

## FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

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

Town Clerk: Lesley Reuben

Tel: 01454 866698

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

8<sup>th</sup> October 2020

Dear Member

You are hereby summoned to A VIRTUAL meeting of the FULL COUNCIL (FINANCE & GENERAL PURPOSES) will be held on Tuesday 13<sup>th</sup> October 2020 at 7pm.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84869080570?pwd=ZlZnZWxuRnBSSElFdHPTFlqZHdKZz09>

Meeting ID: 848 6908 0570

Passcode: 333914

Dial by your location

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

Meeting ID: 848 6908 0570

Passcode: 333914

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L.A. Reuben', followed by a small dot.

L.A.Reuben

Town Clerk.

*Public and press are welcome to view all council meetings - member of the public joining the meeting will need to identify themselves and will be muted throughout the meeting unless invited to speak.*

### AGENDA

#### Part 1

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 8<sup>th</sup> September 2020 (pages 1-2)
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Participation – need to be sent to Town Clerk 48 hrs prior to meeting
6. Review of Services – ongoing
7. Income & Expenditure Reports Month 5 (pages 3-16)
8. Balance Sheet Month 5 (pages 17-18)
9. Payments for information up to date (page 19-20)

#### Part 2 – Excluding Press and Public

10. Staffing Committee minutes of the meeting held 15<sup>th</sup> September 2020 (page 21)
11. Redundancy calculator (pages 22)

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 8<sup>th</sup> September 2020 on held remotely via **ZOOM CONFERENCE CALLING**.

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

**ALSO PRESENT:** L Reuben (Town Clerk) C Westcott (Administrator)

**APOLOGIES: Cllrs:** - A Monk

**NON-ATTENDANCE:** - **Cllrs:** - J Tucker, C wood

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**Part 1**

**F.117 APOLOGIES FOR ABSENCE:** Cllrs apologies were noted.

**F.118 DECLARATION OF INTEREST:** There were none.

**F.119 MINUTES:** Minutes from meeting 12<sup>th</sup> July 2020 were approved as accurate.

**F.120 MATTERS OF REPORT ARISING FROM MINUTES:**

**F.109** Risk Assessment summary had been sent to all councillors prior to the meeting, the detailed documents to be circulated to members.

**F.110** It was proposed and seconded **Voted: unanimous for** to ask the accountant to meet with Councillors and Leisure Centre staff and discuss Filton Town Council finances, budget predictions and effects of COVID 19.

It was also agreed for the Town Clerk to arrange regular updates with the accountant after this.

**Action: Town Council Office**

**F.121 PUBLIC PARTICIPATION:** The Council office has received a complaint from a resident of Sixth Avenue. Keys have been issued to resident from Eden Grove for the back lanes. The lanes adjoin both roads and supply rear access to both. The residents from sixth Avenue feel that its against the law for a Bristol resident to have access keys.

It was discussed and agreed for the Council Office to investigate with South Gloucestershire Council the legality of sharing access.

**Action: Town Council Office**

**F.122 FILTON TOWN COUNCIL - THE GENERAL POWER OF COMPETENCE:** It was resolved that this council meets the eligibility required for the 'The General Power of Competence' as i) the number of councillors elected at the last election exceeded two thirds of its total number of seats. ii)The Clerk is fully qualified in the recognised sector and has completed the relevant training designed as part of the National Training Strategy for local councils. This eligibility will need to re-affirmed at every annual meeting of the council to confirm it still meets the criteria.

**F.123 REVIEW OF SERVICES WORKING GROUP:** The Town Clerk updated that the consultant was now engaged to soft test the market, it was agreed that the Town Clerk would arrange a meeting for the working group and the consultant in the upcoming weeks.

**F.124 MUGA UPDATE:** All quotes have all been received and circulated with papers. Discussion regarding how best to proceed with the public consultation options such as deadlines, where and when to publicise public notice for the consultation. It was agreed to have one month from published date for the

consultation to gain all responses, to have all 3 companies to give virtual presentations that video presentations would be displayed on web page. Filton Voice offered to help with the publicising and would liaise with the Town Clerk to discuss. Plans would be displayed in the Leisure Centre and in the Bar area.

**F.125 FENCING ISSUES:** The Town Clerk updated the council with the reports regarding the fencing issues on Elm Park.

It was **unanimously agreed:** -

- i) To carry out the proposed works to replace the fencing near the top football pitch to reduce the risk of footballs entering the properties on Elm Park.
- ii) Glos Rd North boundary with the Community Garden - it was resolved to erect chain link fencing within the council's boundary at the rear of the properties on Glos Rd North that border the community garden.  
Councillors would like it documented that this was exceptional circumstances and that this would not set a precedent.

