

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 09th June 2020 on **ZOOM CONFERENCE CALLING**

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, C Wood,

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer) C Westcott (Administrator) G Bush (PCSO)

APOLOGIES: Cllrs: - I Scott

NON ATTENDANCE:- Cllrs:- J Tucker

F.092 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.093 DECLARATION OF INTEREST: There were none.

F.094 VIRTUAL MEETING POLICY: The policy was adopted unanimously.

F.095 MINUTES: The minutes of the meeting held Tuesday 09th March 2020 were approved as an accurate record.

F.096 MATTERS OF REPORT ARISING FROM MINUTES: There were none.

F.097 PUBLIC PARTICIPATION:

i) Covid19 Impact: The Council were asked what impact covid19 will have on this year's budget and future precepts. It was noted that adjustments will have to be made to next year's budget as budgets cannot be amended mid-year. The Town Clerk was instructed to speak to the accountants to see if they are able to produce an accurate forecast document.

ii) Public Toilets: A lengthy discussion took place regarding the opening of toilets; it was noted that South Gloucestershire Council were looking into how public toilets could be opened safely. The Town Clerk advised that it would not be possible to open the toilets on site, whilst customers were using the outdoor facilities, this is because there are no staff on site currently to maintain and clean the toilets.

F.098 FILTON LEISURE CENTRE CONSULTATION PROCESS: The Town Clerk talked through the updated report received from the consultant, after a short discussion it was proposed, seconded and Agreed: 9 in favour 1 against to ask the Town Clerk to go out and complete the market testing ready to report back with the results at a future meeting.

Cllr A Robinson, A Johnstone & A Doyle leave the meeting at 2.00pm.

F.099 COUNCIL TAX REBATES & IMPACT ON 2021/22 BUDGET: It was noted that there will be an effect on next years precept due to the current reduction in paying properties because of Covid19.

F.100 INCOME & EXPENDITURE REPORTS: The Reports were noted.

F.101 BALANCE SHEET: The report was noted.

F.102 BOUNDARY ISSUE GLOUCESTER ROAD NORTH: The Town Clerk updated councillors and advised that the solicitor involved had suggested getting a surveyor involved to establish exactly where the boundary lies. It was proposed, seconded and agreed unanimously to instruct solicitor to proceed with surveyor but have a clear indication of costs involved.

F.103 PAYMENTS FOR INFORMATION: The document was noted.

It was agreed the next virtual full council meeting would be held on Tuesday 30th June from 7.30pm. The Town Clerk was asked to look into the possibility of livestreaming the meeting.

The Chair closed the meeting at 2.20pm

Section 1 – Annual Governance Statement 2019/20

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 2020, that:

	Agreed			<i>'Yes' means that this authority:</i>
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.				<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.				<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.				<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.				<i>responded to matters brought to its attention by internal and external audit.</i>
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.				<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*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 must be published with the Annual Governance Statement.

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

12/10/2020

and recorded as minute reference:

