



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

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

Town Clerk: Lesley Reuben

Tel: 01454 866698

FULL COUNCIL MEETING (Finance & General Purposes) – All Town Council Members

9th January 2020

Dear Member

A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 14th January 2020 at 7.30p.m** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

L.A.Reuben
Town Clerk.

AGENDA

Part 1

1. Apologies for Absence
2. Declarations of Interest
3. **Presentation of 2020/21 revised Budget provision by Derek Kemp – Accounting solutions (Appendix 1)**
4. **To resolve to demand the 2020/21 Precept requirement on South Glos Council of £981,785 (£315.28 per band D property)**
5. To approve the Minutes of the meeting held 12th November 2019 (pages 1-2)
6. Matters of report arising from the minutes not otherwise covered by the Agenda
7. Public Participation
8. Audit Report – (pages 3-9)
9. YTL Arena Update
10. 106 Funding Application - MUGA
11. Defibrillators – change of funding requirement
12. Leisure Centre price increases (page 10)
13. Payments for information (pages 11-13)

Part 2 – resolution to exclude press and public

1. Minutes of the Staffing Committee held 3rd December 2020 (page 14)
2. Leisure Centre Options Appraisal – timetable (page 15)

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

F.047 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.048 DECLARATION OF INTEREST: There were none.

F.049 PRESENTATION OF 2020/21 DRAFT BUDGET BY DEREK KEMP

ACCOUNTING SOLUTIONS: Derek Kemp (Accounting Solutions) presented the draft 2020/21 budgets. It was explained that income in the Leisure Centre and bar was significantly down and expenditure budgets were over. This was down to a few things but mainly due to the maintenance needed to keep the ageing building open. The increase on precept for 2020/21 was looking to be between 25%-30%, depending on the national agreement figures. The below questions were raised by councillors;

- How much will a 30% increase be in monetary terms? £1.52 per week in a Band D property, Concerns were raised over how residents who's income was only covered by their pension would be able to afford this increase.
- Is the Ratepayers actually losing money? The Ratepayers is projected to lose £10,869 in 2019/20.
- What is needed to reduce the percentage increase? The Council's best option would be to shut the Leisure Centre or outsource to a trust. The Leisure Centre expenditure makes up 70% of the overall budget. It was noted that the council office were due to bring a report back to the March meeting from a consultancy outlining the best options. This process would need to involve local residents; a local referendum was suggested as an option.
- It was noted that the precept documentation would need to be back with the district council by the end of January, which did not leave enough time to consult with residents properly on their thoughts about the Leisure Centre. Derek was thanked for his time and it was noted that budgets would be looked at again in January.

Derek Kemp left the meeting at 8.30pm

F.050 MINUTES: The minutes of the meeting held Tuesday 08th October 2019 were approved as an accurate record, after noting that Cllr Tucker has given his apologies at the meeting.

F.051 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

F.052 PUBLIC PARTICIPATION: No public questions.

F.053 GREEN SPACES LEAFLET: After a short discussion it was proposed, seconded and **Agreed:** unanimously to agree to the leaflet in principle once grant funding had been secured.

F.054 COMMUNITY PLAN UPDATE: It was noted that the council would be purchasing trees from South Gloucestershire Council and would be holding a tree planting day. An event day was also due to be held at FACE youth centre

for loneliness and isolation. The next older peoples forum would be held in early December at SHE7.

F.055 PLANNING APPLICATIONS: No applications

F.056 PAYMENTS FOR INFORMATION: The Document was noted.

The Chair closed the meeting to the Public at 8.45pm

Confidential Appendix

F.057 Minutes of the staffing committee held Tuesday 05th November 2019: The minutes of the meeting were noted.

F.058 Time Management System: It was unanimously **Agreed:** to put this on hold until the new financial year after the presentation from accountant regarding current finances.

F.059 Van Purchase: After a short discussion surrounding specification on the van it was proposed, seconded and **Agreed:** to request that the maintenance manager look into costings for a low emission second hand vehicle, also to check with Patchway Town Council and Stoke Gifford Town Council to see if a van share option would be viable.

