



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

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Town Clerk: Lesley Reuben

Tel: 01454 866698

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

05th February 2020

Dear Member

A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 11th February 2020 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', followed by a small dot.

L.A.Reuben
Town Clerk.

A G E N D A

Part 1

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 14th January 2019 (*pages 1-2*)
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Leisure Centre Manager – Price Increases
6. Public Participation
7. Meeting Dates 2020 (*page 3*)
8. Internal Report Action Plan (*pages 4-6*)
9. Income & Expenditure Reports Month 9 (*pages 7-16*)
10. Balance Sheet Month 9 (*pages 17-18*)
11. Payments for information (*pages 19-20*)

Part 2 – resolve to exclude press and public

1. Minutes of the Staffing Committee held 2nd January 2020 (*page 21*)
2. Leisure Centre Options Appraisal - update

Minutes of the meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 14th January 2020 in the **Doug Daniels Pavilion, Elm Park, Filton**

PRESENT: Cllrs: - M Chaudhry (Chair) B Mead (Vice Chair), K Briffett, D Collins, A Doyle, A Johnstone, A Kenyon, T Mewies, A Monk, A Robinson, J Tucker, C Wood,
ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer)
Derek Kemp (Accounting Solutions)

APOLOGIES: Cllrs: - I Scott

NON ATTENDANCE:- Cllrs:-

F.060 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.061 DECLARATION OF INTEREST: Cllr Monk declared a personal interest in North Bristol Advice Centre as his father sits as a director.

F.062 PRESENTATION OF 2020/21 BUDGET BY DEREK KEMP ACCOUNTING SOLUTIONS: Derek Kemp (Accounting Solutions) presented the revised budget provision to councillors. The revised figures saw a demand to the 2020/21 precept requirement to South Gloucestershire Council of £981,758 (which equates to £315.28 per band D property). It was noted that a large part of the increase was due to pool income not hitting its targets and pool expenditure exceeding its targets due to maintenance works needed on the aging building. Councillors asked the accountant what would happen if the 35% increase was not accepted, it was noted that whole site would have to be shut down and redundancies investigated. A question was raised about current cash flow and whether the Council had enough money to get to the end of the financial year, the accountant confirmed that cash flow projections were tight but that the council would make it to the end of April.

F.063 TO RELSEVE TO DEMAND THE 2020/21 PRECEPT REQUIREMENT TO SOUTH GLOUCESTERSHIRE COUNCIL OF £981,785 (£315.28 PER BAND D PROPERTY): Cllr Wood started by asking for a named vote. A short conversation was held before Cllr Monk proposed to accept the recommendation of 34.1% increase, this was seconded by Cllr Doyle and Agreed: 7 in favour 5 against broken down as follows; Cllrs TM, DC, EJ, AD, AM, MC & BM voted in favour and Cllrs CW, AK, AR, KB, & JT voted against the proposal.

F.064 MINUTES: The minutes of the meeting held Tuesday 12th November 2019 were approved as an accurate record.

F.065 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: Councillors asked if the figures for the Ratepayers Arms could be circulated around by email for information.

Action: Town Council Office

F.066 PUBLIC PARTICIPATION:

i) **MUGA** – The chair of the community garden raised concerns about the plans for the MUGA, the current tennis court wall is currently being used as a support for plants and trees in the garden and there are concerns that if the wall is taken down for the MUGA it will take away vital space in the community garden. It was suggested that the cycle speedway track be investigated as an alternative location for the MUGA. The Town Clerk agreed to allowing a few members of the community garden committee to sit on the consultation team for the MUGA project.

ii) **Pod in the Park** – Questions were asked as to whether the pod in the park had shut down. It was reported that the social enterprise had run out of money

so had shut short term until a meeting with trustees had been held to identify more volunteers that could run with the project.

iii) Staffing Minutes – A local resident was not happy about a section of the staffing minutes which they believed were about themselves. It was **Agreed:** to take the minutes back to the next staffing meeting to discuss whether the line being objected too could be retracted.

F.067 AUDIT REPORT: The report was noted, and it was agreed to report back to the next meeting with what actions need improvement and how the council propose to conclude them.

Action: Town Council Office

F.068 YTL ARENA UPDATE: It was noted that YTL would be attending February Full Council meeting to present. In the meantime, residents and councillors could comment on the current applications through the South Gloucestershire Council Planning Portal.

F.069 106 FUNDING APPLICATION (MUGA): The Town Clerk was thanked for her work in securing £95,000 worth of funding towards the MUGA Project. The Town Clerk noted that South Gloucestershire Council needed a business plan along with plans needed to be submitted to them by the end of February 2020.

F.070 DEFIBRILLATOR UPDATE: An update was given on the Defibrillators; it was noted that the full amount of money was needed up front to secure the delivery of the units. Councillors were notified of this early January but there were not enough responses received to go ahead. After further discussions a motion was put forward to empower the clerk to purchase all three defibrillators at the lowest cost and purchase 1 defib this year followed by another 2 in the new financial year, this was seconded and **Agreed:** unanimously.

F.071 LEISURE CENTRE PRICE INCREASE: Councillors asked for the report to be brought back to the January full council meeting with more detailed information including what other sports centres are charging and what we charged last year. A report for the bar with the same information was also requested.

Action: Town Council Office

F.072 PAYMENTS FOR INFORMATION: The Document was noted.

The Council Resolved to exclude press and public from the next part of the meeting at 8.45pm

Confidential Appendix

F.073 Minutes of the staffing committee held Tuesday 03rd December 2019: The minutes of the meeting were noted.

F.074 Leisure Centre Options Appraisal: The timescale document was noted, the Town Clerk updated councillors on the meetings held to date. It was suggested that the Town Council Office look into the legalities of selling off the piece of tarmac land at the bottom of the field and use the money raised from that to improve leisure and ground facilities.

