



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

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Tel: 01454 866 698

22nd April 2021

Dear Members

You are hereby summonsed to a **VIRTUAL** meeting of the **FULL COUNCIL** will be held on **Tuesday 27th April 2021 at 7pm. via Zoom Remote Link**

Lesley Reuben is inviting you to a scheduled Zoom meeting.

Topic: Full Council

Time: Apr 27, 2021 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/84618631561?pwd=bVNpN0FVNGV6ZE1zSG5MbS9jUlhzdz09>

Meeting ID: 846 1863 1561

Passcode: 527439

One tap mobile

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Find your local number: <https://us02web.zoom.us/j/kNohB7Ce>

Yours sincerely,

L.A.Reuben,

Town Clerk & RFO.

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

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Co-Option Presentations;
 - Dan Boardman
 - Vernon Brook
 - Shane Gibson
 - Eamonn Seymore

5. Submissions from the Public (max. 15mins) (whilst we are meeting via remotely any submission from the public need to be sent in to clerk 48 hours prior to meeting)
6. To approve the minutes of the meeting 30th March 2021 – (pages 1-2)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team Update (no report received)
9. South Gloucestershire Reports:
 - Cllr A Monk – (pages 3)
 - Cllr C Wood – (no report received)
10. Submission from members
 - Cllr A Robinson – Millennium Green Path
11. Reports from Committees, Working Groups and the Town Clerk:
 - i) Full Council (Finance) draft minutes of the meeting held 13th April 2021. (**MEETING CANCELLED**)
 - ii) Audit Report (pages 4-13)
 - iii) MUGA update (to be tabled)
12. Other Reports/Consultations/ Planning applications
13. Consultation Spreadsheet (page 14)
14. Payments for Information (page 15-16)
15. Planning Applications –
 - 54 Fourth Avenue, Filton, BS7 ORW (P21/02612/F) - Demolition of existing garage and lean-to rear extension. Erection of two storey side and single storey rear extension to form additional living accommodation.

CONFIDENTIAL SESSION

16. Staffing Committee recommendation to support implementing the Real Living Wage (page 17)

Minutes of the Full Council Meeting of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 30th March 2021** remotely via Zoom.

PRESENT: Cllrs: D Collins (Chair), A Doyle, T Mewies, A Monk, A Robinson, C Wood, A Kenyon, B Mead, I Scott,

ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Council Support Officer, Carla Westcott (Administrator).

APOLOGIES: Cllrs, M Chaudhry

NON-ATTENDANCE: Cllrs, K Briffett

Part 1 (public and press excluded as item 6 being commercially sensitive)

0220. APOLOGIES FOR ABSENCE: Apologies were noted.

0221. DECLARATIONS OF INTEREST: None

0222. PRESENTATION FSLC BIDS FROM RPT CONSULTING: It was proposed and seconded and passed 9 votes to one to move to the final tender stage. To arrange an Extraordinary Meeting for the presentation of tenders - date to be confirmed. Consultation to begin on the overall scheme, initially with managers and draft public survey to be produced. Next brief to include PWLB costings.

Action: Town Clerk

Part 2 (public and press entered meeting)

0223. SUBMISSIONS FROM PUBLIC:

i) Resident query regarding non reduction in Council. Explanation on how precept is calculated was given.

0224. TO APPROVE MINUTES OF THE MEETING HELD 23rd February 2021: It was queried as to the amount of Councillor votes on matters in minute 0219 did not tally with the number of councillors present. Town Council Office to confirm if votes were abstentions. Once rectified or confirmed Minutes were approved as an accurate record.

Action: Filton Town Council Office

0225. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: The request to investigate the implications of Filton Town Council becoming a Real Living Wage employer will be taken to the next Full Council Finance and General Meeting.

0226. FILTON BEAT TEAM REPORT: No report submitted. Filton Town Council Office to approach the Beat Team to find out why the reports are not ready every month.

