

## **FILTON TOWN COUNCIL**

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Web: [www.filtontowncouncil.gov.uk](http://www.filtontowncouncil.gov.uk) E-mail: [lesley.reuben@filtontowncouncil.gov.uk](mailto:lesley.reuben@filtontowncouncil.gov.uk)

Town Clerk : Lesley Reuben

Tel: 01454 866698

Finance & General Purposes Committee – All Town Council Members

3<sup>rd</sup> October 2019

Dear Member

A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 8<sup>th</sup> October 2019 at 7.30p.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'.

L.A.Reuben  
Town Clerk.

### **A G E N D A**

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 10<sup>th</sup> September 2019 (*pages 1-2*)  
*Confidential Appendix (page 3)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Participation
6. External Audit Report (*page 4-11*)
7. Income and expenditure reports Month 5 (*pages 12-21*)
8. Balance sheet Month 4 (*pages 22-23*)
9. Grant Applications (*pages 24-25*)
10. Community Plan update
11. Green Spaces Leaflet (*pages 26-29*)
12. Planning Applications – (*no applications for schedule*)
13. Payments for information (*page 30-31*)

#### **Confidential session**

1. Minutes of the staffing committee held Tuesday 1<sup>st</sup> October 2019 (*to be tabled*)

utes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held  
uesday 10<sup>th</sup> September 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

**nt: Cllrs:** - B Mead (Vice Chair), K Briffett, D Collins, A Doyle, A Johnstone, A.

, T Mewies, A Monk, A Robinson, I Scott, J Tucker

**ALSO PRESENT:** L Reuben (Town Clerk) N Gould (Council Support Officer)

**APOLOGIES: Cllrs:** - M Chaudhry, C Wood

**NON ATTENDANCE:-**

---

**F.023 APOLOGIES FOR ABSENCE:** Cllrs apologies were noted.

**F.024 DECLARATION OF INTEREST:** Cllr Robinson declared a pecuniary interest in  
planning application P19/09165/F.

**F.025 MINUTES:** The minutes of the meeting held Tuesday 09<sup>th</sup> July 2019 were  
approved as an accurate record.

**F.026 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED**

**ON AGENDA:** Arising from minute *F.0018 Defibrillator Report* – An update was  
given on the defibrillator progress. Councillors confirmed they were happy with  
the boxes to be unlocked as long as the South West Ambulance Service would  
be replacing the defibs if they were to be damaged or stolen.

It was also unanimously agreed for the cost of defibrillators to come out of the  
general reserves over the next four years.

**F.027 PUBLIC PARTICIPATION:**

**a) Planning Application P19/09165/F (9 Pine Grove)** - A neighbouring  
resident to 9 Pine Grove attended the meeting to voice his objections to  
planning application P19/09165F. The main concerns raised were privacy  
issues and the additional stress this would put on the already struggling  
drainage systems. The comments were noted to be discussed under item 10 on  
the agenda.

**b) Planning Application P19/10137/F (32 Gloucester Road North)** – A  
neighbouring resident to 32 Gloucester Road North attended the meeting to  
voice his concerns to planning application P19/10137/F. The main concerns  
raised were Overdevelopment. Apparently "ancillary" development. Lack of  
amenity space Lack of car parking. Overlooking of proposed dormer window/s.  
The comments were noted to be discussed under item 10 on the agenda.

**F.028 INCOME & EXPENDITURE REPORTS:** The Clerk was asked to circulate the  
response from the accountant regarding depreciation. The response from the  
account was noted for the minutes "*It is the total (cumulative) Depreciation  
provided on all Vehicles and Equipment since we started preparing Band C  
accounts for you and therefore goes back over many years. The rate of annual  
depreciation is also stated on the FAR for each Asset and is also explained in  
the Statement of Accounting Policies in the full Financial Statements*".

Questions were asked on the income and expenditure reports it was agreed to  
report back to the next meeting with the answers;

- 909 Capital & Projects – What is the £39,726 expenditure?

- 1001-101 Rent Received – Why have we only received £27.00?

- 4008-102 – Training – Please provide breakdown of this budget.

**F.029 BALANCE SHEET:** The document was noted.

**F.030 WEED KILLER REPORT:** The report was looked at in detail by all in  
attendance, it was noted that South Gloucestershire Council have used a  
variety of products but always return to Clinic up Glychosate as it is the most  
effective product. After a short discussion it was proposed and seconded to

carry on using Clinic up Glychosate but the Clerk and Ground team to continue to look for alternative options, this was put to the vote and **Agreed:** 9 in favour 2 abstentions.

**F.031 COMMUNITY PLAN UPDATE:** A discussion took place regarding the community development worker, it was noted the 3 hours were currently not being filled for Filton. The Town Clerk was asked to go to Southern Brooks and ask what was happening about Filton's 3 hours, it was also requested that a reconciliation of accounts was asked for.

**Action – Town Clerk**

**Diversity Training** - The Town Clerk asked Councillors what time and days would be convenient for diversity training which is compulsory. It was agreed to set up two training days, 1 on a Saturday morning and 1 mid-week afternoon.

#### **F.032 PLANNING APPLICATIONS:**

**i) P19/10137/F (32 Glos Road North)** – After a short discussion and taking residents comments on board the council **Agreed:** to comment “Strongly object, over development, no additional parking provision and support neighbouring objections”.

**ii) P19/09165/F (9 Pine Grove)** – After a short discussion and taking residents comments on board the council **Agreed:** to comment “Strongly object, over development, not in keeping with current properties no additional parking provision, support neighbouring comments. Strongly suggest site visit.”

**The Chair closed the meeting to the Public at 8.45pm**

### **Confidential Appendix**

**Minutes of the staffing committee held Tuesday 03<sup>rd</sup> September 2019:** The minutes of the meeting were noted and recommendations approved therein.

Ms Lesley Reuben  
Filton Town Council  
Filton Town Council  
Elm Park  
Filton  
South Gloucestershire  
BS34 7PS

Our ref AV0050  
SAAA SB03264  
ref  
Email sba@pkf-littlejohn.com

26 September 2019

Dear Ms Reuben

**Filton Town Council  
Completion of the limited assurance review for the year ended 31 March 2019**

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Filton Town Council for the year ended 31 March 2019. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

**Fee**

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note if applicable. These arise where either we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or we had to

Tel: +44 (0)20 7516 2200 • Fax: +44 (0)20 7516 2400 • DX 42660 Isle of Dogs • www.pkf-littlejohn.com  
PKF Littlejohn LLP • 1 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

send the AGAR back for correction due to a mistake or omission by the smaller authority; or we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or it was necessary for us to undertake additional work; or we had to send back documentation that was not requested.

**Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 2<sup>nd</sup> Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference AV0050 or Filton Town Council as a reference when paying by BACS.

### Timetable for 2019/20

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 29 June 2020.

It is anticipated that the instructions will be sent out during March 2020 in line with current practice, subject to arrangements for the 2019/20 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

In line with the Accounts and Audit Regulations 2015:

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2020, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Wednesday 3 June and Tuesday 14 July 2020; and
  - at the latest, between Wednesday 1 July and Tuesday 11 August 2020.

