

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

7th January 2021

Dear Member

You are hereby summoned to A VIRTUAL meeting of the FULL COUNCIL (FINANCE & GENERAL PURPOSES) will be held on Tuesday 12th January 2021 7pm

Join Zoom Meeting

<https://us02web.zoom.us/j/87046156674?pwd=RDQzOS9MUVFtU095TzVNdlVOaVlkdz09>

Meeting ID: 870 4615 6674

Passcode: 647565

Dial by your location

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

Meeting ID: 870 4615 6674

Passcode: 647565

Find your local number: <https://us02web.zoom.us/j/87046156674>

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L.A. Reuben', with a small dot at the end.

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.

A G E N D A

Part 1

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 10th November 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. To discuss and set 2021/22 Precept requirement (pages 3-5)
7. Conclusion of External Audit 2019/20 (page 6-11)
8. Review of Leisure Services – amended timeline (page 12)

9. Ratepayers Licence renewal
10. FACE funding (appendix 1)
11. Income & Expenditure Reports Month 9 (*pages13-20*)
12. Balance Sheet Month 9(*pages 12-22*)
13. Payments for information up to date (*pages 23-24*)

Part 2 – Excluding Press and Public

14. Staffing Committee minutes of the meeting held 3rd November 2020 (*page 25*)

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 10th November 2020 on held remotely via **ZOOM CONFERENCE CALLING**.

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

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

APOLOGIES: Cllrs: - K Briffett, A Robinson, J Tucker

NON-ATTENDANCE: - Cllrs: -

F.141 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.142 DECLARATION OF INTEREST: There were none.

F.143 PRESENTATION OF 2021/2022 DRAFT BUDGET BY DEREK KEMP

ACCOUNTING SOLUTIONS: Derek Kemp (Accounting Solutions) presented the draft 2020/21 budgets. It was explained that these budgets were by no means a firm proposal due to COVID 19 effects on Filton Town Council and Filton Leisure Centre/Bar.

The current climate makes it near impossible to project accurately so the previous year's figures are based using the assumption of minimal change. As the future of the leisure centre bar is currently under review, these figures would not be relevant if changes were to be made for the forth coming financial year. A further set of proposals will be put together and presented by the accountants in January 2021 when more facts and figures would be available.

The accountant was thanked for his time and it was noted that budgets would be looked at again in January.

F.144 MINUTES: Minutes from the meeting held 13th October 2020 were approved.

F.145 MATTERS OF REPORT ARISING FROM MINUTES: F140.The Town Clerk answered the queries from these points previously asked.

F.146 PUBLIC PARTICIPATION: There were none.

F.147 SUBJECT ACCESS REQUEST: The Town Clerk expressed concerns regarding the need to ensure the recent request SAR from a resident was completed accurately and in a timely manner. Discussions took place regarding the best way to ensure this. It was suggested using an outside source to complete an independent response, although this would be costly. It was agreed that contact be made with the Information Commissioner Office to seek further advice on the best course of action if the request exceeded recommended timeframes and costs.

ACTION Town Council Office

F.148 REVIEW OF SERVICES: The consultant had confirmed that there had been interest and discussions with a number of potential operators and was expecting bidders to submit by 23rd November 2020. Updates will be given shortly after wards and this will be brought to a future Full Council Meeting.

F.149 INCOME & EXPENDITURE REPORTS MONTH 6: The reports were noted.

F.150 BALANCE SHEET MONTH 6: The report was noted

F.151 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public

F.152 STAFFING COMMITTEE MINUTES OF MEETING HELD 6th OCTOBER 2020:

The minutes were noted.

Discussion regarding staff levels and furlough arrangements took place and it was agreed Furlough arrangements to be an agenda item for the next finance meeting.

F.153 BAR YEARLY COMPARISONS: Figures and Graphs were discussed and noted.

There being no further business the meeting closed at 9.15 PM

FILTON TOWN COUNCIL

Budget Summary

BAND D CHARGE UNCHANGED

(Prepared 5/11/20)

Year Ended 31st March 2022

	2020-21		2021-22 Proposed	Budget Incr/(Decr)
	Projected	Budgeted		
REVENUE EXPENDITURE				
Filton Leisure Centre	836354	1023378	966771	-56,607
Parks and Open Spaces	5675	5925	5675	-250
Community Services	49704	49704	49780	76
Corporate & Democratic	-4050	300	-4300	-4,600
Central & Outside Services	262450	267950	264850	-3,100
	1150133	1347257	1282776	-64,481
INCOME				
Filton Leisure Centre	309964	513073	478908	-34,165
Parks and Open Spaces	2500	5000	5000	0
Community Services	0	2500	2500	0
Corporate & Democratic	0	0	0	0
Central & Outside Services	352	2	352	350
Interest Receivable	500	1000	500	-500
	313316	521575	487260	-34,315
NET REVENUE EXPENDITURE	836817	825682	795516	-30,166
CAPITAL & PROJECT EXPENDITURE (NET)				
Loan Repayments	16103	16103	16103	0
Capital Projects (net)	0	0	0	0
Rolling Capital Programme	40000	40000	40000	0
NET CAPITAL EXPENDITURE	56103	56103	56103	0
TOTAL NET EXPENDITURE	892920	881785	851619	-30,166
Financed as follows:				
Reserves at 1st April	26100	-26415	114966	
Reserves at 31st March	114966	73585	240715	
Used to Fund Expenditure	-88866	-100000	-125749	
Precept Support Grant	0	0	0	0
Precept Required	981786	981785	977368	-4,417
TOTAL TAXATION FUNDING REQUIRED	981786	981785	977368	-4,417
				#DIV/0!
				-0.45%
				-0.45%
	892920	881785	851619	

