8%	
Leisure Centre - Swimming Pool :- Direct Expenditure	<u>886</u>	<u>886</u>	<u>6,000</u>	<u>5,114</u>	<u>0</u>	<u>5,114</u>	<u>14.8%</u>	<u>0</u>
4008 TRAINING	885	990	3,000	2,010		2,010	33.0%	
4010 OTHER STAFF COSTS	75	75	0	(75)		(75)	0.0%	
4012 WATER RATES	1,241	5,179	12,000	6,821		6,821	43.2%	
4014 ELECTRICITY	2,079	2,079	25,000	22,921		22,921	8.3%	
4015 GAS	2,638	2,638	28,000	25,362		25,362	9.4%	
4017 HEALTH & SAFETY	0	109	1,000	891		891	10.9%	
4020 SUNDRY OFFICE & IT COSTS	0	0	2,400	2,400		2,400	0.0%	
4024 SUBSCRIPTIONS	0	0	300	300		300	0.0%	
4036 PROPERTY MAINTCE	761	761	2,500	1,739		1,739	30.4%	
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
4040 EQUIPMENT & SMALL TOOLS	376	376	2,200	1,824		1,824	17.1%	
4042 EQUIPMENT MAINTCE	2,977	3,037	12,500	9,463		9,463	24.3%	
4060 OTHER PROF FEES	255	255	0	(255)		(255)	0.0%	
4120 POOL CHEMICALS	220	243	4,500	4,257		4,257	5.4%	
4125 POOL PURCHASES NOT FOR RESALE	0	0	3,000	3,000		3,000	0.0%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	<u>11,508</u>	<u>15,742</u>	<u>97,400</u>	<u>81,658</u>	<u>0</u>	<u>81,658</u>	<u>16.2%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>16,386</u>	<u>24,626</u>						
<u>103 Leisure Centre - Pool Vending</u>								
1030 Vending Machine Income	(8)	57	2,000	1,943			2.8%	
Leisure Centre - Pool Vending :- Income	<u>(8)</u>	<u>57</u>	<u>2,000</u>	<u>1,943</u>			<u>2.8%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(8)</u>	<u>57</u>						

