

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

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

Tel: 01454 866 698

22nd July 2020

Dear Members

You are hereby summonsed to a **VIRTUAL** meeting of the **FULL COUNCIL** will be held on **Tuesday 28th July 2020 at 7pm. via Zoom Remote Link**

Join Zoom Meeting

<https://us02web.zoom.us/j/85037268507?pwd=bjNmUmZnVXhtaWdkODZoQzR4WGZlZz09>

Meeting ID: 850 3726 8507

Passcode: 621106

Dial by your location

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

Meeting ID: 850 3726 8507

Passcode: 621106

Find your local number: <https://us02web.zoom.us/u/kchekjw13>

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

Public and press are welcome to view all council meetings - however the Chair reserves the right to mute or remove any member of the public causing a disturbance.

AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. **Submissions from the Public** (max. 15mins) (whilst we are meeting via remotely any submission from the public will need to be sent in to clerk 48 hours prior to meeting)
5. To approve the minutes of the meeting held 30th June 2020 – (pages 1-2)
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team Update (page 3)
8. South Gloucestershire Reports:
Cllr A Monk – (to be tabled)
Cllr C Wood – (to be tabled)
9. Submission from members:
Cllr Keith Briffett – requests an update on the King George VI/Filton Avenue North junction
10. Reports from Committees, Working Groups and the Town Clerk:
 - i) Full Council (Finance) draft minutes of the meeting held 14th July 2020 (pages 4-5)
 - ii) MUGA Update – Town Clerk

- iii) Ratepayers Arms – Town Clerk
- iv) Leisure Centre update – phased launch planned for 3rd August 2020 (Post Covid Risk Assessments and recovery plan to follow) (page 6)
- v) Formal acceptance of the completed Annual Return 2019/20 (pages 7-12)
- vi) To agree the exercise of public rights dates (pages 13-17)

11. Other Reports/Consultations:

12. Consultation Spreadsheet (pages 18-19)

13. Payments for Information (pages 20-21)

PRESENT: Cllrs: D Collins (Chair), A Doyle (Vice Chair), K Briffett, A Kenyon, T Mewies, B Mead, A Monk, A Robinson, C Wood, M Chaudhry, I Scott, A Johnstone

ALSO, PRESENT: Lesley Reuben (Town Clerk), Tasha Gould (Town Council Support Officer), Carla Westcott (Administrator) Debra Holman (Bar Manager)

APOLOGIES: Cllrs: J Tucker

NON-ATTENDANCE: N/A

0117. APOLOGIES FOR ABSENCE: Apologies were noted.

0118. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0119. DECLARATIONS OF INTEREST: None received.

0120. SUBMISSIONS FROM PUBLIC: None received.

0121. TO APPROVE MINUTES OF THE MEETING HELD 25th February 2020: The minutes were approved as an accurate record.

0122. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None reported

0123. FILTON BEAT TEAM REPORT: The report was noted. It was agreed that the beat team would bring backdated crime statistics to the Full Council next meeting.

0124. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS: The reports were noted.

Cllr A Johnstone joined the meeting at 7.20pm

0125. SUBMISSIONS FROM MEMBERS

i) **Motion from Cllr A Monk** - That "FTC work with FACE to commission a project to create a piece of street art in the underpass on A4174. Ideally within this piece a thank you to Covid-19 volunteers". There was a short discussion surrounding the location of the artwork, it was suggested that the railway bridge might be a better location. Cllr Monk confirmed that the only cost associated with the artwork would be the cost of the artist, Brewers Fayre will be donating the paint. The original proposal was amended to change the location to the railway bridge, seconded and **Agreed: 7** in favour 2 against.

Cllr C Wood & M Chaudhry joined the meeting at 7.30pm

0126. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Full Council (Finance) Minutes of meeting held 09th June 2020 were noted.
- ii) MUGA update – It was noted that the Town Clerk had met with 3 suppliers and was waiting on designs to be sent through to take to the next available meeting.
- iii) Closure Update – The Town Clerk updated Councillors on the new government advice surrounding bars and pubs being able to open again. It was noted that from the 4th July bars and pubs would be able to open following strict government guidelines. There was a lengthy discussion surrounding this with some councillors asking for a full financial breakdown of associated costs. It was noted that if the Council decided to open it would take about a week to get the Ratepayers set up ready to open as staff were currently furloughed. It was also noted that to be financially viable it would only be able to open on reduced hours providing an interim