The Chair closed the meeting at 9.00pm

FILTON TOWN COUNCIL MEETING DATES 2020

January			
7 th	6.30pm	Staffing Committee	Filton Council Office
14 th	7.30pm	Full Council Finance & General Purposes	Doug Daniels Pavilion
28 th	7.30pm	Full Council	Doug Daniels Pavilion
February			
4 th	6.30pm	Staffing Committee	Filton Council Office
11 th	7.30pm	Full Council Finance & General Purposes	Doug Daniels Pavilion
18 th	6.30pm	Carbon Neutral Group	Filton Council Office
25 th	7.30pm	Full Council	Doug Daniels Pavilion
March			
2 nd	6.30pm	Staffing Committee	Filton Council Office
10 th	7.30pm	Full Council Finance & General Purposes	Doug Daniels Pavilion
31 st	7.30pm	Full Council	Doug Daniels Pavilion
April			
7 th	6.30pm	Staffing Committee	Filton Council Office
14 th	7.30pm	Full Council	Doug Daniels Pavilion
28 th	7.30pm	Full Council Finance and General Purposes	Doug Daniels Pavilion
May			
5 th	6.30pm	Staffing Committee	Filton Council Office
12 th	7.30pm	Full Council Full Council & Annual Meeting	Doug Daniels Pavilion
19 th	6.30pm	Carbon Neutral Group	Filton Council Offices
26 th	7.30pm	Finance & General Purposes	Doug Daniels Pavilion
June			
2 nd	6.30pm	Staffing Committee	Filton Council Office
9 th	7.30pm	Full Council Finance & General Purposes	Doug Daniels Pavilion
30 th	7.30pm	Full Council	Bethany Hall
July			
7 th	6.30pm	Staffing Committee	Filton Council Office
14 th	7.30pm	Full Council Finance & General Purposes	Doug Daniels Pavilion
28 th	7.30pm	Full Council	Doug Daniels Pavilion
August	There are no meetings held in August		
September			
1 st	6.30pm	Staffing Committee	Filton Council Office
8 th	7.30pm	Full Council Finance & General Purposes	Doug Daniels Pavilion
15 th	6.30pm	Carbon Neutral Group	Filton Council Office
29 th	7.30pm	Full Council	Bethany Hall
October			
6 th	6.30pm	Staffing Committee	Filton Council Office
13 th	7.30pm	Full Council Finance & General Purposes	Doug Daniels Pavilion
27 th	7.30pm	Full Council	Doug Daniels Pavilion
November			
3 rd	6.30pm	Staffing Committee	Filton Council Office
10 th	7.30pm	Full Council Finance & General Purposes	Doug Daniels Pavilion
24 th	7.30pm	Full Council	Doug Daniels Pavilion
December			
(No Committees unless specifically called)			
8 th	7.30pm	Full Council	Doug Daniels Pavilion

Audit Report:

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
Priority: High				
1	<p>Banking – Paying in slips 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. The missing payments were: 431 -£177 - 06/11/19 ✓ 406 - £150 - 20/10/19 <i>Cancelled.</i> 402- £237.50 - 18/10/19 ✓ 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. The Council currently pays £5,000 in annual charges to the bank for this service. Loomis charges equate to £7440 per annum.</p>	<p>Responsible Officer Clerk / Town Council Support Officer. Target Implementation Date ASAP</p>
2	<p>Cash-Flow and Reserves 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 Target Implementation Date 06/02/2020</p>

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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 may be 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>

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Audit Report:

Audit 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 06/02/2020</p> <p><i>Complete</i></p>
5	<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></p> <p>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 Leisure Centre Manager / Clerk</p> <p>Target Implementation Date 06/02/2020</p> <p><i>In hand.</i></p> <p><i>In hand</i></p>

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

Month No: 9

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	1,041	16,379	27,433	11,054			59.7%
	Expenditure	59,347	498,247	621,822	123,575		123,575	80.1%
	Movement to/(from) Gen Reserve	<u>(58,307)</u>	<u>(481,869)</u>					
102	Leisure Centre - Swimming Pool							
	Income	16,782	219,235	374,700	155,465			58.5%
	Expenditure	1,635	69,845	106,500	36,655		36,655	65.6%
	Movement to/(from) Gen Reserve	<u>15,148</u>	<u>149,390</u>					
103	Leisure Centre - Pool Vending							
	Income	47	434	2,000	1,566			21.7%
104	Leisure Centre - Bar							
	Income	12,638	111,788	180,200	68,412			62.0%
	Expenditure	12,903	112,154	178,848	66,694		66,694	62.7%
	Movement to/(from) Gen Reserve	<u>(266)</u>	<u>(365)</u>					
105	Leisure Centre - Indoor Sports							
	Income	508	7,555	10,200	2,645			74.1%
	Expenditure	1,059	7,866	17,000	9,134		9,134	46.3%
	Movement to/(from) Gen Reserve	<u>(552)</u>	<u>(311)</u>					
106	Leisure Centre - Outdoor Sport							
	Income	397	2,126	4,915	2,789			43.3%
	Expenditure	0	104	1,000	896		896	10.4%
	Movement to/(from) Gen Reserve	<u>397</u>	<u>2,021</u>					
201	Playing Fields							
	Income	120	195	2,000	1,805			9.8%
	Expenditure	(50)	2,136	2,500	364		364	85.4%
	Movement to/(from) Gen Reserve	<u>170</u>	<u>(1,941)</u>					
202	Play Areas							
	Expenditure	0	111	2,000	1,890		1,890	5.5%
203	Millennium Green							
	Income	0	0	1,500	1,500			0.0%
	Expenditure	0	0	500	500		500	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
204	Allotments							
	Income	0	1,048	800	(248)			130.9%
	Expenditure	33	467	775	308		308	60.3%
	Movement to/(from) Gen Reserve	<u>(33)</u>	<u>580</u>					
301	Roads & Highways							
	Expenditure	0	2,313	3,100	787		787	74.6%
302	Community Development							
	Income	0	6,745	2,500	(4,245)			269.8%
	Expenditure	6,438	39,699	42,800	3,101		3,101	92.8%
	Movement to/(from) Gen Reserve	<u>(6,438)</u>	<u>(32,954)</u>					
801	Corporate Management							
	Expenditure	(550)	(4,950)	(6,600)	(1,650)		(1,650)	75.0%
802	Democratic Rep'n & Mgmt							
	Expenditure	250	2,324	9,000	6,676		6,676	25.8%
803	Civic Expenses							
	Expenditure	950	950	950	0		0	100.0%
901	Central Services							
	Income	2	2	2	(0)			105.0%
	Expenditure	11,503	110,293	156,701	46,408		46,408	70.4%
	Movement to/(from) Gen Reserve	<u>(11,501)</u>	<u>(110,291)</u>					
902	Outside Services							
	Expenditure	7,887	82,296	104,377	22,081		22,081	78.8%
909	Capital & Projects							
	Income	950	12,012	0	(12,012)			0.0%
	Expenditure	950	52,420	41,103	(11,317)		(11,317)	127.5%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(40,408)</u>					
998	Precept & Interest							
	Income	170	716,025	716,126	101			100.0%