Detailed Income & Expenditure by Budget Heading 01/04/2019

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Leisure Centre - Bar</u>								
1001 RENT RECEIVED	0	1,450	13,500	12,050			10.7%	
1031 MACHINE INCOME	168	168	2,000	1,832			8.4%	
1032 Tickets	0	0	700	700			0.0%	
1040 BAR INCOME - LOUNGE	12,340	22,599	145,000	122,401			15.6%	
1041 BAR INCOME - HALL	1,007	1,781	13,000	11,219			13.7%	
1049 CAFE INCOME	278	532	4,000	3,468			13.3%	
1056 FUNCTION ROOM HIRE	0	0	2,000	2,000			0.0%	
1099 TILL DISCREPANCIES	(0)	5	0	(5)			0.0%	
Leisure Centre - Bar :- Income	<u>13,793</u>	<u>26,535</u>	<u>180,200</u>	<u>153,665</u>			<u>14.7%</u>	<u>0</u>
4101 PURCHASES - WET STOCK	4,778	9,850	58,725	48,875		48,875	16.8%	
4102 PURCHASES - DRY STOCK	237	486	6,000	5,514		5,514	8.1%	
4109 PURCHASES - CAFE	174	366	0	(366)		(366)	0.0%	
Leisure Centre - Bar :- Direct Expenditure	<u>5,189</u>	<u>10,702</u>	<u>64,725</u>	<u>54,023</u>	<u>0</u>	<u>54,023</u>	<u>16.5%</u>	<u>0</u>
4001 SALARIES & WAGES	5,986	13,775	93,718	79,943		79,943	14.7%	
4006 PROTECTIVE CLOTHING	0	0	550	550		550	0.0%	
4008 TRAINING	0	0	1,000	1,000		1,000	0.0%	
4032 PUBLICITY	0	0	100	100		100	0.0%	
4036 PROPERTY MAINTCE	196	196	3,000	2,804		2,804	6.5%	
4038 MAINTENANCE CTRCTS	0	0	305	305		305	0.0%	
4040 EQUIPMENT & SMALL TOOLS	3	3	400	397		397	0.8%	
4041 EQUIPMENT HIRE	331	1,433	6,000	4,567		4,567	23.9%	
4051 BANK CHARGES	88	88	850	762		762	10.3%	
4060 OTHER PROF FEES	0	0	1,200	1,200		1,200	0.0%	
4104 BAR SUNDRIES	209	209	1,000	791		791	20.9%	
4110 PROMOTIONS	0	0	3,500	3,500		3,500	0.0%	
4115 LICENCES	101	101	1,500	1,399		1,399	6.7%	
4116 GAMING MACHINE DUTY	0	0	1,000	1,000		1,000	0.0%	
Leisure Centre - Bar :- Indirect Expenditure	<u>6,914</u>	<u>15,804</u>	<u>114,123</u>	<u>98,319</u>	<u>0</u>	<u>98,319</u>	<u>13.8%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>1,690</u>	<u>29</u>						
<u>105 Leisure Centre - Indoor Sports</u>								
1050 BADMINTON FEES	112	205	2,000	1,795			10.3%	
1051 SNOOKER FEES	523	953	5,000	4,048			19.1%	
1052 PARTY ROOM HIRE	75	188	3,000	2,813			6.3%	
1053 SKITTLE ALLEY	0	0	200	200			0.0%	
Leisure Centre - Indoor Sports :- Income	<u>709</u>	<u>1,345</u>	<u>10,200</u>	<u>8,855</u>			<u>13.2%</u>	<u>0</u>
4014 ELECTRICITY	867	919	12,000	11,081		11,081	7.7%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 PROPERTY MAINTCE	0	134	4,000	3,866		3,866	3.4%	
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
Leisure Centre - Indoor Sports :- Indirect Expenditure	867	1,053	17,000	15,947	0	15,947	6.2%	0
Movement to/(from) Gen Reserve	(157)	292						
<u>106 Leisure Centre - Outdoor Sport</u>								
1060 GRASS INCOME	596	344	4,590	4,246			7.5%	
1061 OUTSIDE COURTS	7	43	200	157			21.4%	
1063 Petanque Income	0	(6)	125	131			(5.0%)	
Leisure Centre - Outdoor Sport :- Income	603	380	4,915	4,535			7.7%	0
4014 ELECTRICITY	0	(52)	1,000	1,052		1,052	(5.2%)	
Leisure Centre - Outdoor Sport :- Indirect Expenditure	0	(52)	1,000	1,052	0	1,052	(5.2%)	0
Movement to/(from) Gen Reserve	603	432						
<u>201 Playing Fields</u>								
1201 Field Hire Income	0	0	2,000	2,000			0.0%	
Playing Fields :- Income	0	0	2,000	2,000			0.0%	0
4012 WATER RATES	0	(75)	1,500	1,575		1,575	(5.0%)	
4037 GROUNDS MAINTENANCE	0	0	2,250	2,250		2,250	0.0%	
4115 LICENCES	0	0	250	250		250	0.0%	
Playing Fields :- Indirect Expenditure	0	(75)	4,000	4,075	0	4,075	(1.9%)	0
Movement to/(from) Gen Reserve	0	75						
<u>202 Play Areas</u>								
4037 GROUNDS MAINTENANCE	0	111	1,000	890		890	11.1%	
4042 EQUIPMENT MAINTCE	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	0	111	2,000	1,890	0	1,890	5.5%	0
Movement to/(from) Gen Reserve	0	(110)						
<u>203 Millennium Green</u>								
1001 RENT RECEIVED	0	0	1,500	1,500			0.0%	
Millennium Green :- Income	0	0	1,500	1,500			0.0%	0