Notes

**

ADJUSTED BASIS

	3114	3100		
Band D Equivalents				
Precept per Band D Equivalent (£/annum)	£ 315.28	£315.28	£0.00	0.00%
Precept per Band D Equivalent (p/week)	604.64	604.64	0.00	0.00%

	31/03/2021	31/03/2022
Notes: ** Recommended <u>minimum</u> reserve equal to	206421	198879
3 months net revenue expenditure		
Reserves surplus/deficit to minimum level	-91455	41836

977368

FILTON TOWN COUNCIL

PRECEPT UNCHANGED

(Prepared 5/11/20)

Budget Summary

Year Ended 31st March 2022

	2020-21		2021-22	Budget
	Projected	Budgeted	Proposed	Incr/(Decr)
REVENUE EXPENDITURE				
Filton Leisure Centre	836354	1023378	966771	-56,607
Parks and Open Spaces	5675	5925	5675	-250
Community Services	49704	49704	49780	76
Corporate & Democratic	-4050	300	-4300	-4,600
Central & Outside Services	262450	267950	264850	-3,100
	1150133	1347257	1282776	-64,481
INCOME				
Filton Leisure Centre	309964	513073	478908	-34,165
Parks and Open Spaces	2500	5000	5000	0
Community Services	0	2500	2500	0
Corporate & Democratic	0	0	0	0
Central & Outside Services	352	2	352	350
Interest Receivable	500	1000	500	-500
	313316	521575	487260	-34,315
NET REVENUE EXPENDITURE	836817	825682	795516	-30,166
CAPITAL & PROJECT EXPENDITURE (NET)				
Loan Repayments	16103	16103	16103	0
Capital Projects (net)	0	0	0	0
Rolling Capital Programme	40000	40000	40000	0
NET CAPITAL EXPENDITURE	56103	56103	56103	0
TOTAL NET EXPENDITURE	892920	881785	851619	-30,166
Financed as follows:				
Reserves at 1st April	26100	-26415	114966	
Reserves at 31st March	114966	73585	245132	
Used to Fund Expenditure	-88866	-100000	-130166	
Precept Support Grant	0	0	0	0 #DIV/0!
Precept Required	981786	981785	981785	0 0.00%
TOTAL TAXATION FUNDING REQUIRED	981786	981785	981785	0 0.00%
	892920	881785	851619	

Notes

**

ADJUSTED BASIS

	31/03/2021	31/03/2022		
Band D Equivalents	3114	3100		
Precept per Band D Equivalent (£/annum)	£ 315.28	£316.70	£1.42	0.45%
Precept per Band D Equivalent (p/week)	604.64	607.37	2.73	0.45%

	31/03/2021	31/03/2022
Notes: ** Recommended <u>minimum</u> reserve equal to	206421	198879
3 months net revenue expenditure		
Reserves surplus/deficit to minimum level	-91455	46253

FILTON TOWN COUNCIL**Budget Summary***(Prepared 5/11/20)***Year Ended 31st March 2022**

	2020-21		2021-22	Budget
	Projected	Budgeted	Proposed	Incr/(Decr)
Operating Budgets - Expenditure				
Leisure Centre General	581764	703159	676360	-26799
Leisure Centre Sw Pool	125925	138200	127475	-10725
Leisure Centre Bar	113415	164769	145686	-19083
Leisure Centre l/d Sports	15000	17000	17000	0
Leisure Centre O/d Sports	250	250	250	0
	<u>836354</u>	<u>1023378</u>	<u>966771</u>	
Playing Fields	2250	2500	2250	-250
Play Areas	2000	2000	2000	0
Millennium Green	500	500	500	0
Allotments	925	925	925	0
	<u>5675</u>	<u>5925</u>	<u>5675</u>	
Roads & Highways	3124	3124	3200	76
Community Development	46580	46580	46580	0
	<u>49704</u>	<u>49704</u>	<u>49780</u>	
Corporate Management	-11000	-6800	-11400	-4600
Democratic Rep'n & Mgmt	6000	6150	6150	0
Civic Expenses	950	950	950	0
	<u>-4050</u>	<u>300</u>	<u>-4300</u>	
Central Services	155600	158200	153100	-5100
Outside Services	106850	109750	111750	2000
	<u>262450</u>	<u>267950</u>	<u>264850</u>	
	<u>1150133</u>	<u>1347257</u>	<u>1282776</u>	<u><u>-64481</u></u>