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

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	32,655	1,093,543	1,322,376	228,833			82.7%
Expenditure	102,356	976,275	1,282,376	306,101	0	306,101	76.1%
Net Income over Expenditure	<u>(69,702)</u>	<u>117,268</u>	<u>40,000</u>	<u>(77,268)</u>			
Movement to/(from) Gen Reserve	<u>(69,702)</u>	<u>117,268</u>					

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

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Leisure Centre - General</u>								
1001 RENT RECEIVED	0	0	1,583	1,583			0.0%	
1010 Pavillion Hire	183	6,239	6,000	(239)			104.0%	
1011 HALL BLOCK BOOKINGS	443	2,982	2,800	(182)			106.5%	
1013 EQUIPMENT HIRE INCOME	5	21	50	29			42.5%	
1054 Softplay income	400	6,408	16,000	9,592			40.0%	
1077 GRANTS RECEIVED	0	333	0	(333)			0.0%	
1080 MISCELLANEOUS INCOME	10	396	1,000	604			39.6%	
Leisure Centre - General :- Income	<u>1,041</u>	<u>16,379</u>	<u>27,433</u>	<u>11,054</u>			<u>59.7%</u>	<u>0</u>
4001 SALARIES & WAGES	49,041	397,773	473,356	75,583	75,583		84.0%	
4002 TEMPORARY & CASUAL STAFF	75	75	0	(75)	(75)		0.0%	
4003 COST OF TRAINING COURSES	0	777	1,000	223	223		77.7%	
4006 PROTECTIVE CLOTHING	0	1,144	1,200	56	56		95.3%	
4008 TRAINING	0	345	1,200	855	855		28.8%	
4011 RATES	5,124	46,116	61,950	15,834	15,834		74.4%	
4012 WATER RATES	46	0	0	0	0		0.0%	
4014 ELECTRICITY	0	1,248	2,000	752	752		62.4%	
4015 GAS	1,374	2,475	4,500	2,025	2,025		55.0%	
4016 JANITORIAL	304	4,290	4,016	(274)	(274)		106.8%	
4017 HEALTH & SAFETY	0	410	1,250	840	840		32.8%	
4018 REFUSE DISPOSAL	492	5,784	7,000	1,216	1,216		82.6%	
4021 TELEPHONE & FAX	179	364	900	536	536		40.4%	
4023 STATIONERY/PRINTING	0	1,141	2,000	859	859		57.0%	
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	165	3,201	6,000	2,799	2,799		53.4%	
4035 SECURITY COSTS	744	5,936	5,500	(436)	(436)		107.9%	
4036 PROPERTY MAINTCE	862	5,432	10,000	4,568	4,568		54.3%	
4038 MAINTENANCE CTRCTS	185	5,799	8,000	2,201	2,201		72.5%	
4039 MISC EXPS, XMAS DECORATIONS	0	214	0	(214)	(214)		0.0%	
4040 EQUIPMENT & SMALL TOOLS	0	957	2,500	1,543	1,543		38.3%	
4042 EQUIPMENT MAINTCE	37	37	500	463	463		7.5%	
4046 CLEANING CONTRACT	0	45	1,000	955	955		4.5%	
4051 BANK CHARGES	718	4,580	5,000	420	420		91.6%	
4069 Irrecoverable VAT	0	0	10,000	10,000	10,000		0.0%	
4115 LICENCES	0	75	450	375	375		16.7%	
Leisure Centre - General :- Indirect Expenditure	<u>59,347</u>	<u>498,247</u>	<u>621,822</u>	<u>123,575</u>	<u>0</u>	<u>123,575</u>	<u>80.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(58,307)</u>	<u>(481,869)</u>	<u>(594,389)</u>	<u>(112,521)</u>				