Action: Filton Town Council Office

0227. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

- i) Councillor Monks: No report submitted
- i) Councillor Wood: No report submitted

0228. SUBMISSIONS FROM MEMBERS:

- i) ASB Millennium Green- Cllr Robinson. Document Noted

0229. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Full Council Finance and General Minutes of meeting held 9th March 2021. Document noted.
- ii) Circus Visit. The circus has approached Filton Town Council and would like to bring it to Filton in May 2021. The implications of this were discussed and it was

proposed and seconded for Filton Town Council Office look into the prospect of coming after further COVID 19 restrictions were lifted and to undertake research such a survey monkey to judge public opinion. It was voted unanimously FOR.

iii) Annual Assembly. The Town Clerk as been advised that the current legislation for holding virtual meetings runs out on 7th May and possibly not renewed in time for the annual assembly. If the council wanted to hold the meeting virtually it would need to be earlier than advertised date. This was agreed by with a date to be circulated.

Cllr B Mead left the meeting 20.36

0230. Other Reports/Consultations/Planning Applications: None submitted

0231. Consultation Spreadsheets: Document Noted

0232. Payments for information: Document noted

0233. Planning Applications (Planning Schedule sent previously): Document noted.

The Chair closed the meeting at 8.45 pm

HMO.

The HMO Task Group continues to work to resolving the issue of the density of HMO's within areas of South Glos including Filton, the next meeting of this group is Wednesday 5th May where the group will be reviewing details of a public consultation which will be launched a few days later.

Council Budget.

South Glos have a budget shortfall of £16M and in the budget voted upon for the current financial year there was a provision to engage external consultancy. PWC have been engaged to run a process of identifying cuts in a series of workshops and presentations with a small, dedicated team from South Glos officers. These cuts will not be defined by budget area or fund holder but across the board. The findings of this will be presented to the Cabinet in October and will be 1st other councillors and the public will be aware of the cuts for the financial year 22/23. With £16M of savings required there will be significant reductions or losses to services.

This process hasn't been engaged by any other local authority in the past and when questioning the sponsors around this we were advised the MoD, Police and Fire Authorities have used this process. The concern is that those organisations have their own complexities but are not directly comparable to a Local Authority. An example of why this is concerning, the Conservative administration took decided recently to be a trial blazing authority along with WECA when presenting its Joint Spatial Plan which was rejected by the inspectors and costing the region Million's, an exact figure has yet to be provided.

I am hoping we are not in for a repeat of that experience.

High Street Regeneration

£ 120,000 has been allocated from South Glos Budgets for High Street Regeneration and Filton along with other areas in the district are able to benefit from this fund. Please participate in the consultation.

<https://southglos.researchfeedback.net/FiltonHighSt>

Audit Report

Filton Town Council – In Year Assurance Audit 2020/21

Audit Plan Year: Sept – Dec 2020

Audit Status: Audit Completed

Audit Review Date 19th & 20th January 2021

Report Distribution:

Lesley Reuben – Clerk Lesley.Reuben@filtontowncouncil.gov.uk

Darryl Collins - Chair of the Council Darryl.Collins@filtontowncouncil.gov.uk

Due to the current COVID 19 pandemic and in line with Government and Council guidelines on reducing all non-essential travel, internal audit services have conducted audits remotely. Our aim has been to continue to deliver our audit service whilst maintaining the safety of staff and clients. In line with this, we have not undertaken any site visits. The Clerk has supplied all relevant documentation as evidence electronically via email.

Objective

The objective of the audit was to provide an independent opinion on the appropriateness of the financial control procedures operated in the Council. Audit Officer Rachel Massey examined these procedures.

Overview

The Town Council currently has 12 Councillors who sit across Full Council, Full Council (Finance and General Purposes) and a Staffing committee. There are currently 48 members of staff, many have been furloughed due to the pandemic.

The 2020/21 annual precept was increased from £710,184 in 2019/20 to £981,785.

The temporary closure of the Leisure Centre during the national lockdowns, has reduced the Town Council’s overheads and income, which they have reported to us has left them in a stronger position financially than last year. Current reserves are projected to be £114,966 at the end of the financial year. NALC guidelines recommend an authority with an NRE (Net Revenue Expenditure) in excess of £200,000 should plan on 3 months equivalent in General Reserve.

After consultation with the local community, In October 2020 the Town Council went out to tender for the outsourcing of the swimming pool function. This tender process is being conducted by a consultancy company.

No community grant funding has been awarded so far this year.

Out of five recommendations in 2020, two remain outstanding and are included in the action plan below, two have been implemented, and one is a work in progress.