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
Millennium Green :- Indirect Expenditure	0	0	500	500	0	500	0.0%	0
Movement to/(from) Gen Reserve	0	0						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204 Allotments</u>								
1001 RENT RECEIVED	0	0	800	800			0.0%	
Allotments :- Income	0	0	800	800			0.0%	0
4012 WATER RATES	0	95	250	155		155	37.9%	
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	79	250	171		171	31.6%	
Allotments :- Indirect Expenditure	0	174	775	601	0	601	22.4%	0
Movement to/(from) Gen Reserve	0	(174)						
<u>301 Roads & Highways</u>								
4080 STREET CARE (ex S Glos)	771	771	3,100	2,329		2,329	24.9%	
Roads & Highways :- Indirect Expenditure	771	771	3,100	2,329	0	2,329	24.9%	0
Movement to/(from) Gen Reserve	(771)	(771)						
<u>302 Community Development</u>								
1077 GRANTS RECEIVED	2,000	2,000	0	(2,000)			0.0%	
1082 Filton Festival	240	240	2,500	2,260			9.6%	
Community Development :- Income	2,240	2,240	2,500	260			89.6%	0
4701 GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0%	
4702 GRANTS - TWINNING ASS'N	0	0	300	300		300	0.0%	
4703 GRANTS - FOUR TOWNS TPT	0	0	1,000	1,000		1,000	0.0%	
4706 GRANTS - Four Towns Play Assoc	0	0	4,000	4,000		4,000	0.0%	
4707 GRANTS - YOUTH PROVISION	0	0	17,500	17,500		17,500	0.0%	
4708 GRANTS - COMM'Y PARTNERSHIP	0	0	3,500	3,500		3,500	0.0%	
4711 GRANTS - S137 GENERAL	(37)	(37)	6,500	6,537		6,537	(0.6%)	
4720 CHRISTMAS ACTIVITIES	0	0	3,000	3,000		3,000	0.0%	
4725 FILTON FESTIVAL	1,339	1,879	6,500	4,621		4,621	28.9%	
Community Development :- Indirect Expenditure	1,302	1,842	42,800	40,958	0	40,958	4.3%	0
Movement to/(from) Gen Reserve	938	398						
<u>801 Corporate Management</u>								
4004 PENSION DEFICIT	(550)	(1,100)	(6,600)	(5,500)		(5,500)	16.7%	
Corporate Management :- Indirect Expenditure	(550)	(1,100)	(6,600)	(5,500)	0	(5,500)	16.7%	0
Movement to/(from) Gen Reserve	550	1,100						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
802 Democratic Rep'n & Mgmt								
4007 COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4009 TRAVEL	0	0	50	50		50	0.0%	
4024 SUBSCRIPTIONS	0	0	200	200		200	0.0%	
4028 ELECTION COSTS	0	0	5,400	5,400		5,400	0.0%	
4033 NEWSLETTER	0	274	3,000	2,726		2,726	9.1%	
4065 MEETING COSTS	0	0	100	100		100	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	0	274	9,000	8,726	0	8,726	3.0%	0
Movement to/(from) Gen Reserve	0	(274)						
803 Civic Expenses								
4066 CHAIRMANS ALLOWANCE	0	0	950	950		950	0.0%	
Civic Expenses :- Indirect Expenditure	0	0	950	950	0	950	0.0%	0
Movement to/(from) Gen Reserve	0	0						
901 Central Services								
1001 RENT RECEIVED	0	0	2	2			0.0%	
Central Services :- Income	0	0	2	2			0.0%	0
4001 SALARIES & WAGES	9,096	18,126	114,201	96,075		96,075	15.9%	
4005 HR Costs-Service level agr'mnt	0	0	7,350	7,350		7,350	0.0%	
4007 COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008 TRAINING	0	25	2,500	2,475		2,475	1.0%	
4009 TRAVEL	0	25	200	175		175	12.5%	
4010 OTHER STAFF COSTS	6	6	1,600	1,594		1,594	0.4%	
4020 SUNDRY OFFICE & IT COSTS	501	703	3,000	2,297		2,297	23.4%	
4021 TELEPHONE & FAX	59	74	750	676		676	9.9%	
4022 POSTAGE	62	135	750	615		615	18.1%	
4023 STATIONERY/PRINTING	163	232	800	568		568	29.0%	
4024 SUBSCRIPTIONS	(94)	(94)	2,100	2,194		2,194	(4.5%)	
4026 PHOTOCOPY CHARGES	0	0	2,500	2,500		2,500	0.0%	
4027 OFFICE EQUIPMENT	0	0	500	500		500	0.0%	
4051 BANK CHARGES	9	47	900	853		853	5.3%	
4056 LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057 AUDIT FEES	0	0	3,300	3,300		3,300	0.0%	
4058 ACCOUNTANCY FEES	683	1,846	12,000	10,154		10,154	15.4%	
4060 OTHER PROF FEES	778	778	3,000	2,222		2,222	25.9%	
Central Services :- Indirect Expenditure	11,263	21,903	156,701	134,798	0	134,798	14.0%	0
Movement to/(from) Gen Reserve	(11,263)	(21,903)						