MINUTE 10.1.1

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

Chairman

JONATHAN BISHOP

Clerk

JONATHAN BISHOP

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

Authority web address

AUTHORITY WEBSITE ADDRESS

Detailed Income & Expenditure by Budget Heading 10/07/2020

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Leisure Centre - General</u>								
1001 RENT RECEIVED	0	0	1,583	1,583			0.0%	
1010 Pavillion Hire	810	150	6,500	6,350			2.3%	
1011 HALL BLOCK BOOKINGS	100	0	3,000	3,000			0.0%	
1013 EQUIPMENT HIRE INCOME	0	0	25	25			0.0%	
1054 Softplay Income	(170)	(170)	10,000	10,170			(1.7%)	
1080 MISCELLANEOUS INCOME	0	0	500	500			0.0%	
1088 HMRC JRS Grant	28,103	49,122	0	(49,122)			0.0%	
Leisure Centre - General :- Income	<u>28,843</u>	<u>49,102</u>	<u>21,608</u>	<u>(27,494)</u>			<u>227.2%</u>	<u>0</u>
4001 SALARIES & WAGES	33,476	62,908	554,509	491,601		491,601	11.3%	
4003 COST OF TRAINING COURSES	0	0	1,000	1,000		1,000	0.0%	
4006 PROTECTIVE CLOTHING	0	0	1,000	1,000		1,000	0.0%	
4008 TRAINING	0	0	1,000	1,000		1,000	0.0%	
4011 RATES	0	0	62,800	62,800		62,800	0.0%	
4014 ELECTRICITY	1,429	1,429	2,500	1,071		1,071	57.2%	
4015 GAS	0	0	4,500	4,500		4,500	0.0%	
4016 JANITORIAL	0	154	5,500	5,346		5,346	2.8%	
4017 HEALTH & SAFETY	154	154	800	646		646	19.2%	
4018 REFUSE DISPOSAL	826	826	7,500	6,674		6,674	11.0%	
4021 TELEPHONE & FAX	0	0	600	600		600	0.0%	
4023 STATIONERY/PRINTING	0	0	2,000	2,000		2,000	0.0%	
4025 INSURANCE	10,162	10,162	12,000	1,838		1,838	84.7%	
4030 RECRUITMENT ADVTG	0	0	1,000	1,000		1,000	0.0%	
4032 PUBLICITY	0	0	3,000	3,000		3,000	0.0%	
4035 SECURITY COSTS	98	939	8,000	7,061		7,061	11.7%	
4036 PROPERTY MAINTCE	0	0	10,000	10,000		10,000	0.0%	
4038 MAINTENANCE CTRCTS	40	225	8,000	7,775		7,775	2.8%	
4040 EQUIPMENT & SMALL TOOLS	0	0	1,500	1,500		1,500	0.0%	
4042 EQUIPMENT MAINTCE	0	0	500	500		500	0.0%	
4051 BANK CHARGES	(60)	(15)	5,000	5,015		5,015	(0.3%)	
4069 Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0%	
4115 LICENCES	0	0	450	450		450	0.0%	
Leisure Centre - General :- Indirect Expenditure	<u>46,124</u>	<u>76,783</u>	<u>703,159</u>	<u>626,376</u>	<u>0</u>	<u>626,376</u>	<u>10.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(17,281)</u>	<u>(27,681)</u>	<u>(681,551)</u>	<u>(653,870)</u>				
<u>102 Leisure Centre - Swimming Pool</u>								
1012 Bouncy Castle Parties	0	0	500	500			0.0%	
1020 SWIMMING - PUBLIC	79	94	55,000	54,906			0.2%	
1021 SWIMMING - LESSONS	0	0	200,000	200,000			0.0%	

Detailed Income & Expenditure by Budget Heading 10/07/2020

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1022 SWIMMING - SCHOOLS	0	(690)	25,000	25,690			(2.8%)	
1023 SWIMMING - CLUBS	4,796	(490)	24,000	24,490			(2.0%)	
1024 SALES (STOCK) POOL	0	0	5,000	5,000			0.0%	
1025 Pool Parties	0	0	4,500	4,500			0.0%	
1027 Aqua Fit	0	0	6,000	6,000			0.0%	
1028 Lifeguard Courses	0	0	4,000	4,000			0.0%	
1099 TILL DISCREPANCIES	37	90	0	(90)			0.0%	
Leisure Centre - Swimming Pool :- Income	<u>4,912</u>	<u>(996)</u>	<u>324,000</u>	<u>324,996</u>			<u>(0.3%)</u>	<u>0</u>
4103 PURCHASES FOR RESALE	0	0	4,000	4,000		4,000	0.0%	
Leisure Centre - Swimming Pool :- Direct Expenditure	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	<u>0.0%</u>	<u>0</u>
4002 TEMPORARY & CASUAL STAFF	50	50	3,000	2,950		2,950	1.7%	
4008 TRAINING	25	25	2,000	1,975		1,975	1.3%	
4012 WATER RATES	0	3,585	20,000	16,415		16,415	17.9%	
4014 ELECTRICITY	4,638	4,638	30,000	25,362		25,362	15.5%	
4015 GAS	(1,278)	(1,278)	32,000	33,278		33,278	(4.0%)	
4017 HEALTH & SAFETY	0	0	1,500	1,500		1,500	0.0%	
4020 SUNDRY OFFICE & IT COSTS	0	0	3,500	3,500		3,500	0.0%	
4024 SUBSCRIPTIONS	0	0	300	300		300	0.0%	
4036 PROPERTY MAINTCE	0	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CTRCTS	0	208	2,400	2,192		2,192	8.7%	
4040 EQUIPMENT & SMALL TOOLS	0	0	500	500		500	0.0%	
4042 EQUIPMENT MAINTCE	0	0	30,000	30,000		30,000	0.0%	
4120 POOL CHEMICALS	0	0	4,500	4,500		4,500	0.0%	
4125 POOL PURCHASES NOT FOR RESALE	0	0	2,000	2,000		2,000	0.0%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	<u>3,435</u>	<u>7,228</u>	<u>134,200</u>	<u>126,972</u>	<u>0</u>	<u>126,972</u>	<u>5.4%</u>	<u>0</u>
Net Income over Expenditure	<u>1,478</u>	<u>(8,224)</u>	<u>185,800</u>	<u>194,024</u>				
<u>103 Leisure Centre - Pool Vending</u>								
1030 Vending Machine Income	0	0	500	500			0.0%	
Leisure Centre - Pool Vending :- Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>				
<u>104 Leisure Centre - Bar</u>								
1001 RENT RECEIVED	725	725	8,700	7,975			8.3%	
1031 MACHINE INCOME	0	0	800	800			0.0%	
1032 Tickets	0	0	700	700			0.0%	
1040 BAR INCOME - LOUNGE	250	250	125,000	124,750			0.2%	
1041 BAR INCOME - HALL	0	0	13,000	13,000			0.0%	