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

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Leisure Centre - Swimming Pool</u>								
1012 Bouncy Castle Parties	0	450	4,000	3,550			11.3%	
1020 SWIMMING - PUBLIC	2,084	42,820	65,000	22,180			65.9%	
1021 SWIMMING - LESSONS	13,835	142,920	240,000	97,080			59.5%	
1022 SWIMMING - SCHOOLS	0	8,654	15,000	6,346			57.7%	
1023 SWIMMING - CLUBS	0	11,933	15,000	3,067			79.6%	
1024 SALES (STOCK) POOL	427	4,062	9,000	4,938			45.1%	
1025 Pool Parties	238	1,563	3,000	1,438			52.1%	
1026 One to One Lessons	(15)	386	10,000	9,614			3.9%	
1027 Aqua Fit	292	4,578	6,500	1,922			70.4%	
1028 Lifeguard Courses	0	2,115	6,000	3,885			35.3%	
1080 MISCELLANEOUS INCOME	0	0	1,200	1,200			0.0%	
1099 TILL DISCREPANCIES	(78)	(245)	0	245			0.0%	
Leisure Centre - Swimming Pool :- Income	<u>16,782</u>	<u>219,235</u>	<u>374,700</u>	<u>155,465</u>			<u>58.5%</u>	<u>0</u>
4103 PURCHASES FOR RESALE	400	4,752	6,000	1,248		1,248	79.2%	
Leisure Centre - Swimming Pool :- Direct Expenditure	<u>400</u>	<u>4,752</u>	<u>6,000</u>	<u>1,248</u>	<u>0</u>	<u>1,248</u>	<u>79.2%</u>	<u>0</u>
4002 TEMPORARY & CASUAL STAFF	0	1,730	0	(1,730)		(1,730)	0.0%	
4008 TRAINING	0	3,089	3,000	(89)		(89)	103.0%	
4012 WATER RATES	1,459	15,035	15,100	65		65	99.6%	
4014 ELECTRICITY	(2,997)	11,930	25,000	13,070		13,070	47.7%	
4015 GAS	9,144	18,021	28,000	9,979		9,979	64.4%	
4017 HEALTH & SAFETY	0	1,479	1,000	(479)		(479)	147.9%	
4020 SUNDRY OFFICE & IT COSTS	0	3,127	2,400	(727)		(727)	130.3%	
4024 SUBSCRIPTIONS	0	0	300	300		300	0.0%	
4036 PROPERTY MAINTCE	0	2,593	2,500	(93)		(93)	103.7%	
4038 MAINTENANCE CTRCTS	438	992	1,000	8		8	99.2%	
4040 EQUIPMENT & SMALL TOOLS	0	541	2,200	1,659		1,659	24.6%	
4042 EQUIPMENT MAINTCE	(6,810)	2,193	12,500	10,307		10,307	17.5%	
4120 POOL CHEMICALS	0	2,560	4,500	1,940		1,940	56.9%	
4125 POOL PURCHASES NOT FOR RESALE	0	1,801	3,000	1,199		1,199	60.0%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	<u>1,235</u>	<u>65,092</u>	<u>100,500</u>	<u>35,408</u>	<u>0</u>	<u>35,408</u>	<u>64.8%</u>	<u>0</u>
Net Income over Expenditure	<u>15,148</u>	<u>149,390</u>	<u>268,200</u>	<u>118,810</u>				
<u>103 Leisure Centre - Pool Vending</u>								
1030 Vending Machine Income	47	434	2,000	1,566			21.7%	
Leisure Centre - Pool Vending :- Income	<u>47</u>	<u>434</u>	<u>2,000</u>	<u>1,566</u>			<u>21.7%</u>	<u>0</u>
Net Income	<u>47</u>	<u>434</u>	<u>2,000</u>	<u>1,566</u>				

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

Month No: 9

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	6,525	13,500	6,975			48.3%	
1031 MACHINE INCOME	0	632	2,000	1,368			31.6%	
1032 Tickets	367	697	700	3			99.6%	
1040 BAR INCOME - LOUNGE	10,036	91,518	145,000	53,482			63.1%	
1041 BAR INCOME - HALL	1,273	9,741	13,000	3,259			74.9%	
1049 CAFE INCOME	192	2,554	4,000	1,446			63.9%	
1056 FUNCTION ROOM HIRE	63	130	2,000	1,870			6.5%	
1099 TILL DISCREPANCIES	(17)	(10)	0	10			0.0%	
Leisure Centre - Bar :- Income	<u>12,638</u>	<u>111,788</u>	<u>180,200</u>	<u>68,412</u>			<u>62.0%</u>	<u>0</u>
4101 PURCHASES - WET STOCK	5,270	41,787	58,725	16,938		16,938	71.2%	
4102 PURCHASES - DRY STOCK	269	2,155	6,000	3,845		3,845	35.9%	
4109 PURCHASES - CAFE	160	1,681	0	(1,681)		(1,681)	0.0%	
Leisure Centre - Bar :- Direct Expenditure	<u>5,699</u>	<u>45,623</u>	<u>64,725</u>	<u>19,102</u>	<u>0</u>	<u>19,102</u>	<u>70.5%</u>	<u>0</u>
4001 SALARIES & WAGES	6,018	55,595	93,718	38,123		38,123	59.3%	
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	260	1,134	3,000	1,866		1,866	37.8%	
4038 MAINTENANCE CTRCTS	0	160	305	145		145	52.4%	
4040 EQUIPMENT & SMALL TOOLS	9	406	400	(6)		(6)	101.5%	
4041 EQUIPMENT HIRE	387	3,909	6,000	2,091		2,091	65.1%	
4051 BANK CHARGES	0	331	850	519		519	39.0%	
4056 LEGAL FEES	0	150	0	(150)		(150)	0.0%	
4060 OTHER PROF FEES	100	800	1,200	400		400	66.7%	
4104 BAR SUNDRIES	61	208	1,000	792		792	20.8%	
4110 PROMOTIONS	270	2,350	3,500	1,150		1,150	67.1%	
4115 LICENCES	37	1,223	1,500	277		277	81.5%	
4116 GAMING MACHINE DUTY	62	263	1,000	737		737	26.3%	
Leisure Centre - Bar :- Indirect Expenditure	<u>7,205</u>	<u>66,530</u>	<u>114,123</u>	<u>47,593</u>	<u>0</u>	<u>47,593</u>	<u>58.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(266)</u>	<u>(365)</u>	<u>1,352</u>	<u>1,717</u>				
<u>105 Leisure Centre - Indoor Sports</u>								
1050 BADMINTON FEES	55	1,052	2,000	948			52.6%	
1051 SNOOKER FEES	340	3,795	5,000	1,205			75.9%	
1052 PARTY ROOM HIRE	113	2,600	3,000	400			86.7%	
1053 SKITTLE ALLEY	0	108	200	92			53.8%	
Leisure Centre - Indoor Sports :- Income	<u>508</u>	<u>7,555</u>	<u>10,200</u>	<u>2,645</u>			<u>74.1%</u>	<u>0</u>