Opinion

The highlighted wording in the table below provides the opinion for this internal audit review and its accompanying description.

High Standard	Systems and processes are excellent providing good assurance. Significant strengths have been identified and are to be commended, any recommendations made will serve to further strengthen existing arrangements.
Reliable Standard	There are very few significant matters arising from the audit, systems of control are good and provide reasonable assurance.
Improvements Required	Existing procedures need to be improved in order to ensure that they are fully reliable. Extensive recommendations have been made but the issues are not of such a significance to represent a major risk to the Council.
Significant Improvements Required	Existing procedures are weak and reasonable assurance could not be provided over a number of areas. Prompt action is necessary to improve the situation and avoid unnecessary risks.

- **Key Strengths**

- Council meetings were quorate and all meeting minutes were available to view on the Town Councils website;
- Supplementary Standing Orders for Covid-19 have been provided;
- The Council have reviewed their Risk Assessments during the pandemic;
- Precept for 20/21 has been set in accordance to the budget.

- **Key Risks**

- Reliance on reserves to fund expenditure;
- The Council have struggle to obtain competitive quotations in the past year due to many businesses being closed as a result of the lockdowns;
- Standing orders & Financial Regulations do not reflect present working practices;
- Petty cash level differs to the 'Float' amount stipulated within the Financial Regulations;
- Bank reconciliations and bank statements are not presently checked for accuracy by Councillors;
- The dates of display for the notice of public rights were included in the Full Council Minutes but not the actual display process, in line with ALCA guidelines;
- The Debt Policy provided was undated.

- **Key Actions**

- Where the Council are procuring goods and / or services over their thresholds for obtaining quotations the Council should keep a record of companies approached, therefore even if they decline / are unable to quote, the office staff can demonstrate that they have actively attempted to seek best value as per their own Regulations;
- With the easing of lockdown it is recommended that the practice prior to the pandemic is resumed; whereby the Chair of Finance reviews bank reconciliations in line with bank statements and then the reports from RBS are all presented to Full Council. The bank reconciliations should be signed and dated by the Chair;
- To ensure that the display process of the exercise of the public rights document is discussed at Full Council and recorded in the meeting minutes – that is, where the notice will be displayed and how to access it on the website. The Clerk has advised that in future she will take photos of the noticeboards also;
- The Debt Policy should be dated following Councillor approval;
- Pitch hire agreements for football clubs T's & C's require updating.

- **Advisory points**

- It is understood that the Town Council are exploring the possibility of online banking to help reduce the costs associated with producing and posting large amounts of cheques. South Gloucestershire Council Internal Audit would support this development.
- Income payments sample has not been fully checked as invoices, completed letting agreements, bank statements or paying in books were not available – the auditor will review further at Year End.
- During the national lockdowns due to COVID 19 the Clerk has been unable to access the accounting system remotely. It would be good practice for the Town Council to review the agreements with RBS so that the office staff can access the accounting system remotely.
- The 2019/20 Internal Audit report was presented in February 2020. Councillors asked for a more detailed action plan to be brought back to the next finance meeting, outlining exactly what the administration had done to rectify points raised. There was no evidence recorded within future meeting minutes that this was followed through. Please document more information within the minutes where applicable.

- **Follow Up**

As part of our assurance work we will also review audit findings from the in year audit by way of a follow up. We must advise you that as per External Audit requirements we are no longer able to provide a 'Partial' audit opinion on the AGAR (the Annual Governance and Accountability Return). Therefore any audit finding resulting in a 'Partial' or 'No' rated Control Objective at the in year audit, still remaining not implemented by the Year End audit, will now have to be submitted as a 'No' rating on the AGAR.

All of the matters arising from the audit are detailed in the Action Plan together with suitable recommendations.