Detailed Income & Expenditure by Budget Heading 10/07/2020

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1049 CAFE INCOME	0	0	3,500	3,500			0.0%	
1056 FUNCTION ROOM HIRE	0	0	750	750			0.0%	
1088 HMRC JRS Grant	4,235	8,470	0	(8,470)			0.0%	
1099 TILL DISCREPANCIES	383	(110)	0	110			0.0%	
Leisure Centre - Bar :- Income	5,593	9,335	152,450	143,115			6.1%	0
4101 PURCHASES - WET STOCK	0	0	55,900	55,900		55,900	0.0%	
4102 PURCHASES - DRY STOCK	86	86	3,000	2,914		2,914	2.9%	
4109 PURCHASES - CAFE	0	0	2,000	2,000		2,000	0.0%	
Leisure Centre - Bar :- Direct Expenditure	86	86	60,900	60,814	0	60,814	0.1%	0
4001 SALARIES & WAGES	4,404	7,830	86,114	78,284		78,284	9.1%	
4008 TRAINING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTCE	0	0	3,000	3,000		3,000	0.0%	
4038 MAINTENANCE CTRCTS	0	0	305	305		305	0.0%	
4040 EQUIPMENT & SMALL TOOLS	0	0	400	400		400	0.0%	
4041 EQUIPMENT HIRE	314	461	6,000	5,539		5,539	7.7%	
4051 BANK CHARGES	0	0	500	500		500	0.0%	
4060 OTHER PROF FEES	50	50	1,200	1,150		1,150	4.2%	
4104 BAR SUNDRIES	0	0	500	500		500	0.0%	
4110 PROMOTIONS	0	0	3,500	3,500		3,500	0.0%	
4115 LICENCES	0	155	1,500	1,346		1,346	10.3%	
4116 GAMING MACHINE DUTY	0	(61)	350	411		411	(17.5%)	
Leisure Centre - Bar :- Indirect Expenditure	4,768	8,434	103,869	95,435	0	95,435	8.1%	0
Net Income over Expenditure	739	815	(12,319)	(13,134)				
<u>105 Leisure Centre - Indoor Sports</u>								
1050 BADMINTON FEES	0	0	1,500	1,500			0.0%	
1051 SNOOKER FEES	0	0	5,000	5,000			0.0%	
1052 PARTY ROOM HIRE	0	0	3,000	3,000			0.0%	
1053 SKITTLE ALLEY	0	0	200	200			0.0%	
Leisure Centre - Indoor Sports :- Income	0	0	9,700	9,700			0.0%	0
4014 ELECTRICITY	2,100	2,100	12,000	9,900		9,900	17.5%	
4036 PROPERTY MAINTCE	0	0	4,000	4,000		4,000	0.0%	
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
Leisure Centre - Indoor Sports :- Indirect Expenditure	2,100	2,100	17,000	14,900	0	14,900	12.4%	0
Net Income over Expenditure	(2,100)	(2,100)	(7,300)	(5,200)				