**F.126 INCOME AND EXPENDITURE REPORTS MONTH 4:** Discussion over the impact of Furlough. The report was then noted.

**F.127 BALANCE SHEET MONTH 4:** The Report was noted

**F.128 PAYMENTS FOR INFORMATION:** The document was noted.

*Part 2 excluding press and public*

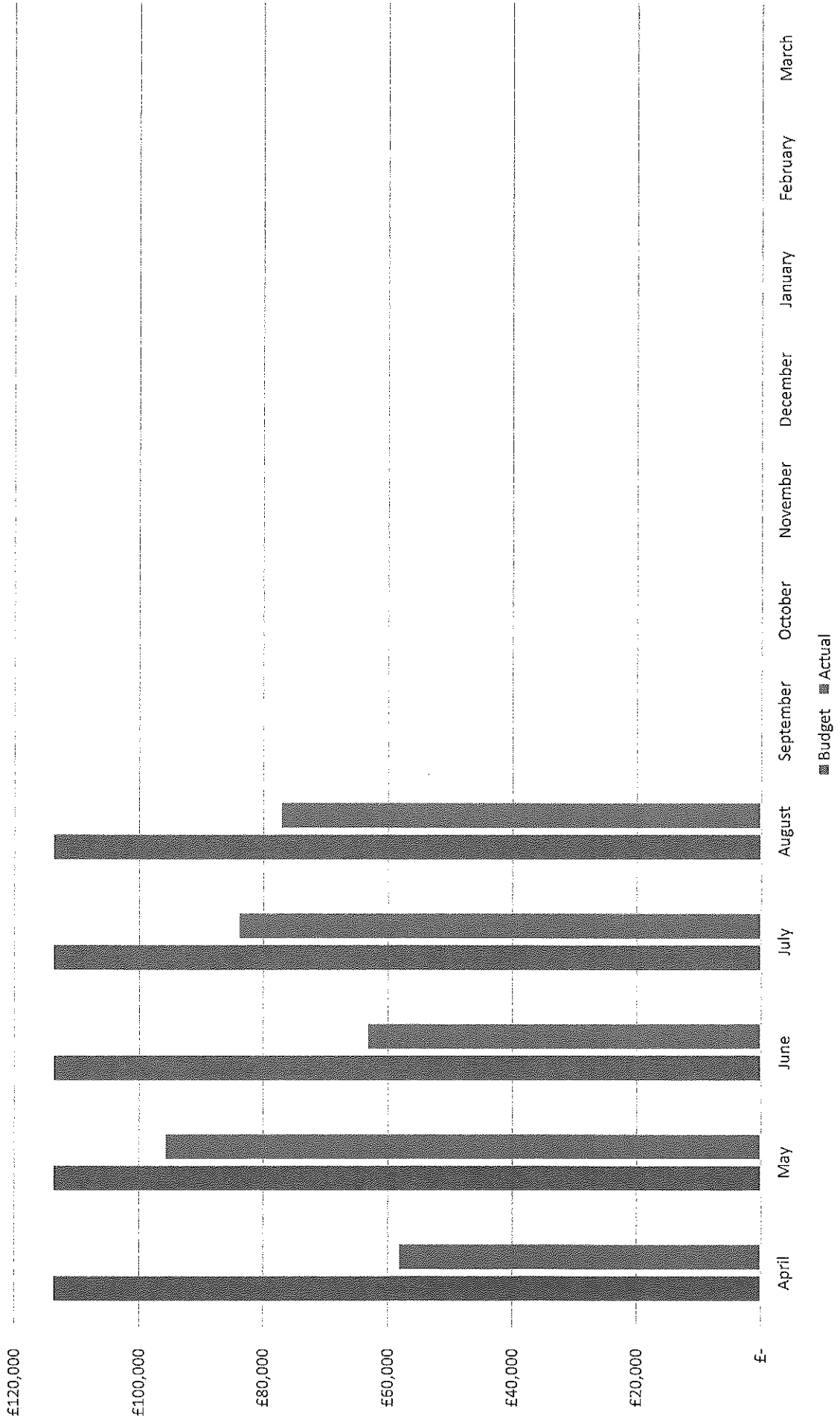
**F.129 STAFFING COMMITTEE MINUTES OF MEETING HELD 7<sup>TH</sup> JULY 2020:**

i) Several issues had been raised regarding treatment of an employee.  
**Agreed unanimously** that there were issues that needed addressing quickly and efficiently. Therefore, to obtain South Gloucestershire Council HR advice on a way forward, whether that be at a cost to the council or not and to report back to Full Council.

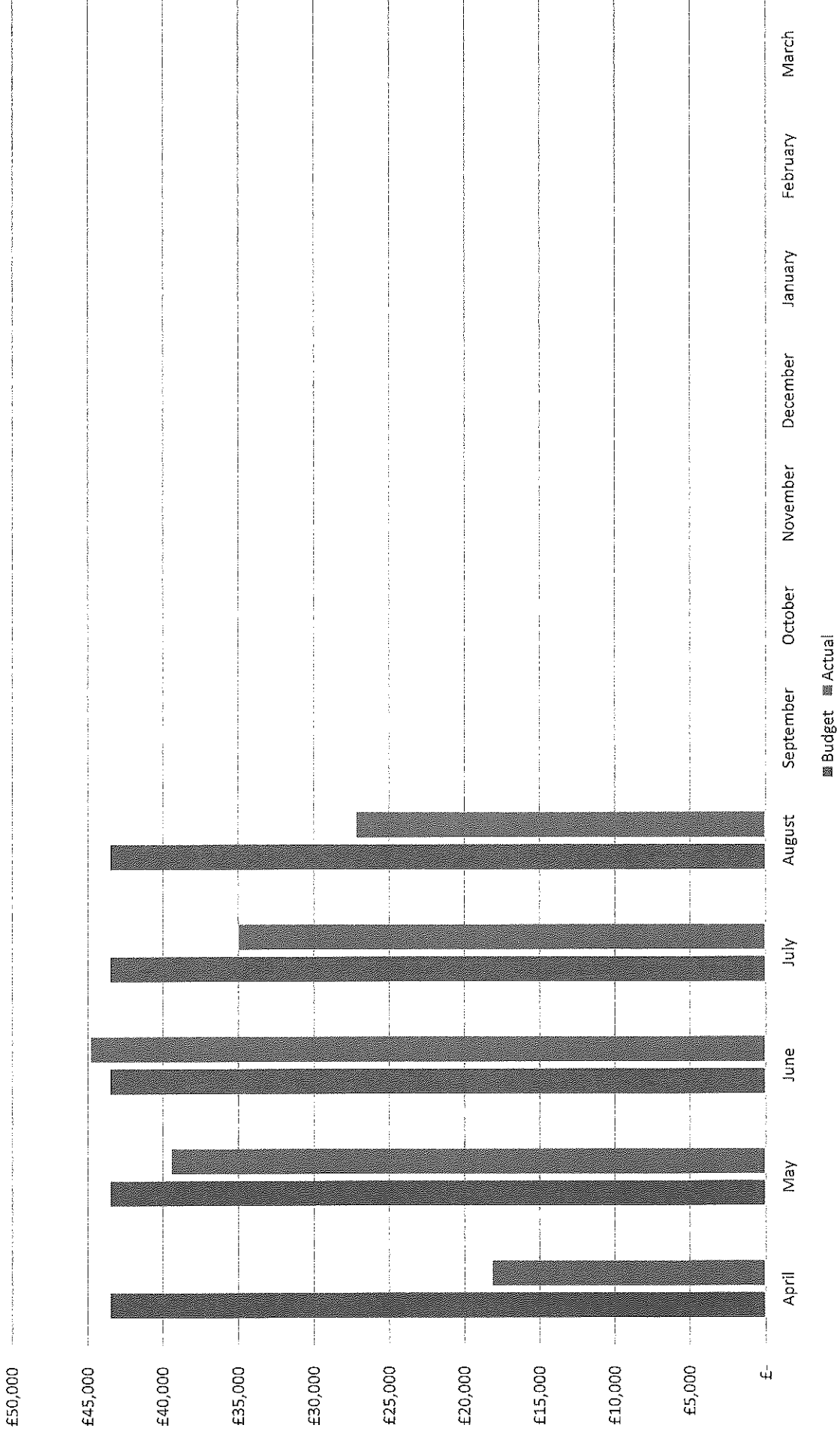
ii) It was agreed that the keys to the tennis hut and Town Council Garage could be issued for the use of the community garden - subject to agreement with the Council's Grounds Team. These would be handed to and kept in the care of Councillor Collins and Councillor Kenyon as members of the Community Garden Committee.