Detailed Income & Expenditure by Budget Heading 01/04/2019

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
902 Outside Services								
4001 SALARIES & WAGES	7,691	15,203	91,627	76,424		76,424	16.6%	
4006 PROTECTIVE CLOTHING	0	0	500	500		500	0.0%	
4008 TRAINING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTCE	826	1,652	1,500	(152)		(152)	110.1%	
4037 GROUNDS MAINTENANCE	497	497	2,500	2,003		2,003	19.9%	
4040 EQUIPMENT & SMALL TOOLS	32	24	2,000	1,976		1,976	1.2%	
4041 EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042 EQUIPMENT MAINTCE	129	279	-3,000	2,721		2,721	9.3%	
4044 VEHICLE FUEL,OIL & MAINT	1,110	1,110	2,500	1,390		1,390	44.4%	
Outside Services :- Indirect Expenditure	<u>10,286</u>	<u>18,765</u>	<u>104,377</u>	<u>85,612</u>	<u>0</u>	<u>85,612</u>	<u>18.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(10,286)</u>	<u>(18,765)</u>						
909 Capital & Projects								
1074 CIL Income	7,298	7,298	0	(7,298)			0.0%	
1077 GRANTS RECEIVED	71	71	0	(71)			0.0%	
Capital & Projects :- Income	<u>7,370</u>	<u>7,370</u>	<u>0</u>	<u>(7,370)</u>				<u>0</u>
4054 LOAN INTEREST PWLB	0	(695)	2,441	3,136		3,136	(28.5%)	
4055 LOAN CAPITAL REPAID	0	0	13,662	13,662		13,662	0.0%	
4975 CAP - Toilet Refurbishment	71	71	0	(71)		(71)	0.0%	
4977 CAP - Sport Equipment	0	3,297	0	(3,297)		(3,297)	0.0%	
4992 FUNDING FROM R CAP FUND	0	(3,297)	0	3,297		3,297	0.0%	
4993 TFR TO ROLLING CAPITAL FUND	0	25,000	25,000	0		0	100.0%	
4998 TFR TO EARMARKED RSV	7,298	7,298	0	(7,298)		(7,298)	0.0%	
Capital & Projects :- Indirect Expenditure	<u>7,370</u>	<u>31,675</u>	<u>41,103</u>	<u>9,428</u>	<u>0</u>	<u>9,428</u>	<u>77.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(24,305)</u>						
998 Precept & Interest								
1075 PRECEPT SUPPORT GRANT	0	2,471	4,942	2,471			50.0%	
1076 PRECEPT	0	355,092	710,184	355,092			50.0%	
1090 INTEREST RECEIVED	20	33	1,000	967			3.3%	
Precept & Interest :- Income	<u>20</u>	<u>357,596</u>	<u>716,126</u>	<u>358,530</u>			<u>49.9%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>20</u>	<u>357,596</u>						
Grand Totals:- Income	<u>55,957</u>	<u>439,800</u>	<u>1,322,376</u>	<u>882,576</u>			<u>33.3%</u>	
Expenditure	<u>111,015</u>	<u>223,631</u>	<u>1,282,376</u>	<u>1,058,746</u>	<u>0</u>	<u>1,058,746</u>	<u>17.4%</u>	
Net Income over Expenditure	<u>(55,058)</u>	<u>216,169</u>	<u>40,000</u>	<u>(176,169)</u>				
Movement to/(from) Gen Reserve	<u>(55,058)</u>	<u>216,169</u>						

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,210,165	1,422,802	787,363
11	LEASEHOLD LAND & BUILDINGS	25,000	6,000	19,000
21	VEHICLES & EQUIPMENT	521,525	511,151	10,374
41	INFRASTRUCTURE ASSET	191,408	178,550	12,858
61	COMMUNITY ASSETS	61,372	27,034	34,338
	Total Fixed Assets	3,009,470	2,145,537	863,933
	<u>Current Assets</u>			
105	VAT CONTROL	563		
114	ACCRUED INCOME	7,945		
120	STOCK - BAR	4,340		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	20,538		
201	BANK IMPREST WAGES AC	77,367		
220	PETTY CASH - OFFICE	79		
221	PETTY CASH - BAR	170		
225	FLOAT - BAR	900		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	865		
245	CCLA Public Sector Investment	280,000		
250	CHANGE CONTROL AC	100		
	Total Current Assets		393,609	
	<u>Current Liabilities</u>			
500	TRADE CREDITORS	26,330		
510	ACCRUED EXPENSES	2,705		
525	PAYE AND NI DUE	10,795		
526	SUPERANNUATION DUE	9,235		
527	UNION FEES DUE	8		
	Total Current Liabilities		49,073	
	Net Current Assets			344,536
	Total Assets less Current Liabilities			1,208,469
	<u>Long Term Liabilities</u>			
389	Deferred Grants Unapplied	4,026		
390	Deferred Grants Applied	1,466,506		
391	Deferred Grants Released	(1,210,315)		
401	PWLB Loan 486814	51,000		
	Total Long Term Liabilities		311,216	
	Total Assets less Total Liabilities			897,253
	<u>Represented by :-</u>			
300	CURRENT YEAR FUND	216,169		
310	GENERAL FUND	72,917		
315	ROLLING CAPITAL FUND	31,376		
325	EMR 4 Towns Play Association	300		