If there are any changes to the above arising from updates to the statutory requirements, you will be notified in good time.

In order to assist you in this process, we plan to include a pro forma template notice with a suggested inspection period on our website, as in previous years. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

### Feedback on 2018/19

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: [https://www.pkf-littlejohn.com/sites/default/files/media/documents/xsatisfaction\\_survey\\_2018-19.docx](https://www.pkf-littlejohn.com/sites/default/files/media/documents/xsatisfaction_survey_2018-19.docx)

Yours sincerely

  
PKF Littlejohn LLP

# 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

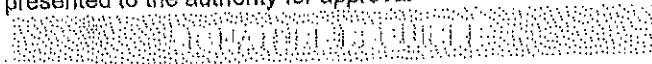
## Section 2 – Accounting Statements 2018/19 for

### 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 11/06/2019

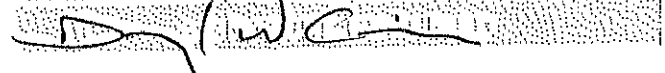
I confirm that these Accounting Statements were approved by this authority on this date:

25/06/2019

as recorded in minute reference:

0024

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 - AV0050

### 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 (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

The smaller authority has disclosed that it carried out risk assessment and took appropriate steps to manage those risks during the year 2018/19, by answering 'Yes' to Section 1, Assertion 5. However, we are aware that it failed to do this and therefore should have answered 'No' to this assertion.

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

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to significant weaknesses in relation to the budgetary process and cash flow and reserves. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2019/20 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2019/20 and ensure that it makes proper provision for the exercise of public rights during 2020/21.

### 3 External auditor certificate 2018/19

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

26/09/2019

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



# Filton Town Council

## Notice of conclusion of audit

### Annual Governance & Accountability Return for the year ended 31 March 2019

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for <b>Filton Town Council</b> for the year ended 31 March 2019 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of <b>Filton Town Council</b> on application to:  (a) <u>Lesley Reuben</u> <u>Town Clerk</u> <u>Filton Town Council</u> <u>Filton, BS34 7PS</u>  (b) <u>9.00 am - 5.00 pm</u> <u>Monday - Friday</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR  (b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ <u>0</u> . (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>Lesley Reuben</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>27th September 2019</u>	(e) Insert the date of placing of the notice

## Clarification of points raised from external auditors (PKF Littlejohn)

09<sup>th</sup> July 2019

**PKF Littlejohn:-**

- *Dear Ms Reuben, Thank you for submitting the AGAR for the above authority which we have begun processing. As the Authority has Income/Expenditure which has exceeded £200,000 it is subject to intermediate level review procedures this year. Therefore please could you send copies of the following additional documents which are requested for intermediate level procedures this year:*
  - *a copy of the relevant minutes and agenda papers from the meeting at which the annual review of risk management arrangements during 2018/19 was discussed*
  - *if the 2017/18 external auditor report included any 'except for' matters, copies of minutes and any agreed plan showing the corrective action taken to address these matters.*

*Please refer to Section 13 of our detailed instructions for further details of the type of information we are expecting to receive.*

*We look forward to receiving these documents by email or post at your earliest convenience.*

**Lesley Reuben :-**

- *Thank you for your email. There is no Agenda or minutes relating to the annual review of risk management arrangement in 2018/19 as this matter was discussed after year end. I can provide a full set of the risk assessment summary documents if necessary although I understand that you have not actually asked for these. The only 'except for' matter was regarding the public rights notice from the previous year. I have attached the Agenda and minutes where this is discussed.  
Please let me know if you require any further information.*

26<sup>th</sup> September 2019

**Lesley Reuben:-**

- *Good afternoon, please see the email below that was sent in July. The minutes refer to the external audit report being discussed. Finance Committee did at that time have the same full delegated powers as Full Council as all members sit on finance. This structure has since been changed to cover these sorts of issues... Full Council now meet twice a month with one meeting being dedicated to finance. Rather than there being a separate finance committee. As far as the risk assessments go. This has been looked at in more detail following year end rather than prior to year-end. Please let me know if you require any further information.*

**PKF Littlejohn:-**

- *Dear Ms Reuben,*

*Thank you for your time on the phone today and for providing the information requested.*

*My sincere apologies that we missed this key exchange!*

*As a result of the information you have provided, I am required to the following 'except for' matter (qualification) subject to sign off by an engagement lead:*

- *The smaller authority has disclosed that it carried out risk assessment and took appropriate steps to manage those risks during the year 2018/19, by answering 'Yes' to Section 1, Assertion 5. However, we are aware that it failed to do this and therefore should have answered 'No' to this assertion.*

*Once again, apologies for any inconvenience. If you have any queries, please do not hesitate to contact me.*

**Lesley Reuben:-**

- *Dear PKF Littlejohn, The risk assessments were carried out and managed(a full copy can be provided) however the council had not reviewed at any council meeting as such.  
So this seems rather harsh.*

**PKF Littlejohn:-**

- Dear Ms Reuben, Thank you for your email. Unfortunately, we require parish councils to provide evidence of risk assessment being discussed at full council – as you confirmed that Filton Town Council had not done this, I was required to raise the matter from my previous email, as per regulations. I would like to reassure you that this was not a hasty decision and I double-checked this through the minutes provided on your website. If you can provide evidence of risk assessment being discussed at full council during the 2018/19 financial year by the end of tomorrow (Friday 27<sup>th</sup> September), I am happy to remove this matter from the external auditor report.

**27<sup>th</sup> September 2019**

**Lesley Reuben:-**

- Good morning, I have this morning received the external audit report; please can you clarify what was wrong with the exercise of public rights notice?

**PKF Littlejohn:-**

- Dear Ms Reuben, Thank you for your email. Here is the following extract from the Practitioners Guide, regarding the exercise of public rights notice (see page 43):  
5.77. In accordance with Regulation 12(3) of the Accounts and Audit Regulations 2015, the authority's RFO is responsible for commencing the 30 working day period as soon as possible after the statement of accounts has been approved by the authority and signed and dated by the person presiding at the meeting at which that approval is given. The RFO must also notify the local auditor of the date on which the period was commenced. According to the extract above, Sections 1 and 2 of the AGAR must be displayed on the website for the exercise of public rights after approval. Whilst Section 1 abides by this, Section 2 has been approved on 25<sup>th</sup> July whereas your public rights period commences on the 17<sup>th</sup> July. As a result, the Accounts and Audit Regulations 2015 have not been followed and the 'other' matter detailed below was raised on your report:
  - We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2019/20 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2019/20 and ensure that it makes proper provision for the exercise of public rights during 2020/21. Please be assured that this is a non-qualifying comment on your report and does not affect opinion of the review. I hope this provides clarification, if you have any other queries, please do not hesitate to contact me.

**Lesley Reuben:-**

- Good morning Derek, Please can you have a look and let me know your thoughts on the external audit report in particular the paragraph on the significant weakness in relation to the budgetary process etc.