Ms Lesley Reuben
Filton Town Council
Filton Town Council
Elm Park
Filton
South Gloucestershire
BS34 7PS

Our ref AV0050
SAAA ref SB03264

Email sba@pkf-l.com

28 November 2020

Dear Ms Reuben

Filton Town Council
Completion of the limited assurance review for the year ended 31 March 2020

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Filton Town Council for the year ended 31 March 2020. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 November, which must include publication on the smaller authority's website. This deadline has been extended from 30 September 2020 for 2019/20 only as a result of the restrictions imposed by the government to prevent the spread of Covid-19. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which the "Notice" must be published. There is no requirement for the "Notice" to be publicly accessible for 5 years, as there is for the AGAR and the external auditor report and certificate. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Tel: +44 (0)20 7516 2200 • www.pkf-littlejohn.com
PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference AV0050 or Filton Town Council as a reference when paying by BACS.

Timetable for 2020/21

The timetable for this year was exceptional due to the impact of Covid-19. Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2021. It is anticipated that the instructions will be sent out during March 2021, subject to arrangements for the 2020/21 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

The timetable amendments introduced as a result of the exceptional Covid-19 circumstances apply to 2019/20 only. The arrangements for next year are expected to revert to those set out in the Accounts and Audit Regulations 2015 but if there are any changes arising from updates to the statutory requirements, you will be notified in good time.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2021, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Thursday 3 June and Wednesday 14 July 2021; and
 - at the latest, between Thursday 1 July and Wednesday 11 August 2021.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2019/20

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Filton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

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

	Notes
<p>1. The audit of accounts for Filton Town Council for the year ended 31 March 2020 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Filton Town Council on application to:</p> <p>(a) <u>Lesley Reuben</u> <u>Town Clerk</u> <u>Filton Town Council, Elm Park</u> <u>Filton, BS34 7PS</u></p> <p>(b) <u>9:00am - 1:00pm</u></p>	<p>(a) insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of <u>£Nil</u> (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>Lesley Reuben - Town Clerk</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>09th December 2020</u></p>	<p>(e) Insert the date of placing of the notice</p>

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

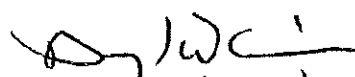
and recorded as minute reference:

F.109

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

www.filtontowncouncil.gov.uk

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 cash-book 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



17/07/2020

Date

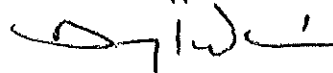
I confirm that these Accounting Statements were approved by this authority on this date:

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 – AV0050

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 (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

The AGAR has not been signed and approved in accordance with the Accounts and Audit Regulations 2015 as Section 2 was not signed by the Responsible Finance Officer before approval.

The smaller authority has disclosed that it made proper provision during the year 2019/20 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.

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

The smaller authority has not provided an adequate explanation for the difference between Section 2, Boxes 7 and 8.

3 External auditor certificate 2019/20

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Review of Leisure Services

Item 8. Amended timescale which you will see still seeks to get a new contract commencing in June 2021 so doesn't delay the overall timescale.

ISIT submissions - 1 March 2021 at 12 noon
Selection of Shortlist - 12 March 2021
Invite Final Tenders - 15 March 2021
Final Tender Submission - 15 April 2021
Appoint Preferred Partner - 30 April
New Contract - June 2021