The Chair closed the meeting at 9.10pm

Audit Report

Filton Town Council – In Year Assurance Audit 2019/20

Audit Plan Year: Sept – Dec 2019

Audit Status: Audit Completed

Audit Review Dates: 25th & 26th November 2019

Report Distributions

Lesley Reuben – Clerk Lesley.Reuben@filtontowncouncil.gov.uk

Darryl Collins - Chair of the Council Darryl.Collins@filtontowncouncil.gov.uk

Objective

The objective of the audit was to provide an independent opinion on the appropriateness of the financial control procedures operated in the Council. Rachel Massey examined these procedures.

Overview

The Town Council has 13 Councillors who sit across 3 committees and the Town Council office is staffed by 3 members of staff.

The 2019/20 annual precept was set at £710,184. A considerable increase in the 2020/21 precept is proposed to £930,222. It is hoped that this will help to address the budget issues identified

The Council contracts an accountant twice a month who maintains the RBS Omega Accounting system. He produces monthly income and expenditure reports which are presented to full council. In the recent precept budgeting document dated 08/11/2019, the accountant has recommended that the minimum reserves should be equal to 3 months net revenue expenditure in 20/21. This equates to £208,530. The council are therefore predicting a short fall of -£146,836 to meet this figure. This is due to increasing costs associated with the Leisure Centre. A consultation with the local residence regarding the future of the facility is planned for the early 2020.

Three out of five recommendations from the previous audit conducted in January 2019 have been addressed, but two still remain an issue. Please see action plan below for details.

Opinion

The highlighted wording in the table below provides the opinion for this internal audit review and its accompanying description.

High Standard	Systems and processes are excellent providing good assurance. Significant strengths have been identified and are to be commended, any recommendations made will serve to further strengthen existing arrangements.
Reliable Standard	There are very few significant matters arising from the audit, systems of control are good and provide reasonable assurance.
Improvements Required	Existing procedures need to be improved in order to ensure that they are fully reliable. Extensive recommendations have been made but the issues are not of such a significance to represent a major risk to the Council.
Significant Improvements Required	Existing procedures are weak and reasonable assurance could not be provided over a number of areas. Prompt action is necessary to improve the situation and avoid unnecessary risks.

1. Key Strengths

- The Full Council meet twice a month, one of these meetings is dedicated to Finance. All minutes are signed by the Chair at the following meeting. Supporting documentation is retained on file;
- Setting and approval of budget has been clearly documented in the meeting minutes;

2. Key Risks

- Delays in bank processing of income received;
- Hire agreements are not provided to the swimming pool hirers;
- Decrease in projected income and reliance on reserves;
- One Bank mandate were unavailable and one has the name of an ex-employee listed;
- Purchase ordering is not consistently used across all council purchasing.

3. Key Actions

- To investigate further where the outstanding cheques and cash credits are within the banking process;
- Continue to explore cost savings in order to budget more efficiently;
- To obtain a copy of the Bank Mandates and retain on file;
- Utilise the existing financial management system to its full potential to ensure that a consistent approach to purchasing is adopted across all areas.

Advisory points

- Proposed 2020 price list has been completed by the Leisure centre manager. Once approved, it would be good practice to display leisure centre and allotment prices on the website.
- A signed copy of the budget was not sighted by the auditor. A signature from the chair is recommended as approval of the budget;
- On-line banking should be explored to help reduce the costs associated with producing and posting large amounts of cheques;
- Any honorarium payments are required to be approved by Council and recorded in the minutes;
- Please ensure that the cashing up process is always authorised by a supervisor as well as the cashier;
- Within a public building, such as the Leisure Centre, it would be good practice to ensure that Portable Appliance Testing is conducted regularly. Please see link below to HSE website which gives some useful info. <http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

4. Follow Up

As part of our assurance work we will also review audit findings from the In Year audit by way of a follow up. We must advise you that as per External Audit requirements we are no longer able to provide a 'Partial' audit opinion on the AGAR (the Annual Governance and Accountability Return). Therefore any audit finding resulting in a 'Partial' or 'No' rated Control Objective at the In Year audit, still remaining not implemented by the Year End audit, will now have to be submitted as a 'No' rating on the AGAR.

All of the matters arising from the audit are detailed in the Action Plan together with suitable recommendations.