**Derek Kemp (Accounting Solutions):-**

- Hi Lesley, I am not surprised. This is a direct consequence of your Internal Auditor's report raising the same issue. You will recall that I strenuously refuted the assertion when made by the I A. In as much as it has not been withdrawn from that report, the External Auditor was bound to include it in their opinion. In my opinion, your Budget Setting procedures are entirely adequate and robust, although, as a result of other factors (both economic and political), do not always result in the setting of a Precept as high as it should be. You have little choice but to accept, and report, the External Auditor's report.

11:34

## Summary Income &amp; Expenditure by Budget Heading 01/08/2019

Month No: 5

## 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	2,691	8,857	27,433	18,576			32.3%
	Expenditure	49,072	260,291	623,422	363,131		363,131	41.8%
	Movement to/(from) Gen Reserve	<u>(46,381)</u>	<u>(251,434)</u>					
102	Leisure Centre - Swimming Pool							
	Income	16,680	105,341	374,700	269,359			28.1%
	Expenditure	8,988	48,027	103,400	55,373		55,373	46.4%
	Movement to/(from) Gen Reserve	<u>7,692</u>	<u>57,314</u>					
103	Leisure Centre - Pool Vending							
	Income	53	233	2,000	1,767			11.6%
104	Leisure Centre - Bar							
	Income	11,044	62,948	180,200	117,252			34.9%
	Expenditure	12,070	65,069	178,848	113,779		113,779	36.4%
	Movement to/(from) Gen Reserve	<u>(1,025)</u>	<u>(2,121)</u>					
105	Leisure Centre - Indoor Sports							
	Income	663	3,317	10,200	6,883			32.5%
	Expenditure	971	2,923	17,000	14,077		14,077	17.2%
	Movement to/(from) Gen Reserve	<u>(308)</u>	<u>394</u>					
106	Leisure Centre - Outdoor Sport							
	Income	327	760	4,915	4,155			15.5%
	Expenditure	0	6	1,000	994		994	0.6%
	Movement to/(from) Gen Reserve	<u>327</u>	<u>754</u>					
201	Playing Fields							
	Income	0	0	2,000	2,000			0.0%
	Expenditure	0	2,061	4,000	1,939		1,939	51.5%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,061)</u>					
202	Play Areas							
	Expenditure	0	111	2,000	1,890		1,890	5.5%
203	Milennium 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	250	250	800	550			31.3%
	Expenditure	33	240	775	535		535	31.0%
	Movement to/(from) Gen Reserve	<u>217</u>	<u>10</u>					
301	Roads & Highways							
	Expenditure	0	771	3,100	2,329		2,329	24.9%
302	Community Development							
	Income	2,500	6,745	2,500	(4,245)			269.8%
	Expenditure	764	28,261	42,800	14,539		14,539	66.0%
	Movement to/(from) Gen Reserve	<u>1,736</u>	<u>(21,516)</u>					
801	Corporate Management							
	Expenditure	(550)	(2,750)	(6,600)	(3,850)		(3,850)	41.7%
802	Democratic Rep'n & Mgmt							
	Expenditure	250	1,274	9,000	7,726		7,726	14.2%
803	Civic Expenses							
	Expenditure	0	0	950	950		950	0.0%
901	Central Services							
	Income	0	0	2	2			0.0%
	Expenditure	11,325	55,352	156,701	101,349		101,349	35.3%
	Movement to/(from) Gen Reserve	<u>(11,325)</u>	<u>(55,352)</u>					
902	Outside Services							
	Expenditure	15,212	50,262	104,377	54,115		54,115	48.2%

Continued over page

11:34

## Summary Income &amp; Expenditure by Budget Heading 01/08/2019

Month No: 5

## 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	0	7,370	0	(7,370)			0.0%
	Expenditure	0	39,726	41,103	1,377		1,377	96.7%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(32,357)</u>					
998	Precept & Interest							
	Income	92	358,048	716,126	358,078			50.0%
Grand Totals:- Income		34,299	553,869	1,322,376	768,507			41.9%
Expenditure		98,134	551,625	1,282,376	730,751	0	730,751	43.0%
Net Income over Expenditure		<u>(63,835)</u>	<u>2,244</u>	<u>40,000</u>	<u>37,756</u>			
Movement to/(from) Gen Reserve		<u>(63,835)</u>	<u>2,244</u>					

11:34

## Detailed Income &amp; Expenditure by Budget Heading 01/08/2019

Month No: 5

## 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
<b>101 Leisure Centre - General</b>								
1001 RENT RECEIVED	(2)	25	1,583	1,558			1.6%	
1010 Pavillion Hire	1,083	3,784	6,000	2,216			63.1%	
1011 HALL BLOCK BOOKINGS	297	1,347	2,800	1,453			48.1%	
1013 EQUIPMENT HIRE INCOME	3	5	50	45			10.0%	
1054 Softplay Income	1,088	3,318	16,000	12,682			20.7%	
1080 MISCELLANEOUS INCOME	223	377	1,000	623			37.7%	
<b>Leisure Centre - General :- Income</b>	<b>2,691</b>	<b>8,857</b>	<b>27,433</b>	<b>18,576</b>			<b>32.3%</b>	<b>0</b>
4001 SALARIES & WAGES	40,912	206,398	473,356	266,958		266,958	43.6%	
4003 COST OF TRAINING COURSES	137	537	1,000	463		463	53.7%	
4006 PROTECTIVE CLOTHING	97	1,012	1,200	188		188	84.3%	
4008 TRAINING	0	125	1,200	1,075		1,075	10.4%	
4011 RATES	5,124	25,620	61,950	36,330		36,330	41.4%	
4012 WATER RATES	0	(170)	1,600	1,770		1,770	(10.6%)	
4014 ELECTRICITY	0	893	2,000	1,107		1,107	44.7%	
4015 GAS	133	937	4,500	3,563		3,563	20.8%	
4016 JANITORIAL	301	1,973	4,016	2,043		2,043	49.1%	
4017 HEALTH & SAFETY	53	57	1,250	1,193		1,193	4.5%	
4018 REFUSE DISPOSAL	563	3,199	7,000	3,801		3,801	45.7%	
4021 TELEPHONE & FAX	0	154	900	746		746	17.1%	
4023 STATIONERY/PRINTING	(24)	549	2,000	1,451		1,451	27.4%	
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	0	755	6,000	5,245		5,245	12.6%	
4035 SECURITY COSTS	582	3,518	5,500	1,982		1,982	64.0%	
4036 PROPERTY MAINTCE	475	1,335	10,000	8,665		8,665	13.3%	
4038 MAINTENANCE CTRCTS	112	269	8,000	7,731		7,731	3.4%	
4039 MISC EXPS, XMAS DECORATIONS	3	203	0	(203)		(203)	0.0%	
4040 EQUIPMENT & SMALL TOOLS	17	645	2,500	1,855		1,855	25.8%	
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	513	2,434	5,000	2,566		2,566	48.7%	
4069 Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0%	
4115 LICENCES	75	75	450	375		375	16.7%	
4999 TFR FR EARMARKED RSV	0	(254)	0	254		254	0.0%	
<b>Leisure Centre - General :- Indirect Expenditure</b>	<b>49,072</b>	<b>260,291</b>	<b>623,422</b>	<b>363,131</b>	<b>0</b>	<b>363,131</b>	<b>41.8%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(46,381)</b>	<b>(251,434)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 01/08/2019

