

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

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

Town Clerk: Lesley Reuben

Tel: 01454 866698

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

5th November 2020

Dear Member

You are hereby summoned to A VIRTUAL meeting of the FULL COUNCIL (FINANCE & GENERAL PURPOSES) will be held on Tuesday 10th November 2020 at 7pm.

Join Zoom Meeting

<https://us02web.zoom.us/j/82884091095?pwd=d2hpUTUzUW9QbnJQNysxRVBHa2dvUT09>

Meeting ID: 828 8409 1095

Passcode: 354726

Dial by your location

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Find your local number: <https://us02web.zoom.us/u/kcnR9C3qVo>

Yours sincerely,

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. Presentation of tentative 2021/2022 budget figures by Derek Kemp from DCK Accountants (Appendix i)
4. To approve the Minutes of the meeting held 13th October 2020 (pages 1)
5. Matters of report arising from the minutes not otherwise covered by the Agenda
6. Public Participation – need to be sent to Town Clerk 48 hrs prior to meeting
7. Subject Access Request
8. Review of Services – ongoing
9. MUGA suggest extra-ordinary meeting
10. Income & Expenditure Reports Month 6 (pages 2-10)
11. Balance Sheet Month 6 (pages 11-12)
12. Payments for information up to date (page 13-14)

Part 2 – Excluding Press and Public

13. Staffing Committee minutes of the meeting held 6th October 2020 (page 15)
14. Bar yearly comparisons (pages 16-19)

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 13th October 2020 on held remotely via **ZOOM CONFERENCE CALLING**.

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

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

APOLOGIES: Cllrs: - A Monk, A Johnstone, B Mead, A Kenyon

NON-ATTENDANCE: - Cllrs: -

Part 1

F.130 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.131 DECLARATION OF INTEREST: There were none.

F.132 MINUTES: Minutes from the meeting held 08th September 2020 were approved.

F.133 MATTERS OF REPORT ARISING FROM MINUTES: There were none.

F.134 PUBLIC PARTICIPATION: There were none.

F.135 REVIEW OF SERVICES: The Town Clerk let Councillors know that the tender notice had now been uploaded to the portal.

Councillors asked if there was any paperwork providing information on the in-house review of services as requested at the last meeting. There had been a misunderstanding with what information was required for this meeting, after a short discussion it was agreed to bring a detailed report to the next Finance meeting which should include; projections for both the Bar and Pool of net expenditure from now until the end of the year, taking into account events and activities that will now not be able to go ahead because of Covid19. The report should also include what the cost will be to the council to remove services, figures for departmental redundancies, how these redundancies will affect other departments on the site and also how removing a service will affect residents of Filton.

Action: Town Council Office

F.136 INCOME & EXPENDITURE REPORTS MONTH 5: The reports were noted.

F.137 BALANCE SHEET MONTH 5: The report was noted

F.138 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public

F.139 STAFFING COMMITTEE MINUTES OF MEETING HELD 15TH SEPTEMBER 2020: The minutes were noted.

F.140 REDUNDANCY CALCULATOR: The spreadsheet was noted. It was agreed the Town Council office would go away and clarify the following points;

- Whether the Council were to pay statutory or double.
- The spreadsheet should include employees notice periods in the figures.
- Employees contracts should be checked to see what it states about redundancy.

There being no further business the meeting closed at 8.15 PM

Detailed Income & Expenditure by Budget Heading 05/11/2020

Month No: 6

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	13	163	6,500	6,338			2.5%	
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	0	8	500	492			1.7%	
1088 HMRC JRS Grant	(134)	128,280	0	(128,280)			0.0%	
Leisure Centre - General :- Income	<u>(122)</u>	<u>128,235</u>	<u>21,608</u>	<u>(106,627)</u>			<u>593.5%</u>	<u>0</u>
4001 SALARIES & WAGES	32,808	195,650	554,509	358,859	358,859		35.3%	
4003 COST OF TRAINING COURSES	0	0	1,000	1,000	1,000		0.0%	
4006 PROTECTIVE CLOTHING	0	0	1,000	1,000	1,000		0.0%	
4008 TRAINING	82	82	1,000	918	918		8.2%	
4011 RATES	12,492	31,234	62,800	31,566	31,566		49.7%	
4014 ELECTRICITY	717	2,138	2,500	362	362		85.5%	
4015 GAS	235	1,157	4,500	3,343	3,343		25.7%	
4016 JANITORIAL	80	1,159	5,500	4,341	4,341		21.1%	
4017 HEALTH & SAFETY	1,060	2,216	800	(1,416)	(1,416)		277.0%	
4018 REFUSE DISPOSAL	0	3,579	7,500	3,921	3,921		47.7%	
4021 TELEPHONE & FAX	215	215	600	385	385		35.8%	
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	0	438	3,000	2,563	2,563		14.6%	
4035 SECURITY COSTS	(517)	275	8,000	7,725	7,725		3.4%	
4036 PROPERTY MAINTCE	4,174	8,110	10,000	1,890	1,890		81.1%	
4038 MAINTENANCE CTRCTS	0	635	8,000	7,365	7,365		7.9%	
4040 EQUIPMENT & SMALL TOOLS	108	421	1,500	1,079	1,079		28.1%	
4042 EQUIPMENT MAINTCE	0	(0)	500	500	500		0.0%	
4051 BANK CHARGES	416	822	5,000	4,178	4,178		16.4%	
4069 Irrecoverable VAT	0	0	10,000	10,000	10,000		0.0%	
4115 LICENCES	0	0	450	450	450		0.0%	
Leisure Centre - General :- Indirect Expenditure	<u>51,870</u>	<u>258,294</u>	<u>703,159</u>	<u>444,865</u>	<u>0</u>	<u>444,865</u>	<u>36.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(51,992)</u>	<u>(130,059)</u>	<u>(681,551)</u>	<u>(551,492)</u>				
<u>102 Leisure Centre - Swimming Pool</u>								
1012 Bouncy Castle Parties	0	0	500	500			0.0%	
1020 SWIMMING - PUBLIC	1,501	3,193	55,000	51,807			5.8%	
1021 SWIMMING - LESSONS	2,281	2,239	200,000	197,762			1.1%	