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

Month No: 9

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	1,059	7,731	12,000	4,269		4,269	64.4%	
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	1,059	7,866	17,000	9,134	0	9,134	46.3%	0
Net Income over Expenditure	(552)	(311)	(6,800)	(6,489)				
<u>106 Leisure Centre - Outdoor Sport</u>								
1060 GRASS INCOME	366	1,996	4,590	2,594			43.5%	
1061 OUTSIDE COURTS	0	43	200	157			21.4%	
1063 Petanque Income	31	88	125	38			70.0%	
Leisure Centre - Outdoor Sport :- Income	397	2,126	4,915	2,789			43.3%	0
4014 ELECTRICITY	0	104	1,000	896		896	10.4%	
Leisure Centre - Outdoor Sport :- Indirect Expenditure	0	104	1,000	896	0	896	10.4%	0
Net Income over Expenditure	397	2,021	3,915	1,893				
<u>201 Playing Fields</u>								
1201 Field Hire Income	120	195	2,000	1,805			9.8%	
Playing Fields :- Income	120	195	2,000	1,805			9.8%	0
4012 WATER RATES	(50)	0	0	0		0	0.0%	
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	(50)	2,136	2,500	364	0	364	85.4%	0
Net Income over Expenditure	170	(1,941)	(500)	1,441				
<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
Net Expenditure	0	(111)	(2,000)	(1,890)				
<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
Net Income over Expenditure	0	0	1,000	1,000				

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

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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	0	1,048	800	(248)			130.9%	
Allotments :- Income	<u>0</u>	<u>1,048</u>	<u>800</u>	<u>(248)</u>			<u>130.9%</u>	<u>0</u>
4012 WATER RATES	33	292	250	(42)		(42)	116.9%	
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	175	250	75		75	70.1%	
Allotments :- Indirect Expenditure	<u>33</u>	<u>467</u>	<u>775</u>	<u>308</u>	<u>0</u>	<u>308</u>	<u>60.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(33)</u>	<u>580</u>	<u>25</u>	<u>(555)</u>				
<u>301 Roads & Highways</u>								
4080 STREET CARE (ex S Glos)	0	2,313	3,100	787		787	74.6%	
Roads & Highways :- Indirect Expenditure	<u>0</u>	<u>2,313</u>	<u>3,100</u>	<u>787</u>	<u>0</u>	<u>787</u>	<u>74.6%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,313)</u>	<u>(3,100)</u>	<u>(787)</u>				
<u>302 Community Development</u>								
1077 GRANTS RECEIVED	0	2,000	0	(2,000)			0.0%	
1082 Filton Festival	0	4,745	2,500	(2,245)			189.8%	
Community Development :- Income	<u>0</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	0	4,280	4,000	(280)		(280)	107.0%	
4707 GRANTS - YOUTH PROVISION	0	17,500	17,500	0		0	100.0%	
4708 GRANTS - COMM'Y PARTNERSHIP	0	0	3,500	3,500		3,500	0.0%	
4711 GRANTS - S137 GENERAL	6,438	6,401	6,500	99		99	98.5%	
4720 CHRISTMAS ACTIVITIES	0	0	3,000	3,000		3,000	0.0%	
4725 FILTON FESTIVAL	0	11,518	6,500	(5,018)		(5,018)	177.2%	
Community Development :- Indirect Expenditure	<u>6,438</u>	<u>39,699</u>	<u>42,800</u>	<u>3,101</u>	<u>0</u>	<u>3,101</u>	<u>92.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,438)</u>	<u>(32,954)</u>	<u>(40,300)</u>	<u>(7,346)</u>				
<u>801 Corporate Management</u>								
4004 PENSION DEFICIT	(550)	(4,950)	(6,600)	(1,650)		(1,650)	75.0%	
Corporate Management :- Indirect Expenditure	<u>(550)</u>	<u>(4,950)</u>	<u>(6,600)</u>	<u>(1,650)</u>	<u>0</u>	<u>(1,650)</u>	<u>75.0%</u>	<u>0</u>
Net Expenditure	<u>550</u>	<u>4,950</u>	<u>6,600</u>	<u>1,650</u>				