Month No: 5

## 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	75	150	4,000	3,850			3.8%	
1020 SWIMMING - PUBLIC	8,268	27,669	65,000	37,331			42.6%	
1021 SWIMMING - LESSONS	4,261	67,291	240,000	172,709			28.0%	
1022 SWIMMING - SCHOOLS	720	1,578	15,000	13,422			10.5%	
1023 SWIMMING - CLUBS	1,796	1,289	15,000	13,711			8.6%	
1024 SALES (STOCK) POOL	311	2,393	9,000	6,607			26.6%	
1025 Pool Parties	313	725	3,000	2,275			24.2%	
1026 One to One Lessons	(50)	326	10,000	9,674			3.3%	
1027 Aqua Fit	271	2,645	6,500	3,855			40.7%	
1028 Lifeguard Courses	750	1,410	6,000	4,590			23.5%	
1080 MISCELLANEOUS INCOME	0	0	1,200	1,200			0.0%	
1099 TILL DISCREPANCIES	(34)	(134)	0	134			0.0%	
Leisure Centre - Swimming Pool :- Income	<u>16,680</u>	<u>105,341</u>	<u>374,700</u>	<u>269,359</u>			<u>28.1%</u>	<u>0</u>
4103 PURCHASES FOR RESALE	46	3,162	6,000	2,838		2,838	52.7%	
Leisure Centre - Swimming Pool :- Direct Expenditure	<u>46</u>	<u>3,162</u>	<u>6,000</u>	<u>2,838</u>	<u>0</u>	<u>2,838</u>	<u>52.7%</u>	<u>0</u>
4008 TRAINING	221	2,499	3,000	501		501	83.3%	
4010 OTHER STAFF COSTS	0	175	0	(175)		(175)	0.0%	
4012 WATER RATES	2,888	9,516	12,000	2,484		2,484	79.3%	
4014 ELECTRICITY	2,149	6,165	25,000	18,835		18,835	24.7%	
4015 GAS	1,681	8,877	28,000	19,123		19,123	31.7%	
4017 HEALTH & SAFETY	417	1,118	1,000	(118)		(118)	111.8%	
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	0	1,872	2,500	628		628	74.9%	
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
4040 EQUIPMENT & SMALL TOOLS	12	448	2,200	1,752		1,752	20.4%	
4042 EQUIPMENT MAINTCE	0	10,869	12,500	1,631		1,631	87.0%	
4060 OTHER PROF FEES	510	1,080	0	(1,080)		(1,080)	0.0%	
4120 POOL CHEMICALS	844	1,739	4,500	2,761		2,761	38.7%	
4125 POOL PURCHASES NOT FOR RESALE	220	507	3,000	2,493		2,493	16.9%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	<u>8,942</u>	<u>44,865</u>	<u>97,400</u>	<u>52,535</u>	<u>0</u>	<u>52,535</u>	<u>46.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>7,692</u>	<u>57,314</u>						
<u>103 Leisure Centre - Pool Vending</u>								
1030 Vending Machine Income	53	233	2,000	1,767			11.6%	
Leisure Centre - Pool Vending :- Income	<u>53</u>	<u>233</u>	<u>2,000</u>	<u>1,767</u>			<u>11.6%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>53</u>	<u>233</u>						

11:34

## Detailed Income &amp; Expenditure by Budget Heading 01/08/2019

Month No: 5

## 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	725	3,625	13,500	9,875			26.9%	
1031 MACHINE INCOME	156	324	2,000	1,676			16.2%	
1032 Tickets	0	0	700	700			0.0%	
1040 BAR INCOME - LOUNGE	9,948	52,764	145,000	92,236			36.4%	
1041 BAR INCOME - HALL	0	4,837	13,000	8,163			37.2%	
1049 CAFE INCOME	199	1,308	4,000	2,692			32.7%	
1056 FUNCTION ROOM HIRE	0	68	2,000	1,932			3.4%	
1099 TILL DISCREPANCIES	16	22	0	(22)			0.0%	
Leisure Centre - Bar :- Income	<u>11,044</u>	<u>62,948</u>	<u>180,200</u>	<u>117,252</u>			<u>34.9%</u>	<u>0</u>
101 PURCHASES - WET STOCK	4,193	23,823	58,725	34,902		34,902	40.6%	
4102 PURCHASES - DRY STOCK	85	1,131	6,000	4,869		4,869	18.9%	
4109 PURCHASES - CAFE	231	946	0	(946)		(946)	0.0%	
Leisure Centre - Bar :- Direct Expenditure	<u>4,509</u>	<u>25,901</u>	<u>64,725</u>	<u>38,824</u>	<u>0</u>	<u>38,824</u>	<u>40.0%</u>	<u>0</u>
4001 SALARIES & WAGES	6,625	33,183	93,718	60,536		60,536	35.4%	
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	256	571	3,000	2,429		2,429	19.0%	
4038 MAINTENANCE CTRCTS	0	0	305	305		305	0.0%	
4040 EQUIPMENT & SMALL TOOLS	0	397	400	3		3	99.4%	
4041 EQUIPMENT HIRE	384	2,479	6,000	3,521		3,521	41.3%	
4051 BANK CHARGES	0	167	850	683		683	19.6%	
4056 LEGAL FEES	0	150	0	(150)		(150)	0.0%	
4060 OTHER PROF FEES	0	300	1,200	900		900	25.0%	
4104 BAR SUNDRIES	59	654	1,000	346		346	65.4%	
110 PROMOTIONS	200	200	3,500	3,300		3,300	5.7%	
4115 LICENCES	0	866	1,500	634		634	57.7%	
4116 GAMING MACHINE DUTY	36	202	1,000	798		798	20.2%	
Leisure Centre - Bar :- Indirect Expenditure	<u>7,560</u>	<u>39,169</u>	<u>114,123</u>	<u>74,954</u>	<u>0</u>	<u>74,954</u>	<u>34.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(1,025)</u>	<u>(2,121)</u>						
<u>105 Leisure Centre - Indoor Sports</u>								
1050 BADMINTON FEES	70	530	2,000	1,470			26.5%	
1051 SNOOKER FEES	401	2,145	5,000	2,855			42.9%	
1052 PARTY ROOM HIRE	175	625	3,000	2,375			20.8%	
1053 SKITTLE ALLEY	17	17	200	183			8.3%	
Leisure Centre - Indoor Sports :- Income	<u>663</u>	<u>3,317</u>	<u>10,200</u>	<u>6,883</u>			<u>32.5%</u>	<u>0</u>