5. The Control Environment

Key Control Objectives		Achieved?
A.	Appropriate accounting records have been kept properly throughout the year.	Yes
B.	The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	Yes
C.	The council assessed the significant risks to achieving objectives and reviewed the adequacy of arrangements to manage these.	Yes
D.	The annual precept requirement resulted from an adequate budgetary process; progress against budget was regularly monitored; and reserves were appropriate.	Partially
E.	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	Partially
F.	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes
G.	Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Yes
H.	Asset and investment registers were complete and accurate and properly maintained.	Yes
I	Periodic and year-end bank account reconciliations are properly carried out.	N/A
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	N/A
K	IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2019/20 AGAR</i>)	N/A
L	During summer 2019 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirement of the Accounts and Regulations.	N/A
M	(For local councils only) Trusts funds (including charitable) – The council met its responsibilities as a trustees.	N/A

6. Auditors & Acknowledgements

Audit Manager	Justine Lawson
Auditor/s	Rachel Massey

Audit Report:

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
Priority: High				
1	<p>Banking – Paying in slips</p> <p>Audit have checked the Co-operative bank paying in book from 18/10/19 - 14/11/19. Each cash or cheque credit has been checked off against the bank statement going up to 20/11/19. Three cheque receipts which were logged as taken by Loomis were missing on the statement, even though credits either side of the paying in book have been cleared.</p> <p>The missing payments were: 431 -£177 - 06/11/19 406 - £150 - 20/10/19 402- £237.50 - 18/10/19</p> <p>The Town Council Support Officer has reported on going processing problems with Loomis the cash collectors and Co-operative Bank taking a long time to clear funds.</p>	<p>Cash or cheques could be incorrectly credited to the wrong account. Risk of fraud. Undue criticism of staff.</p>	<p>Recommendation to investigate further where the outstanding cheques and cash credits are within the banking process.</p> <p>The Council currently pays £5,000 in annual charges to the bank for this service.</p> <p>Loomis charges equate to £7440 per annum.</p>	<p>Responsible Officer Clerk / Town Council Support Officer.</p> <p>Target Implementation Date ASAP</p>
2	<p>Cash-Flow and Reserves</p> <p>We are pleased to note that since the previous Audit, the cost savings have made an improvement within expenditure and therefore the council are not predicting to be in a deficit position by the 31st March.</p>	<p>The Town Council may not have enough income in the future to manage the Leisure Centre effectively.</p>	<p>The Town Council has developed a cost savings programme with the support of an external accountant. This cost saving programme should be closely monitored to ensure the cost savings are realised and NALC recommended levels of reserves are achieved.</p>	<p>Responsible Officer Full Council / The Clerk</p> <p>Target Implementation Date 06/02/2020</p>

Audit Report:

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
	<p>But as reserves are being used to fund expenditure, this still remains a recommendation from the previous audit.</p> <p>2019/20 reserves are predicted to be £21,694 by 01/04/2020.</p> <p>NALC guidelines of a minimum of 3 months expenditure within reserves are still not being achieved.</p>			
Priority: Medium				
3	<p>RBS Omega purchase orders / Invoicing system</p> <p>No standard system for raising purchase orders or invoices is currently in operation.</p>	<p>Non-compliance with Financial Regulations section 10.</p> <p>Budget reports maybe inaccurate due to committed expenditure not being accounted for.</p>	<p>RBS Omega accounting software is capable of producing purchase orders and invoices within the system</p> <p>The Town Council should review their various processes and ensure that approved procedures within the Financial Regulations are being adhered with.</p> <p>If all purchase order commitments and invoices across the Council are put through this system, this will help to keep track of the budget more accurately and streamline the process for all staff.</p>	<p>Responsible Officer Clerk / Office Team / Leisure centre manager</p> <p>Target Implementation Date 06/02/2020</p>
4	<p>Bank Mandates</p> <p>The Bank Mandates for the Co-operative Bank and Natwest Bank were unavailable at</p>	<p>Bank mandates may not be up to-date.</p> <p>Bank accounts and cheque stationery may</p>	<p>The Clerk has requested copies of the completed mandates from the relevant banks. These should be</p>	<p>Responsible Officer The Clerk</p>

13/12/2019

6/7

Audit Report:

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
	<p>the time of the audit.</p> <p>The Natwest mandate has since been provided, but an ex office employee is still named as being linked to the account.</p> <p>This is outstanding from the previous audit.</p>	<p>not be adequately secured.</p>	<p>held securely and forwarded onto audit when available.</p> <p>Any ex-employees should be removed from the accounts as soon as possible.</p>	<p>Target Implementation Date</p> <p>06/02/2020</p>
<p>5</p>	<p>Letting Agreements</p> <p>Filton Town Council hire out the swimming pool to local schools and organisations for swimming lessons. No annual hire agreements are completed.</p> <p>Pitch hire forms for football clubs, T's & C's public liability insurance does not include a requirement of £5 million public liability.</p>	<p>Letting and liability arrangements could be unclear to both parties.</p>	<p><i>Pool letting for swimming lessons-</i> Please complete a new letting agreement annually for each school who is hiring the swimming pool. This agreement should be signed by both the Filton Leisure Centre Manager and the Hirer prior to the commencement of the lessons.</p> <p><i>Pitch hire agreements for football clubs T's & C's -</i> Number 4 add £5 million public liability insurance requirement and request that the club provides you with a copy of their current insurance certificate and retained a copy on file.</p> <p>It would be good practice to publish the cost of the football pitch hire and allotment plot costs on the Filton Town Council Website</p>	<p>Responsible Officer</p> <p>Leisure Centre Manager / Clerk</p> <p>Target Implementation Date</p> <p>06/02/2020</p>

Prices: 2020/21

Swimming:	
Adults	£4.50
Child	£2.30
OAP	£2.30
Student	£2.75
Residents (AD)	£2.85
Family	£12.50
Residents (CH)	£2.00

Block bookings:	
12 swims	£48.00
12 swims (FR)	£30.00
12 swims (CH)	£25.00
12 swims (OAP)	£25.00
12 swims (CON)	£25.00
Dawn dip	£35.00
Dawn Dip (FR)	£25.00
12 swims (FR)	£20.00
DD 8 for 12	£20.00
FR dip 8 for 12	£15.00

Pool hire:	
Main pool	£140.00
Small pool	£85.00

Inflatable party	
	£150.00

Snooker:	
1/2 Hr	£4.00
Kit hire	£2.00

Badminton:	
1 Hr	£8.25
JR	£4.50

Softplay:	
1 Hour party	£75.00
Room for food	£20.00
child 1	£3.65
child 2	£2.75
FR child 1	£2.50
FR child 2	£2.20

Swimming lessons:	
Per lesson	£7.00
One off 121	£16.50
121	£16.00
6 x 121	£80.00
6 x 221	£125.00

Tennis:	
1 Hr	£8.25
JR	£4.50

Netball:	
1 Hr	£20.00
Floodlights	£10.00
Showers	£10.00

5 a/s Football (courts):	
1 Hr	£20.00
Floodlights	£10.00

Parties:	
Bouncy Castle	£95.00
Pool party	£130.00

**Skittle alley: Session	
Day time	£20.00
Evening (5pm +)	£25.00
Sat & Sun	£30.00

Football pitches:	
Large pitch	£65.00
Medium pitch	£40.00
Small pitch	£40.00

Main hall:	
Hire (all day)	£165.00
Hourly	£25

**Does not include league games

Activities:	
Aquafit	£5.00
Dinki dolphins	£5.00
Swimfit	£5.00

Pavilion (Per Hr):	
Pavilion daytime	£20.00
Pavilion Evening	£25.00
Pavilion weekend	£35.00

*****Registered Charity Rates**

Pavilion (Per Hr):	
Pavilion daytime	£15.00
Pavilion Evening	£20.00
Pavilion weekend	£25.00