- **The Control Environment**

Key Control Objectives		Achieved?
A.	Appropriate accounting records have been kept properly throughout the year.	Yes
B.	The council's Financial Regulations have been met, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	Partially
C.	The council assessed the significant risks to achieving objectives and reviewed the adequacy of arrangements to manage these.	Yes
D.	The annual precept requirement resulted from an adequate budgetary process; progress against budget was regularly monitored; and reserves were appropriate.	Yes
E.	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	To be checked further at year end
F.	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes
G.	Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Yes
H.	Asset and investment registers were complete and accurate and properly maintained.	Partially
I.	Periodic and year-end bank account reconciliations are properly carried out.	Test at Year End
J.	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	Test at Year End
K.	IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2019/20 AGAR</i>)	N/A

Audit Report: Filton Town Council – In Year Assurance Audit 2020/21

L	During summer 2020 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirement of the Accounts and Regulations.	Yes
M	(For local councils only) Trusts funds (including charitable) – The council met its responsibilities as a trustees.	N/A

- **Auditors & Acknowledgements**

Audit Manager	Justine Lawson
Audit Officer	Rachel Massey
Senior Auditor Officer	Maria Bowes

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer; Proposed Timescale	Date Completed
1	<p>Standing Orders & Financial Regulations</p> <p>Financial Regulations are not being followed. Due to the change in committee / full council structure, payments over £500 are no longer approved at committee level. All payments under a limit of £5000 are approved by the Clerk, which is a threshold only provided for urgent purchasing, not standard. A Clerk's limit of £5000 for standard purchasing is high based on our experience of working with Town Councils of a similar size.</p> <p>Petty cash level is currently running at a £250 balance, but in the Financial Regulations it is recorded as a float of £200. Petty cash receipts were unavailable during the audit. There are also several petty cash systems but this is unclear in the Regulations</p>	<p>The reduction in oversight by the Councillors is placing increased financial responsibility on to the Clerk.</p> <p>Financial Regulations:</p> <p>4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:</p> <ul style="list-style-type: none"> • the council for all items over [£5,000]; • a duly delegated committee of the council for items over [£500]; <p>or</p> <ul style="list-style-type: none"> • the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500]. <p>Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and</p>	<p>Current working practices should either be reviewed, or Financial Regulations updated to reflect the current working practices, to ensure consistency between Regulations and application.</p> <p>The level of £5,000 could be reviewed depending upon the future of the sports centre.</p> <p>The petty cash level anomaly should be investigated, and all the petty cash systems and their balances should be listed in the Regulations.</p> <p>For transparency it is good practice to make the Town Council's Standing Orders & Financial Regulations documents available on the Town Council Website.</p>	<p>Responsible Officer Clerk & Full Council</p> <p>Target Implementation Date 30/04/2021</p>	<p><i>Ongoing, to be reviewed at Annual Meeting.</i></p> <p><i>Petty Cash receipts are fully up to date and the Financial Regs have been updated to show correct petty cash system for both office petty cash and bar petty cash.</i></p> <p><i>Both Financial Regs and Standing Orders are now available to</i></p>

	<p>The Town Councils Standing Orders & Financial Regulations have not been reviewed since May 2019 due to the Annual Meeting where this would normally take place being cancelled due to the COVID 19 pandemic. Neither documents were available on the Town Council Website.</p>	<p>where necessary also by the appropriate Chairman.</p> <p>6.2.1. The Town Clerk/RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement. a) The RFO shall maintain a petty cash float of [£200] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.</p>	<p>Re-schedule the review and re-approval of the Standing Orders and Financial Regulations following the above, and please provide a copy to the auditor at Year End.</p>		<p>view on Town Council Website.</p> <p>Both documents will be reviewed at the Annual Meeting in May.</p>
2	<p>Purchases</p> <p>Only one estimate was made available for a high value purchase between the value of £100 and £3000 during the audit.</p> <p>It is understood that the office staff have had difficulties in obtaining competitive quotations in the past year with some many companies being shut as a result of the lockdowns.</p> <p>While orders are used for standard items such as: First Aid, Health and</p>	<p>There is a risk of overspend.</p> <p>Financial Regulations:</p> <p>10. ORDERS FOR WORK, GOODS AND SERVICES 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.</p> <p>10.2. Order books shall be controlled by the RFO.</p>	<p>Ensure that three quotes / estimates are obtained for any goods and services within the limits set in the Financial Regulations.</p> <p>Where companies have either declined to or been unable to quote, a record should be kept of the companies approached to demonstrate that the Council has attempted to seek best value.</p>	<p>Responsible Officer</p> <p>Clerk & administrative team.</p> <p>Target Implementation Date</p> <p>30/04/2021</p>	<p>New Quote approved document created and implemented on 05th February 2021.</p>