There being no further business the meeting closed at 8.55 PM

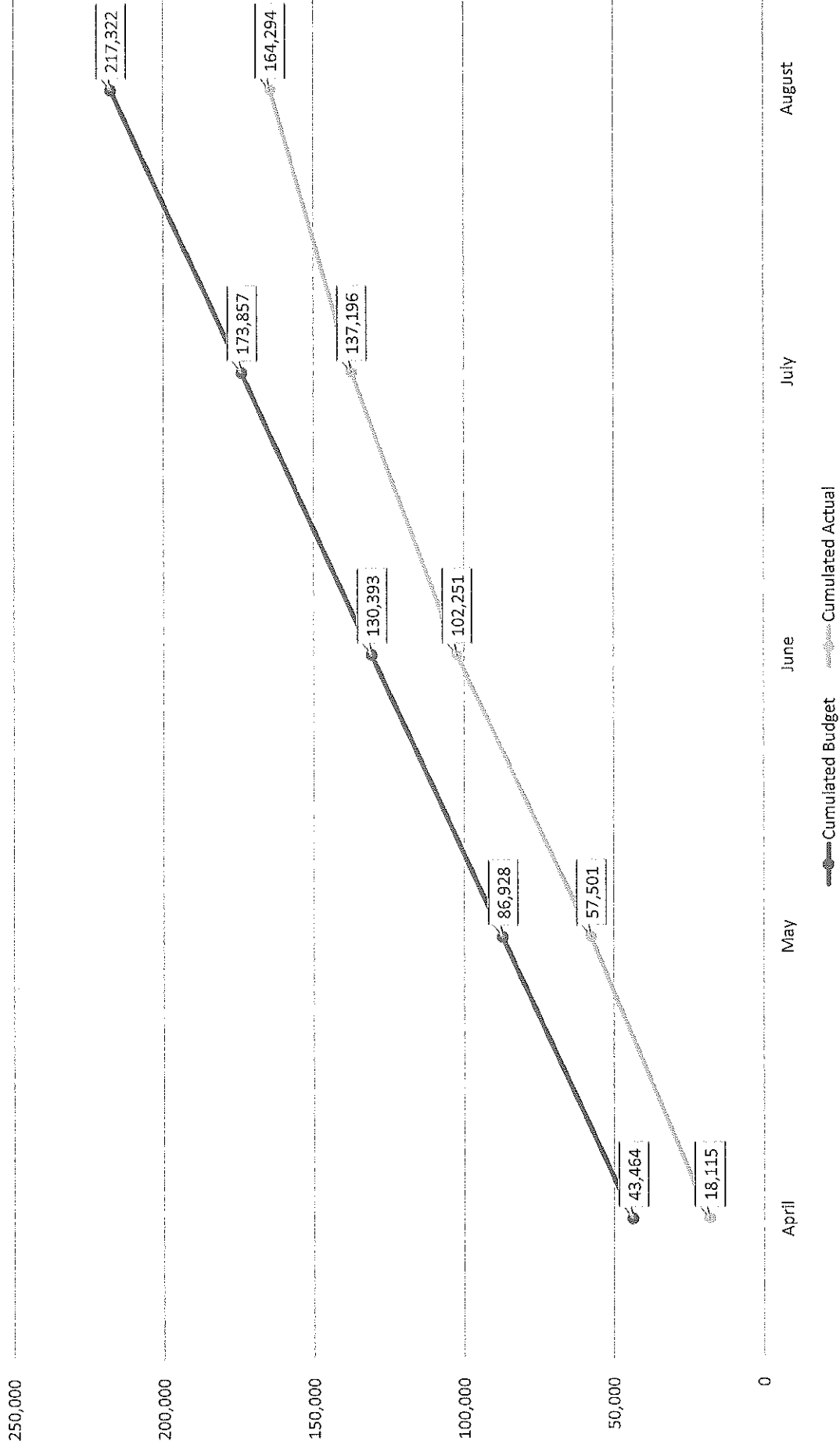
Filton Town Council  
 Revenue Expenditure against Budget 2020-2021



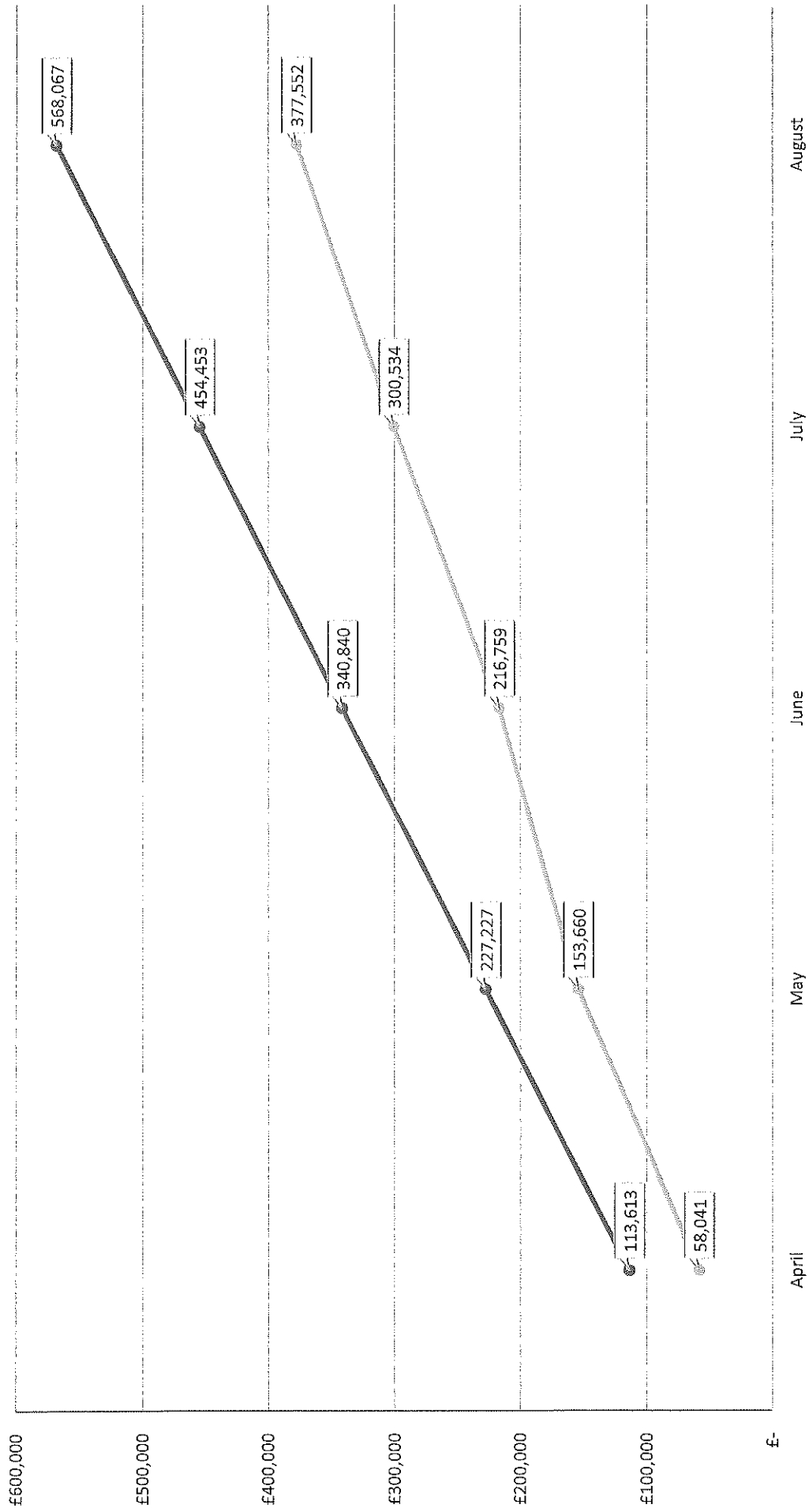
**Filton Town Council**  
**Revenue Income against Budget 2020-2021**