service until the Leisure facilities were able to re-open. It was proposed, seconded and **Agreed:** 7 in favour 3 against to open the Ratepayers Arms along with other pubs in the local area with opening hours being able to adjust to suit demand. Also to keep a close eye on the figures reporting to council each month

iv) Funfair – Councillors were informed that a local fairground had contacted the Town Council Office to enquire about bringing the fairground up to Elm Park from 02nd – 09th August 2020. It was noted that the Fairground would be paying to come up and use the grounds and both the Council Office and Fairground were waiting for specific government guidelines to be released before an appropriate contract could be drawn up. Some Councillors raised concerns with toilet facilities and the number of people there would be at Elm Park at any one time. It was noted that the fairground were waiting on the official guidance but a prepaid system would look to work best in handling numbers of people. Councillors voted 8 in favour 2 against to allow the fairground to attend if strict guidance was followed and a copy of the contract be brought back to the next meeting.

0127. OTHER REPORTS/CONSULTATIONS:

ii) Consultation Spreadsheet – The document was noted.

0128. PAYMENTS FOR INFORMATION: The document was noted.

Councillors agreed that all virtual meetings moving forward would be held at 7.00pm.

The Chair closed the meeting at 8.30pm

Filton Town Council Beat Team Report

Reported crime and ASB – Please be mindful that these statistics for 2020 also include Little Stoke so therefore statistics won't be entirely accurate.

<u>Crime</u>	<u>2019</u>	<u>2020</u>
March	67	92
April	75	83
May	84	87
June	109	97

Crime as a whole is comparable to 2019 during COVID, no massive increase or decrease.

<u>ASB</u>	<u>2019</u>	<u>2020</u>
March	41	58
April	21	61
May	39	72
June	42	71

ASB has increased during COVID – This is mainly due to reports of COVID breaches of which we had 229 reported. Weekend were peak times for reports.

Last 3 months reported crime incidents

Theft – 63

Public Order – 39

Arson & Criminal Damage – 22

Burglary – 15

Over the last month we have seen an increase in shop thefts due to the restrictions lifting at shops. We have also had an increase in shed/garage breaks which have resulted in bike thefts. We are asking people to ensure their garage and sheds have ample security outside and inside especially if they have push bikes.

PCSO 9819 Georgia Bush

Filton Neighbourhood Policing Team

Patchway Police Centre

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 14th July 2020 on **ZOOM CONFERENCE CALLING**

PRESENT: Cllrs: - M Chaudhry (Chair), K Briffett, D Collins, A Doyle, A Kenyon, T Mewies, A Monk, I Scott, A Robinson, J Tucker, C Wood

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer) C Westcott (Administrator) Derek Kemp (Accounting Solutions)

APOLOGIES: Cllrs: - B Mead, A Johnstone

NON ATTENDANCE:- Cllrs:-

F.104 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.105 DECLARATION OF INTEREST: There were none.

F.106 PRESENTATION OF FINANCIAL STATEMENTS: Derek Kemp (Accounting Solutions) presented the end of year accounts and informed Councillors that the 2019/2020 financial year ended in deficit but not as bad as was previously predicted. At presented the accountants do not have enough data to show how the current situation (Covid19) has had on Filton Town Council finances. It was noted that whilst the Council continued to receive furlough payments for staff, the finances were in a sustainable position. The accountant confirmed he would be keeping a close eye on the monthly finances and will be reporting back with updated figures in a couple of months. It was also agreed the accountants would provide a month by month breakdown vs the previous two years.

F.107 MINUTES: The minutes of the meeting held Tuesday 09th June 2020 were approved as an accurate record after noting that F.099 should read "could be" instead of "will be".

F.108 MATTERS OF REPORT ARISING FROM MINUTES:

F.102 Boundary issue.

The Town Clerk updated on a meeting held with the property owner. The community garden Chair had suggested a new boundary line, slightly different to that suggested by the surveyor. The property owner seemed happy with this although official confirmation of this was still awaited.

Cllr Kenyon joined the meeting at 7.20pm

F.109 TO COMPLETE THE ANNUAL GOVERNANCE STATEMENT:

Councillors talked through each statement; Points 1-8 were agreed by the majority. point 9 is N/A. It was agreed to bring a summary report of all risks to each Finance meeting.

Action: Town Council Office

F.110 TO ADOPT THE 2019/2020 FINANCIAL STATEMENTS: It was unanimously **Agreed:** to adopt the financial statements.

F.111 PUBLIC PARTICIPATION: None received.