Detailed Income & Expenditure by Budget Heading 10/07/2020

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 Leisure Centre - Outdoor Sport</u>								
1060 GRASS INCOME	0	0	4,590	4,590			0.0%	
1061 OUTSIDE COURTS	0	0	100	100			0.0%	
1063 Petanque Income	0	(6)	125	131			(5.0%)	
Leisure Centre - Outdoor Sport :- Income	<u>0</u>	<u>(6)</u>	<u>4,815</u>	<u>4,821</u>			<u>(0.1%)</u>	<u>0</u>
4014 ELECTRICITY	0	0	250	250		250	0.0%	
Leisure Centre - Outdoor Sport :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>250</u>	<u>250</u>	<u>0</u>	<u>250</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(6)</u>	<u>4,565</u>	<u>4,571</u>				
<u>201 Playing Fields</u>								
1201 Field Hire Income	0	0	2,500	2,500			0.0%	
Playing Fields :- Income	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>			<u>0.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	0	2,250	2,250		2,250	0.0%	
4115 LICENCES	0	0	250	250		250	0.0%	
Playing Fields :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				
<u>202 Play Areas</u>								
4037 GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4042 EQUIPMENT MAINTCE	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,000)</u>	<u>(2,000)</u>				
<u>203 Millennium Green</u>								
1001 RENT RECEIVED	0	0	1,500	1,500			0.0%	
Millennium Green :- Income	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>			<u>0.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
Millennium Green :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>				
<u>204 Allotments</u>								
1001 RENT RECEIVED	0	0	1,000	1,000			0.0%	
Allotments :- Income	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>			<u>0.0%</u>	<u>0</u>
4012 WATER RATES	0	33	400	367		367	8.3%	

Detailed Income & Expenditure by Budget Heading 10/07/2020

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	0	250	250		250	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>33</u>	<u>925</u>	<u>892</u>	<u>0</u>	<u>892</u>	<u>3.6%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(33)</u>	<u>75</u>	<u>108</u>				
301 Roads & Highways								
4080 STREET CARE (ex S Glos)	781	781	3,124	2,343		2,343	25.0%	
Roads & Highways :- Indirect Expenditure	<u>781</u>	<u>781</u>	<u>3,124</u>	<u>2,343</u>	<u>0</u>	<u>2,343</u>	<u>25.0%</u>	<u>0</u>
Net Expenditure	<u>(781)</u>	<u>(781)</u>	<u>(3,124)</u>	<u>(2,343)</u>				
302 Community Development								
1082 Filton Festival	0	0	2,500	2,500			0.0%	
Community Development :- Income	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>			<u>0.0%</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	0	4,280	4,280		4,280	0.0%	
4707 GRANTS - YOUTH PROVISION	0	2,500	17,500	15,000		15,000	14.3%	
4708 GRANTS - COMMY PARTNERSHIP	2,625	2,625	3,500	875		875	75.0%	
4711 GRANTS - S137 GENERAL	0	0	6,500	6,500		6,500	0.0%	
4720 CHRISTMAS ACTIVITIES	0	0	3,000	3,000		3,000	0.0%	
4725 FILTON FESTIVAL	0	0	10,000	10,000		10,000	0.0%	
Community Development :- Indirect Expenditure	<u>2,625</u>	<u>5,125</u>	<u>46,580</u>	<u>41,455</u>	<u>0</u>	<u>41,455</u>	<u>11.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,625)</u>	<u>(5,125)</u>	<u>(44,080)</u>	<u>(38,955)</u>				
801 Corporate Management								
4004 PENSION DEFICIT	(917)	(1,833)	(6,800)	(4,967)		(4,967)	27.0%	
Corporate Management :- Indirect Expenditure	<u>(917)</u>	<u>(1,833)</u>	<u>(6,800)</u>	<u>(4,967)</u>	<u>0</u>	<u>(4,967)</u>	<u>27.0%</u>	<u>0</u>
Net Expenditure	<u>917</u>	<u>1,833</u>	<u>6,800</u>	<u>4,967</u>				
802 Democratic Rep'n & Mgmt								
4007 COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4009 TRAVEL	0	0	50	50		50	0.0%	
4024 SUBSCRIPTIONS	0	0	200	200		200	0.0%	
4028 ELECTION COSTS	0	0	2,500	2,500		2,500	0.0%	
4033 NEWSLETTER	0	63	3,000	2,938		2,938	2.1%	