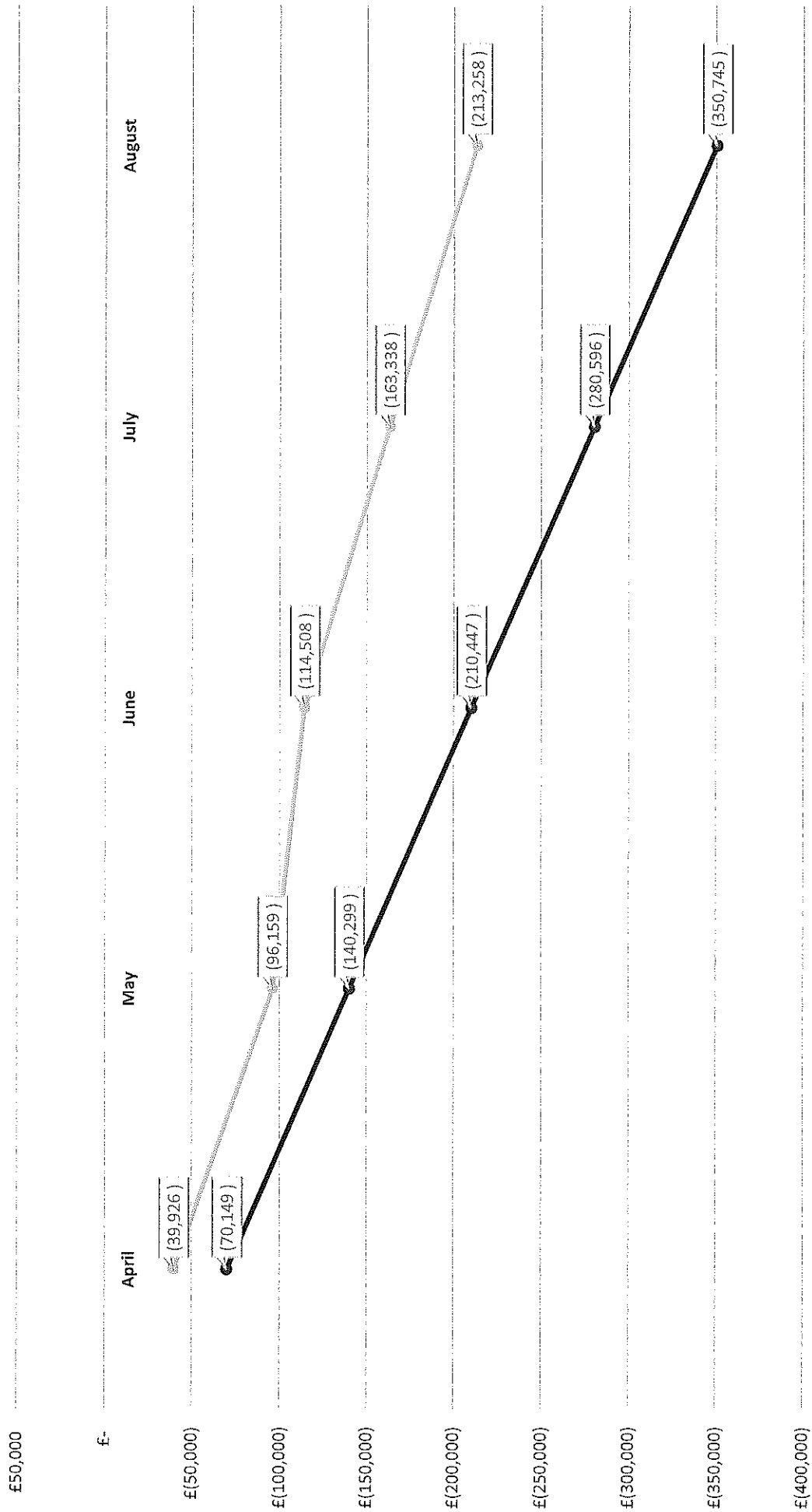
Filton Town Council  
 Cumulative Revenue Income against Budget 2020-2021  
 as at 31st August 2020



Filton Town Council  
 Cumulative Revenue Expenditure against Budget 2020-2021  
 as at 31st August 2020



Filton Town Council  
 Net Revenue Surplus/ (Deficit) against Budget 2020-2021  
 as at 31st August 2020



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Actual Net Cumulated      Budgeted Net Cumulated



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## Detailed Income &amp; Expenditure by Budget Heading 08/10/2020

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Leisure Centre - General</u>								
1001 RENT RECEIVED	0	0	1,583	1,583			0.0%	
1010 Pavillion Hire	0	150	6,500	6,350			2.3%	
1011 HALL BLOCK BOOKINGS	0	0	3,000	3,000			0.0%	
1013 EQUIPMENT HIRE INCOME	0	0	25	25			0.0%	
1054 Softplay Income	0	(216)	10,000	10,216			(2.2%)	
1080 MISCELLANEOUS INCOME	8	8	500	492			1.7%	
1088 HMRC JRS Grant	20,254	128,414	0	(128,414)			0.0%	
<b>Leisure Centre - General :- Income</b>	<b>20,263</b>	<b>128,357</b>	<b>21,608</b>	<b>(106,749)</b>			<b>594.0%</b>	<b>0</b>
4001 SALARIES & WAGES	35,271	162,843	554,509	391,666	391,666		29.4%	
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	6,246	18,742	62,800	44,058	44,058		29.8%	
4014 ELECTRICITY	639	1,422	2,500	1,078	1,078		56.9%	
4015 GAS	233	922	4,500	3,578	3,578		20.5%	
4016 JANITORIAL	360	1,079	5,500	4,421	4,421		19.6%	
4017 HEALTH & SAFETY	543	1,156	800	(356)	(356)		144.5%	
4018 REFUSE DISPOSAL	722	3,579	7,500	3,921	3,921		47.7%	
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	0	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	438	438	3,000	2,563	2,563		14.6%	
4035 SECURITY COSTS	11	791	8,000	7,209	7,209		9.9%	
4036 PROPERTY MAINTCE	2,928	3,936	10,000	6,064	6,064		39.4%	
4038 MAINTENANCE CTRCTS	212	635	8,000	7,365	7,365		7.9%	
4040 EQUIPMENT & SMALL TOOLS	0	313	1,500	1,187	1,187		20.9%	
4042 EQUIPMENT MAINTCE	(75)	(0)	500	500	500		0.0%	
4051 BANK CHARGES	240	407	5,000	4,593	4,593		8.1%	
4069 Irrecoverable VAT	0	0	10,000	10,000	10,000		0.0%	
4115 LICENCES	0	0	450	450	450		0.0%	
<b>Leisure Centre - General :- Indirect Expenditure</b>	<b>47,767</b>	<b>206,424</b>	<b>703,159</b>	<b>496,735</b>	<b>0</b>	<b>496,735</b>	<b>29.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(27,505)</b>	<b>(78,067)</b>	<b>(681,551)</b>	<b>(603,484)</b>				
<u>102 Leisure Centre - Swimming Pool</u>								
1012 Bouncy Castle Parties	0	0	500	500			0.0%	
1020 SWIMMING - PUBLIC	1,630	1,692	55,000	53,308			3.1%	
1021 SWIMMING - LESSONS	0	(42)	200,000	200,042			0.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 08/10/2020