Detailed Income & Expenditure by Budget Heading 05/11/2020

Month No: 6

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	52	77	5,000	4,923			1.5%	
1025 Pool Parties	(188)	(333)	4,500	4,833			(7.4%)	
1027 Aqua Fit	567	729	6,000	5,271			12.2%	
1028 Lifeguard Courses	0	0	4,000	4,000			0.0%	
1099 TILL DISCREPANCIES	3	93	0	(93)			0.0%	
Leisure Centre - Swimming Pool :- Income	<u>4,215</u>	<u>5,306</u>	<u>324,000</u>	<u>318,694</u>			<u>1.6%</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	90	165	3,000	2,835		2,835	5.5%	
4008 TRAINING	264	381	2,000	1,619		1,619	19.0%	
4012 WATER RATES	2,125	5,710	20,000	14,290		14,290	28.6%	
4014 ELECTRICITY	2,392	13,395	30,000	16,605		16,605	44.6%	
4015 GAS	1,494	4,862	32,000	27,138		27,138	15.2%	
4017 HEALTH & SAFETY	37	1,250	1,500	250		250	83.3%	
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	247	634	2,500	1,866		1,866	25.4%	
4038 MAINTENANCE CTRCTS	495	703	2,400	1,697		1,697	29.3%	
4040 EQUIPMENT & SMALL TOOLS	0	0	500	500		500	0.0%	
4042 EQUIPMENT MAINTCE	40	1,320	30,000	28,680		28,680	4.4%	
4115 LICENCES	75	75	0	(75)		(75)	0.0%	
4120 POOL CHEMICALS	523	1,177	4,500	3,323		3,323	26.1%	
4125 POOL PURCHASES NOT FOR RESALE	27	27	2,000	1,973		1,973	1.4%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	<u>7,811</u>	<u>30,019</u>	<u>134,200</u>	<u>104,181</u>	<u>0</u>	<u>104,181</u>	<u>22.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,596)</u>	<u>(24,713)</u>	<u>185,800</u>	<u>210,513</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	550	3,600	8,700	5,100			41.4%	
1031 MACHINE INCOME	0	0	800	800			0.0%	
1032 Tickets	0	0	700	700			0.0%	
1040 BAR INCOME - LOUNGE	3,304	10,603	125,000	114,397			8.5%	

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Detailed Income & Expenditure by Budget Heading 05/11/2020

Month No: 6

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
1041 BAR INCOME - HALL	0	0	13,000	13,000			0.0%	
1049 CAFE INCOME	46	46	3,500	3,454			1.3%	
1056 FUNCTION ROOM HIRE	0	110	750	640			14.7%	
1088 HMRC JRS Grant	0	15,434	0	(15,434)			0.0%	
1095 INSURANCE CLAIM	0	8,802	0	(8,802)			0.0%	
1099 TILL DISCREPANCIES	(62)	(245)	0	245			0.0%	
Leisure Centre - Bar :- Income	3,838	38,350	152,450	114,100			25.2%	0
4101 PURCHASES - WET STOCK	3,882	4,391	55,900	51,509		51,509	7.9%	
4102 PURCHASES - DRY STOCK	2	210	3,000	2,790		2,790	7.0%	
4109 PURCHASES - CAFE	101	101	2,000	1,899		1,899	5.0%	
Leisure Centre - Bar :- Direct Expenditure	3,985	4,701	60,900	56,199	0	56,199	7.7%	0
4001 SALARIES & WAGES	6,448	30,905	86,114	55,209		55,209	35.9%	
4008 TRAINING	0	0	500	500		500	0.0%	
4020 SUNDRY OFFICE & IT COSTS	0	53	0	(53)		(53)	0.0%	
4036 PROPERTY MAINTCE	305	305	3,000	2,695		2,695	10.2%	
4038 MAINTENANCE CTRCTS	55	200	305	105		105	65.7%	
4040 EQUIPMENT & SMALL TOOLS	160	189	400	211		211	47.1%	
4041 EQUIPMENT HIRE	0	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	21	21	500	479		479	4.2%	
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%	
Leisure Centre - Bar :- Indirect Expenditure	6,989	32,857	103,869	71,012	0	71,012	31.6%	0
Net Income over Expenditure	(7,135)	792	(12,319)	(13,111)				
<u>105 Leisure Centre - Indoor Sports</u>								
1050 BADMINTON FEES	0	0	1,500	1,500			0.0%	
1051 SNOOKER FEES	0	0	5,000	5,000			0.0%	
1052 PARTY ROOM HIRE	0	0	3,000	3,000			0.0%	
1053 SKITTLE ALLEY	0	0	200	200			0.0%	
Leisure Centre - Indoor Sports :- Income	0	0	9,700	9,700			0.0%	0
4014 ELECTRICITY	707	757	12,000	11,243		11,243	6.3%	
4036 PROPERTY MAINTCE	0	0	4,000	4,000		4,000	0.0%	
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
Leisure Centre - Indoor Sports :- Indirect Expenditure	707	757	17,000	16,243	0	16,243	4.5%	0
Net Income over Expenditure	(707)	(757)	(7,300)	(6,543)				