## Detailed Income &amp; Expenditure by Budget Heading 01/08/2019

Month No: 5

## 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
4014 ELECTRICITY	971	2,789	12,000	9,211		9,211	23.2%	
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	971	2,923	17,000	14,077	0	14,077	17.2%	0
Movement to/(from) Gen Reserve	(308)	394						
<u>106 Leisure Centre - Outdoor Sport</u>								
1060 GRASS INCOME	296	692	4,590	3,897			15.1%	
1061 OUTSIDE COURTS	0	43	200	157			21.4%	
1063 Petanque Income	31	25	125	100			20.0%	
Leisure Centre - Outdoor Sport :- Income	327	760	4,915	4,155			15.5%	0
4014 ELECTRICITY	0	6	1,000	994		994	0.6%	
Leisure Centre - Outdoor Sport :- Indirect Expenditure	0	6	1,000	994	0	994	0.6%	0
Movement to/(from) Gen Reserve	327	754						
<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	2,136	2,250	114		114	94.9%	
4115 LICENCES	0	0	250	250		250	0.0%	
Playing Fields :- Indirect Expenditure	0	2,061	4,000	1,939	0	1,939	51.5%	0
Movement to/(from) Gen Reserve	0	(2,061)						
<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						

11:34

## Detailed Income &amp; Expenditure by Budget Heading 01/08/2019

Month No: 5

## 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>204 Allotments</u>								
1001 RENT RECEIVED	250	250	800	550			31.3%	
Allotments :- Income	<u>250</u>	<u>250</u>	<u>800</u>	<u>550</u>			<u>31.2%</u>	<u>0</u>
4012 WATER RATES	33	161	250	89		89	64.5%	
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	79	250	171		171	31.6%	
Allotments :- Indirect Expenditure	<u>33</u>	<u>240</u>	<u>775</u>	<u>535</u>	<u>0</u>	<u>535</u>	<u>31.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>217</u>	<u>10</u>						
<u>301 Roads &amp; Highways</u>								
080 STREET CARE (ex S Glos)	0	771	3,100	2,329		2,329	24.9%	
Roads & Highways :- Indirect Expenditure	<u>0</u>	<u>771</u>	<u>3,100</u>	<u>2,329</u>	<u>0</u>	<u>2,329</u>	<u>24.9%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(771)</u>						
<u>302 Community Development</u>								
1077 GRANTS RECEIVED	0	2,000	0	(2,000)			0.0%	
1082 Filton Festival	2,500	4,745	2,500	(2,245)			189.8%	
Community Development :- Income	<u>2,500</u>	<u>6,745</u>	<u>2,500</u>	<u>(4,245)</u>			<u>269.8%</u>	<u>0</u>
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	280	4,280	4,000	(280)		(280)	107.0%	
4707 GRANTS - YOUTH PROVISION	0	12,500	17,500	5,000		5,000	71.4%	
4708 GRANTS - COMM'Y PARTNERSHIP	0	0	3,500	3,500		3,500	0.0%	
4711 GRANTS - S137 GENERAL	0	(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	484	11,518	6,500	(5,018)		(5,018)	177.2%	
Community Development :- Indirect Expenditure	<u>764</u>	<u>28,261</u>	<u>42,800</u>	<u>14,539</u>	<u>0</u>	<u>14,539</u>	<u>66.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>1,736</u>	<u>(21,516)</u>						
<u>801 Corporate Management</u>								
4004 PENSION DEFICIT	(550)	(2,750)	(6,600)	(3,850)		(3,850)	41.7%	
Corporate Management :- Indirect Expenditure	<u>(550)</u>	<u>(2,750)</u>	<u>(6,600)</u>	<u>(3,850)</u>	<u>0</u>	<u>(3,850)</u>	<u>41.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>550</u>	<u>2,750</u>						

## Detailed Income &amp; Expenditure by Budget Heading 01/08/2019

Month No: 5

## 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>802 Democratic Rep'n &amp; Mgmt</u>								
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	250	1,274	3,000	1,726		1,726	42.5%	
4065 MEETING COSTS	0	0	100	100		100	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	<u>250</u>	<u>1,274</u>	<u>9,000</u>	<u>7,726</u>	<u>0</u>	<u>7,726</u>	<u>14.2%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(250)</u>	<u>(1,274)</u>						
<u>803 Civic Expenses</u>								
4066 CHAIRMANS ALLOWANCE	0	0	950	950		950	0.0%	
Civic Expenses :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>950</u>	<u>950</u>	<u>0</u>	<u>950</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
<u>901 Central Services</u>								
1001 RENT RECEIVED	0	0	2	2			0.0%	
Central Services :- Income	<u>0</u>	<u>0</u>	<u>2</u>	<u>2</u>			<u>0.0%</u>	<u>0</u>
4001 SALARIES & WAGES	9,382	45,751	114,201	68,450		68,450	40.1%	
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	0	11	1,600	1,589		1,589	0.7%	
4020 SUNDRY OFFICE & IT COSTS	613	1,788	3,000	1,212		1,212	59.6%	
021 TELEPHONE & FAX	15	220	750	530		530	29.3%	
4022 POSTAGE	176	529	750	221		221	70.6%	
4023 STATIONERY/PRINTING	102	392	800	408		408	49.0%	
4024 SUBSCRIPTIONS	45	(49)	2,100	2,149		2,149	(2.3%)	
4026 PHOTOCOPY CHARGES	0	144	2,500	2,356		2,356	5.8%	
4027 OFFICE EQUIPMENT	0	48	500	452		452	9.6%	
4051 BANK CHARGES	195	332	900	568		568	36.9%	
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	797	4,544	12,000	7,456		7,456	37.9%	
4060 OTHER PROF FEES	0	1,592	3,000	1,408		1,408	53.1%	
Central Services :- Indirect Expenditure	<u>11,325</u>	<u>55,352</u>	<u>156,701</u>	<u>101,349</u>	<u>0</u>	<u>101,349</u>	<u>35.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(11,325)</u>	<u>(55,352)</u>						