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1022 SWIMMING - SCHOOLS	0	(690)	25,000	25,690			(2.8%)	
1023 SWIMMING - CLUBS	0	0	24,000	24,000			0.0%	
1024 SALES (STOCK) POOL	25	25	5,000	4,975			0.5%	
1025 Pool Parties	(146)	(146)	4,500	4,646			(3.2%)	
1027 Aqua Fit	163	163	6,000	5,838			2.7%	
1028 Lifeguard Courses	0	0	4,000	4,000			0.0%	
1099 TILL DISCREPANCIES	0	90	0	(90)			0.0%	
Leisure Centre - Swimming Pool :- Income	<u>1,672</u>	<u>1,091</u>	<u>324,000</u>	<u>322,909</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	0	75	3,000	2,925		2,925	2.5%	
4008 TRAINING	0	116	2,000	1,884		1,884	5.8%	
4012 WATER RATES	0	3,585	20,000	16,415		16,415	17.9%	
4014 ELECTRICITY	2,442	11,002	30,000	18,998		18,998	36.7%	
4015 GAS	1,125	3,368	32,000	28,632		28,632	10.5%	
4017 HEALTH & SAFETY	1,213	1,213	1,500	287		287	80.9%	
4020 SUNDRY OFFICE & IT COSTS	0	320	3,500	3,180		3,180	9.1%	
4024 SUBSCRIPTIONS	0	0	300	300		300	0.0%	
4036 PROPERTY MAINTCE	287	387	2,500	2,113		2,113	15.5%	
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	1,280	30,000	28,720		28,720	4.3%	
4120 POOL CHEMICALS	517	653	4,500	3,847		3,847	14.5%	
4125 POOL PURCHASES NOT FOR RESALE	0	0	2,000	2,000		2,000	0.0%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	<u>5,585</u>	<u>22,208</u>	<u>134,200</u>	<u>111,992</u>	<u>0</u>	<u>111,992</u>	<u>16.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,913)</u>	<u>(21,117)</u>	<u>185,800</u>	<u>206,917</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	775	3,050	8,700	5,650			35.1%	
1031 MACHINE INCOME	0	0	800	800			0.0%	
1032 Tickets	0	0	700	700			0.0%	
1040 BAR INCOME - LOUNGE	3,946	7,299	125,000	117,701			5.8%	
1041 BAR INCOME - HALL	0	0	13,000	13,000			0.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 08/10/2020

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1049 CAFE INCOME	0	0	3,500	3,500			0.0%	
1056 FUNCTION ROOM HIRE	0	110	750	640			14.7%	
1088 HMRC JRS Grant	389	15,434	0	(15,434)			0.0%	
1095 INSURANCE CLAIM	0	8,802	0	(8,802)			0.0%	
1099 TILL DISCREPANCIES	(79)	(183)	0	183			0.0%	
<b>Leisure Centre - Bar :- Income</b>	<b>5,032</b>	<b>34,512</b>	<b>152,450</b>	<b>117,938</b>			<b>22.6%</b>	<b>0</b>
4101 PURCHASES - WET STOCK	0	509	55,900	55,391		55,391	0.9%	
4102 PURCHASES - DRY STOCK	122	208	3,000	2,792		2,792	6.9%	
4109 PURCHASES - CAFE	0	0	2,000	2,000		2,000	0.0%	
<b>Leisure Centre - Bar :- Direct Expenditure</b>	<b>122</b>	<b>717</b>	<b>60,900</b>	<b>60,183</b>	<b>0</b>	<b>60,183</b>	<b>1.2%</b>	<b>0</b>
4001 SALARIES & WAGES	5,448	24,457	86,114	61,657		61,657	28.4%	
4008 TRAINING	0	0	500	500		500	0.0%	
4020 SUNDRY OFFICE & IT COSTS	0	53	0	(53)		(53)	0.0%	
4036 PROPERTY MAINTCE	0	0	3,000	3,000		3,000	0.0%	
4038 MAINTENANCE CTRCTS	0	146	305	159		159	47.8%	
4040 EQUIPMENT & SMALL TOOLS	15	29	400	371		371	7.2%	
4041 EQUIPMENT HIRE	194	726	6,000	5,274		5,274	12.1%	
4051 BANK CHARGES	0	0	500	500		500	0.0%	
4060 OTHER PROF FEES	0	200	1,200	1,000		1,000	16.7%	
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	258	1,500	1,242		1,242	17.2%	
4116 GAMING MACHINE DUTY	0	0	350	350		350	0.0%	
<b>Leisure Centre - Bar :- Indirect Expenditure</b>	<b>5,657</b>	<b>25,868</b>	<b>103,869</b>	<b>78,001</b>	<b>0</b>	<b>78,001</b>	<b>24.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(747)</b>	<b>7,927</b>	<b>(12,319)</b>	<b>(20,246)</b>				
<b>105 Leisure Centre - Indoor Sports</b>								
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%	
<b>Leisure Centre - Indoor Sports :- Income</b>	<b>0</b>	<b>0</b>	<b>9,700</b>	<b>9,700</b>			<b>0.0%</b>	<b>0</b>
4014 ELECTRICITY	0	50	12,000	11,950		11,950	0.4%	
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%	
<b>Leisure Centre - Indoor Sports :- Indirect Expenditure</b>	<b>0</b>	<b>50</b>	<b>17,000</b>	<b>16,950</b>	<b>0</b>	<b>16,950</b>	<b>0.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(50)</b>	<b>(7,300)</b>	<b>(7,250)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 08/10/2020