Detailed Income & Expenditure by Budget Heading 05/11/2020

Month No: 6

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	307	401	4,590	4,189			8.7%	
1061 OUTSIDE COURTS	0	0	100	100			0.0%	
1063 Petanque Income	0	(6)	125	131			(5.0%)	
Leisure Centre - Outdoor Sport :- Income	<u>307</u>	<u>395</u>	<u>4,815</u>	<u>4,420</u>			<u>8.2%</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>
Net Income over Expenditure	<u>307</u>	<u>227</u>	<u>4,565</u>	<u>4,338</u>				
<u>201 Playing Fields</u>								
1201 Field Hire Income	0	0	2,500	2,500			0.0%	
Playing Fields :- Income	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>			<u>0.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	506	506	2,250	1,744		1,744	22.5%	
4115 LICENCES	0	0	250	250		250	0.0%	
Playing Fields :- Indirect Expenditure	<u>506</u>	<u>506</u>	<u>2,500</u>	<u>1,994</u>	<u>0</u>	<u>1,994</u>	<u>20.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(506)</u>	<u>(506)</u>	<u>0</u>	<u>506</u>				
<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>
Net Expenditure	<u>0</u>	<u>(589)</u>	<u>(2,000)</u>	<u>(1,412)</u>				
<u>203 Millennium Green</u>								
1001 RENT RECEIVED	0	0	1,500	1,500			0.0%	
Millennium Green :- Income	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>			<u>0.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
Millennium Green :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>				
<u>204 Allotments</u>								
1001 RENT RECEIVED	263	308	1,000	693			30.8%	
Allotments :- Income	<u>263</u>	<u>308</u>	<u>1,000</u>	<u>693</u>			<u>30.8%</u>	<u>0</u>
4012 WATER RATES	199	232	400	168		168	58.0%	

Detailed Income & Expenditure by Budget Heading 05/11/2020

Month No: 6

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	235	235	250	15		15	94.0%	
Allotments :- Indirect Expenditure	<u>434</u>	<u>467</u>	<u>925</u>	<u>458</u>	<u>0</u>	<u>458</u>	<u>50.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(171)</u>	<u>(160)</u>	<u>75</u>	<u>235</u>				
<u>301 Roads & Highways</u>								
4080 STREET CARE (ex S Glos)	0	1,562	3,124	1,562		1,562	50.0%	
Roads & Highways :- Indirect Expenditure	<u>0</u>	<u>1,562</u>	<u>3,124</u>	<u>1,562</u>	<u>0</u>	<u>1,562</u>	<u>50.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,562)</u>	<u>(3,124)</u>	<u>(1,562)</u>				
<u>302 Community Development</u>								
1082 Filton Festival	0	(68)	2,500	2,568			(2.7%)	
Community Development :- Income	<u>0</u>	<u>(68)</u>	<u>2,500</u>	<u>2,568</u>			<u>(2.7%)</u>	<u>0</u>
4701 GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0%	
4702 GRANTS - TWINNING ASS'N	0	0	300	300		300	0.0%	
4703 GRANTS - FOUR TOWNS TPT	0	0	1,000	1,000		1,000	0.0%	
4706 GRANTS - Four Towns Play Assoc	0	0	4,280	4,280		4,280	0.0%	
4707 GRANTS - YOUTH PROVISION	0	15,000	17,500	2,500		2,500	85.7%	
4708 GRANTS - COMMY 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	<u>0</u>	<u>15,000</u>	<u>46,580</u>	<u>31,580</u>	<u>0</u>	<u>31,580</u>	<u>32.2%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(15,068)</u>	<u>(44,080)</u>	<u>(29,013)</u>				
<u>801 Corporate Management</u>								
4004 PENSION DEFICIT	(917)	(5,500)	(6,800)	(1,300)		(1,300)	80.9%	
Corporate Management :- Indirect Expenditure	<u>(917)</u>	<u>(5,500)</u>	<u>(6,800)</u>	<u>(1,300)</u>	<u>0</u>	<u>(1,300)</u>	<u>80.9%</u>	<u>0</u>
Net Expenditure	<u>917</u>	<u>5,500</u>	<u>6,800</u>	<u>1,300</u>				
<u>802 Democratic Rep'n & Mgmt</u>								
4007 COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4009 TRAVEL	0	0	50	50		50	0.0%	
4024 SUBSCRIPTIONS	0	0	200	200		200	0.0%	
4028 ELECTION COSTS	0	0	2,500	2,500		2,500	0.0%	
4033 NEWSLETTER	125	263	3,000	2,738		2,738	8.8%	