## Detailed Income &amp; Expenditure by Budget Heading 01/08/2019

Month No: 5

## 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>902 Outside Services</u>								
4001 SALARIES & WAGES	8,034	38,334	91,627	53,293		53,293	41.8%	
4006 PROTECTIVE CLOTHING	0	0	500	500		500	0.0%	
4008 TRAINING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTCE	955	3,450	1,500	(1,950)		(1,950)	230.0%	
4037 GROUNDS MAINTENANCE	953	1,631	2,500	869		869	65.2%	
4040 EQUIPMENT & SMALL TOOLS	30	111	2,000	1,889		1,889	5.5%	
4041 EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042 EQUIPMENT MAINTCE	4,687	5,007	3,000	(2,007)		(2,007)	166.9%	
4044 VEHICLE FUEL,OIL & MAINT	552	1,729	2,500	771		771	69.2%	
Outside Services :- Indirect Expenditure	<u>15,212</u>	<u>50,262</u>	<u>104,377</u>	<u>54,115</u>	<u>0</u>	<u>54,115</u>	<u>48.2%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(15,212)</u>	<u>(50,262)</u>						
<u>909 Capital &amp; Projects</u>								
1074 CIL Income	0	7,298	0	(7,298)			0.0%	
1077 GRANTS RECEIVED	0	71	0	(71)			0.0%	
Capital & Projects :- Income	<u>0</u>	<u>7,370</u>	<u>0</u>	<u>(7,370)</u>				<u>0</u>
4054 LOAN INTEREST PWLB	0	612	2,441	1,829		1,829	25.1%	
4055 LOAN CAPITAL REPAID	0	6,744	13,662	6,918		6,918	49.4%	
4975 CAP - Toilet Refurbishment	26	3,764	0	(3,764)		(3,764)	0.0%	
4976 CAP-Bar Roof	0	599	0	(599)		(599)	0.0%	
4977 CAP - Sport Equipment	0	3,297	0	(3,297)		(3,297)	0.0%	
4992 FUNDING FROM R CAP FUND	(26)	(7,588)	0	7,588		7,588	0.0%	
4993 TFR TO ROLLING CAPITAL FUND	0	25,000	25,000	0		0	100.0%	
4998 TFR TO EARMARKED RSV	0	7,298	0	(7,298)		(7,298)	0.0%	
Capital & Projects :- Indirect Expenditure	<u>0</u>	<u>39,726</u>	<u>41,103</u>	<u>1,377</u>	<u>0</u>	<u>1,377</u>	<u>96.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(32,357)</u>						
<u>998 Precept &amp; Interest</u>								
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	92	485	1,000	515			48.5%	
Precept & Interest :- Income	<u>92</u>	<u>358,048</u>	<u>716,126</u>	<u>358,078</u>			<u>50.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>92</u>	<u>358,048</u>						

## Detailed Income &amp; Expenditure by Budget Heading 01/08/2019

Month No: 5

## 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
Grand Totals:- Income	34,299	553,869	1,322,376	768,507			41.9%	
Expenditure	98,134	551,625	1,282,376	730,751	0	730,751	43.0%	
Net Income over Expenditure	<u>(63,835)</u>	<u>2,244</u>	<u>40,000</u>	<u>37,756</u>				
Movement to/(from) Gen Reserve	<u>(63,835)</u>	<u>2,244</u>						

## Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
		Asset Value	Depreciation	Net Value
	<u>Fixed Assets</u>			
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
	<b>Total Fixed Assets</b>	<b>3,009,470</b>	<b>2,145,537</b>	<b>863,933</b>
	<u>Current Assets</u>			
105	VAT CONTROL	258		
118	UNALLOCATED BANK RECEIPTS	(75)		
120	STOCK - BAR	4,340		
121	STOCK - LEISURE	642		
0	BANK ACCOUNT-GENERAL	28,063		
201	BANK IMPREST WAGES AC	82,299		
220	PETTY CASH - OFFICE	57		
221	PETTY CASH - BAR	522		
225	FLOAT - BAR	900		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	865		
245	CCLA Public Sector Investment	40,000		
250	CHANGE CONTROL AC	280		
	<b>Total Current Assets</b>		<b>158,252</b>	
	<u>Current Liabilities</u>			
500	TRADE CREDITORS	10,644		
510	ACCRUED EXPENSES	2,705		
525	PAYE AND NI DUE	10,724		
526	SUPERANNUATION DUE	8,030		
528	A of E CONTROL	83		
	<b>Total Current Liabilities</b>		<b>32,186</b>	
	<b>Net Current Assets</b>			<b>126,065</b>
	<b>Total Assets less Current Liabilities</b>			<b>989,998</b>
	<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	44,255		
	<b>Total Long Term Liabilities</b>		<b>304,472</b>	
	<b>Total Assets less Total Liabilities</b>			<b>685,527</b>
	<u>Represented by :-</u>			
300	CURRENT YEAR FUND	2,244		
310	GENERAL FUND	72,917		
315	ROLLING CAPITAL FUND	26,830		
325	EMR 4 Towns Play Association	300		

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2019

---

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
328	EMR Elections	12,451	
329	EMR CIL	7,298	
330	CAPITAL FINANCE ACCOUNT	563,487	
		<hr/>	<hr/>
	Total Equity		685,527

---

**FTC - GRANTS 2017/18 onwards**

Community Development Grants	Grants Awarded 2016/17	Grants Requested 2017/18	Grants Awarded 2017/18	2018/19 Budget Figures	2019/20 Budget Figures	2019/20 Grants Requested	2019/20 Grants Awarded
North Bristol Advice	£500.00	£500.00	£500.00	£500.00	£500.00		
Twinning Association	£300.00	£300.00	£300.00	£300.00	£300.00		
Four Towns Transport	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00		
Four Towns Play Association	£4,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00		
Grants Youth Provision (Pyramid & St Andrews)	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£2,500.00	
Southern Brooks Community Partnership	£3,500.00	£3,500.00	£3,500.00	£3,500.00	£3,500.00		
	<b>£19,300.00</b>	<b>£19,300.00</b>	<b>£19,300.00</b>	<b>£19,300.00</b>	<b>£19,300.00</b>	<b>£2,500.00</b>	<b>£0.00</b>

GRANTS S137 GENERAL	Grants Awarded 2016/17	Grants Requested 2017/18	Grants Awarded 2017/18	Grants Awarded 2018/19	Grants Requested 2019/20	Grants Awarded 2019/20
St Peters Hospice	£300.00	£500.00	£500.00	-		
Survive South Glos.	£1,000.00	£0.00	0	-		
The Volunteer Centre	£250.00	£500.00	£250	£250.00		
The West of England MS Therapy Centre	£300.00	£0.00	£0	£350.00	£350.00	
Girl Guiding Filton Rangers	£0.00	£1,090.00	£500.00	-		
Jessie May Charity	£0.00	£500.00	£500.00	-		
Filton Concert Brass	£0.00	£1,250.00	£1,250.00	-	£2,580.00	
St Valliers AFC	£450.00	£500.00	-	-		
Above & Beyond	£0.00	£0.00	£0	£500.00	£500.00	
Community Nice Again Event	£0.00	£0.00	£0	£0.00		
Filton Twinning Association	£0.00	£0.00	£0	£1,200.00		
Citizens Advice	£0.00	£0.00	£0	£0.00	£438.00	
Mortimer Road Allotments	£0.00	£0.00	£0	£2,545.00		
	<b>£2,300.00</b>	<b>£4,340.00</b>	<b>£3,000.00</b>	<b>£4,845.00</b>	<b>£3,868.00</b>	<b>£0.00</b>