Detailed Income & Expenditure by Budget Heading 08/01/2021

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Leisure Centre - General</u>								
1001 RENT RECEIVED	0	128	1,583	1,456			8.1%	
1010 Pavillion Hire	0	250	6,500	6,250			3.8%	
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	(274)	10,000	10,274			(2.7%)	
1080 MISCELLANEOUS INCOME	0	8	500	492			1.7%	
1088 HMRC JRS Grant	(14,653)	132,529	0	(132,529)			0.0%	
Leisure Centre - General :- Income	<u>(14,653)</u>	<u>132,641</u>	<u>21,608</u>	<u>(111,033)</u>			<u>613.9%</u>	<u>0</u>
4001 SALARIES & WAGES	33,586	296,920	554,509	257,589		257,589	53.5%	
4003 COST OF TRAINING COURSES	0	103	1,000	898		898	10.3%	
4006 PROTECTIVE CLOTHING	0	0	1,000	1,000		1,000	0.0%	
4008 TRAINING	0	82	1,000	918		918	8.2%	
4011 RATES	6,246	43,726	62,800	19,074		19,074	69.6%	
4014 ELECTRICITY	236	3,144	2,500	(644)		(644)	125.7%	
4015 GAS	2,079	3,711	4,500	789		789	82.5%	
4016 JANITORIAL	394	2,089	5,500	3,411		3,411	38.0%	
4017 HEALTH & SAFETY	0	2,679	800	(1,879)		(1,879)	334.8%	
4018 REFUSE DISPOSAL	0	6,382	7,500	1,118		1,118	85.1%	
4021 TELEPHONE & FAX	0	347	600	253		253	57.8%	
4023 STATIONERY/PRINTING	0	33	2,000	1,967		1,967	1.6%	
4025 INSURANCE	1,830	11,991	12,000	9		9	99.9%	
4030 RECRUITMENT ADVTG	0	0	1,000	1,000		1,000	0.0%	
4032 PUBLICITY	0	688	3,000	2,313		2,313	22.9%	
4035 SECURITY COSTS	98	1,785	8,000	6,215		6,215	22.3%	
4036 PROPERTY MAINTCE	198	8,308	10,000	1,692		1,692	83.1%	
4038 MAINTENANCE CTRCTS	45	1,784	8,000	6,216		6,216	22.3%	
4040 EQUIPMENT & SMALL TOOLS	0	458	1,500	1,042		1,042	30.6%	
4042 EQUIPMENT MAINTCE	1,158	1,158	500	(658)		(658)	231.6%	
4051 BANK CHARGES	0	1,992	5,000	3,008		3,008	39.8%	
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>45,870</u>	<u>387,380</u>	<u>703,159</u>	<u>315,779</u>	<u>0</u>	<u>315,779</u>	<u>55.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(60,523)</u>	<u>(254,739)</u>	<u>(681,551)</u>	<u>(426,812)</u>				
<u>102 Leisure Centre - Swimming Pool</u>								
1001 RENT RECEIVED	128	128	0	(128)			0.0%	
1012 Bouncy Castle Parties	0	0	500	500			0.0%	
1020 SWIMMING - PUBLIC	1,550	7,281	55,000	47,719			13.2%	

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1021 SWIMMING - LESSONS	1,657	12,732	200,000	187,268			6.4%	
1022 SWIMMING - SCHOOLS	0	(690)	25,000	25,690			(2.8%)	
1023 SWIMMING - CLUBS	6,255	7,725	24,000	16,275			32.2%	
1024 SALES (STOCK) POOL	100	267	5,000	4,733			5.3%	
1025 Pool Parties	0	(333)	4,500	4,833			(7.4%)	
1027 Aqua Fit	379	2,000	6,000	4,000			33.3%	
1028 Lifeguard Courses	0	0	4,000	4,000			0.0%	
1099 TILL DISCREPANCIES	0	25	0	(25)			0.0%	
Leisure Centre - Swimming Pool :- Income	10,069	29,135	324,000	294,865			9.0%	0
4103 PURCHASES FOR RESALE	0	358	4,000	3,642		3,642	9.0%	
Leisure Centre - Swimming Pool :- Direct Expenditure	0	358	4,000	3,642	0	3,642	9.0%	0
4002 TEMPORARY & CASUAL STAFF	0	165	3,000	2,835		2,835	5.5%	
4008 TRAINING	211	671	2,000	1,329		1,329	33.6%	
4012 WATER RATES	1,406	11,745	20,000	8,255		8,255	58.7%	
4014 ELECTRICITY	2,352	20,541	30,000	9,459		9,459	68.5%	
4015 GAS	0	9,402	32,000	22,598		22,598	29.4%	
4017 HEALTH & SAFETY	0	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	0	714	2,500	1,786		1,786	28.6%	
4038 MAINTENANCE CTRCTS	0	741	2,400	1,659		1,659	30.9%	
4040 EQUIPMENT & SMALL TOOLS	0	18	500	482		482	3.5%	
4042 EQUIPMENT MAINTCE	0	1,814	30,000	28,186		28,186	6.0%	
4115 LICENCES	0	75	0	(75)		(75)	0.0%	
4120 POOL CHEMICALS	0	1,382	4,500	3,118		3,118	30.7%	
4125 POOL PURCHASES NOT FOR RESALE	0	121	2,000	1,879		1,879	6.1%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	3,970	48,959	134,200	85,241	0	85,241	36.5%	0
Net Income over Expenditure	6,099	(20,183)	185,800	205,983				
<u>103 Leisure Centre - Pool Vending</u>								
1030 Vending Machine Income	0	0	500	500			0.0%	
Leisure Centre - Pool Vending :- Income	0	0	500	500			0.0%	0
Net Income	0	0	500	500				
<u>104 Leisure Centre - Bar</u>								
1001 RENT RECEIVED	725	5,775	8,700	2,925			66.4%	
1031 MACHINE INCOME	0	0	800	800			0.0%	
1032 Tickets	0	0	700	700			0.0%	