Detailed Income & Expenditure by Budget Heading 05/11/2020

Month No: 6

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	125	263	6,150	5,888	0	5,888	4.3%	0
Net Expenditure	(125)	(263)	(6,150)	(5,888)				
<u>803 Civic Expenses</u>								
4066 CHAIRMANS ALLOWANCE	0	0	950	950		950	0.0%	
Civic Expenses :- Indirect Expenditure	0	0	950	950	0	950	0.0%	0
Net Expenditure	0	0	(950)	(950)				
<u>901 Central Services</u>								
1001 RENT RECEIVED	0	0	2	2			0.0%	
Central Services :- Income	0	0	2	2			0.0%	0
4001 SALARIES & WAGES	9,868	52,089	114,300	62,211		62,211	45.6%	
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	408	3,044	4,000	956		956	76.1%	
4021 TELEPHONE & FAX	193	664	750	86		86	88.5%	
4022 POSTAGE	60	390	1,000	610		610	39.0%	
4023 STATIONERY/PRINTING	0	725	1,000	275		275	72.5%	
4024 SUBSCRIPTIONS	0	1,581	1,600	19		19	98.8%	
4026 PHOTOCOPY CHARGES	318	318	2,000	1,682		1,682	15.9%	
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	33	351	1,500	1,149		1,149	23.4%	
4056 LEGAL FEES	0	525	1,000	475		475	52.5%	
4057 AUDIT FEES	0	0	3,300	3,300		3,300	0.0%	
4058 ACCOUNTANCY FEES	3,684	5,897	12,000	6,103		6,103	49.1%	
4060 OTHER PROF FEES	0	6,724	3,200	(3,524)		(3,524)	210.1%	
Central Services :- Indirect Expenditure	14,565	72,929	158,200	85,271	0	85,271	46.1%	0
Net Income over Expenditure	(14,565)	(72,929)	(158,198)	(85,269)				
<u>902 Outside Services</u>								
1001 RENT RECEIVED	350	350	0	(350)			0.0%	
Outside Services :- Income	350	350	0	(350)				0

Detailed Income & Expenditure by Budget Heading 05/11/2020

Month No: 6

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
4001 SALARIES & WAGES	8,950	47,146	97,300	50,155		50,155	48.5%	
4006 PROTECTIVE CLOTHING	0	0	200	200		200	0.0%	
4008 TRAINING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTCE	161	778	1,500	722		722	51.9%	
4037 GROUNDS MAINTENANCE	0	2,290	2,500	210		210	91.6%	
4039 MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4040 EQUIPMENT & SMALL TOOLS	155	632	2,000	1,368		1,368	31.6%	
4041 EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042 EQUIPMENT MAINTCE	100	100	3,000	2,900		2,900	3.3%	
4044 VEHICLE FUEL,OIL & MAINT	298	2,094	2,500	406		406	83.7%	
Outside Services :- Indirect Expenditure	9,664	53,140	109,750	56,610	0	56,610	48.4%	0
Net Income over Expenditure	(9,314)	(52,790)	(109,750)	(56,960)				
<u>909 Capital & Projects</u>								
1074 CIL Income	0	30,963	0	(30,963)			0.0%	
Capital & Projects :- Income	0	30,963	0	(30,963)				0
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	450	2,450	0	(2,450)		(2,450)	0.0%	
4992 FUNDING FROM R CAP FUND	(450)	(2,450)	(32,101)	(29,651)		(29,651)	7.6%	
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	0	78,502	56,103	(22,399)	0	(22,399)	139.9%	0
Net Income over Expenditure	0	(47,539)	(56,103)	(8,564)				
<u>998 Precept & Interest</u>								
1076 PRECEPT	490,893	981,786	981,785	(1)			100.0%	
1090 INTEREST RECEIVED	20	289	1,000	711			28.9%	
Precept & Interest :- Income	490,913	982,075	982,785	710			99.9%	0
Net Income	490,913	982,075	982,785	710				
Grand Totals:- Income	499,763	1,185,914	1,503,360	317,446			78.9%	
Expenditure	95,739	544,254	1,403,360	859,106	0	859,106	38.8%	
Net Income over Expenditure	404,025	641,660	100,000	(541,660)				
Movement to/(from) Gen Reserve	404,025	641,660						