Party room:	
Party:	£20.00
Hourly:	£20.00

Main hall:	
Hire (all day)	£125.00
Hourly	£20

Time: 13:13

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2019 and 29/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2019	British Telecom	DDR	210.02		M06767/3111/British Telecom
02/10/2019	Virgin Mobile - DD	DDR1	18.58		2275128636/3151/Virgin Mobile
03/10/2019	Co-op Bank	DDR	25.00		Chaps fee
03/10/2019	CCLA Investment	TFR	290,000.00		CCLA Investment
04/10/2019	Ricoh UK Ltd - DD	DDR2	561.50		101443324/3082/Ricoh UK Ltd -
04/10/2019	Co-Op Bank	DDR	10.00		Service charge
04/10/2019	Co-Op Bank	DDR	111.91		Commission
04/10/2019	Child Support-Sept	BACS	67.52		Child Support-Sept
04/10/2019	REVERSE Child Support	REVERSE	-67.52		REVERSE Child Support
09/10/2019	Airquee Limited	5076	608.40		IN25700/3110/Airquee Limited
09/10/2019	Bristol & Avon Stocktakers	5077	100.00		61019/3155/Bristol & Avon Stoc
09/10/2019	Capital Cleaning (Kent) Ltd	5078	315.37		0000280651/3164/Capital Cleani
09/10/2019	Complete Weed Control (North W	5079	308.40		NWX-12434/3113/Complete Weed C
09/10/2019	DCK Accounting Solutions Ltd	5080	956.82		TPC8801/3114/DCK Accounting So
09/10/2019	The Gladiator Group	5081	540.00		5042/3158/The Gladiator Group
09/10/2019	The Great Western Brewing Comp	5082	80.40		24580/3116/The Great Western B
09/10/2019	Robert Haddow	5083	120.00		RH29/3117/Robert Haddow
09/10/2019	Initial Washroom Hygiene	5084	184.67		33230229/3118/Initial Washroom
09/10/2019	Instyle Marketing Services	5085	30.00		15045/3119/Instyle Marketing S
09/10/2019	JTS Snack Foods	5086	31.78		16077591/3120/JTS Snack Foods
09/10/2019	Online leisure systems Ltd	5087	1,270.20		7076/3159/Online leisure syste
09/10/2019	Marcella Manzilli	5088	175.00		25919/3121/Marcella Manzilli
09/10/2019	Office Watercoolers SW Ltd	5089	44.82		INV0598384/3122/Office Waterco
09/10/2019	Martin Perrett	5090	200.00		181019/3163/Martin Perrett
09/10/2019	Nikki Pitkin	5091	50.00		00291/NP/3123/Nikki Pitkin
09/10/2019	PKF Littlejohn LLP	5092	2,400.00		SB20193739/3124/PKF Littlejohn
09/10/2019	Rialtas Business Solutions Ltd	5093	624.00		SM20786/3160/Rialtas Business
09/10/2019	Red Dog Technology Ltd	5094	4,775.54		3012/3133/Red Dog Technology L
09/10/2019	RLSS UK Enterprises Ltd	5095	435.75		SI617997-1/3135/RLSS UK Enterp
09/10/2019	South Gloucestershire Council	5096	8,820.00		3804189875/3136/South Gloucest
09/10/2019	St Austell Brewery Company Ltd	5097	3,861.02		2334626/3141/St Austell Brewer
09/10/2019	ST JOHN AMBULANCE SUPPLIES	5098	122.80		1251990/3142/ST JOHN AMBULANCE
09/10/2019	Ernest Till (South West) & co	5099	751.20		00011468/3144/Ernest Till (Sou
09/10/2019	Travis Perkins Trading Co Ltd	5100	391.30		3015AOL433/3148/Travis Perkins
09/10/2019	Unicorn Office Products Ltd	5101	102.68		CR00024312/3150/Unicorn Office
09/10/2019	Viridor Waste Management Ltd	5102	767.88		00002911890AB/3153/Viridor Was
09/10/2019	CNXL CHQ5090-Martin Perrett	CNXL5090	-200.00		CNXL CHQ5090-Martin Perrett
10/10/2019	Zen Internet Ltd - DD	DDR3	25.52		Purchase Ledger Payment
15/10/2019	FIS Payments (UK) Ltd - DDR	DDR4	679.01		2333812/3162/FIS Payments (UK)
18/10/2019	HMRC PAYE/NI Due Sept	BACS	9,828.58		HMRC PAYE/NI Due Sept
18/10/2019	Superannuation Due Sept 19	BACS	9,309.72		Superannuation Due Sept 19
18/10/2019	REVERSE PAYE/NI	REVERSE	-9,828.58		REVERSE PAYE/NI
18/10/2019	REVERSE Pension	REVERSE	-9,309.72		REVERSE Pension
21/10/2019	BANK ACCOUNT-IMPREST	Tfr	70,000.00		Tfr to wages A/C
22/10/2019	CryoService Ltd - DD	DDR5	193.10		3226-Gas rental
23/10/2019	Brenntag UK Ltd	5103	315.04		3260-Pool chemical
23/10/2019	Capital Cleaning (Kent) Ltd	5104	226.30		3244-Cleaning materials