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1040 BAR INCOME - LOUNGE	0	14,960	125,000	110,040			12.0%	
1041 BAR INCOME - HALL	0	0	13,000	13,000			0.0%	
1049 CAFE INCOME	0	46	3,500	3,454			1.3%	
1056 FUNCTION ROOM HIRE	0	110	750	640			14.7%	
1088 HMRC JRS Grant	(3,227)	15,434	0	(15,434)			0.0%	
1095 INSURANCE CLAIM	0	8,802	0	(8,802)			0.0%	
1099 TILL DISCREPANCIES	0	(243)	0	243			0.0%	
Leisure Centre - Bar :- Income	(2,502)	44,884	152,450	107,566			29.4%	0
4101 PURCHASES - WET STOCK	0	6,049	55,900	49,851		49,851	10.8%	
4102 PURCHASES - DRY STOCK	85	295	3,000	2,705		2,705	9.8%	
4109 PURCHASES - CAFE	0	123	2,000	1,877		1,877	6.2%	
Leisure Centre - Bar :- Direct Expenditure	85	6,467	60,900	54,433	0	54,433	10.6%	0
4001 SALARIES & WAGES	5,162	45,826	86,114	40,288		40,288	53.2%	
4008 TRAINING	0	0	500	500		500	0.0%	
4020 SUNDRY OFFICE & IT COSTS	53	210	0	(210)		(210)	0.0%	
4036 PROPERTY MAINTCE	0	469	3,000	2,531		2,531	15.6%	
4038 MAINTENANCE CTRCTS	0	398	305	(93)		(93)	130.5%	
4040 EQUIPMENT & SMALL TOOLS	0	356	400	44		44	89.1%	
4041 EQUIPMENT HIRE	182	1,130	6,000	4,870		4,870	18.8%	
4051 BANK CHARGES	0	74	500	426		426	14.8%	
4060 OTHER PROF FEES	0	200	1,200	1,000		1,000	16.7%	
4104 BAR SUNDRIES	0	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	5,397	48,943	103,869	54,926	0	54,926	47.1%	0
Net Income over Expenditure	(7,984)	(10,526)	(12,319)	(1,793)				
<u>105 Leisure Centre - Indoor Sports</u>								
1050 BADMINTON FEES	0	(213)	1,500	1,713			(14.2%)	
1051 SNOOKER FEES	0	0	5,000	5,000			0.0%	
1052 PARTY ROOM HIRE	0	(13)	3,000	3,013			(0.4%)	
1053 SKITTLE ALLEY	0	0	200	200			0.0%	
Leisure Centre - Indoor Sports :- Income	0	(226)	9,700	9,926			(2.3%)	0
4014 ELECTRICITY	0	1,386	12,000	10,614		10,614	11.5%	
4036 PROPERTY MAINTCE	0	0	4,000	4,000		4,000	0.0%	
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
Leisure Centre - Indoor Sports :- Indirect Expenditure	0	1,386	17,000	15,614	0	15,614	8.2%	0
Net Income over Expenditure	0	(1,612)	(7,300)	(5,688)				

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<u>106 Leisure Centre - Outdoor Sport</u>								
1060 GRASS INCOME	67	987	4,590	3,603			21.5%	
1061 OUTSIDE COURTS	0	0	100	100			0.0%	
1063 Petanque Income	0	(6)	125	131			(5.0%)	
Leisure Centre - Outdoor Sport :- Income	<u>67</u>	<u>980</u>	<u>4,815</u>	<u>3,834</u>			<u>20.4%</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>67</u>	<u>813</u>	<u>4,565</u>	<u>3,752</u>				
<u>201 Playing Fields</u>								
1201 Field Hire Income	0	0	2,500	2,500			0.0%	
Playing Fields :- Income	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>			<u>0.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	506	2,250	1,744		1,744	22.5%	
4115 LICENCES	0	0	250	250		250	0.0%	
Playing Fields :- Indirect Expenditure	<u>0</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>0</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	0	723	1,000	278			72.3%	
Allotments :- Income	<u>0</u>	<u>723</u>	<u>1,000</u>	<u>278</u>			<u>72.2%</u>	<u>0</u>
4012 WATER RATES	39	344	400	56		56	86.0%	

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4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	235	250	15		15	94.0%	
Allotments :- Indirect Expenditure	<u>39</u>	<u>579</u>	<u>925</u>	<u>346</u>	<u>0</u>	<u>346</u>	<u>62.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(39)</u>	<u>144</u>	<u>75</u>	<u>(69)</u>				
<u>301 Roads & Highways</u>								
4080 STREET CARE (ex S Glos)	0	2,343	3,124	781		781	75.0%	
Roads & Highways :- Indirect Expenditure	<u>0</u>	<u>2,343</u>	<u>3,124</u>	<u>781</u>	<u>0</u>	<u>781</u>	<u>75.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,343)</u>	<u>(3,124)</u>	<u>(781)</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	17,500	17,500	0		0	100.0%	
4708 GRANTS - COMM'Y PARTNERSHIP	0	0	3,500	3,500		3,500	0.0%	
4711 GRANTS - S137 GENERAL	100	100	6,500	6,400		6,400	1.5%	
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>100</u>	<u>17,600</u>	<u>46,580</u>	<u>28,980</u>	<u>0</u>	<u>28,980</u>	<u>37.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(100)</u>	<u>(17,668)</u>	<u>(44,080)</u>	<u>(26,413)</u>				
<u>801 Corporate Management</u>								
4004 PENSION DEFICIT	(917)	(8,250)	(6,800)	1,450		1,450	121.3%	
Corporate Management :- Indirect Expenditure	<u>(917)</u>	<u>(8,250)</u>	<u>(6,800)</u>	<u>1,450</u>	<u>0</u>	<u>1,450</u>	<u>121.3%</u>	<u>0</u>
Net Expenditure	<u>917</u>	<u>8,250</u>	<u>6,800</u>	<u>(1,450)</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	0	388	3,000	2,613		2,613	12.9%	