Summary Income & Expenditure by Budget Heading 05/11/2020

Month No: 6

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	(122)	128,235	21,608	(106,627)			593.5%
	Expenditure	51,870	258,294	703,159	444,865		444,865	36.7%
	Movement to/(from) Gen Reserve	<u>(51,992)</u>	<u>(130,059)</u>					
102	Leisure Centre - Swimming Pool							
	Income	4,215	5,306	324,000	318,694			1.6%
	Expenditure	7,811	30,019	138,200	108,181		108,181	21.7%
	Movement to/(from) Gen Reserve	<u>(3,596)</u>	<u>(24,713)</u>					
103	Leisure Centre - Pool Vending							
	Income	0	0	500	500			0.0%
104	Leisure Centre - Bar							
	Income	3,838	38,350	152,450	114,100			25.2%
	Expenditure	10,973	37,558	164,769	127,211		127,211	22.8%
	Movement to/(from) Gen Reserve	<u>(7,135)</u>	<u>792</u>					
105	Leisure Centre - Indoor Sports							
	Income	0	0	9,700	9,700			0.0%
	Expenditure	707	757	17,000	16,243		16,243	4.5%
	Movement to/(from) Gen Reserve	<u>(707)</u>	<u>(757)</u>					
106	Leisure Centre - Outdoor Sport							
	Income	307	395	4,815	4,420			8.2%
	Expenditure	0	167	250	83		83	66.9%
	Movement to/(from) Gen Reserve	<u>307</u>	<u>227</u>					
201	Playing Fields							
	Income	0	0	2,500	2,500			0.0%
	Expenditure	506	506	2,500	1,994		1,994	20.3%
	Movement to/(from) Gen Reserve	<u>(506)</u>	<u>(506)</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	263	308	1,000	693			30.8%
	Expenditure	434	467	925	458		458	50.5%
	Movement to/(from) Gen Reserve	<u>(171)</u>	<u>(160)</u>					
301	Roads & Highways							
	Expenditure	0	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)	(5,500)	(6,800)	(1,300)		(1,300)	80.9%
802	Democratic Rep'n & Mgmt							
	Expenditure	125	263	6,150	5,888		5,888	4.3%
803	Civic Expenses							
	Expenditure	0	0	950	950		950	0.0%
901	Central Services							
	Income	0	0	2	2			0.0%
	Expenditure	14,565	72,929	158,200	85,271		85,271	46.1%
	Movement to/(from) Gen Reserve	<u>(14,565)</u>	<u>(72,929)</u>					
902	Outside Services							
	Income	350	350	0	(350)			0.0%
	Expenditure	9,664	53,140	109,750	56,610		56,610	48.4%
	Movement to/(from) Gen Reserve	<u>(9,314)</u>	<u>(52,790)</u>					

Summary Income & Expenditure by Budget Heading 05/11/2020

Month No: 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	490,913	982,075	982,785	710			99.9%
Grand Totals:- Income		499,763	1,185,914	1,503,360	317,446			78.9%
Expenditure		95,739	544,254	1,403,360	859,106	0	859,106	38.8%
Net Income over Expenditure		<u>404,025</u>	<u>641,660</u>	<u>100,000</u>	<u>(541,660)</u>			
Movement to/(from) Gen Reserve		<u>404,025</u>	<u>641,660</u>					

11:21

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 05/11/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<i>Fixed Assets</i>	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
	Total Fixed Assets	3,048,167	2,258,151	790,016
	<i>Current Assets</i>			
105	VAT CONTROL	5,263		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	2,719		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	28,765		
201	BANK IMPREST WAGES AC	588,781		
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		
	Total Current Assets		792,589	
	<i>Current Liabilities</i>			
500	TRADE CREDITORS	11,036		
510	ACCRUED EXPENSES	3,395		
513	ACCRUED MISSING INVOICES	956		
525	PAYE AND NI DUE	10,768		
526	SUPERANNUATION DUE	7,034		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		37,690	
	Net Current Assets			754,899
	Total Assets less Current Liabilities			1,544,915
	<i>Long Term Liabilities</i>			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,258,443)		
401	PWLB Loan 486814	30,243		
	Total Long Term Liabilities		243,020	
	Total Assets less Total Liabilities			1,301,895
	<i>Represented by :-</i>			
300	CURRENT YEAR FUND	641,660		
310	GENERAL FUND	26,100		
315	ROLLING CAPITAL FUND	38,239		
325	EMR 4 Towns Play Association	300		
328	EMR Elections	10,338		
329	EMR CIL 19/20	7,298		

11:21

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 05/11/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
330	CAPITAL FINANCE ACCOUNT	546,996	
331	EMR CIL 20/21	30,963	
	Total Equity		1,301,895