F.112 REVIEW OF SERVICES: The Town Clerk updated that the consultant was now engaged to soft test the market. It was noted that a small working group needs to be set up for him to report back to, it was agreed councillors D Collins, C Wood, A Doyle, M Chaudhry, T Mewies and A Monk would sit on that group.

F.113 INCOME & EXPENDITURE REPORTS: The reports were noted. It was noticed that there were anomalies with electricity figures in 101. The Town Clerk advised that this was a coding error but would confirm at the next meeting.

F.114 BALANCE SHEET: The report was noted.

F.115 PAYMENTS FOR INFORMATION: The document was noted.

F.116 TOWN CLERK UPDATE:

i) Ratepayers Arms Update: The Town Clerk updated councillors on the re-opening of the bar, it was noted that the Ratepayers had opened on Friday 10th July on reduced hours and with a reduced drinks menu. A graph was presented showing the first 3 days sales and costs including staffing. Councillors asked if the graphs could include more detail like the cost of utilities. The Town Clerk was asked to investigate extending the licenced boundary to include the green space at Elm Park so residents could sit outside with drinks.

Action: Town Clerk

ii) Leisure Centre Update: The Town Clerk advised that 4 members of the pool team were now flexibly furloughed and working on a part time basis to pull a plan together for the opening of the Leisure Centre. It is hoped that this will be able to happen at the end of July.

The Chair closed the meeting at 8.10pm



Good news – we are reopening! Many of you will have heard the recent announcements that we have been given the go ahead to reopen. We are pleased to let you know we will be opening our main pool for Phase 1 pre-paid lane swimming only from Monday August 3rd! (Numbers will be limited due to social distancing.)

ALL Sessions MUST be pre-booked in order to ensure there is safe and adequate space for you to participate in your activity. We ask all users to follow our new COVID19 guidance please when on site.

Week 1 we will be open from 7am – 1.30pm, Monday – Friday only. (3rd August – 7th August)

Week 2 we will be open from 7am – 1.30pm, Monday – Friday. We will be open 9am – 1.30pm Saturday & Sunday (15th & 16th August)

Please note there will be no small pool open for the time being and the sessions are for adult lane swimming only. We will be reviewing our activities weekly and will look to move to Phase 2 as soon as possible.

***Pre booking tickets and spaces will be available to book on 31st July for swimming on Monday 3rd August. This includes any pre paid dawn dipper tickets. To book your space please email reception@fildontowncouncil.gov.uk, or call 01454 866686 between the hours 10am – 11am.**

Our temporary Timetables will be available on our website from Monday 27th July.

We thank you for your understanding and look forward to welcoming you back soon.

PLEASE BE AWARE THESE TIMES ARE SUBJECT TO CHANGE AT SHORT NOTICE.

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		✓

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk**

Annual Internal Audit Report 2019/20

FILTON TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

25/11/2019

21/07/2020

Name of person who carried out the internal audit

Rachel Massey

Signature of person who carried out the internal audit

R Massey

Date

23/07/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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			"Yes" means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of Internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

14/07/2020

and recorded as minute reference:

F.109 (FULL COUNCIL / FINANCE)

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

Chairman

Clerk

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

Authority web address

Section 2 – Accounting Statements 2019/20 for

FILTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	84,586	95,341	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	675,000	710,184	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	626,262	521,494	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-827,014	-805,821	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-15,917	-15,920	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-447,576	-460,552	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	95,341	44,726	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	131,448	85,372	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,009,470	3,048,167	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	51,000	37,338	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

17/07/2020

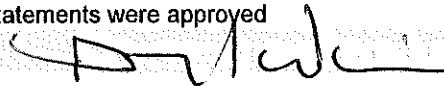
I confirm that these Accounting Statements were approved by this authority on this date:

14/07/2020

as recorded in minute reference:

F.109

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2019/20

In respect of **FILTON TOWN COUNCIL**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

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

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 require that:

1. The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority that starts on or before 1 September 2020.
2. The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
3. The responsible financial officer for a relevant authority must, on behalf of that authority, publish **(which must include publication on the authority's website):**

(a) the Accounting Statements (i.e. Section 2 of either Part 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:

(i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;

(ii) the Annual Governance Statement (i.e. Section 1 of either Part 2 or Part 3, whichever is relevant, of the AGAR); and

(b) a statement that sets out—

(i) the period for the exercise of public rights;

(ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;

(iii) the name and address of the local auditor;

(iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

1. You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and

2. Publish **(including publication on the smaller authority's website)** the following documents, the day before the public rights period commences:

- a. the approved Sections 1 and 2 of either Part 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
- b. the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following **suggested** dates: Monday 15 June – Friday 24 July 2020. (The latest possible dates that comply with the statutory requirements are Tuesday 1 September – Monday 12 October 2020); and
- c. the notes which accompany the Notice (Local authority accounts: a summary of your rights).