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4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	0	388	6,150	5,763	0	5,763	6.3%	0
Net Expenditure	0	(388)	(6,150)	(5,763)				
803 Civic Expenses								
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)				
901 Central Services								
1001 RENT RECEIVED	0	0	2	2			0.0%	
Central Services :- Income	0	0	2	2			0.0%	0
4001 SALARIES & WAGES	8,681	78,133	114,300	36,167		36,167	68.4%	
4005 HR Costs-Service level agr'mnt	0	8,817	7,500	(1,317)		(1,317)	117.6%	
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	378	4,727	4,000	(727)		(727)	118.2%	
4021 TELEPHONE & FAX	193	907	750	(157)		(157)	121.0%	
4022 POSTAGE	64	794	1,000	206		206	79.4%	
4023 STATIONERY/PRINTING	161	886	1,000	114		114	88.6%	
4024 SUBSCRIPTIONS	45	1,626	1,600	(26)		(26)	101.6%	
4026 PHOTOCOPY CHARGES	409	727	2,000	1,273		1,273	36.3%	
4027 OFFICE EQUIPMENT	50	259	500	241		241	51.8%	
4039 MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4040 EQUIPMENT & SMALL TOOLS	0	313	0	(313)		(313)	0.0%	
4051 BANK CHARGES	27	470	1,500	1,030		1,030	31.3%	
4052 BANK INTEREST	0	10	0	(10)		(10)	0.0%	
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	616	8,117	12,000	3,883		3,883	67.6%	
4060 OTHER PROF FEES	0	6,724	3,200	(3,524)		(3,524)	210.1%	
4115 LICENCES	0	320	0	(320)		(320)	0.0%	
Central Services :- Indirect Expenditure	10,624	113,453	158,200	44,747	0	44,747	71.7%	0
Net Income over Expenditure	(10,624)	(113,453)	(158,198)	(44,745)				

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<u>902 Outside Services</u>								
1001 RENT RECEIVED	0	350	0	(350)			0.0%	
Outside Services :- Income	<u>0</u>	<u>350</u>	<u>0</u>	<u>(350)</u>				<u>0</u>
4001 SALARIES & WAGES	7,858	70,718	97,300	26,582		26,582	72.7%	
4006 PROTECTIVE CLOTHING	0	0	200	200		200	0.0%	
4008 TRAINING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTCE	0	1,287	1,500	213		213	85.8%	
4037 GROUNDS MAINTENANCE	0	2,732	2,500	(232)		(232)	109.3%	
4039 MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4040 EQUIPMENT & SMALL TOOLS	0	736	2,000	1,264		1,264	36.8%	
4041 EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042 EQUIPMENT MAINTCE	0	347	3,000	2,653		2,653	11.6%	
4044 VEHICLE FUEL,OIL & MAINT	0	2,196	2,500	304		304	87.8%	
Outside Services :- Indirect Expenditure	<u>7,858</u>	<u>78,116</u>	<u>109,750</u>	<u>31,634</u>	<u>0</u>	<u>31,634</u>	<u>71.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,858)</u>	<u>(77,766)</u>	<u>(109,750)</u>	<u>(31,984)</u>				
<u>909 Capital & Projects</u>								
1074 CIL Income	0	30,963	0	(30,963)			0.0%	
Capital & Projects :- Income	<u>0</u>	<u>30,963</u>	<u>0</u>	<u>(30,963)</u>				<u>0</u>
4054 LOAN INTEREST PWLB	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%	
4918 CAP Gates & Fencing	0	3,197	0	(3,197)		(3,197)	0.0%	
4978 CAP Fire Alarm Upgrade	0	0	32,101	32,101		32,101	0.0%	
4980 CAP - Defibrillators	0	2,450	0	(2,450)		(2,450)	0.0%	
4992 FUNDING FROM R CAP FUND	0	(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%	
4999 TFR FR EARMARKED RSV	0	(3,197)	0	3,197		3,197	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>
Net Income over Expenditure	<u>0</u>	<u>(47,539)</u>	<u>(56,103)</u>	<u>(8,564)</u>				
<u>998 Precept & Interest</u>								
1076 PRECEPT	0	981,786	981,785	(1)			100.0%	
1090 INTEREST RECEIVED	21	359	1,000	641			35.9%	
Precept & Interest :- Income	<u>21</u>	<u>982,145</u>	<u>982,785</u>	<u>640</u>			<u>99.9%</u>	<u>0</u>
Net Income	<u>21</u>	<u>982,145</u>	<u>982,785</u>	<u>640</u>				