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 Leisure Centre - Outdoor Sport</u>								
1060 GRASS INCOME	94	94	4,590	4,496			2.1%	
1061 OUTSIDE COURTS	0	0	100	100			0.0%	
1063 Petanque Income	0	(6)	125	131			(5.0%)	
Leisure Centre - Outdoor Sport :- Income	<u>94</u>	<u>88</u>	<u>4,815</u>	<u>4,727</u>			<u>1.8%</u>	<u>0</u>
4014 ELECTRICITY	0	167	250	83		83	66.9%	
Leisure Centre - Outdoor Sport :- Indirect Expenditure	<u>0</u>	<u>167</u>	<u>250</u>	<u>83</u>	<u>0</u>	<u>83</u>	<u>66.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>94</u></b>	<b><u>(79)</u></b>	<b><u>4,565</u></b>	<b><u>4,644</u></b>				
<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>
<b>Net Income over Expenditure</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>				
<u>202 Play Areas</u>								
4037 GROUNDS MAINTENANCE	0	478	1,000	522		522	47.8%	
4042 EQUIPMENT MAINTCE	0	111	1,000	890		890	11.1%	
Play Areas :- Indirect Expenditure	<u>0</u>	<u>589</u>	<u>2,000</u>	<u>1,412</u>	<u>0</u>	<u>1,412</u>	<u>29.4%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>(589)</u></b>	<b><u>(2,000)</u></b>	<b><u>(1,412)</u></b>				
<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>
<b>Net Income over Expenditure</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>1,000</u></b>	<b><u>1,000</u></b>				
<u>204 Allotments</u>								
1001 RENT RECEIVED	0	45	1,000	955			4.5%	
Allotments :- Income	<u>0</u>	<u>45</u>	<u>1,000</u>	<u>955</u>			<u>4.5%</u>	<u>0</u>
4012 WATER RATES	0	33	400	367		367	8.3%	

## Detailed Income &amp; Expenditure by Budget Heading 08/10/2020

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	0	250	250		250	0.0%	
Allotments :- Indirect Expenditure	0	33	925	892	0	892	3.6%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>12</b>	<b>75</b>	<b>63</b>				
<b>301 Roads &amp; Highways</b>								
4080 STREET CARE (ex S Glos)	781	1,562	3,124	1,562		1,562	50.0%	
Roads & Highways :- Indirect Expenditure	781	1,562	3,124	1,562	0	1,562	50.0%	0
<b>Net Expenditure</b>	<b>(781)</b>	<b>(1,562)</b>	<b>(3,124)</b>	<b>(1,562)</b>				
<b>302 Community Development</b>								
1082 Filton Festival	0	(68)	2,500	2,568			(2.7%)	
Community Development :- Income	0	(68)	2,500	2,568			(2.7%)	0
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	15,000	17,500	2,500		2,500	85.7%	
4708 GRANTS - COMM'Y PARTNERSHIP	0	0	3,500	3,500		3,500	0.0%	
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	0	15,000	46,580	31,580	0	31,580	32.2%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(15,068)</b>	<b>(44,080)</b>	<b>(29,013)</b>				
<b>801 Corporate Management</b>								
4004 PENSION DEFICIT	(917)	(4,583)	(6,800)	(2,217)		(2,217)	67.4%	
Corporate Management :- Indirect Expenditure	(917)	(4,583)	(6,800)	(2,217)	0	(2,217)	67.4%	0
<b>Net Expenditure</b>	<b>917</b>	<b>4,583</b>	<b>6,800</b>	<b>2,217</b>				
<b>802 Democratic Rep'n &amp; Mgmt</b>								
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	138	3,000	2,863		2,863	4.6%	

14:10

## Detailed Income &amp; Expenditure by Budget Heading 08/10/2020

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	0	138	6,150	6,013	0	6,013	2.2%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(138)</b>	<b>(6,150)</b>	<b>(6,013)</b>				
<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
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(950)</b>	<b>(950)</b>				
<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	42,221	114,300	72,079		72,079	36.9%	
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	406	2,636	4,000	1,364		1,364	65.9%	
4021 TELEPHONE & FAX	0	471	750	279		279	62.8%	
4022 POSTAGE	22	330	1,000	670		670	33.0%	
4023 STATIONERY/PRINTING	88	725	1,000	275		275	72.5%	
4024 SUBSCRIPTIONS	0	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	209	500	291		291	41.8%	
4039 MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4051 BANK CHARGES	21	318	1,500	1,182		1,182	21.2%	
4056 LEGAL FEES	192	525	1,000	475		475	52.5%	
4057 AUDIT FEES	0	0	3,300	3,300		3,300	0.0%	
4058 ACCOUNTANCY FEES	501	2,212	12,000	9,788		9,788	18.4%	
4060 OTHER PROF FEES	0	6,724	3,200	(3,524)		(3,524)	210.1%	
Central Services :- Indirect Expenditure	9,674	58,365	158,200	99,835	0	99,835	36.9%	0
<b>Net Income over Expenditure</b>	<b>(9,674)</b>	<b>(58,365)</b>	<b>(158,198)</b>	<b>(99,833)</b>				
<u>902 Outside Services</u>								
4001 SALARIES & WAGES	7,639	38,196	97,300	59,104		59,104	39.3%	
4006 PROTECTIVE CLOTHING	0	0	200	200		200	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 08/10/2020

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4008 TRAINING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTCE	227	617	1,500	883		883	41.1%	
4037 GROUNDS MAINTENANCE	417	2,290	2,500	210		210	91.6%	
4039 MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4040 EQUIPMENT & SMALL TOOLS	65	477	2,000	1,523		1,523	23.8%	
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	0	1,796	2,500	704		704	71.8%	
Outside Services :- Indirect Expenditure	<u>8,348</u>	<u>43,476</u>	<u>109,750</u>	<u>66,274</u>	<u>0</u>	<u>66,274</u>	<u>39.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(8,348)</u></b>	<b><u>(43,476)</u></b>	<b><u>(109,750)</u></b>	<b><u>(66,274)</u></b>				
<u>909 Capital &amp; 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	0	445	1,732	1,287		1,287	25.7%	
4055 LOAN CAPITAL REPAID	0	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%	
4980 CAP - Defibrillators	0	2,000	0	(2,000)		(2,000)	0.0%	
4992 FUNDING FROM R CAP FUND	0	(2,000)	(32,101)	(30,101)		(30,101)	6.2%	
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>0</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>
<b>Net Income over Expenditure</b>	<b><u>0</u></b>	<b><u>(47,539)</u></b>	<b><u>(56,103)</u></b>	<b><u>(8,564)</u></b>				
<u>998 Precept &amp; Interest</u>								
1076 PRECEPT	0	490,893	981,785	490,892			50.0%	
1090 INTEREST RECEIVED	38	269	1,000	731			26.9%	
Precept & Interest :- Income	<u>38</u>	<u>491,162</u>	<u>982,785</u>	<u>491,623</u>			<u>50.0%</u>	<u>0</u>
<b>Net Income</b>	<b><u>38</u></b>	<b><u>491,162</u></b>	<b><u>982,785</u></b>	<b><u>491,623</u></b>				
<b>Grand Totals:- Income</b>	<b>27,098</b>	<b>686,151</b>	<b>1,503,360</b>	<b>817,209</b>			<b>45.6%</b>	
<b>Expenditure</b>	<b>77,018</b>	<b>448,515</b>	<b>1,403,360</b>	<b>954,845</b>	<b>0</b>	<b>954,845</b>	<b>32.0%</b>	
<b>Net Income over Expenditure</b>	<b><u>(49,919)</u></b>	<b><u>237,636</u></b>	<b><u>100,000</u></b>	<b><u>(137,636)</u></b>				
<b>Movement to/(from) Gen Reserve</b>	<b><u>(49,919)</u></b>	<b><u>237,636</u></b>						