**FILTON TOWN COUNCIL
NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

Local Audit and Accountability Act 2014 Sections 25, 26 and 27

The Accounts and Audit Regulations 2015 (SI 2015/234)

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

NOTICE	NOTES
<p>1. Date of announcement 30TH July 2020</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2020, these documents will be available on reasonable notice by application to:</p> <p>(b) Lesley Reuben, Filton Town Council Offices, Elm Park, Filton, South Glos, BS34 7PS Email: Lesley.reuben@filtontowncouncil.gov.uk</p> <p>commencing on (c) Tuesday 1st September 2020 _____</p> <p>and ending on (d) ____Monday 12th October _____</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) Lesley Reuben Town Clerk & RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act, the Accounts and Audit Regulations 2015 and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. **Legislative changes have been made as a result of the restrictions imposed by the Coronavirus for the 2019/20 reporting year which mean that there is no requirement for a common period for public rights. The period for the exercise of public rights must however commence on or before 1 September 2020.** The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication <u>Local authority accounts: A guide to your rights</u> are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return</i> .
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Public Consultation Spreadsheet July 2020

Consultation	Consultation Period	Summary
Council Plan 2020		<p>Our new Council Plan 2020 will build on and deliver the Council's vision to make South Gloucestershire a great place to live and work. It provides a framework for what we will focus on and how we will work, and includes an Action Plan which sets out what we plan to do, how we will do it, and how we will measure our performance.</p> <p>The basis of the Council Plan is four key priorities which will inform the council's policies and decision-making. The key priorities and emerging commitments are based on what you, our residents, have told us are important, and what our day-to-day evidence gathering suggests requires focus to improve outcomes for the people of South Gloucestershire. It is not a list, and does not seek to capture everything we do. However we want to take this opportunity to sense check with our residents and organisations if you feel we have got the priorities right. We have all faced the unprecedented challenge of the Coronavirus outbreak. This arrived at a time when the emerging Council Plan was to be released for public engagement and has drawn attention to the many roles and responsibilities of Local Authorities and our partners. We are of course well underway with a comprehensive emergency response but as we identify our commitments for the next four years and beyond, we recognise that some of these will need additional resource and attention for at least the next 6-12 months and into a long-term economic and community recovery plan.</p>
Call for sites 2020	<p>7 July 2020</p> <p>20 Oct 2020</p>	<p>One of the key aims of the Local Plan will be to allocate sites for the new homes, jobs, infrastructure, services and facilities that will be needed in South Gloucestershire.</p> <p>The purpose of the 'call for sites' is to provide an opportunity for people to identify sites they think may have the potential for development (for housing and economic purposes) through the Local Plan.</p> <p>We have prepared some <u>frequently asked questions (FAQs)</u> to provide more information about what the 'call for sites' is, what it is not, and how it fits into the overall process of preparing the Local Plan 2020.</p> <p>The 'call for sites' is open and runs from 7 July 2020 to 20 October 2020.</p> <p>Information on the process for submitting sites, including a downloadable call for sites submission form, as well as the status of sites which have been submitted through previous calls for sites can be found in our FAQs below.</p> <p>If you have any questions about the Local Plan call for sites please contact us by email to policy.consultation@southglos.gov.uk and we will endeavour to respond in a timely manner.</p>