<p>Safety, Cleaning Material and Stationery, they are not used for larger procurement.</p> <p>This recommendation remains outstanding from last year's audit.</p>	<p><i>10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.</i></p> <p><i>a)h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.</i></p>	<p>For ease of review, a high value proforma / schedule could be drawn up showing: nature of the project / works; companies approached, and; amounts; and then subsequently signed off by the Chair following Councillor approval.</p> <p>The Town Council should review their Regulations on purchase orders in line with what happens in practice to ensure consistency.</p>	
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3	<p>Bank Reconciliation / Bank Statements</p> <p>Prior to the pandemic the standard practice was for the Chair of Finance to visit the office and review bank reconciliations in line with bank statements and then the RBS reports were presented to Councillors. Since the pandemic this practice has not taken place due to the office being predominantly shut and even when open precautions have been in place.</p>	<p>No independent verification of bank balances.</p> <p>Lack of transparency and oversight.</p>	<p>With the easing of lockdown it is recommended that this practice is resumed. Only the one bank statement sheet at month end, relating to the reconciliation figure, then needs be copied and presented to Full Council to accompany the reconciliation as evidence for each bank account.</p> <p>It is acknowledged that the Council are giving consideration to internet banking. Councillor signatories then having read only access to statements should enable this task to be performed remotely in future if the office cannot be accessed for whatever reason.</p> <p>NALC Practitioners' Guide 2020: Reconciling the cash book to bank statements should be reported to members, and the full</p>	<p>Responsible Officer</p> <p>Clerk & Full Council</p> <p>Target Implementation Date</p> <p>30/04/2021</p>	<p>Bank Reconciliation/Bank Statements – The last page of the bank statements for the month will now be included with the reconciliation document.</p> <p>Internet banking is ongoing.</p>
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			<p><i>reconciliation made available for their scrutiny each time it is done. Approval of the bank reconciliation by the authority or the chair of finance or another authority nominee is not only good practice but it is also a safeguard for the RFO and may fulfill one of the authority's internal control objectives.</i></p>		
Priority: Medium					
4	<p>Notice of exercise of public rights for the inspection of the Annual Accounts.</p> <p>While the dates of the display have been detailed in the minutes the display process was not documented – ie which noticeboards the notice will be on and how to access via the Council's Website.</p> <p>The auditor had been unable to verify the dates of display of this document on the Town Council</p>	<p>Statutory / Legislative Risk:</p> <p>The minute record is non compliant with ALCA recommended guidelines.</p>	<p>To ensure that the full display process of the exercise of public rights document is discussed at Full Council and recorded in the meeting minutes.</p> <p>Locations of the notice boards and website publishing dates and how to find this on the Council Website should be clearly itemised.</p>	<p>Responsible Officer</p> <p>Clerk & Full Council</p> <p>Target Implementation Date</p> <p>22/07/2021</p>	

	<p>website or on noticeboards around the Council area.</p> <p>On the Website the dates are noted as display from July 24 2018 and Notice of Conclusion of Audit is November 29 2019 on website.</p> <p>The display dates aren't in the correct year.</p> <p>The correct link was subsequently provided and Internal Audit can now confirm the information has been displayed.</p>	<p>Correct dates are necessary on the website and any previous year's information should be archived to avoid any unnecessary confusion.</p> <p>Management Comment: The Clerk confirmed she will also take photos of the noticeboards from now on.</p>		
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5	<p>Debt Recovery Policy & Procedures</p> <p>The copy of the Debt Recovery Policy supplied is not dated.</p> <p>The Clerk advised it was due for review.</p>	<p>Confusion amongst Council staff – uncertainty as to whether they are working to the most recent version.</p> <p>Potential lack of Council overview / input into the Policy if there is no evidence it has been approved.</p>	<p>The Debt Policy should be reviewed by Councillors, approved and dated.</p> <p>To ensure reviews and dates are formally captured going forwards, the Council could draw up a policy review schedule, and a policy header sheet for each of their polices which states:</p> <ul style="list-style-type: none"> name of the policy; date of review; approval, at what level, and; date of next review. <p>It is understood that Council staff have deliberately not chased 9 allotment tenants for non-payment of rent in the past year due to the pandemic and lockdown situation. It is understood this is just one annual payment. With the ease of the lockdown, normal debt recovery procedures should start to be resumed in the ensuing months.</p>	<p>Responsible Officer</p> <p>Clerk & Full Council for Policy review</p> <p>Target Implementation Date</p> <p>30/04/2021</p>	<p><i>Policy review schedule has been completed and is also available on the website.</i></p> <p><i>Policy documents will be put on the agenda for review at the Annual Meeting in May.</i></p>
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Priority: Low