Detailed Income & Expenditure by Budget Heading 08/01/2021

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	(6,999)	1,221,528	1,503,360	281,832			81.3%	
Expenditure	73,024	777,486	1,403,360	625,874	0	625,874	55.4%	
Net Income over Expenditure	<u>(80,023)</u>	<u>444,042</u>	<u>100,000</u>	<u>(344,042)</u>				
Movement to/(from) Gen Reserve	<u>(80,023)</u>	<u>444,042</u>						

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 08/01/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
		Asset Value	Depreciation	Net Value
	<u>Fixed Assets</u>			
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,520,977	693,551
11	LEASEHOLD LAND & BUILDINGS	25,000	6,500	18,500
21	VEHICLES & EQUIPMENT	555,859	521,014	34,845
41	INFRASTRUCTURE ASSET	191,408	180,560	10,848
61	COMMUNITY ASSETS	61,372	29,100	32,272
	Total Fixed Assets	3,048,167	2,258,151	790,016
	<u>Current Assets</u>			
105	VAT CONTROL	6,504		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	2,719		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	(23,377)		
201	BANK IMPREST WAGES AC	231,634		
220	PETTY CASH - OFFICE	132		
221	PETTY CASH - BAR	269		
225	FLOAT - BAR	295		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	165		
245	CCLA Public Sector Investment	415,000		
	Total Current Assets		634,428	
	<u>Current Liabilities</u>			
500	TRADE CREDITORS	1,997		
501	SUNDRY CREDITORS	(265)		
510	ACCRUED EXPENSES	3,395		
513	ACCRUED MISSING INVOICES	956		
520	NET WAGES CONTROL	39,522		
525	PAYE AND NI DUE	18,079		
526	SUPERANNUATION DUE	12,161		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		80,345	
	Net Current Assets			554,084
	Total Assets less Current Liabilities			1,344,100
	<u>Long Term Liabilities</u>			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,258,443)		
401	PWLB Loan 486814	30,243		
	Total Long Term Liabilities		243,020	
	Total Assets less Total Liabilities			1,101,079
	<u>Represented by :-</u>			
300	CURRENT YEAR FUND	444,042		
310	GENERAL FUND	26,100		
315	ROLLING CAPITAL FUND	38,239		
325	EMR 4 Towns Play Association	300		

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 08/01/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
328	EMR Elections	10,338	
329	EMR CIL 19/20	4,101	
330	CAPITAL FINANCE ACCOUNT	546,996	
331	EMR CIL 20/21	30,963	
	Total Equity		<u>1,101,079</u>

Time: 09:47

BANK ACCOUNT-GENERAL

List of Payments made between 05/11/2020 and 08/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/11/2020	Co-op Bank	DDR	10.00		Service Charge
05/11/2020	Delta Card Fee	DDR	0.20		Delta Card Fee
06/11/2020	Co-Op Bank	DDR	24.20		Commission
08/11/2020	South Gloucestershire Council	Std Ord	6,246.00		Sports Centre Rates 20-21
10/11/2020	Barclays Bank PLC	DDR1	48.14		014963381020/4824/Barclays Ban
20/11/2020	British Gas	DDR2	755.40		977501808/4829/British Gas
23/11/2020	British Gas	DDR3	2,921.86		981481766/4828/British Gas
27/11/2020	Pitney Bowes	DDR4	273.02		4741-Frinking postage charge
30/11/2020	Zoom	DDR	14.39		Zoom Subscription
02/12/2020	Avoira Ltd	5514	375.00		4768-ICOM portable
02/12/2020	British Telecommunications plc	5515	56.42		4735-TV Service
02/12/2020	CryoService Ltd	5516	237.29		4739-Food gas cylinder
02/12/2020	DCK Accounting Solutions Ltd	5517	967.90		4761-Budget setting visit
02/12/2020	DL I.T. Solutions Ltd	5518	885.48		4772-Call charge Oct 20
02/12/2020	Everflow Ltd	5519	5,167.29		4752-Water charge 18.12-17.01
02/12/2020	FACE	5520	2,500.00		4762-2nd annual grant 2020/21
02/12/2020	GM Engineering (Bristol) Ltd	5521	216.00		4734-Fit new lock to gate
02/12/2020	Rentokil Initial UK Ltd	5522	357.32		P/Ledger Electronic Payment
02/12/2020	Cape Meridian Ltd	5523	351.00		4750-Alarm activation callout
02/12/2020	Rialtas Business Solutions Ltd	5524	70.80		4773-MTD VAT Annual fee
02/12/2020	South Gloucestershire Council	5525	1,257.22		4760-Premises annual fee
02/12/2020	Splash About International Ltd	5526	301.16		4753-Pool stock
02/12/2020	St Austell Brewery Company Ltd	5527	1,058.03		4748-Bar stock purchase
02/12/2020	Ernest Till (South West) & co	5528	688.80		4770-Replace faulty shower
02/12/2020	Travis Perkins Trading Co Ltd	5529	81.68		4765-Wood screw
02/12/2020	Viridor Waste Management Ltd	5530	1,545.54		4764-Waste collection Oct
02/12/2020	Waterlogic GB Ltd	5531	179.27		P/Ledger Electronic Payment
02/12/2020	South Gloucestershire Council	CNXL005525	-320.00		Purchase Ledger Payment
02/12/2020	South Gloucestershire Council	CNXL5525	-937.22		Purchase Ledger Payment
04/12/2020	Service charge	CHRG	10.00		Service charge
04/12/2020	Commission charge	COMMISSION	16.70		Commission charge
04/12/2020	Delta card fee	FEE	0.10		Delta card fee
08/12/2020	South Gloucestershire Council	Std Ord	6,246.00		Sports Centre Rates 20-21
10/12/2020	Barclays Bank PLC	DD01	33.71		014963381120/4827/Barclays Ban
22/12/2020	British Telecommunications plc	5532	231.96		Q069VK/4844/British Telecommun
22/12/2020	Capital Cleaning (Kent) Ltd	5533	277.26		0000340497/4845/Capital Cleani
22/12/2020	CryoService Ltd	5534	420.25		415389235/4847/CryoService Ltd
22/12/2020	DL I.T. Solutions Ltd	5535	446.04		1002093/4849/DL I.T. Solutions
22/12/2020	Everflow Ltd	5536	3,302.91		673321/4870/Everflow Ltd
22/12/2020	Filton Voice Ltd	5537	150.00		00606/4831/Filton Voice Ltd
22/12/2020	Gazprom Marketing & Trading Re	5538	5,728.70		INV01516994/4852/Gazprom Marke
22/12/2020	Robert Haddow	5539	140.00		RSJ045/4863/Robert Haddow
22/12/2020	Rentokil Initial UK Ltd	5540	576.57		33716125/4853/Rentokil Initial
22/12/2020	JTS Snack Foods	5541	85.42		16081522/4854/JTS Snack Foods
22/12/2020	KN Office Supplies Ltd	5542	192.63		I48001/4855/KN Office Supplies
22/12/2020	Cape Meridian Ltd	5543	117.00		2020/11/033/4856/Cape Meridian
22/12/2020	Open Spaces Society	5544	45.00		MAR20LAP/4857/Open Spaces Soci