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2020 and 05/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/10/2020	Aitkens Sportsturf Ltd	5464	272.40		3725/4522/Aitkens Sportsturf L
05/10/2020	Avon Extinguishers	5465	322.20		29093/4523/Avon Extinguishers
05/10/2020	British Telecommunications plc	5466	250.02		M079JX/4524/British Telecommun
05/10/2020	Capital Cleaning (Kent) Ltd	5467	274.70		0000329344/4525/Capital Cleani
05/10/2020	DCK Accounting Solutions Ltd	5468	2,838.48		TPC9230/4529/DCK Accounting So
05/10/2020	DL I.T. Solutions Ltd	5469	472.44		555117/4559/DL I.T. Solutions
05/10/2020	Glacier environmental Ltd	5470	594.00		SI-11943/4556/Glacier environm
05/10/2020	Instyle Marketing Services	5471	120.00		15278/4530/Instyle Marketing S
05/10/2020	Online Leisure Systems Ltd	5472	1,270.20		7163/4531/Online Leisure Syste
05/10/2020	Lister Wilder	5473	357.35		660161/4557/Lister Wilder
05/10/2020	Rialtas Business Solutions Ltd	5474	636.00		SM22306/4532/Rialtas Business
05/10/2020	RLSS UK Enterprises Ltd	5475	221.28		SI644914-1/4533/RLSS UK Enterp
05/10/2020	St Austell Brewery Company Ltd	5476	4,340.68		2495485/4554/St Austell Brewer
05/10/2020	Ernest Till (South West) & co	5477	273.60		00012246/4555/Ernest Till (Sou
05/10/2020	Co-Op Bank	DDR	10.00		Service Charge
05/10/2020	Co-Op Bank	DDR	14.70		Commisasion
05/10/2020	Delta Card Fee	DDR	0.20		Delta Card Fee
08/10/2020	POOL TAKINGS CASHBOOK	PCC08	264.70		Pool Cards 8.10.10
08/10/2020	South Gloucestershire Council	Std Ord	6,246.00		Sports Centre Rates 20-21
12/10/2020	Barclays Bank PLC	DDR	44.00		4637-Monthly card fee charge
20/10/2020	A4 Asbestos Limited	5478	282.00		4613-Remove asbestos
20/10/2020	Brenntag UK Ltd	5479	527.92		4608-Pool chemicals
20/10/2020	A.M.P Window Cleaning Services	5480	45.00		4632-Cleaning windows 12.10.20
20/10/2020	C. Brewer & Sons Ltd	5481	89.58		4621-V///Matt mid base
20/10/2020	Capital Cleaning (Kent) Ltd	5482	346.22		4602-Dustpan, cloth, sweep
20/10/2020	Complete Weed Control (North W	5483	314.40		4614-Supp+apply weed control
20/10/2020	C & R Fencing	5484	3,836.40		4623-Fencing work 27.06.20
20/10/2020	DCK Accounting Solutions Ltd	5485	1,582.86		4640-Contract accounting
20/10/2020	DL I.T. Solutions Ltd	5486	63.00		4642-Fibre broadband-Bar
20/10/2020	Filton Voice Ltd	5487	300.00		4610-Filton voice-Oct
20/10/2020	Fleet (Line Markers) Ltd	5488	100.70		4643-Whit 5ltr
20/10/2020	Gazprom Marketing & Trading Re	5489	2,783.68		4636-Gas Sept 2020
20/10/2020	GM Engineering (Bristol) Ltd	5490	240.00		4645-Remove broken lock
20/10/2020	HCI Data Ltd	5491	90.00		4631-Renew website to Dec 2022
20/10/2020	J P Lennard Ltd	5492	218.12		4644-Barrier tape no entry
20/10/2020	Cape Meridian Ltd	5493	78.00		4633-Alarm activation callout
20/10/2020	OFCOM	5494	75.00		4641-Licence fee-Radio equip
20/10/2020	RLSS UK Enterprises Ltd	5495	102.50		4628-NPLQ renewal
20/10/2020	St Austell Brewery Company Ltd	5496	1,249.67		4627-Bar stock purchase
20/10/2020	Ernest Till (South West) & co	5497	615.00		4617-Lost power-steward flats
20/10/2020	Travis Perkins Trading Co Ltd	5498	96.92		4619-Wood screws, glue
20/10/2020	Viridor Waste Management Ltd	5499	904.92		4611-Waste disposal
20/10/2020	British Gas	5500	776.46		4688-Elec June 2020
04/11/2020	Brenntag UK Ltd	5501	246.21		47SI4792762/4715/Brenntag UK L
04/11/2020	Avon Data Care	5502	33.00		2648/4697/Avon Data Care
04/11/2020	Bristol Locksmiths	5503	65.78		13126/4701/Bristol Locksmiths
04/11/2020	British Telecommunications plc	5504	210.02		M080P9/4702/British Telecommun

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2020 and 05/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2020	Fitronics Ltd	5505	158.40		C4001220/4703/Fitronics Ltd
04/11/2020	Miss Rosalind A Cranham	5506	80.00		015/4704/Miss Rosalind A Cranh
04/11/2020	DCK Accounting Solutions Ltd	5507	956.82		TPC9374/4705/DCK Accounting So
04/11/2020	Rentokil Initial UK Ltd	5508	195.95		33641583/4708/Rentokil Initial
04/11/2020	RLSS UK Enterprises Ltd	5509	29.52		SI648887-1/4710/RLSS UK Enterp
04/11/2020	South Gloucestershire Council	5510	933.78		3804490894/4711/South Gloucest
04/11/2020	Splash About International Ltd	5511	53.10		53889/4712/Splash About Intern
04/11/2020	Ernest Till (South West) & co	5512	412.80		00012297/4707/Ernest Till (Sou
04/11/2020	Travis Perkins Trading Co Ltd	5513	58.66		3015APH169/4713/Travis Perkins
Total Payments			<u>36,975.34</u>		

Minutes of the virtual Staffing Committee meeting held remotely via zoom on 6th October 2020 at 7p.m.

PRESENT: Cllrs:- M.Chaudhry, D.Collins, A Doyle(Chairing), B.Mead, Tom Mewies.

ALSO PRESENT: DH(Bar Manager), LR (Town Clerk) NG (TCSO), SF(Leisure Centre Manager), NP(Maintenance Manager)

APOLOGIES:

084. Minutes. Minutes of the meeting held 15th September 2020 approved as a true record.

085. Matters arising from the minutes not already included in the agenda - there were none

086. Maintenance Manager Report updates were given on increased usage of the field. The changing and toilet facilities remain closed on match days due to Covid restrictions. Work on the pavilion was now finished and work on the changing rooms had been started. Grounds and Maintenance work continued at the allotments with new plots being issued.

With regard to the Great Run – they were still not operational following the pandemic but a meeting would be arranged in due course which would be beneficial for all departments to attend.

087. Bar Managers Report – the committee were updated on the income and expenditure for September.

Concern was noted that footfall was low and income down in comparison to expenditure costs. Covid restrictions meant shorter opening hours and functions could not go ahead also the introduction of table service resulted in staffing levels not being able to be reduced.