6	<p>Asset Register The Town Council Asset Register is clearly presented, however, no dates are recorded on the document so it is unclear when this was last checked.</p>	<p>The assets may be out of date and incorrectly stated in the council's accounts / records.</p>	<p>To check the Town Councils assets are reviewed at least annually and record the date of the review on the document.</p>	<p>Responsible Officer Clerk Target Implementation Date 30/04/2021</p>	<p><i>The Asset register will be sent round to the management team to review 6 monthly.</i></p>
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Public Consultation Spreadsheet April 2021

Consultation	Consultation Period		Summary
<p>Filton Avenue Area (southern section) - Waiting Restrictions Review</p>	<p>19th April 2021</p>	<p>07th May 2021</p>	<p>The council receives many communications relating to parking issues, from the public, elected members, parish and town councils, emergency services and other representative groups. Rather than addressing these issues individually, they are recorded on an area by area basis, and periodically each area is reviewed, so that all the issues within that area can be addressed in one exercise. The current review seeks to address all the issues previously raised in Filton Avenue Area (southern section), and, by means of consultation, to pick up any further outstanding issues.</p> <p>The scheme proposes to amend the existing waiting restrictions to address the issues identified. These amendments include:</p> <ul style="list-style-type: none"> • No waiting at any time • Amendments to existing limited waiting parking bays <p>Changes are proposed on the following roads:</p> <p>Filton Avenue, Fifth Avenue, Sixth Avenue, Stanley Avenue</p>
<p>Filton High Street</p>	<p>20th April 2021</p>	<p>01st June 2021</p>	<p>We know that our local high streets have faced significant challenges for a number of years and the COVID-19 pandemic has worsened the situation making trading difficult in these uncertain times.</p> <p>The Council is committed to supporting high streets and has allocated an additional £120k support on top of the recently launched £400k 'Help us Thrive' grant – from which Filton will directly benefit. We are interested in understanding how we can support Filton now and into the future to help it thrive.</p> <p>By taking part in this 5-minute survey you can shape how the Council utilises this funding, influencing how Filton will look, feel and work in the years to come.</p>