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2019 and 29/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/10/2019	Tolchards Ltd	5105	81.36		3225-Bar purchase
23/10/2019	DL I.T. Solutions Ltd	5106	87.60		2979-SSD drive+2nd hand keybd
23/10/2019	Filton Voice Ltd	5107	300.00		3216-Filtonvoice in advance
23/10/2019	Gem Security Systems Limited	5108	68.88		3258-Era Oval sashlock 2.5"
23/10/2019	The Gladiator Group	5109	480.00		3237-Gladiator Football Page
23/10/2019	Initial Washroom Hygiene	5110	184.67		3246-Service 08.11.19-07.12.19
23/10/2019	JAK Water Systems Ltd	5111	156.00		3228-Aqualloween
23/10/2019	J P Lennard Ltd	5112	654.45		3240-Telescopic handle
23/10/2019	JTS Snack Foods	5113	336.77		3224-Bar purchase
23/10/2019	Loomis UK Ltd	5114	620.28		3241-Monthly contract
23/10/2019	Red Dog Ltd	5115	2,559.74		3253-Replace defective callpoi
23/10/2019	RLSS UK Enterprises Ltd	5116	590.00		3231-NPLQ new candidate pack
23/10/2019	Swimrite Supplies Ltd	5117	626.34		3230-Pool stock
23/10/2019	ST JOHN AMBULANCE SUPPLIES	5118	15.48		3233-Hard surface wipes
23/10/2019	Tailor Made Office Supplies Lt	5119	15.84		3213-5 Star 2020 year planner
23/10/2019	Ernest Till (South West) & co	5120	658.80		3256-Blocked ladies toilet
23/10/2019	Travis Perkins Trading Co Ltd	5121	141.51		3255-Scruffs twister boot
23/10/2019	WCS Group	5122	418.32		3245-Callout-Sodium dosing
23/10/2019	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
23/10/2019	Total Gas & Power Limited - DD	DDR6	1,122.85		3242-Elec Sept 2019
23/10/2019	Total Gas & Power Limited - DD	DDR7	2,548.00		199257998/19/3161/Total Gas &
23/10/2019	Red Dog Ltd	5115	-2,559.74		2175A/1444/Red Dog Ltd
24/10/2019	DL I.T. Solutions Ltd	DDR8	63.00		20019/3157/DL I.T. Solutions L
25/10/2019	DL I.T. Solutions Ltd	DDR9	216.00		3212-monthly IT maint-Oct
25/10/2019	Butcombe Brewery - DD	DDR10	90.65		PSIB057267/3112/Butcombe Brewe
26/10/2019	BAR TAKINGS CASHBOOK	BC26	71.60		Bar Cash 26.10.19
28/10/2019	Everflow Ltd	DDR11	1,435.56		3214-Water 18.11.19-17.12.19
28/10/2019	Staff salaries Oct 19	BACS	47,725.51		Staff salaries Oct 19
28/10/2019	Reverse Staff salaries	REVERSE	-47,725.51		Reverse Staff salaries
29/10/2019	Pitney Bowes - DD	DDR12	144.95		3215-Franking machine rental
29/10/2019	Change Voucher	DEBIT	435.00		Change Voucher
30/10/2019	Voucher for change	CREDIT	-435.00		Voucher for change
31/10/2019	British Telecom	DD	210.02		3220-TV service Oct
04/11/2019	Avent Interiors Ltd	5123	336.00		1602/3303/Avent Interiors Ltd
04/11/2019	DCK Accounting Solutions Ltd	5124	956.82		TPC8841/3304/DCK Accounting So
04/11/2019	Metro Rod Limited	5125	342.00		0000082979/3305/Metro Rod Limi
04/11/2019	Nikki Pitkin	5126	100.00		00293/NP/3306/Nikki Pitkin
04/11/2019	John Scanlan	5127	120.00		Purchase Ledger Payment
04/11/2019	South Gloucestershire Council	5128	925.31		3804150309/3307/South Gloucest
04/11/2019	Travis Perkins Trading Co Ltd	5129	255.85		3015AOM947/3310/Travis Perkins
04/11/2019	WCS Group	5130	888.00		132067/3312/WCS Group
04/11/2019	Office Watercoolers SW Ltd	5131	44.82		INV0602145/3325/Office Waterco
04/11/2019	Virgin Mobile - DD	DDR	18.58		2277819290/3311/Virgin Mobile
05/11/2019	Co-Op Bank	DDR	10.00		Service charge
05/11/2019	Co-Op Bank	DDR	144.75		Commission
05/11/2019	Delta Card Purchases	DDR	0.10		Delta Card Purchases
06/11/2019	Total Gas & Power Limited - DD	DDR1	306.67		3227-Elec 01.07.19-31.08.19