Detailed Income & Expenditure by Budget Heading 10/07/2020

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	0	63	6,150	6,088	0	6,088	1.0%	0
Net Expenditure	0	(63)	(6,150)	(6,088)				
<u>803 Civic Expenses</u>								
4066 CHAIRMANS ALLOWANCE	0	0	950	950		950	0.0%	
Civic Expenses :- Indirect Expenditure	0	0	950	950	0	950	0.0%	0
Net Expenditure	0	0	(950)	(950)				
<u>901 Central Services</u>								
1001 RENT RECEIVED	0	0	2	2			0.0%	
Central Services :- Income	0	0	2	2			0.0%	0
4001 SALARIES & WAGES	8,444	16,888	114,300	97,412		97,412	14.8%	
4005 HR Costs-Service level agr'mnt	0	314	7,500	7,186		7,186	4.2%	
4007 COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008 TRAINING	0	0	2,500	2,500		2,500	0.0%	
4009 TRAVEL	0	0	200	200		200	0.0%	
4010 OTHER STAFF COSTS	0	0	1,600	1,600		1,600	0.0%	
4020 SUNDRY OFFICE & IT COSTS	1,059	1,428	4,000	2,572		2,572	35.7%	
4021 TELEPHONE & FAX	90	106	750	644		644	14.1%	
4022 POSTAGE	59	171	1,000	829		829	17.1%	
4023 STATIONERY/PRINTING	0	39	1,000	961		961	3.9%	
4024 SUBSCRIPTIONS	1,245	1,581	1,600	19		19	98.8%	
4026 PHOTOCOPY CHARGES	0	0	2,000	2,000		2,000	0.0%	
4027 OFFICE EQUIPMENT	0	0	500	500		500	0.0%	
4035 SECURITY COSTS	517	517	0	(517)		(517)	0.0%	
4039 MISC EXPS, XMAS DECORATIONS	100	100	0	(100)		(100)	0.0%	
4051 BANK CHARGES	57	193	1,500	1,307		1,307	12.9%	
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	1,711	1,711	12,000	10,289		10,289	14.3%	
4060 OTHER PROF FEES	5,831	5,831	3,200	(2,631)		(2,631)	182.2%	
Central Services :- Indirect Expenditure	19,113	28,878	158,200	129,322	0	129,322	18.3%	0
Net Income over Expenditure	(19,113)	(28,878)	(158,198)	(129,320)				
<u>902 Outside Services</u>								
4001 SALARIES & WAGES	7,639	15,278	97,300	82,022		82,022	15.7%	

Detailed Income & Expenditure by Budget Heading 10/07/2020

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4006 PROTECTIVE CLOTHING	0	0	200	200		200	0.0%	
4008 TRAINING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTCE	186	186	1,500	1,314		1,314	12.4%	
4037 GROUNDS MAINTENANCE	750	1,160	2,500	1,340		1,340	46.4%	
4040 EQUIPMENT & SMALL TOOLS	0	0	2,000	2,000		2,000	0.0%	
4041 EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042 EQUIPMENT MAINTCE	0	0	3,000	3,000		3,000	0.0%	
4044 VEHICLE FUEL,OIL & MAINT	855	1,796	2,500	704		704	71.8%	
Outside Services :- Indirect Expenditure	<u>9,430</u>	<u>18,421</u>	<u>109,750</u>	<u>91,329</u>	<u>0</u>	<u>91,329</u>	<u>16.8%</u>	<u>0</u>
Net Expenditure	<u>(9,430)</u>	<u>(18,421)</u>	<u>(109,750)</u>	<u>(91,329)</u>				
<u>909 Capital & Projects</u>								
1074 CIL Income	0	30,963	0	(30,963)			0.0%	
Capital & Projects :- Income	<u>0</u>	<u>30,963</u>	<u>0</u>	<u>(30,963)</u>				<u>0</u>
4054 LOAN INTEREST PWLB	957	445	1,732	1,287		1,287	25.7%	
4055 LOAN CAPITAL REPAID	7,095	7,095	14,371	7,276		7,276	49.4%	
4978 CAP Fire Alarm Upgrade	0	0	32,101	32,101		32,101	0.0%	
4992 FUNDING FROM R CAP FUND	0	0	(32,101)	(32,101)		(32,101)	0.0%	
4993 TFR TO ROLLING CAPITAL FUND	0	40,000	40,000	0		0	100.0%	
4998 TFR TO EARMARKED RSV	0	30,963	0	(30,963)		(30,963)	0.0%	
Capital & Projects :- Indirect Expenditure	<u>8,051</u>	<u>78,502</u>	<u>56,103</u>	<u>(22,399)</u>	<u>0</u>	<u>(22,399)</u>	<u>139.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(8,051)</u>	<u>(47,539)</u>	<u>(56,103)</u>	<u>(8,564)</u>				
<u>998 Precept & Interest</u>								
1076 PRECEPT	0	490,893	981,785	490,892			50.0%	
1090 INTEREST RECEIVED	38	67	1,000	933			6.7%	
Precept & Interest :- Income	<u>38</u>	<u>490,960</u>	<u>982,785</u>	<u>491,825</u>			<u>50.0%</u>	<u>0</u>
Net Income	<u>38</u>	<u>490,960</u>	<u>982,785</u>	<u>491,825</u>				
Grand Totals:- Income	<u>39,386</u>	<u>579,357</u>	<u>1,503,360</u>	<u>924,002</u>			<u>38.5%</u>	
Expenditure	<u>95,596</u>	<u>224,601</u>	<u>1,403,360</u>	<u>1,178,759</u>	<u>0</u>	<u>1,178,759</u>	<u>16.0%</u>	
Net Income over Expenditure	<u>(56,210)</u>	<u>354,757</u>	<u>100,000</u>	<u>(254,757)</u>				
Movement to/(from) Gen Reserve	<u>(56,210)</u>	<u>354,757</u>						