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
328	EMR Elections	12,451	
329	EMR CIL	7,298	
330	CAPITAL FINANCE ACCOUNT	556,742	
	Total Equity		<u>897,253</u>



LCRS 6. Overall Summary

FILTON TOWN COUNCIL Assessment for year 2018 To 2019

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Allotments	Powers to provide allotments	22	21	2.2	2	
	Duty to provide allotment gardens if demand unsatisfied					
Bar Services	Power to provide and maintain shelters	11	11	2.0	0	
	Power to make bye-laws in regard to Cycle Parks					
Bus Shelters	Baths and Washhouses	5	5	2.0	0	
	Open spaces and burial grounds					
Bye Laws	Mortuaries and post-mortem rooms	1	1	6.0	1	
	Power to provide & maintain.					
Car Parks	Duty to adopt a code of conduct	12	12	2.2	4	
	Duty to adopt a code of conduct					
Code of Conduct	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	1	1	1.0	0	
	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives	16	16	1.7	0	
Commons and Common Pastur	Power to facilitate discharge of any function	16	16	2.1	1	
	Power to facilitate discharge of any function					
Community Centres	Duty to disclose documents and to adopt publication scheme	3	3	3.3	1	
	Powers to spend money on various crime prevention measures	4	4	1.5	0	
Computing	Duty to disclose documents and to adopt publication scheme	4	4	1.8	0	
	Powers to spend money on various crime prevention measures					
Council Meetings	Duty of Notification and Duty to Disclose (subject access)	9	9	3.0	2	
	Duty of Notification and Duty to Disclose (subject access)					
Council Property and Documen	Duty to Appoint	1	1	3.0	0	
	Provision of entertainment and support of the arts	7	7	2.0	0	
Crime Prevention - CCTV	Duty to ensure responsibility for financial affairs	17	17	1.8	0	
	Power to accept	12	12	3.3	4	
Data Protection	Power to participate in schemes of collective investment	1	1	2.0	0	
	Power to participate in schemes of collective investment					
Employment of Staff		4	4	2.0	0	
Entertainment and the arts						
Financial Management						
Gifts						
Investments						

(2)



LCRS 6. Overall Summary

FILTON TOWN COUNCIL Assessment for year 2018 To 2019

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	13	13	2.7	3	
Litter	Power to provide receptacles; Duty to empty & cleanse those provided	7	7	2.1	1	
Local functions	N/a - Local group to cover any risks not listed in other groups	1	1	2.0	0	
Meetings of the Council	Duty to meet	5	5	1.6	0	
Newsletters	Power to provide from 'free resource'	6	6	1.3	0	
Nuisances	Power to deal with offensive ditches	1	1	2.0	0	
Open spaces	Power to acquire land and maintain	11	11	2.5	2	
Planning & Development Contr	Rights of consultation	1	1	2.0	0	
Play Areas	Power to provide	5	5	2.4	1	
Provision of Office Accommod	Power to provide	5	5	1.4	0	
Provision of Website/Internet	Power to provide from 'free resource'	2	2	1.5	0	
Public buildings and Village ha	Power to provide buildings for offices and for public meetings and assemblies	14	14	2.1	2	
Seats		3	3	1.3	0	
Shelters & Seats	Power to provide	3	3	2.7	1	
Skatepark	Power to provide	5	5	2.2	1	
Street/Footway Lighting	Power to provide	6	6	1.8	1	
Swimming Pool	Power to provide	15	15	2.3	2	
Town and Country Planning	Right to be notified of planning applications	3	3	1.7	0	
Village Signs	Power to erect (with Highway Authority approval)	4	4	2.5	1	
War Memorials	Power to maintain, repair, protect and adapt war memorials	3	3	1.3	0	
Water Supply	Power to utilise well, spring or stream and to provide facilities for obtaining water therefrom	1	1	3.0	0	