088. Leisure Centre Managers Report the committee were updated on phase 4 of the post Covid recovery with all five swimming lanes now open. Swim clubs have also returned.

Aquafit and Dinky dolphins both proving to be a great success with extra session needing to be put on. The Swim school has worked well with extra lessons starting from November this will be assessed on a term by term basis.

The majority of staff had now returned from the furlough scheme with just a small number of swim teachers remaining on the flexible scheme in the meantime.

089. Christmas Closing A large amount of annual leave had accrued during the covid lock down. It was agreed to close all departments for the Christmas period as an ideal opportunity for this leave to be used.

090. Ongoing HR issue an update was given on a meeting proposed for 9th October which HR would attend and facilitate.

091. Appraisal Cllr Doyle was nominated to conduct the Town Clerks appraisal as the Chair would be on holiday.

092. Date of next meeting 3rd November 7p.m.

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

BAR EXPENDITURE



■ 2018/2019
 ■ 2019/2020
 ■ 2020/2021

BAR INCOME

£160,000.00

£140,000.00

£120,000.00

£100,000.00

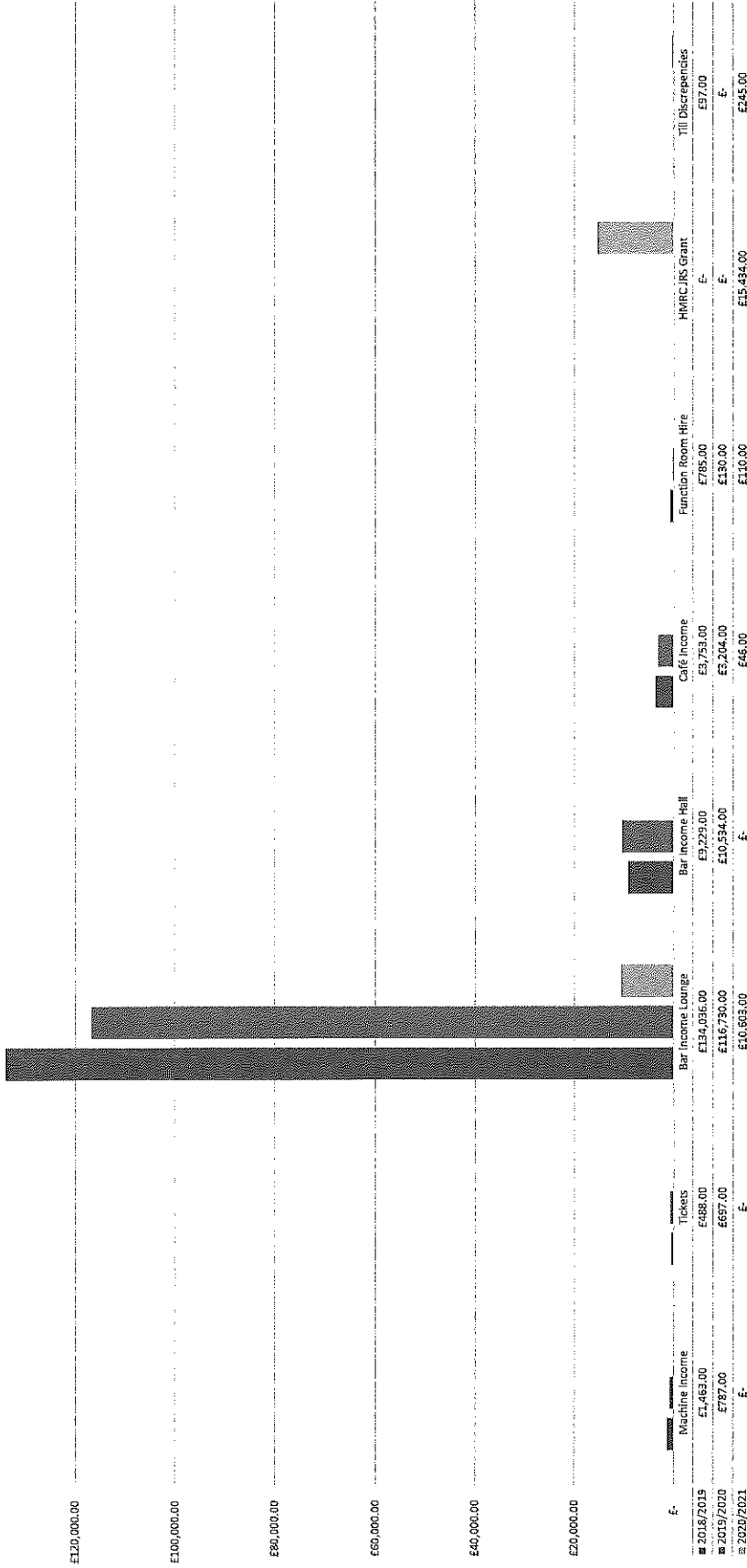