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Summary Income & Expenditure by Budget Heading 10/07/2020

Month No: 2

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Leisure Centre - General							
	Income	28,843	49,102	21,608	(27,494)			227.2%
	Expenditure	46,124	76,783	703,159	626,376		626,376	10.9%
	Movement to/(from) Gen Reserve	<u>(17,281)</u>	<u>(27,681)</u>					
102	Leisure Centre - Swimming Pool							
	Income	4,912	(996)	324,000	324,996			(0.3%)
	Expenditure	3,435	7,228	138,200	130,972		130,972	5.2%
	Movement to/(from) Gen Reserve	<u>1,478</u>	<u>(8,224)</u>					
103	Leisure Centre - Pool Vending							
	Income	0	0	500	500			0.0%
104	Leisure Centre - Bar							
	Income	5,593	9,335	152,450	143,115			6.1%
	Expenditure	4,854	8,520	164,769	156,249		156,249	5.2%
	Movement to/(from) Gen Reserve	<u>739</u>	<u>815</u>					
105	Leisure Centre - Indoor Sports							
	Income	0	0	9,700	9,700			0.0%
	Expenditure	2,100	2,100	17,000	14,900		14,900	12.4%
	Movement to/(from) Gen Reserve	<u>(2,100)</u>	<u>(2,100)</u>					
106	Leisure Centre - Outdoor Sport							
	Income	0	(6)	4,815	4,821			(0.1%)
	Expenditure	0	0	250	250		250	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(6)</u>					
201	Playing Fields							
	Income	0	0	2,500	2,500			0.0%
	Expenditure	0	0	2,500	2,500		2,500	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
202	Play Areas							
	Expenditure	0	0	2,000	2,000		2,000	0.0%
203	Millennium Green							
	Income	0	0	1,500	1,500			0.0%
	Expenditure	0	0	500	500		500	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
204	Allotments							
	Income	0	0	1,000	1,000			0.0%
	Expenditure	0	33	925	892		892	3.6%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(33)</u>					
301	Roads & Highways							
	Expenditure	781	781	3,124	2,343		2,343	25.0%
302	Community Development							
	Income	0	0	2,500	2,500			0.0%
	Expenditure	2,625	5,125	46,580	41,455		41,455	11.0%
	Movement to/(from) Gen Reserve	<u>(2,625)</u>	<u>(5,125)</u>					
801	Corporate Management							
	Expenditure	(917)	(1,833)	(6,800)	(4,967)		(4,967)	27.0%
802	Democratic Rep'n & Mgmt							
	Expenditure	0	63	6,150	6,088		6,088	1.0%
803	Civic Expenses							
	Expenditure	0	0	950	950		950	0.0%
901	Central Services							
	Income	0	0	2	2			0.0%
	Expenditure	19,113	28,878	158,200	129,322		129,322	18.3%
	Movement to/(from) Gen Reserve	<u>(19,113)</u>	<u>(28,878)</u>					
902	Outside Services							
	Expenditure	9,430	18,421	109,750	91,329		91,329	16.8%
909	Capital & Projects							
	Income	0	30,963	0	(30,963)			0.0%
	Expenditure	8,051	78,502	56,103	(22,399)		(22,399)	139.9%
	Movement to/(from) Gen Reserve	<u>(8,051)</u>	<u>(47,539)</u>					
998	Precept & Interest							
	Income	38	490,960	982,785	491,825			50.0%

Continued over page

Summary Income & Expenditure by Budget Heading 10/07/2020

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	39,386	579,357	1,503,360	924,002			38.5%
Expenditure	95,596	224,601	1,403,360	1,178,759	0	1,178,759	16.0%
Net Income over Expenditure	<u>(56,210)</u>	<u>354,757</u>	<u>100,000</u>	<u>(254,757)</u>			
Movement to/(from) Gen Reserve	<u>(56,210)</u>	<u>354,757</u>					