## 14:10 Summary Income &amp; Expenditure by Budget Heading 08/10/2020

## Month No: 5 Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Leisure Centre - General							
	Income	20,263	128,357	21,608	(106,749)			594.0%
	Expenditure	47,767	206,424	703,159	496,735		496,735	29.4%
	Movement to/(from) Gen Reserve	<u>(27,505)</u>	<u>(78,067)</u>					
102	Leisure Centre - Swimming Pool							
	Income	1,672	1,091	324,000	322,909			0.3%
	Expenditure	5,585	22,208	138,200	115,992		115,992	16.1%
	Movement to/(from) Gen Reserve	<u>(3,913)</u>	<u>(21,117)</u>					
103	Leisure Centre - Pool Vending							
	Income	0	0	500	500			0.0%
104	Leisure Centre - Bar							
	Income	5,032	34,512	152,450	117,938			22.6%
	Expenditure	5,779	26,585	164,769	138,184		138,184	16.1%
	Movement to/(from) Gen Reserve	<u>(747)</u>	<u>7,927</u>					
105	Leisure Centre - Indoor Sports							
	Income	0	0	9,700	9,700			0.0%
	Expenditure	0	50	17,000	16,950		16,950	0.3%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(50)</u>					
106	Leisure Centre - Outdoor Sport							
	Income	94	88	4,815	4,727			1.8%
	Expenditure	0	167	250	83		83	66.9%
	Movement to/(from) Gen Reserve	<u>94</u>	<u>(79)</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	589	2,000	1,412		1,412	29.4%
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	45	1,000	955			4.5%
	Expenditure	0	33	925	892		892	3.6%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>12</u>					
301	Roads & Highways							
	Expenditure	781	1,562	3,124	1,562		1,562	50.0%
302	Community Development							
	Income	0	(68)	2,500	2,568			(2.7%)
	Expenditure	0	15,000	46,580	31,580		31,580	32.2%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(15,068)</u>					
801	Corporate Management							
	Expenditure	(917)	(4,583)	(6,800)	(2,217)		(2,217)	67.4%
802	Democratic Rep'n & Mgmt							
	Expenditure	0	138	6,150	6,013		6,013	2.2%
803	Civic Expenses							
	Expenditure	0	0	950	950		950	0.0%
901	Central Services							
	Income	0	0	2	2			0.0%
	Expenditure	9,674	58,365	158,200	99,835		99,835	36.9%
	Movement to/(from) Gen Reserve	<u>(9,674)</u>	<u>(58,365)</u>					
902	Outside Services							
	Expenditure	8,348	43,476	109,750	66,274		66,274	39.6%
909	Capital & Projects							
	Income	0	30,963	0	(30,963)			0.0%
	Expenditure	0	78,502	56,103	(22,399)		(22,399)	139.9%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(47,539)</u>					
998	Precept & Interest							
	Income	38	491,162	982,785	491,623			50.0%



14:10

## Summary Income &amp; Expenditure by Budget Heading 08/10/2020

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	27,098	686,151	1,503,360	817,209			45.6%
Expenditure	77,018	448,515	1,403,360	954,845	0	954,845	32.0%
Net Income over Expenditure	<u>(49,919)</u>	<u>237,636</u>	<u>100,000</u>	<u>(137,636)</u>			
Movement to/(from) Gen Reserve	<u>(49,919)</u>	<u>237,636</u>					

14:11

## Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 08/10/2020

A/c	Description	Actual		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
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
	<b>Total Fixed Assets</b>	<b>3,048,167</b>	<b>2,258,151</b>	<b>790,016</b>
	<u>Current Assets</u>			
105	VAT CONTROL	1,969		
115	OTHER DEBTORS	20,643		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	2,719		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	57,172		
201	BANK IMPREST WAGES AC	132,257		
220	PETTY CASH - OFFICE	245		
221	PETTY CASH - BAR	269		
225	FLOAT - BAR	295		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	165		
245	CCLA Public Sector Investment	165,000		
	<b>Total Current Assets</b>		<b>381,821</b>	
	<u>Current Liabilities</u>			
500	TRADE CREDITORS	6,329		
510	ACCRUED EXPENSES	3,395		
513	ACCRUED MISSING INVOICES	956		
525	PAYE AND NI DUE	8,570		
526	SUPERANNUATION DUE	6,746		
560	INCOME IN ADVANCE	4,500		
	<b>Total Current Liabilities</b>		<b>30,496</b>	
	<b>Net Current Assets</b>			<b>351,325</b>
	<b>Total Assets less Current Liabilities</b>			<b>1,141,341</b>
	<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		
	<b>Total Long Term Liabilities</b>		<b>243,020</b>	
	<b>Total Assets less Total Liabilities</b>			<b>898,320</b>
	<u>Represented by :-</u>			
300	CURRENT YEAR FUND	237,636		
310	GENERAL FUND	26,100		
315	ROLLING CAPITAL FUND	38,689		
325	EMR 4 Towns Play Association	300		
328	EMR Elections	10,338		

14:11

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 08/10/2020

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
329	EMR CIL 19/20	7,298	
330	CAPITAL FINANCE ACCOUNT	546,996	
331	EMR CIL 20/21	30,963	
		<hr/>	<hr/>
	Total Equity		898,320