Time: 13:13

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2019 and 29/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/11/2019	Total Gas & Power Limited - DD	DDR2	48.52		200682399/19/3308/Total Gas &
11/11/2019	Zen Internet Ltd - DD	DDR3	23.88		Purchase Ledger Payment
14/11/2019	Total Gas & Power Limited - DD	DDR4	146.65		Purchase Ledger Payment
15/11/2019	Business Gas - DD	DDR5	172.29		Purchase Ledger Payment
15/11/2019	FIS Payments (UK) Ltd - DDR	DDR6	556.87		3331-Card processing charge
18/11/2019	Brenntag UK Ltd	5132	514.07		3376-Pool chemicals
18/11/2019	A.L.C.A.	5133	60.00		3339-Good councillor course
18/11/2019	Avon Data Care	5134	12.00		3330-Credit card x 3
18/11/2019	Avon Extinguishers	5135	327.29		3372-Basic service Extinguisher
18/11/2019	Capital Cleaning (Kent) Ltd	5136	428.80		3363-Janitorial material
18/11/2019	Tolchards Ltd	5137	101.70		3346-Bar purchase
18/11/2019	Miss Rosalind A Cranham	5138	100.00		3336-RLSS Assessment-5 candida
18/11/2019	DCK Accounting Solutions Ltd	5139	804.90		3366-Pre-printed chqs
18/11/2019	DL I.T. Solutions Ltd	5140	2,700.00		3341-FTC Dell server
18/11/2019	FACE	5141	2,500.00		3342-1st half Apr-Sep19
18/11/2019	Filton Voice Ltd	5142	300.00		3327-Filton voice in advance
18/11/2019	Initial Washroom Hygiene	5143	184.67		3377-Service 08.12.19-07.01.20
18/11/2019	JTS Snack Foods	5144	94.26		3373-Bar stock
18/11/2019	Online leisure systems Ltd	5145	228.00		3347-21.5" Touchscreen monitor
18/11/2019	Lawrence Geraghty	5146	120.00		3335-NPLQ Assessment
18/11/2019	Liam Ward	5147	200.00		3343-Rate Payers-Band Set
18/11/2019	Monsoon Marketing Ltd	5148	232.70		3329-Protective clothing
18/11/2019	Red Dog Technology Ltd	5149	6,810.00		3370-Install Phase 1 new alarm
18/11/2019	South Gloucestershire Council	5150	320.00		3344-Annual Permisses licence
18/11/2019	All Sports Media Ltd	5152	300.00		3364-Leicester tigers Matchday
18/11/2019	St Austell Brewery Company Ltd	5153	6,640.11		3360-Bar purchase
18/11/2019	Swim England Awards	5154	470.40		3367-Rainbow awards
18/11/2019	Sound Revolution	5151	400.00		3378-New years Disco
18/11/2019	Ernest Till (South West) & co	5155	204.00		3334-Intall 3x14w LED-Changing
18/11/2019	Viridor Waste Management Ltd	5156	968.40		3361-Waste collection
18/11/2019	WCS Group	5157	399.96		333-Pool call out Sep 19
18/11/2019	Total Gas & Power Limited - DD	DDR7	102.20		Purchase Ledger Payment
20/11/2019	BANK ACCOUNT-IMPREST	Tfr	70,000.00		Wages A/C
22/11/2019	DL I.T. Solutions Ltd	DDR8	216.00		Purchase Ledger Payment
22/11/2019	CryoService Ltd - DD	DDR9	202.17		3219-Food gas rental
23/11/2019	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
25/11/2019	DL I.T. Solutions Ltd	DDR10	63.00		3338-fibre broadband provision
26/11/2019	Everflow Ltd	DDR11	1,482.78		398580/3438/Everflow Ltd
27/11/2019	Almondsbury Garden Centre	D/CARD	89.95		Canes/Tree guards
29/11/2019	Business Gas - DD	DDR12	1,343.95		712816793/3428/Business Gas -
29/11/2019	Business Gas - DD	DDR13	2,850.91		712815953/3427/Business Gas -
29/11/2019	Pitney Bowes - DD	DDR14	63.00		BG939986/3452/Pitney Bowes - D