Continued on Page 2

BANK ACCOUNT-GENERAL

List of Payments made between 05/11/2020 and 08/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/12/2020	RBL Poppy Appeal	5545	100.00		141220/4859/RBL Poppy Appeal
22/12/2020	Rentokil Initial UK Ltd	5546	237.73		21357028/4860/Rentokil Initial
22/12/2020	Ricoh UK Ltd	5547	490.37		101721619/4862/Ricoh UK Ltd
22/12/2020	South Gloucestershire Council	5548	9,270.00		3804367011/4839/South Gloucest
22/12/2020	Ernest Till (South West) & co	5549	1,389.60		00012428/4864/Ernest Till (Sou
22/12/2020	Travis Perkins Trading Co Ltd	5550	4.03		3015APK318/4840/Travis Perkins
22/12/2020	Viridor Waste Management Ltd	5551	912.48		00003310549AB/4841/Viridor Was
22/12/2020	Zurich Municipal	5552	2,123.43		503962794/4865/Zurich Municipa
06/01/2021	The ASA (Swim England Ltd)	5554	85.00		4906-Pool staff training
06/01/2021	A.M.P Window Cleaning Services	5553	45.00		4907-Cleaning window Dec 20
06/01/2021	DL I.T. Solutions Ltd	5556	63.00		4909-Broadband Fibre monthly
06/01/2021	DCK Accounting Solutions Ltd	5555	739.26		4908-Contract accounting Dec
06/01/2021	South Gloucestershire Council	5557	320.00		Purchase Ledger Payment
06/01/2021	South Gloucestershire Council	5558	937.22		Purchase Ledger Payment
Total Payments			<u>60,069.56</u>		

Minutes of the virtual Staffing Committee meeting held remotely via zoom on 3rd November 2020 at 7p.m.

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

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

APOLOGIES: B.Mead

093. Minutes. Minutes of the meeting held 6th October 2020 approved as a true record.

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

095. Maintenance Manager Report updates were given on positive feedback on teams using the field under the current restrictions. Maintenance work continued in the Pavilion changing rooms. Work on the Elm Park and Millenium Green tree survey.

096. Bar Managers Report – a verbal update was given from the Bar Manager on the current situation.

097. Leisure Centre Managers Report the committee were updated that the centre was continue to run on phase 4 of the post Covid recovery with all five swimming lanes now open. Swim clubs have also returned. With a further lockdown forecast until 2nd December 2020. Previous shutdown and reopening plans were already in place. All Leisure Centre and Bar staff would be furloughed until further notice.

098. Data Subject Access Request – had been received from a resident. It was agreed to investigate the cost of an outside independent response being provided.

099. Ongoing HR issue agreed that an outcome focused final letter be sent to the resident with the offer of meeting still being offered.

092. Date of next meeting 1st December 7 p.m.

There being no further business, the meeting closed at 8p.m