Time: 14:13

## BANK ACCOUNT-GENERAL

## List of Payments made between 01/09/2020 and 01/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2020	Zoom Video Communications Inc.	DDR	14.39		4428-monthly subs
02/09/2020	POOL TAKINGS CASHBOOK	PCCR2	65.00		Pool Card Refunds 2.9.20
03/09/2020	Vink UK Ltd	DDR2	193.60		444-Acrylic cast
04/09/2020	Co-Op Bank	DDR	10.00		Service charge
04/09/2020	Co-Op Bank	DDR	14.00		Commission
04/09/2020	Delta Card fee	DDR	0.20		Delta Card fee
07/09/2020	POOL TAKINGS CASHBOOK	PCCR7	188.00		Pool Card Refund 7.9.20
08/09/2020	South Glos Council	DDR	6,246.00		Sports Centre Rates 20-21
09/09/2020	POOL TAKINGS CASHBOOK	PCCR9	159.50		Pool Card Refunds 9.9.20
10/09/2020	POOL TAKINGS CASHBOOK	PCCR10	344.00		Pool Card Refunds 10.9.20
11/09/2020	POOL TAKINGS CASHBOOK	PCCR11	6.50		Pool Card Refunds 11.9.20
14/09/2020	POOL TAKINGS CASHBOOK	PCCR14	26.00		Pool Card Refunds 14.9.20
16/09/2020	C. Brewer & Sons Ltd	5427	60.19		4445-Dulux paint+filler
16/09/2020	British Telecommunications plc	5428	273.26		4435-Monthly phone charge
16/09/2020	CryoService Ltd	5429	209.30		4433-Monthly charge
16/09/2020	DCK Accounting Solutions Ltd	5430	601.62		4423-Contract accounting Aug
16/09/2020	D&G Flooring	5431	3,459.60		4447-Uplift vinyl + dispose
16/09/2020	Filton Voice Ltd	5432	150.00		4424-Semptember advert space
16/09/2020	Gazprom Marketing & Trading Re	5433	5,052.81		4426-Gas August 2020
16/09/2020	Glacier environmental Ltd	5434	594.00		4429-Water sampling test
16/09/2020	JTS Snack Foods	5435	146.87		4453-Bar stock purchase
16/09/2020	Red Dog Technology Ltd	5436	254.03		4451-Day rate engineer callout
16/09/2020	Rentokil Initial UK Ltd	5437	237.73		4436-Service 24.09.20-23.12.20
16/09/2020	Ricoh UK Ltd	5438	381.63		4422-Copier charge June-Aug20
16/09/2020	ST JOHN AMBULANCE SUPPLIES	5439	354.00		4437-Battery for Defibrillator
16/09/2020	Ernest Till (South West) & co	5440	4,768.80		4446-Cali-loss of plant rmpump
16/09/2020	Travis Perkins Trading Co Ltd	5441	713.07		4450-Redwood planed timber
16/09/2020	Viridor Waste Management Ltd	5442	866.58		4430-Mixed waste collection
16/09/2020	WCS Environmental Limited	5443	1,455.46		4459-LP Samples July 2020
16/09/2020	POOL TAKINGS CASHBOOK	PCCR16	26.00		Pool Card Refunds 16.9.20
21/09/2020	POOL TAKINGS CASHBOOK	PCC21	72.00		
22/09/2020	POOL TAKINGS CASHBOOK	PCC22	134.10		
23/09/2020	BRENNTAG	5444	0.00		VOID CHEQUE
23/09/2020	CRANHAM	5445	0.00		VOID CHEQUE
23/09/2020	AIR PRODUCTS - DD	5446	0.00		VOID CHEQUE
23/09/2020	FILTON VOICE	5447	0.00		VOID CHEQUE
23/09/2020	FLEET LTD	5448	0.00		VOID CHEQUE
23/09/2020	JP LENNARD	5449	0.00		VOID CHEQUE
23/09/2020	LOCKERTEK	5450	0.00		VOID CHEQUE
23/09/2020	RLSS	5451	0.00		VOID CHEQUE
23/09/2020	ERNEST TILL	5452	0.00		VOID CHEQUE
23/09/2020	TRAVIS PERKINS	5453	0.00		VOID CHEQUE
23/09/2020	Brenntag UK Ltd	5454	99.99		47514791129/4494/Brenntag UK L
23/09/2020	Miss Rosalind A Cranham	5455	80.00		013/4495/Miss Rosalind A Cranh
23/09/2020	CryoService Ltd	5456	17.59		414586736/4493/CryoService Ltd
23/09/2020	Filton Voice Ltd	5457	525.00		4631/4491/Filton Voice Ltd
23/09/2020	Fleet (Line Markers) Ltd	5458	204.72		SI202309/4499/Fleet (Line Mark

Continued on Page 2

Time: 14:13

## BANK ACCOUNT-GENERAL

## List of Payments made between 01/09/2020 and 01/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/09/2020	J P Lennard Ltd	5459	168.43		976337/4502/J P Lennard Ltd
23/09/2020	Lockertek Ltd	5460	358.62		18772/4503/Lockertek Ltd
23/09/2020	RLSS UK Enterprises Ltd	5461	82.00		SI644891-1/4506/RLSS UK Enterp
23/09/2020	Ernest Till (South West) & co	5462	548.40		00012206/4498/Ernest Till (Sou
23/09/2020	Travis Perkins Trading Co Ltd	5463	29.86		3015APE408/4507/Travis Perkins
25/09/2020	POOL TAKINGS CASHBOOK	PCC25	171.60		Pool Cards 25.9.20
<b>Total Payments</b>			<u>29,364.45</u>		

Minutes of the virtual Staffing Committee meeting held remotely via zoom on 15<sup>th</sup> September 2020 at 7p.m.

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

**ALSO PRESENT:** DH(Bar Manager), LR (Town Clerk) NG (TCSO), SF(Leisure Centre Manager), LC (HR Advisor)

**APOLOGIES:** NP (Maintenance Manager)

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**075. Minutes.** Minutes of the meeting held 4<sup>th</sup> August 2020 approved with a slight amendment to the wording in 073.

**076. HR Support** – HR Advisor joined the meeting and advised the committee on a robust way forward to manage an ongoing issue.

**077. Matters arising from the minutes:** included in Agenda

**078. Maintenance Manager Report** – was discussed which outlined new sport teams to play at Elm Park. An update on the Great Run for which funding had now been awarded. There was a delay in the run starting at Elm Park due to the Covid pandemic however a meeting was to be held to discuss a Covid secure way forward. Signage had been installed during lockdown showing the mile route and this had proved popular with local runners.

The Pavilion was currently being refurbished and due to be completed at the end of the month. The grounds team had been busy at the Station Road allotments and new plots had been issued to those on the waiting list.

**079. Bar Managers Report** – updated the committee on the income and expenditure for August. Concern was noted that the Bar was not currently profitable however it was agreed that it was best to keep trading whilst the review was underway.

The Bar was still being run from the Badminton Hall and it was noted that it would be moving back into the Lounge at the end of September which would allow for activities such as snooker to return as well as making room for group bookings back into the Hall.

**080. Leisure Centre Managers Report** updated the committee on phase 3 of the post Covid recovery.

Five lanes were now open allowing more swimming capacity. Swim school was running at a reduced capacity offering 57 lessons, giving a maximum of 342 swim lessons per week until the end of October. Aquafit and Dinky Dolphins were now so popular that extra sessions had been arranged. Clubs were back using the pool. It was noted that all of this was subject to government latest government advice and could change at any time.

All contracted lifeguards, reception team and most of the swim team were now back from the furlough scheme.

**081. Furlough Job Retention Scheme** information regarding employees and those that had returned to work was discussed and noted.

**082. Pay Awards** - NALC, SLCC and the Unions had finally agreed 2020 pay increases of 2.75%

**083. Date of next meeting** 6<sup>th</sup> October 7p.m.

There being no further business, the meeting closed at 8.30p.m.

# Rolling Statutory Redundancy Spreadsheet

14