Total money for grant allocation

£6,500.00

Money remaining for these applications

£1,655.00

£6,500.00



Grant Applications 2019-2020

Date	Organisation	Contact	Address	Phone	Charity No.	Amount requested	To Spend On
26.4.2019	The West of England MS Therapy Centre	Doro Pasantes	Bradbury House, Wheatfield Drive, Bradley Stoke Bristol BS32 9DB	01454 628722	801155	£350.00	Towards operational costs of an oxygen chamber.
14.6.2019	Above and Beyond	Anna Little	The Abbots House, Blackfriars, Bristol, BS1 2NZ	0117 3700845	1170973	£500.00	Towards reaching target amount of £3287.22 to purchase and rainbow tube.
24.6.2019	Filton Concert Brass	James Bryant	32 Laxey Road, Horfield, Bristol, BS7 0JA	078221986653		£1,400.00	35 embroidered uniform jackets
24.6.2019	Filton Concert Brass	James Bryant	32 Laxey Road, Horfield, Bristol, BS7 0JA	078221986653		£1,180	Christmas performance, venue, music licencing, printing and advertising
30.09.2019	Citizens advice South Gloucestershire	Rebecca Brown	Kennedy Way Yate BS37 4DQ	01454 313099	1037480	£438.00	Volunteer expenses. Asking for funding to support volunteer expenses associated with Filton residents this totals £438.00 (£3.25 x 135 clients).
28.09.2019	Pyramid Youth Club	Mr C Bradford	470 Filton Avenue, Northville, BS7 0LN	0117 9691315	275508	£2,500.00	To enable keep the doors open for the young people in the area, providing them with a safe place which is fit for purpose. To meet and engage in the house activities available, supported by dedicated qualified staff.

Thank you for the email. I like the idea of the historical overlay, however if the priority is to highlight green spaces and make it easy to follow for families and children, then overlaying the maps might be a bit confusing to read. It might be better to incorporate the 1960's map into the leaflet as a close up or as a page in the leaflet - perhaps still overlaying the current green spaces on the main map still to contextualise it to the main map? Do you know of any/have access to any maps of the area from that time frame? I'm happy to incorporate this in with the original quote for the map as it would act as one of the close ups.

Therefore the work on the brochure and map would be much the same as the original quote I sent you (see reattached). The main variable will be the number of prints you need, as this is the biggest cost. If you could let me know how many printed copies then I can refine the quote further. Additionally I estimated at 8 close up illustrations, please let me know if you would like more/less as this will effect the quote also. Let me know if you have a specific budget and I can see what can be done to tailor it to fit.

Please let me know if / when you'd like me to reach out to the communities in the area for some further inspiration too, the more input like this the better!

Here is an overview of the process as I see it - after we've received feedback from the community etc and resolved a firm idea of the content and layout, I'll do a rough for you of the map, close ups, title and overall layout. Then taking your feedback into account, I can do a revised rough, before finally commencing with the final artwork. On completion of this there will also be an opportunity to make tweaks as we get samples from the printers etc. This should ensure we are on the same page each step.

Feel free to call if you have any questions,

Aidan

tel: 07772357237

whereaboutsmaps.com

Twitter

Instagram

Facebook



**Whereabouts Maps**  
Upper Lodge  
Tetton Estate  
Kingston St Mary  
Taunton  
Somerset TA5 8JB

## Whereabouts Maps

**QUOTE FOR: GREEN SPACE MAP FOR FILTON**

**KEY CONTACT: CARLA WESTCOTT 01454 866698**

<b>MAIN MAP ARTWORK</b>	<b>£500</b>
<b>TITLE IMAGE (INCL. TYPOGRAPHY &amp; COVER DESIGN)</b>	<b>£450</b>
<b>SPOT ILLUSTRATIONS (£100 EACH, BASED ON APPROXIMATE OF 8)</b>	<b>£800</b>
<b>DESIGN, LAYOUT &amp; PRINT PREPERATION</b>	<b>£500</b>
<b>PRINTING COSTS (9,000 LEAFLETS (50X35CM) COLOUR - 2 SIDES)</b>	<b>£1200</b>
<b>RESEARCH FEE *</b>	<b>TBC</b>

**TOTAL - £3,450 + RESEASRCH FEE**

**\* Research Fee - £120 per day**

Thank you.

AIDAN MEIGHAN



# Discover Patchway

## MAP WITH TOUR GUIDE TO CALLICROFT, CHARLTON HAYES & CONISTON

the parks, nature reserves spaces across Patchway er and enjoy.

highlighted on the map are free public at all times, except for teen spaces are wheelchair friendly suitable paths too.

possible walking routes on way library and pick up of walking routes for the rshire. You can also th' group - find out /walking-for-health visit the Patchway nformation.

of the railway tunnel ies of large spoil heaps, and they are a natural s has been turned BMX it "scape he last "mp" s can...

in Patchway, there's plenty here for you to do, a skatepark, a cricket pitch, a marked jogging . The children's play area is well equipped pment and there's more than enough room Don't miss the annual Patchway Festival and out the year

It is a modern basketball court and decent sized n. Easily accessible paths lead you to the play park woodland area for more adventurous play. If you find s of change, for an outdoor activity ce@s as.gov.uk and let them know when

space, perfect for ball games, frisbee or so is also great for dog walking. A quiet, is provided as well as a basketball hoop.

it of nothing was the idea behind ne in the area. It is a valued green ents who use it for small events, es or simply to relax in. Raised ries, vegetables, herbs and

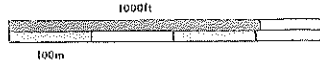
f the parkland a Roman road the Roman Nowadays - colourful il-May) on ou can spy

- Schools
- Libraries
- Centres
- Toilets
- Car parks



### LOOKING AFTER PATCHWAY'S WILDLIFE

- 1 Not only has Patchway plenty of public outdoor spaces, is also a rich network of ponds and gardens, which prov and vital refuge for all kinds of wildlife, including hedgeg badgers, amphibians, birds, bats and insects.
- 2 Help keep Patchway's wildlife safe by picking up litter w out and about. If you're lucky you might spy a buzzard, l even a deer on your outdoor adventure.
- 3 Create wildlife-friendly habitats by leaving areas of your - piles of leaves and sticks are perfect. Leave gaps unda fences so hedgehogs and other wildlife can travel easily
- 4 Make your own pond to support amphibians, but please fish in them as they quickly eat other wildlife. Visit frogg top tips on pond construction and guidance.
- 5 Visit [rspb.org.uk](http://rspb.org.uk) for tips on how to feed wild birds and put up bird boxes along with lots of other interesting information on bird life.



**16 RINGSFIELD LANE TEMPORARY GREEN**  
This grassy area, which will be the site of a new school in 2019, is big enough for a game of 5-a-side football. There's plenty of room to spread out and enjoy a picnic near the planters, which are filled with herbs and flowers.

**10 SPARROWBILL GREEN PARK**  
This important green space and safe, fenced play area provides an oasis in the heart of this area. There is a range of modern play equipment and plenty of seating to relax in. Discover herbs and other edible food in the planters around the park space.

**14 BLAKENEY ROAD ALLOTMENTS**  
A bustling allotment area with a community allotment and wildflower meadow for those who haven't got their own plot and want to get involved in the great outdoors. There's weekly community sessions, open to all, where you can learn gardening skills, meet some new people and relax with a cup of tea.

**13 PARADO COMMUNITY GARDEN**  
Check out the incredible garden of edible food maintained and created by the young people at the youth centre. Working to keep it looking tidy and producing lovely fruit, vegetables and herbs all year round, this is a project open for local families and young people to get involved in - and enjoy eating the results, of course!