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

Month No: 9

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 & 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	2,274	3,000	726		726	75.8%	
4065 MEETING COSTS	0	50	100	50		50	50.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	<u>250</u>	<u>2,324</u>	<u>9,000</u>	<u>6,676</u>	<u>0</u>	<u>6,676</u>	<u>25.8%</u>	<u>0</u>
Net Expenditure	<u>(250)</u>	<u>(2,324)</u>	<u>(9,000)</u>	<u>(6,676)</u>				
<u>803 Civic Expenses</u>								
4066 CHAIRMANS ALLOWANCE	950	950	950	0		0	100.0%	
Civic Expenses :- Indirect Expenditure	<u>950</u>	<u>950</u>	<u>950</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>(950)</u>	<u>(950)</u>	<u>(950)</u>	<u>0</u>				
<u>901 Central Services</u>								
1001 RENT RECEIVED	2	2	2	(0)			105.0%	
Central Services :- Income	<u>2</u>	<u>2</u>	<u>2</u>	<u>(0)</u>			<u>105.0%</u>	<u>0</u>
4001 SALARIES & WAGES	8,974	81,511	114,201	32,690		32,690	71.4%	
4005 HR Costs-Service level agr'mnt	0	7,523	7,350	(173)		(173)	102.4%	
4007 COURSES/CONFERENCES	0	15	250	235		235	6.0%	
4008 TRAINING	0	85	2,500	2,415		2,415	3.4%	
4009 TRAVEL	0	25	200	175		175	12.5%	
4010 OTHER STAFF COSTS	0	17	1,600	1,583		1,583	1.1%	
4020 SUNDRY OFFICE & IT COSTS	375	4,903	3,000	(1,903)		(1,903)	163.4%	
4021 TELEPHONE & FAX	15	251	750	499		499	33.4%	
4022 POSTAGE	62	846	750	(96)		(96)	112.8%	
4023 STATIONERY/PRINTING	0	847	800	(47)		(47)	105.8%	
4024 SUBSCRIPTIONS	0	126	2,100	1,974		1,974	6.0%	
4026 PHOTOCOPY CHARGES	477	1,438	2,500	1,062		1,062	57.5%	
4027 OFFICE EQUIPMENT	0	468	500	32		32	93.6%	
4051 BANK CHARGES	11	827	900	73		73	91.9%	
4056 LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057 AUDIT FEES	45	45	3,300	3,255		3,255	1.4%	
4058 ACCOUNTANCY FEES	797	9,028	12,000	2,972		2,972	75.2%	
4060 OTHER PROF FEES	747	2,338	3,000	662		662	77.9%	
Central Services :- Indirect Expenditure	<u>11,503</u>	<u>110,293</u>	<u>156,701</u>	<u>46,408</u>	<u>0</u>	<u>46,408</u>	<u>70.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(11,501)</u>	<u>(110,291)</u>	<u>(156,699)</u>	<u>(46,408)</u>				

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

Month No: 9

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	7,669	68,889	91,627	22,738		22,738	75.2%	
4006 PROTECTIVE CLOTHING	0	96	500	404		404	19.2%	
4008 TRAINING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTCE	131	3,570	1,500	(2,070)		(2,070)	238.0%	
4037 GROUNDS MAINTENANCE	0	1,963	2,500	537		537	78.5%	
4040 EQUIPMENT & SMALL TOOLS	83	673	2,000	1,327		1,327	33.6%	
4041 EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042 EQUIPMENT MAINTCE	4	5,336	3,000	(2,336)		(2,336)	177.9%	
4044 VEHICLE FUEL,OIL & MAINT	0	1,768	2,500	732		732	70.7%	
Outside Services :- Indirect Expenditure	<u>7,887</u>	<u>82,296</u>	<u>104,377</u>	<u>22,081</u>	<u>0</u>	<u>22,081</u>	<u>78.8%</u>	<u>0</u>
Net Expenditure	<u>(7,887)</u>	<u>(82,296)</u>	<u>(104,377)</u>	<u>(22,081)</u>				
<u>909 Capital & Projects</u>								
1074 CIL Income	0	7,298	0	(7,298)			0.0%	
1077 GRANTS RECEIVED	0	3,764	0	(3,764)			0.0%	
1078 DONATIONS RECEIVED	950	950	0	(950)			0.0%	
Capital & Projects :- Income	<u>950</u>	<u>12,012</u>	<u>0</u>	<u>(12,012)</u>				<u>0</u>
4054 LOAN INTEREST PWLB	0	1,746	2,441	695		695	71.5%	
4055 LOAN CAPITAL REPAID	0	13,662	13,662	0		0	100.0%	
4903 CAP IT Upgrading	480	4,980	0	(4,980)		(4,980)	0.0%	
4906 CAP Swimming Pool	8,544	8,544	(0)	(8,544)		(8,544)	(854423)	
4975 CAP - Toilet Refurbishment	0	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%	
4978 CAP Fire Alarm Upgrade	2,218	13,030	0	(13,030)		(13,030)	0.0%	
4979 CAP - Pool Inflatable	0	2,683	0	(2,683)		(2,683)	0.0%	
4980 CAP - Defibrillators	1,800	1,800	0	(1,800)		(1,800)	0.0%	
4992 FUNDING FROM R CAP FUND	(12,092)	(33,983)	0	33,983		33,983	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>950</u>	<u>52,420</u>	<u>41,103</u>	<u>(11,317)</u>	<u>0</u>	<u>(11,317)</u>	<u>127.5%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(40,408)</u>	<u>(41,103)</u>	<u>(695)</u>				
<u>998 Precept & Interest</u>								
1075 PRECEPT SUPPORT GRANT	0	4,942	4,942	0			100.0%	
1076 PRECEPT	0	710,184	710,184	0			100.0%	
1090 INTEREST RECEIVED	170	899	1,000	101			89.9%	
Precept & Interest :- Income	<u>170</u>	<u>716,025</u>	<u>716,126</u>	<u>101</u>			<u>100.0%</u>	<u>0</u>
Net Income	<u>170</u>	<u>716,025</u>	<u>716,126</u>	<u>101</u>				

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

Month No: 9

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	32,655	1,093,543	1,322,376	228,833			82.7%	
Expenditure	102,356	976,275	1,282,376	306,101	0	306,101	76.1%	
Net Income over Expenditure	<u>(69,702)</u>	<u>117,268</u>	<u>40,000</u>	<u>(77,268)</u>				
Movement to/(from) Gen Reserve	<u>(69,702)</u>	<u>117,268</u>						