<p>Statement of Community Involvement 2020</p>	<p>11 July 2020</p>	<p>18 Oct 2020</p>	<p>The Statement of Community Involvement (SCI) sets out the way the council will involve the local community, stakeholders and statutory bodies in the preparation of new planning policy documents and in consultation on planning applications.</p> <p>The SCI was last updated in January 2015. Since then, there have been a number of changes to the legislative framework within which the SCI operates and to internal procedures within the Council. A refresh of the 2015 SCI is in the process of being undertaken, which takes account of updated regulations, new digital solutions, benchmarking of other authorities and the COVID-19 pandemic.</p> <p>The main areas that have changed in the refresh are;</p> <ol style="list-style-type: none"> Duty to support communities preparing Neighbourhood Plans - The SCI now clarifies the steps required to undertake Neighbourhood Plans, Neighbourhood Development Orders or Community Right to Build Orders. Planning applications – Major developments are now encouraged to carry out pre-application consultations and submit the outcome of this as part of their full or outline applications. Benchmarking/ Digital Approach – Our benchmarking exercise found most authorities are streamlining the planning application process by moving towards a digital solution. We will continue to explore the use of various digital solutions to support many of our consultation processes for planning applications and plan making, while ensuring that stakeholders who cannot or choose not to access information in this way are not disadvantaged in any way. The changes are considered alongside our broader climate emergency objectives, and how as a council we reset how we deliver our services and statutory functions post COVID-19.
<p>Housing Floating Support Service Changes</p>	<p>20 July 2020</p>	<p>11 Oct 2020</p>	<p>South Gloucestershire Council commissions a number of services that provide support for people to manage their housing and live independently. Most are on-going, though some are short term, including the 'floating support' service.</p> <p>The floating support service is currently delivered by an external provider called P3. The Council has a contract with P3 and pays them to deliver the service. This contract is due to end on 31st March 2021 and therefore options for the future of the service are being considered.</p> <p>Floating support is intended to be for households who have a housing problem and need some short term help to resolve this so they can stay, or help to find somewhere else if staying isn't an option and to avoid becoming homeless. If a household is homeless already, the service can help them to find somewhere else to live and provide resettlement support.</p> <p>Our Proposal</p>

			<p>Until now, floating support has been delivered by commissioning an external provider, which means introducing the household to a new service. The option being consulted on now is to end this arrangement and to bring the service in-house where it can be directly aligned to the council's housing advice and homelessness service, and thereby be more effective and simplified for the household.</p> <p>Bringing the service in house so it is delivered by the Council will not change what the service does or who can use the service, but it will mean:</p> <ul style="list-style-type: none"> • Support plans will link directly with personal housing plans so people will only have one plan they are working on, and one support worker helping them. • Reduced admissions of households in temporary and supported accommodation, and reduced lengths of stay. • Reduced duplication with housing advice where people are involved with both services. • Improved responses to reports of rough sleepers, and assistance to other single homeless people – additional resources in HomeChoice means an immediate response to any reports of rough sleeping and intensive support can be put in straight away. • There is one recording system so housing staff have live information and knowledge of their cases, rather than needing to share and gather information from an external service provider. This will benefit registered landlords too in considering pre tenancy preparation. • It is more cost effective for the council and can achieve savings of c .£101,712 per annum on the current contract price. <p>Bringing the service in house will require no additional funding to the current contracted price.</p>
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BANK ACCOUNT-GENERAL

List of Payments made between 26/06/2020 and 22/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/06/2020	Pitney Bowes	DD05	6.00		BH399606/4206/Pitney Bowes
30/06/2020	Zoom Video Communications Inc.	DD06	14.39		P/Ledger Electronic Payment
14/07/2020	C. Brewer & Sons Ltd	5385	283.27		4231-Brush set + roller
14/07/2020	DL I.T. Solutions Ltd	5386	126.00		4249-Draytek AP810
14/07/2020	Instyle Marketing Services	5387	73.92		4246-Safety sign
14/07/2020	MPLC	5388	124.57		4253-MPLC Umbrella lic. 20/21
14/07/2020	Cape Meridian Ltd	5389	195.00		4247-Alarm activation callout
14/07/2020	Adam Neil Sanders	5391	350.00		4238-Ash tree felling
14/07/2020	South Gloucestershire Council	5392	1,071.24		4235-Payroll charge Apr-Jun20
14/07/2020	St Austell Brewery Company Ltd	5393	564.83		4256-Bar stock
14/07/2020	Travis Perkins Trading Co Ltd	5394	48.51		4233-Trade white spirit
14/07/2020	Virgin Media Payments Ltd	5395	37.16		4243-Mobile charge
14/07/2020	Viridor Waste Management Ltd	5396	1,248.24		4237-Waste collection Allotmen
14/07/2020	Wards Solicitors	5397	399.60		4244-Boundary dispute
14/07/2020	Ricoh UK Ltd	5390	111.86		4261-Printing charge
Total Payments			<u>4,654.59</u>		

BANK ACCOUNT-GENERAL

List of Payments made between 23/07/2020 and 23/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/07/2020	Capital Cleaning (Kent) Ltd	5398	244.52		4286-Gloves, sanitiser, rolls
23/07/2020	Lockertek Ltd	5399	147.81		4303-Coin return lock
23/07/2020	Playsafety Ltd	5400	132.60		4297-Annual inspect-Play Area
23/07/2020	Travis Perkins Trading Co Ltd	5401	510.34		4293-Timber wood, deadlock
Total Payments			<u>1,035.27</u>		