BANK ACCOUNT-GENERAL

List of Payments made between 17/03/2021 and 22/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/03/2021	BRENNTAG	5594	0.00		VOID CHEQUE
18/03/2021	ALCA	5595	0.00		VOID CHEQUE
18/03/2021	ANDREW TALBOT LTD	5596	0.00		VOID CHEQUE
18/03/2021	BT	5597	0.00		VOID CHEQUE
18/03/2021	AIR PRODUCTS - DD	5598	0.00		VOID CHEQUE
18/03/2021	DCK ACCOUNTING	5599	0.00		VOID CHEQUE
18/03/2021	DLIT - DD	5600	0.00		VOID CHEQUE
18/03/2021	EVERFLOW - DD	5601	0.00		VOID CHEQUE
18/03/2021	FOUR TOWNS	5602	0.00		VOID CHEQUE
18/03/2021	NORTH BRISTOL	5603	0.00		VOID CHEQUE
18/03/2021	NATIONAL SECURITY	5604	0.00		VOID CHEQUE
18/03/2021	RENTOKIL PEST	5605	0.00		VOID CHEQUE
18/03/2021	RICOH - DD	5606	0.00		VOID CHEQUE
18/03/2021	VIRIDOR WASTE	5607	0.00		VOID CHEQUE
18/03/2021	WATER LOGIC	5608	0.00		VOID CHEQUE
18/03/2021	Brenntag UK Ltd	5594	270.38		47SI4797445/5054/Brenntag UK L
18/03/2021	Avon Local Councils' Associati	5595	35.00		TINV 26-03/20-21/5053/Avon Loc
18/03/2021	Andrew Talbot Design Limited	5596	30.00		3068/5067/Andrew Talbot Design
18/03/2021	British Telecommunications plc	5597	271.96		Q0700B/5057/British Telecommun
18/03/2021	CryoService Ltd	5598	201.30		416128080/5070/CryoService Ltd
18/03/2021	DCK Accounting Solutions Ltd	5599	432.90		TPC9328/5072/DCK Accounting So
18/03/2021	DL I.T. Solutions Ltd	5600	63.00		22227/5058/DL I.T. Solutions L
18/03/2021	Everflow Ltd	5601	2,843.73		89308/5073/Everflow Ltd
18/03/2021	Four Towns Community Transport	5602	1,000.00		GRANT/5062/Four Towns Communit
18/03/2021	North Bristol Advice Centre	5603	1,000.00		GRANT/5061/North Bristol Advic
18/03/2021	Cape Meridian Ltd	5604	234.00		2021/02/031/5060/Cape Meridian
18/03/2021	Rentokil Initial UK Ltd	5605	237.73		21417194/5064/Rentokil Initial
18/03/2021	Ricoh UK Ltd	5606	384.48		101776263/5066/Ricoh UK Ltd
18/03/2021	Viridor Waste Management Ltd	5607	861.72		00003432759AB/5074/Viridor Was
18/03/2021	Waterlogic GB Ltd	5608	51.60		6094673/5069/Waterlogic GB Ltd
22/03/2021	British Gas Business - DD	DDR2	158.80		370721395/5056/British Gas Bus
22/03/2021	British Gas Business - DD	DDR3	2,330.23		370721394/5055/British Gas Bus
29/03/2021	Pitney Bowes	DD01	44.00		BH991347/5063/Pitney Bowes
30/03/2021	Zoom subs	DD	14.39		Zoom subs
31/03/2021	ANDREW TALBOT LTD	5610	0.00		VOID CHEQUE
31/03/2021	AIR PRODUCTS - DD	5611	0.00		VOID CHEQUE
31/03/2021	DLIT - DD	5612	0.00		VOID CHEQUE
31/03/2021	GLACIER ENVIRONMENTA	5613	0.00		VOID CHEQUE
31/03/2021	GLASDONUK	5614	0.00		VOID CHEQUE
31/03/2021	INITIAL	5615	0.00		VOID CHEQUE
31/03/2021	RED DOG TECHNOLOGY	5616	0.00		VOID CHEQUE
31/03/2021	SOUTH GLOS NON RATES	5617	0.00		VOID CHEQUE
31/03/2021	ERNEST TILL	5618	0.00		VOID CHEQUE
31/03/2021	Andrew Talbot Design Limited	5610	150.00		3072/5107/Andrew Talbot Design
31/03/2021	CryoService Ltd	5611	17.90		416243824/5096/CryoService Ltd
31/03/2021	DL I.T. Solutions Ltd	5612	399.23		22308/5100/DL I.T. Solutions L
31/03/2021	Glacier environmental Ltd	5613	606.60		SI-12112/5103/Glacier environm

BANK ACCOUNT-GENERAL

List of Payments made between 17/03/2021 and 22/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/03/2021	Glasdon UK Ltd	5614	218.04		S1807624/5023/Glasdon UK Ltd
31/03/2021	Rentokil Initial UK Ltd	5615	195.95		33819910/5104/Rentokil Initial
31/03/2021	Red Dog Technology Ltd	5616	1,894.20		3036/5105/Red Dog Technology L
31/03/2021	South Gloucestershire Council	5617	918.00		3804617253/5106/South Gloucest
31/03/2021	Ernest Till (South West) & co	5618	8,902.57		00012639/5110/Ernest Till (Sou
Total Payments			<u>23,767.71</u>		

Implementing a new SCP at £9.50	
Cost to Council if implemented across bottom scales	£1,859.54
Cost to Council if implemented across all salary scales	£6,011.92

Implementing the lowest SCP at 3 (£9.62) - Inline with our current payscales	
Cost to Council if implemented across bottom scales	£5,312.82
Cost to Council if implemented across all salary scales	£16,329.66

Councillors will need to look at implementing new salary banding for bottom scale