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,210,165	1,422,802	787,363
11	LEASEHOLD LAND & BUILDINGS	25,000	6,000	19,000
21	VEHICLES & EQUIPMENT	521,525	511,151	10,374
41	INFRASTRUCTURE ASSET	191,408	178,550	12,858
61	COMMUNITY ASSETS	61,372	27,034	34,338
	Total Fixed Assets	3,009,470	2,145,537	863,933
	<u>Current Assets</u>			
105	VAT CONTROL	6,164		
118	UNALLOCATED BANK RECEIPTS	(75)		
120	STOCK - BAR	4,340		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	(5,181)		
201	BANK IMPREST WAGES AC	84,507		
220	PETTY CASH - OFFICE	112		
221	PETTY CASH - BAR	451		
225	FLOAT - BAR	900		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	465		
245	CCLA Public Sector Investment	160,000		
250	CHANGE CONTROL AC	(30)		
	Total Current Assets		252,396	
	<u>Current Liabilities</u>			
500	TRADE CREDITORS	16,402		
513	ACCRUED MISSING INVOICES	956		
525	PAYE AND NI DUE	11,810		
526	SUPERANNUATION DUE	9,305		
560	INCOME IN ADVANCE	3,000		
	Total Current Liabilities		41,473	
	Net Current Assets			210,923
	Total Assets less Current Liabilities			1,074,856
	<u>Long Term Liabilities</u>			
390	Deferred Grants Applied	1,466,506		
391	Deferred Grants Released	(1,210,315)		
401	PWLB Loan 486814	37,338		
	Total Long Term Liabilities		293,529	
	Total Assets less Total Liabilities			781,327
	<u>Represented by :-</u>			
300	CURRENT YEAR FUND	117,268		
310	GENERAL FUND	72,917		
315	ROLLING CAPITAL FUND	689		
325	EMR 4 Towns Play Association	300		
328	EMR Elections	12,451		
329	EMR CIL 19/20	7,298		

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
330	CAPITAL FINANCE ACCOUNT	570,404	
	Total Equity		<u>781,327</u>

Time: 10:02

BANK ACCOUNT-GENERAL

List of Payments made between 30/11/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2019	Cnxl 5087 Leisure Most	CNXL5087	-1,270.20		Cnxl 5087 Leisure Most
02/12/2019	British Telecom	DD01	210.02		M069EG/3429/British Telecom
02/12/2019	Virgin Mobile - DD	DD02	18.58		2280524390/3466/Virgin Mobile
05/12/2019	Bank charge	CHRG	10.00		Bank charge
05/12/2019	Commission charge	CHRG	133.28		Commission charge
05/12/2019	DL I.T. Solutions Ltd	DD03	61.74		P/Ledger Electronic Payment
09/12/2019	Airquee Limited	5158	3,219.60		IN26106/3425/Airquee Limited
09/12/2019	A.M.P Window Cleaning Services	5159	45.00		8270/3480/A.M.P Window Cleanin
09/12/2019	C. Brewer & Sons Ltd	5160	55.44		FLT/323311/3478/C. Brewer & So
09/12/2019	Bristol & Avon Stocktakers	5161	400.00		23819/3503/Bristol & Avon Stoc
09/12/2019	Capital Cleaning (Kent) Ltd	5162	380.81		0000287022/3432/Capital Cleani
09/12/2019	DCK Accounting Solutions Ltd	5163	2,077.92		TPC8859/3436/DCK Accounting So
09/12/2019	DL I.T. Solutions Ltd	5164	504.00		20375/3433/DL I.T. Solutions L
09/12/2019	Franking Supplies (UK) Ltd	5165	111.00		1552/3439/Franking Supplies (U
09/12/2019	The Gladiator Group	5166	840.00		5077/3441/The Gladiator Group
09/12/2019	The Great Western Brewing Comp	5167	80.40		25118/3500/The Great Western B
09/12/2019	Initial Washroom Hygiene	5168	63.77		33297500/3487/Initial Washroom
09/12/2019	J P Lennard Ltd	5169	197.93		956644/3501/J P Lennard Ltd
09/12/2019	JTS Snack Foods	5170	276.46		16078561/3447/JTS Snack Foods
09/12/2019	Loomis UK Ltd	5171	620.28		0351710/3449/Loomis UK Ltd
09/12/2019	Marcella Manzilli	5172	100.00		301119/3450/Marcella Manzilli
09/12/2019	Cape Meridian Ltd	5173	147.00		2019/10/044/3451/Cape Meridian
09/12/2019	Office Watercoolers SW Ltd	5174	44.82		INV0605857/3468/Office Waterco
09/12/2019	Nikki Pitkin	5175	50.00		0295/NP/3448/Nikki Pitkin
09/12/2019	Red Dog Technology Ltd	5176	3,549.90		3022/3491/Red Dog Technology L
09/12/2019	Rentokil Initial UK Ltd	5177	222.38		21117839/3492/Rentokil Initial
09/12/2019	South Gloucestershire Council	5178	2,029.07		3804242725/3493/South Gloucest
09/12/2019	Smile	5179	577.20		128446/TP/3454/Smile
09/12/2019	St Austell Brewery Company Ltd	5180	3,936.81		2376240/3476/St Austell Brewer
09/12/2019	ST JOHN AMBULANCE SUPPLIES	5181	68.44		1262959/3457/ST JOHN AMBULANCE
09/12/2019	Tailor Made Office Supplies Lt	5182	233.58		IN00185393/3460/Tailor Made Of
09/12/2019	Ernest Till (South West) & co	5183	1,471.99		00011683/3494/Ernest Till (Sou
09/12/2019	Travis Perkins Trading Co Ltd	5184	519.97		3015AQ0581/3477/Travis Perkins
09/12/2019	Viridor Waste Management Ltd	5185	890.88		00002981537AB/3479/Viridor Was
09/12/2019	WCS Group	5186	249.96		135426/3467/WCS Group
12/12/2019	HMRC Game Machine	DD	61.85		HMRC Game Machine
16/12/2019	British Gas Business - DD	DD01	229.09		P/Ledger Electronic Payment
16/12/2019	FIS Payments (UK) Ltd - DDR	DD02	584.79		2352153/3486/FIS Payments (UK)
17/12/2019	POOL TAKINGS CASHBOOK	PC17 REV	87.80		
18/12/2019	Above & Beyond	5187	500.00		3583-Above+beyond grant19/20
18/12/2019	Avoira Ltd	5188	375.00		3571-Portable radio
18/12/2019	Avonvale Electrics Ltd	5189	143.18		3588-Misc maint items
18/12/2019	Bristol Locksmiths	5190	237.17		3568-Swim pool locks
18/12/2019	Capital Cleaning (Kent) Ltd	5191	111.66		3570-Misc toilet items
18/12/2019	Filton Concert Brass	5192	1,400.00		3582-Brass band Grant19/20
18/12/2019	Filton Voice Ltd	5193	300.00		3563-Filton voice next month
18/12/2019	Fortyfour Creative	5194	75.00		3573-A5 Leaflet