Time: 10:07

BANK ACCOUNT-GENERAL

List of Payments made between 01/05/2020 and 31/07/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/05/2020	JTS Snack Foods	CNXL5283	-195.61		Purchase Ledger Payment
01/05/2020	FIS Payments (UK) Ltd - DDR	CNXL5281	-20.00		P/Ledger Electronic Payment
01/05/2020	Rentokil Initial UK Ltd	CNXL5296	-222.38		Purchase Ledger Payment
01/05/2020	Marcella Manzilli	CNXL5293	-75.00		Purchase Ledger Payment
05/05/2020	Bank charge payable	CHRG	10.00		Bank charge payable
05/05/2020	Commission charge	COMMISSION	38.04		Commission charge
07/05/2020	ICO-Subs	DD	55.00		ICO-Subs
12/05/2020	Barclays Bank PLC	5332	54.30		014784960420/4055/Barclaycard
12/05/2020	Butler Fuels	5333	1,129.13		4081680/4060/Butler Fuels
12/05/2020	Complete Business Solutions Gr	5334	46.76		SINV02273814/4058/Complete Bus
12/05/2020	Gazprom Marketing & Trading Re	5335	1,533.47		INV01097162/4064/Gazprom Marke
12/05/2020	Gazprom Marketing & Trading Re	5336	549.59		INV01099331/4062/Gazprom Marke
12/05/2020	Cape Meridian Ltd	5337	312.00		2020/04/019/4059/Cape Meridian
12/05/2020	St Austell Brewery Company Ltd	5338	1,403.98		2437522/4053/St Austell Brewer
12/05/2020	Virgin Media Payments Ltd	5339	18.58		2294289439/4057/Virgin Media P
12/05/2020	Viridor Waste Management Ltd	5340	492.46		00003123556AB/4056/Viridor Was
12/05/2020	WCS Environmental Ltd	5341	249.96		144457/4054/WCS Group
12/05/2020	YZDesigns	5342	432.00		3883/4065/YZDesigns
14/05/2020	British Gas	100623	9,583.88		P/Ledger Electronic Payment
15/05/2020	Zurich-Insurance 20/21	100624	10,161.76		Zurich-Insurance 20/21
15/05/2020	DCK Accounting Solutions Ltd	005345	-1,315.34		Purchase Ledger Payment
20/05/2020	BANK ACCOUNT-IMPREST	TFR-REV	70,000.00		
20/05/2020	BANK ACCOUNT-IMPREST	Tfr	70,000.00		
28/05/2020	Avon Local Councils' Associati	5343	1,189.58		4088-Annul subs 20-21
28/05/2020	Andrew Talbot Design Limited	5344	15.00		3968-Wedsite update late fee
28/05/2020	DCK Accounting Solutions Ltd	5345	1,315.34		4084-Contract visit+closedown
28/05/2020	Gazprom Marketing & Trading Re	5347	40.38		4109-Gas April 2020
28/05/2020	HM Revenue and Customs	5348	100.00		4111-Late MGD return
28/05/2020	Rentokil Initial UK Ltd	5349	184.67		4112-Sanitary serv June
28/05/2020	Loomis UK Ltd	5350	620.28		4086-CIT contract June
28/05/2020	Marcella Manzilli	5351	50.00		4096-Aqua class March
28/05/2020	My Skills for Life Ltd	5352	25.00		4095-RLSS NPLQ trainer
28/05/2020	Cape Meridian Ltd	5353	117.00		4090-Alarm activation callout
28/05/2020	RPT Consulting Limited	5355	5,940.00		4083-Prof fee appraisal Dec 19
28/05/2020	Pitney Bowes	5354	60.21		4087-Frinking fee May
28/05/2020	Southern Brooks Community Part	5357	2,625.00		4092-Filton community Dev19-20
28/05/2020	South Gloucestershire Council	5356	2,371.04		4089-Serv. chrg Apri-June
28/05/2020	DL I.T. Solutions Ltd	5346	2,171.88		4116-IT Maintenance Office 365
28/05/2020	Pitney Bowes	CNXL5354	-60.21		P/Ledger Electronic Payment
28/05/2020	Loomis UK Ltd	CNXL5350	-620.28		P/Ledger Electronic Payment
28/05/2020	South Gloucestershire Council	005356	-2,371.04		Purchase Ledger Payment
12/06/2020	Bristol & Avon Stocktakers	5358	50.00		4163-Stock taking Apr 20
12/06/2020	British Telecommunications plc	5359	435.88		4166-Monthly phone charge
12/06/2020	Complete Weed Control (North W	5360	314.40		4156-Supp chemical weed contro
12/06/2020	C & R Fencing	5361	252.00		4155-Fencing dated 18.05.20
12/06/2020	DCK Accounting Solutions Ltd	5362	956.82		4162-Contract accounting Jan20
12/06/2020	British Gas	5363	3,218.73		4159-Elec May 20