Total Payments	<u>519,063.27</u>
-----------------------	-------------------

Minutes of the Staffing Committee held 3rd December 2019 in the small meeting room, Elm Park, Filton

PRESENT: Cllrs:- Brian Mead(Chair), A Doyle(Vice Chair) D.Collins, Cllr.M.Chaudhry Tom Mewies,

Also Present: Scott Fessey (Leisure Centre Manager), Lesley Reuben (Town Clerk) Deb Holman(Bar Manager, Neil Palmer (Maintenance Manager)

APOLOGIES.

028. Matters arising from the minutes:

029. Bar Report – was noted and the issue of the finances were discussed.

It needed to be established whether the Bar had made a loss or that the income figure was low against the anticipated budget figure. It was agreed to report back with more detail on this. The Bar staff were thanked for their offer to work voluntarily on Christmas Day.

030. Maintenance Manager Report – was noted and the idea of the Council purchasing a van for use by all staff/departments was ongoing due the current financial position.

The Maintenance manager suggested that the council investigate charging points for customers. It was reported that the partition around the skittle alley had now been removed and customers seemed happier. Other teams may also return once the toilets had been refurbished.

Customers had requested that a blind be purchased for the alley window to respect the privacy of swimmers – it was agreed that this be actioned.

Trees – the Town Clerk reported that the free trees had been received from South Glos Council. These had been allocated during national tree week to 3 sites, Millenium Green, Northville Community Garden, and Elm Park Play Area. A resident had been repeatedly challenging the Town Clerks actions and approaching the grounds team for information.

The Town Clerk had invited the said resident to come into the office to discuss various issues. They had to date, declined the offer to meet until they were in receipt of a copy of the tree plan and various documents/information that had been requested. Under the Freedom of Information Act they would be entitled to information within 20 days. The Committee discussed this ongoing problem and it was agreed that a typed version of the tree plan working document be presented to the next council meeting within the agenda packs and the resident would then be able to view it and question council from there. A copy of the typed version be forwarded to the resident once in the public domain.

031. Leisure Centre Managers Report was noted. It was reported that staffing levels were at full quota. The Centre was awaiting the arrival of a new inflatable for the pool which would be used for fun session and available for private hire parties. The first fun session being 21st December and tickets would be on sale for this event.

032. Future Management of Leisure Centre it was reported that the initial meeting had taken place with a consultant who was keen to work with the council and would be preparing a proposal which would be with the Town Clerk in the next week. It was agreed that this proposal was commercially sensitive and should go to full council in a confidential session. A working group would be set up following the outcome which would include Councillors, Managers and the Town Clerk. It was also noted that the majority of the meetings surrounding this would be held during the working day.

033. Date of next meeting – 7th January 2019 6.30p.m. Small meeting room.

There being no further business, the meeting closed at 7.45p.m.

Draft Project Timetable – Options Appraisal

Activities	Week Commencing (Monday)									
	6/1	13/1	20/1	27/1	3/2	10/2	17/2	24/2	2/3	9/3
Briefing Meeting										
Project Meetings										
Document Review										
Performance & Market Review										
Investment Opportunities										
Partnership Arrangements										
Future Options										
Interim Workshop										
Best Practice Case Studies										
Business Planning										
Draft Business Case Report										
Feedback on Report										
Final Report										