### FORAGING SPOTS

- Scattered throughout the Patchway area are a number of you can pick your own food, for free! We've included so this guide and highlighted where you can forage on the
- 15 Cooking apples (Sept-Oct), wild cherry trees (June blackberries (Aug-Oct), sloe berries (near allotment)
  - 16 Yellow and red plums (May-June), blackberries (Aug-Oct)
  - 17 Cooking apples (Sept-Oct), Bristol onions (amongst the grass, Spring-Summer)
  - 18 Blackberries (Aug-Oct), sloe berries (Oct-Nov), black flowers (June), hazelnuts (Sept-Oct)
  - 19 Blackberries (Aug-Oct), sloe berries (Oct-Nov), black flowers (June), wild flowers (all year)

Time: 11:47

## BANK ACCOUNT-GENERAL

## List of Payments made between 01/08/2019 and 31/08/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2019	Virgin Mobile - DD	DDR	18.58		2716-Telephone bill June
02/08/2019	HMRC NNDS	DDR	35.95		Machine Duty 9.5-4.7.18
03/08/2019	POOL TAKINGS CASHBOOK	PC03REV	49.60		
05/08/2019	Co-op Bank Sweep Fee	DDR	10.00		Service Charge
05/08/2019	Co-op Bank	DDR	164.62		Bank charges
05/08/2019	Delta Card Fees	DDR	0.10		Delta Card Fees
08/08/2019	Capital Cleaning (Kent) Ltd	5001	245.77		2826-Cleaning materials
08/08/2019	DCK Accounting Solutions Ltd	5002	956.82		2818-Contract visit
08/08/2019	DL I.T. Solutions Ltd	5003	232.80		2821-Vigor wireless router
08/08/2019	Filton Voice Ltd	5004	300.00		2820-Filton voice in advance
08/08/2019	Fleet (Line Markers) Ltd	5005	602.10		2814-Pitchmarker Super 10 ltr
08/08/2019	Fortyfour Creative	5006	105.00		2809-A5 Leaflets
08/08/2019	KN Office Supplies Ltd	5007	50.40		2819-A4 white copier paper
08/08/2019	Lewis Creaven	5008	200.00		2808-Live music performance
08/08/2019	Marcella Manzilli	5009	100.00		2810-Spin class June 19
08/08/2019	OFCOM	5010	75.00		2807-Licence fee for equip
08/08/2019	Nikki Pitkin	5011	75.00		2813-Aquafit class July
08/08/2019	RLSS UK Enterprises Ltd	5012	781.00		2812-NPLQ candidate pack
08/08/2019	South Gloucestershire Council	5013	976.44		2822-Payroll services- Apr-Jun
08/08/2019	Ernest Till (South West) & co	5014	307.20		2828-Blocked basin-bar
08/08/2019	Travis Perkins Trading Co Ltd	5015	38.06		2815-Whitewood planed timber
08/08/2019	Viridor Waste Management Ltd	5016	967.92		2824-Waste collection
12/08/2019	Zen Internet Ltd - DD	DDR1	25.52		2823-Zen monthly charge
15/08/2019	FIS Payments (UK) Ltd - DDR	DDR2	523.07		2315457/2873/FIS Payments (UK)
15/08/2019	Bar petty cash	008912	168.99		Bar petty cash
15/08/2019	Reverse incorrect payment	REV008912	-168.99		Reverse incorrect payment
20/08/2019	BANK ACCOUNT-IMPREST	Tfr	70,000.00		Wages A/C
21/08/2019	Total Gas & Power Limited - DD	DDR3	1,165.67		2829-Elec July 2019
21/08/2019	Total Gas & Power Limited - DD	DDR4	2,579.27		2827-Elec July 2019
22/08/2019	CryoService Ltd - DD	DDR	192.70		2751-Monthly cylinder rent
22/08/2019	DL I.T. Solutions Ltd	DDR1	216.00		Purchase Ledger Payment
23/08/2019	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
27/08/2019	Four Towns Play Association	5017	280.00		26A/2901/Four Towns Play Assoc
27/08/2019	Box Steam Brewery Limited	5018	172.80		INV061356/2865/Box Steam Brewe
27/08/2019	C. Brewer & Sons Ltd	5019	131.08		FLT/321089/2855/C. Brewer & So
27/08/2019	Tolchards Ltd	5020	1,017.16		TPIG5656/2890/Tolchards Ltd
27/08/2019	Miss Rosalind A Cranham	5021	80.00		001/2866/Miss Rosalind A Cranh
27/08/2019	C & R Fencing	5022	642.00		18233/2868/C & R Fencing
27/08/2019	Filton Voice Ltd	5023	300.00		4411/2872/Filton Voice Ltd
27/08/2019	Gazprom Marketing & Trading Re	5024	2,157.00		INV00598216/2875/Gazprom Marke
27/08/2019	Instyle Marketing Services	5025	31.20		15002/2877/Instyle Marketing S
27/08/2019	JTS Snack Foods	5026	325.75		16077009/2881/JTS Snack Foods
27/08/2019	JWH Training	5027	80.00		19/02/2882/JWH Training
27/08/2019	Lawrence Geraghty	5028	120.00		17819/2876/Lawrence Geraghty
27/08/2019	Loomis UK Ltd	5029	620.28		0333915/2883/Loomis UK Ltd
27/08/2019	Cape Meridian Ltd	5030	39.00		2019/07/035/2863/Cape Meridian
27/08/2019	Open Spaces Society	5031	45.00		70279/2884/Open Spaces Society

Time: 11:47

## BANK ACCOUNT-GENERAL

## List of Payments made between 01/08/2019 and 31/08/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/08/2019	RLSS UK Enterprises Ltd	5032	66.02		SR1335079-1/2900/RLSS UK Enter
27/08/2019	South Gloucestershire Council	5033	5,275.20		Purchase Ledger Payment
27/08/2019	St Austell Brewery Company Ltd	5034	4,450.93		2292787/2898/St Austell Brewer
27/08/2019	Travis Perkins Trading Co Ltd	5035	1,444.20		3015AOH312/2894/Travis Perkins
27/08/2019	WCS Group	5036	7,136.04		124567/2862/WCS Group
27/08/2019	Brenntag UK Ltd	5037	287.56		47SI4773958/2946/Brenntag UK L
27/08/2019	Lister Wilder	5038	5,480.74		652501/2947/Lister Wilder
27/08/2019	DL I.T. Solutions Ltd	DDR2	371.87		2825-Ratepayers Fibre broadband
27/08/2019	Everflow Ltd	DDR3	1,435.56		Purchase Ledger Payment
27/08/2019	Butcombe Brewery - DD	DDR4	90.65		2757-Bar stock
29/08/2019	Pitney Bowes - DD	DDR6	177.00		BG698813/2885/Pitney Bowes - D
30/08/2019	Change Order	660	660.00		Change Order

<b>Total Payments</b>	<u>119,035.63</u>
-----------------------	-------------------