BANK ACCOUNT-GENERAL

List of Payments made between 01/05/2020 and 31/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/06/2020	Instyle Marketing Services	5364	180.00		4152-Produce diabond sign
12/06/2020	JTS Snack Foods	5365	295.19		Purchase Ledger Payment
12/06/2020	Lister Wilder	5366	1,025.97		4151-Oil filter
12/06/2020	Cape Meridian Ltd	5367	234.00		4143-Alarm callout
12/06/2020	Rentokil Initial UK Ltd	5368	500.11		4173-Admin charge
12/06/2020	Ricoh UK Ltd	5369	410.58		4165-Coper charge
12/06/2020	Travis Perkins Trading Co Ltd	5370	223.25		4149-Vinyl paint
12/06/2020	Viridor Waste Management Ltd	5371	991.44		4150-Waste collection May
12/06/2020	CryoService Ltd	5372	400.36		4157-Mothly charge
22/06/2020	Brenntag UK Ltd	5373	163.24		47SI4787335/4203/Brenntag UK L
22/06/2020	Connells	5374	180.00		8620/4204/Connells
22/06/2020	CryoService Ltd	5375	17.59		413773119/4202/CryoService Ltd
22/06/2020	DCK Accounting Solutions Ltd	5376	1,315.34		Purchase Ledger Payment
22/06/2020	DCK Accounting Solutions Ltd	5377	876.90		TPC9142/4201/DCK Accounting So
22/06/2020	Gazprom Marketing & Trading Re	5378	11,386.95		Purchase Ledger Payment
22/06/2020	Gazprom Marketing & Trading Re	5379	1,580.62		4154-Gas May 2020
22/06/2020	GM Engineering (Bristol) Ltd	5380	648.00		1257/4212/GM Engineering (Bris
22/06/2020	Rubicon Play Ltd	5381	573.60		08838/4207/Rubicon Play Ltd
22/06/2020	South Gloucestershire Council	5382	2,371.04		Purchase Ledger Payment
22/06/2020	South Western Ambulance Servic	5383	2,400.00		790/4208/South Western Ambulan
22/06/2020	Ernest Till (South West) & co	5384	396.00		Purchase Ledger Payment
Total Payments			209,414.44		

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Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 10/07/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
		Asset Value	Depreciation	Net Value
	<u>Fixed Assets</u>			
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,520,977	693,551
11	LEASEHOLD LAND & BUILDINGS	25,000	6,500	18,500
21	VEHICLES & EQUIPMENT	555,859	521,014	34,845
41	INFRASTRUCTURE ASSET	191,408	180,560	10,848
61	COMMUNITY ASSETS	61,372	29,100	32,272
	Total Fixed Assets	3,048,167	2,258,151	790,016
	<u>Current Assets</u>			
105	VAT CONTROL	5,001		
115	OTHER DEBTORS	32,338		
116	STAFF ADVANCES	(187)		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	2,719		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	(37,797)		
201	BANK IMPREST WAGES AC	195,900		
220	PETTY CASH - OFFICE	77		
221	PETTY CASH - BAR	269		
225	FLOAT - BAR	295		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	165		
245	CCLA Public Sector Investment	305,023		
	Total Current Assets		504,890	
	<u>Current Liabilities</u>			
500	TRADE CREDITORS	7,353		
510	ACCRUED EXPENSES	7,595		
513	ACCRUED MISSING INVOICES	956		
520	NET WAGES CONTROL	(90)		
525	PAYE AND NI DUE	7,641		
526	SUPERANNUATION DUE	6,432		
528	A of E CONTROL	58		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		34,444	
	Net Current Assets			470,446
	Total Assets less Current Liabilities			1,260,462
	<u>Long Term Liabilities</u>			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,258,443)		
401	PWLB Loan 486814	30,243		
	Total Long Term Liabilities		243,020	
	Total Assets less Total Liabilities			1,017,442
	<u>Represented by :-</u>			
300	CURRENT YEAR FUND	354,757		
310	GENERAL FUND	26,100		

10:00

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 10/07/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
315	ROLLING CAPITAL FUND	40,689	
325	EMR 4 Towns Play Association	300	
328	EMR Elections	10,338	
329	EMR CIL 19/20	7,298	
330	CAPITAL FINANCE ACCOUNT	546,996	
331	EMR CIL 20/21	30,963	
		<hr/>	<hr/>
	Total Equity		1,017,442