(4)



LCRS 6. Overall Summary

FILTON TOWN COUNCIL Assessment for year 2018 To 2019

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Web Sites		19	19	1.6	2	
Overall totals/ scores		279	278	2.1	32	

Completed by: *LESLEY REUSEN*

Date: *28 January 2019*

Position: *Town Clerk*

How to complete:

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number One.
3. Repeat on all areas until all uncontrolled areas are allocated.

(5)



LCRS 5. Risks report Allotments

FILTON TOWN COUNCIL Assessment for year 2018 To 2019

Your Duty = Powers to provide allotments

Requirement = To ensure that the council is fully protected against

Aim = Annual insurance review.

Scoring note:
Low = 1,
Medium = 2
and High = 3

Review timing
Likelihood of occurrence
Impact on Council
Risk Value
Your action required (>3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (>3)
467	Administration/ Legal	Provision of adequate insurance cover	Carry out an annual review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.	Annually	Low	High	3	
415	Administration/ Legal	Absence of a completed agreement with every allotment holder.	Ensure agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.	Annually	Low	Medium	2	
49	Administration/ Legal	Maintenance of Allotment Register	Maintain proper register ensuring all amendments promptly recorded. Define responsibility of allotment society where appropriate.	Annually	Low	Low	1	
219	Contractor	Poor Grass Cutting	Regular review/control of staff & equipment including training where necessary. Regular review of grass cutting contract and liaison with contractor. Arrange periodical site inspection. Enforce conditions of contract.	Annually	Medium	Low	2	
52	Environmental	Accumulation of rubbish	Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Consider provision of skip facility.	Annually	Medium	Low	2	
0	Environmental	Temporary works to entrance	Signage. Letters to plot holders circulated. Raise awareness. Restricted access for duration of works. Live monitoring of work by grounds staff. Communication with South Glos highways dept. Notice of works.	Quarterly	High	Medium	6	Yes

(8)

GROUNDS AND MAINTENANCE REPORT JUNE 2019

Happy with the number of jobs we have been able to keep in house this month although there is always room for improvement .Also the number of jobs that have gone over is relatively high, the reason being is waiting on materials.

JOBS 42

LEISURE CENTRE 20 = 48%

RATEPAYERS 3 = 8%

OFFICE 7 = 16%

GROUNDS 5 = 12%

MAINTENANCE 7 = 16%

JOBS ON TIME 38 = 90%

JOBS GONE OVER 4 = 10%

IN HOUSE 40 = 95%

SUB- CONTRACTOR 2 = 5%

GROUNDS

We are pleased to have the part back for the tractor which means we can now cut the grass on Elm Park and the Millennium Green site .I thank the public and the councillors for their patience during that time. We will be continuing our work on the pitches and also the surrounding areas of the site.

DISABLED TOILET

Our toilet will be finished by the end of this month .Unfortunately we have been let down quite badly by one of our suppliers which has led to a delay on the job .I have assurances that this will be sorted so we can now push on with the job .

FILTON FESTIVAL

We are continuing to work closely with the Town Council office regarding getting things ready for the Festival ,which promises to be a bigger and better event this year .

Many thanks for all the support from the Town Clerk and all the councillors this month

Neil Palmer

Grounds and Maintenance Manager
Filton Town Council



Bar Manager Report 1st June –29th

Staffing – staff have been working well as a team covering holidays and sickness.

Income and expenditure – Income for June has been good for with £14,076.50 being taken;

- £13,153.30 is for drinks income
- £464.70 is for food
-

Totalling £14,076.50

- £458.50 was taken through the bar for Badminton and Snooker; this is coded under 105 income.

Income and expenditure remains under control and under budget.

Promotions and events – Real ales sales are still going well but I am expecting it to slow down with the warmer weather. House Doubles are still going well and quiz nights are still very popular with money going to great western air ambulance the next one is 7th July. Music nights are every month with the next one on Friday 26th July called Mestizo which will be a good night for all.

Kind Regards

Debra Holman
Bar Manager