£80,000.00

£60,000.00

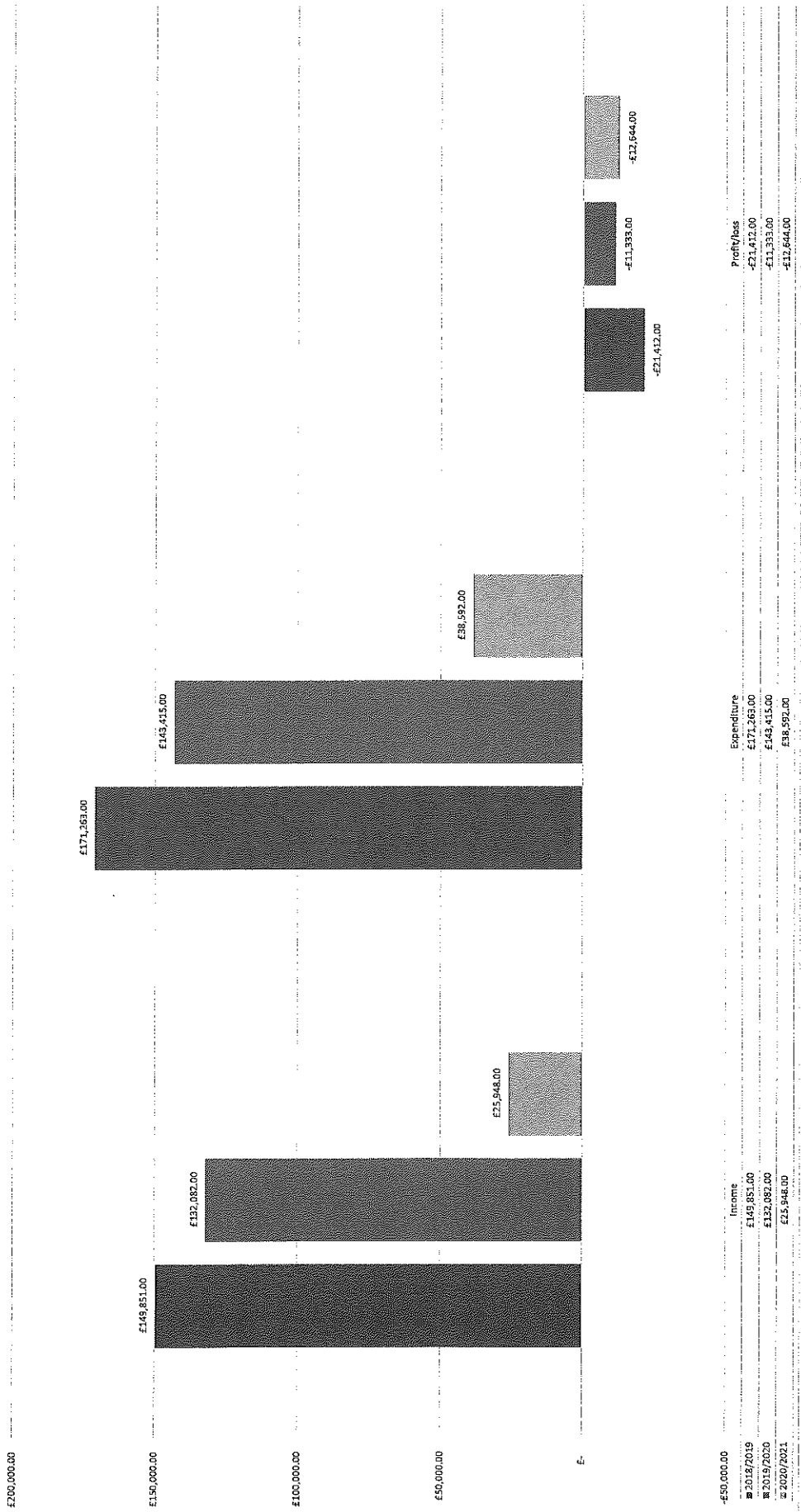
£40,000.00

£20,000.00

■ 2018/2019
■ 2019/2020
■ 2020/2021



Income



2018/2019
2019/2020
2020/2021

	Daily Takings	Daily Expenditure	Customer Footfall
01/10/2020	£198.40	£290.10	10.00
02/10/2020	£175.65	£275.74	15.00
03/10/2020	£113.50	£190.56	10.00
04/10/2020	£102.90	£181.74	10.00
05/10/2020	£131.90	£239.09	21.00
06/10/2020	£93.65	£294.44	11.00
07/10/2020	£80.60	£282.44	10.00
08/10/2020	£137.05	£274.97	16.00
09/10/2020	£228.75	£300.94	22.00
10/10/2020	£292.31	£292.31	17.00
11/10/2020	£186.25	£206.54	14.00
12/10/2020	£86.00	£221.13	10.00
13/10/2020	£113.95	£264.37	13.00
14/10/2020	£109.55	£252.07	13.00
15/10/2020	£111.85	£231.46	15.00
16/10/2020	£134.80	£280.37	19.00
17/10/2020	£203.80	£284.49	15.00
18/10/2020	£97.70	£226.76	14.00
19/10/2020	£156.45	£255.36	15.00
20/10/2020	£164.10	£295.81	15.00
21/10/2020	£172.40	£326.43	16.00
22/10/2020	£195.15	£295.88	23.00
23/10/2020	£178.70	£312.54	15.00
24/10/2020	£140.00	£273.41	11.00
25/10/2020	£134.85	£212.65	14.00
26/10/2020	£122.25	£229.11	13.00
27/10/2020	£133.55	£264.56	13.00
28/10/2020	£122.25	£266.40	11.00
29/10/2020	£111.50	£222.85	11.00
30/10/2020	£248.75	£296.53	20.00
31/10/2020	£240.75	£305.08	20.00

Bar Data 01-10 - 30-10