BANK ACCOUNT-GENERAL

List of Payments made between 30/11/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/12/2019	Gazprom Marketing & Trading Re	5195	12,622.07		3567-Gas Aug to Nov
18/12/2019	Instyle Marketing Services	5196	108.00		3574-Full colour banner
18/12/2019	Online Leisure Systems Ltd	5197	1,270.20		P/Ledger Electronic Payment
18/12/2019	W.O.E. MS Therapy Centre	5198	350.00		3581-MS Therapy Grant19/20
18/12/2019	North Bristol Advice Centre	5199	500.00		3580-Advice Centre Grant19/20
18/12/2019	Pyramid Youth Club	5200	2,500.00		3585-Pyramid YC grant 19/20
18/12/2019	Red Dog Technology Ltd	5201	4,284.54		3577-Fire alarm upgrade P2
18/12/2019	Henry Evans	5202	200.00		3578-Perfomance fee
18/12/2019	Citizens Advice South Gloucester	5203	438.00		3584-Citizen advice Grant19/20
18/12/2019	St Peters Hospice	5204	500.00		3586-StPeter Hospice grant19/2
18/12/2019	Ernest Till (South West) & co	5205	132.00		3569-Faulty boiler repair
18/12/2019	Volunteer Centre	5206	250.00		3579-Volunteer C. Grant 19/20
18/12/2019	WCS Group	5207	1,800.00		3572-Balance tank-work
18/12/2019	Whitehall Printing Co (Avon) L	5208	322.80		3587-Voucher booklet
18/12/2019	Volunteer Centre	5206	-250.00		Purchase Ledger Payment
19/12/2019	Pension Due	BACS	9,024.82		Pension Due
19/12/2019	Reverse Superannuation	REV BACS	-9,024.82		Reverse Superannuation
20/12/2019	Business Gas - DD	DD03	1,271.37		967509444/3482/Business Gas -
20/12/2019	BANK ACCOUNT-IMPREST	TFR	70,000.00		
20/12/2019	Staff salaries Dec 19	BACS	51,212.14		Staff salaries Dec 19
20/12/2019	HMRC Paye/NI Due	BACS	10,795.24		HMRC Paye/NI Due
20/12/2019	Reverse Salaries	REV BACS	-51,212.14		Reverse Salaries
20/12/2019	Reverse PAYE/NI	REV BACS	-10,795.24		Reverse PAYE/NI
23/12/2019	British Telecom	DD04	214.92		3575-Monthly phone charge
23/12/2019	Business Gas - DD	DD05	2,730.26		984374809/3481/Business Gas -
23/12/2019	Public Works Loan Board	DD06	8,051.33		251119/3453/Public Works Loan
23/12/2019	CryoService Ltd - DD	DD07	202.61		411996706/3430/CryoService Ltd
23/12/2019	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
24/12/2019	Everflow Ltd	DD08	1,488.35		3620-Water 18.01-17.02.20
27/12/2019	DL I.T. Solutions Ltd	DD09	216.00		P/Ledger Electronic Payment
27/12/2019	Pitney Bowes - DD	DD10	63.00		3623-Franking machine Nov19
30/12/2019	DL I.T. Solutions Ltd	DDR	375.54		20406/3485/DL I.T. Solutions L
30/12/2019	British Telecom	DDR1	210.02		3624-TV services
Total Payments			141,208.58		

Minutes of the Staffing Committee held 7th January 2020 in the small meeting room, Elm Park, Filton.

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

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

APOLOGIES – none received

034. Minutes The Town Clerk advised that due to a change in legislation, these minutes would now be in the public domain therefore members needed to be mindful of how resolutions were recorded so as not to disclose confidential information etc. Minutes of the meeting held 3rd December 2019 were approved.

035. Matters arising from the minutes: *Minute 031-* The new inflatable had arrived and the first fun session had proven to be successful. Bookings had been taken for Pool Parties and it was agreed to hold regular fun sessions.

036. Cash Flow – The Town Clerk reported on her concerns regarding current bank balances and that the whole management team were focused on getting through the difficult period leading up to year end.

037. Maintenance Managers report – The maintenance manager gave an update of current jobs. He also reported on the idea of a 5k run around Elm Park. More details would follow once the meeting had taken place.

038. Leisure Centre Managers report – The Leisure Centre reported on current staffing levels. The spin sessions were being re-launched. Upgrading of the fire alarm system was almost complete and would soon be commissioned.

039. Bar Managers Report – The Bar Manager reported on current income and year on year figures. Opening Christmas Day has proved successful and the staff were thanked for volunteering their time. New Years Eve was quieter than previous years as there was a lot of other events in the area this year.

040. Date of next meeting – 4th February 2020 6.30p.m. in the small meeting room.

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