

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

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

Tel: 01454 866 698

23rd September

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 28th September 2021**.
To be held **at 7pm** in the Pavilion, Elm Park, BS34 7PS

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.

Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. office@filtontowncouncil.gov.uk

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Submissions from the Public (max. 15mins) (whilst we are meeting via remotely any submission from the public need to be sent in to clerk 48 hours prior to meeting)
5. To approve the minutes of the meeting held 27th July/ Extra ordinary meeting 10th August 2021 (pages 1-4)
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team Update (page 5)
8. South Gloucestershire Reports:
 Cllr A Monk – (pages 6-7)
 Cllr C Wood – (no submission)
9. Submission from members
 - i) Band Stand ideas (pages 8-12)
 - ii) Community Assets
 - iii) Charborough Road Grounds
10. Reports from Committees, Working Groups and the Town Clerk:
 - i) Full Council (Finance) draft minutes of the meeting held 14th September 2021. (pages 13-14)
 - ii) To reaffirm FTC eligibility of the General Power of Competence
 - iii) Community Litter Pick
 - iv) MUGA Update (page 15)
 - v) Audit Report (pages 16-21)
 - vi) Allotment price increase (tabled)
11. Consultation Spreadsheet *No submissions*
12. Payments for Information (page 22)
13. Planning Applications (previously circulated) *No submissions*

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

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Council Administrator)

APOLOGIES: A Doyle

NON-ATTENDANCE: N/A

0292. APOLOGIES FOR ABSENCE: Apologies were noted

0293. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0294. DECLARATIONS OF INTEREST:

i) Cllr D Boardman declared an interest in property P/21//04921 (discussion for planning application) as lives very close to property.

ii) Cllr T Mewies declared an interest in item 9. iv as he lives close to the land in question.

0295. SUBMISSIONS FROM PUBLIC:

i) Concerns were raised regarding the noise from customers when leaving the local pubs late at night. It was discussed and decided to contact the local Beat team put notices around close to the problem areas.

ii) Debbie Teml(FACE) raised concerns that councillors had not fully engaged with her to arrange a meeting to revisit the Community Plan. A date was set 2nd August at 7pm. Filton Town Council Office agreed to send the calendar invite to Full Council.

Action FTC Office

0296. TO APPROVE MINUTES OF THE MEETING HELD:-

i) **25th MAY 2021:** Approved as an accurate record

ii) **22nd JUNE 2021:** Approved as an accurate record

iii) **6th JULY:** Minute number 0287 needs amending from Community Garden to Elm Park. It was voted FOR unanimously to amend the minutes.

0297. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED

ON THE AGENDA: It was agreed to add Millennium Green Lighting and Wessex Reserve update to the next Full Council and Finance Meeting agenda

Action FTC office

0298. FILTON BEAT TEAM UPDATE: No Submission. It was discussed to add another agenda item for Community Plan in place of the Beat Team Report. It was agreed to add to Full Council Meeting agenda for discussion in September.

Action FTC Office

Cllr A Monk arrived 7:38 pm

Cllr C Wood Arrived 7:39pm

0299. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk: Document noted

Cllr C Wood: Document noted

0300. SUBMISSION FROM MEMBERS:

i) To resolve to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £4,106,000 over the borrowing term of 25 years for Major works to redevelop Filton Sports and Leisure Centre.

It was voted 11 For and 1 ABSENTENTION

ii) To also record that it is not intended to increase the council tax precept for the purpose of the loan repayments. **It was voted 10 FOR and 2 ABSTENTION**

iii) Community Assets – Cllr Collins suggested FTC identify possible Community Assets and produce a formal list that can be used if any of them come up for sale. Discussions took place of various opinions and it was agreed that it would be added as an agenda item for the next Full Council meeting. In the meantime Filton Town Council Office to try and engage residents to get involved.

Action FTC Office

iv) Charborough Road Grounds - concerns were raised over the use of the land behind Charborough Road School and its future use. Discussions took place. Councillors would like FTC office to gather further information from South Gloucestershire Council to clarify information.

It was proposed and seconded to invite South Gloucestershire officers to present at a future meeting and to show future plans of the site. This was voted **10 FOR and 1 ABSTENTION**

Action FTC Office

It was proposed FTC to write to South Gloucestershire Leader and Local MP to express the concerns such as loss of green space, highlighting their climate energy policy. This was voted **9 FOR 2 ABSTENTION**

Action FTC Office

0301. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Full Council (Finance) draft minutes of the meeting held 13th July 2021. – Noted

ii) To reaffirm FTC eligibility of the General Power of Competence – reaffirmed at previous meeting

iii) Summer Café update- Town Clerk gave a verbal update on how well the café was coming along.

iv) Community Litter Pick- Details of the 2 minute litter pick scheme were given, issues such as funding were discussed. It was suggested the FTC office staff were to investigate possible funding from local fast food chains and other funding and bring to next meeting. Voted **FOR** unanimously.

Action FTC Office

The Town Clerk gave an update on the preferred bidder Active Nation and suggested that an extra ordinary meeting be arranged for them to come and present and update Council. It was agreed that this would be held Tuesday 10th July 7pm.

0302. OTHER REPORTS/CONSULTATIONS/PLANNING APPLICATIONS:

0303. CONSULTATION SPREADSHEET: Noted and councillors encouraged to participate

0304. PAYMENTS FOR INFORMATION: Noted

0305. PLANNING APPLICATIONS :

P21/0421/PNOR was discussed and various issues raised.

P21/04962/PNH was discussed and various issues raised.

P21/04816/F was discussed and various issues raised

It was agreed to object to 3 applications

CHAIR ENDED MEETING AT 9.03PM

PRESENT: Cllrs: D Collins (Chair), C Wood, A Doyle, A Robinson, A Bird, D Boardman, A Monk, T Mewies

ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Support Officer)

APOLOGIES: B Mead, I Scott, M Chaudhry, A Kenyon

NON-ATTENDANCE: N/A

0293. APOLOGIES FOR ABSENCE: Apologies were noted

0294. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0295. DECLARATIONS OF INTEREST: There were none.

0296. PRESENTATION FROM ACTIVE NATION: Chris True (Consultant for Active Nation) and Kevin Lane (Wellbeing Director – Active Nation), talked through the presentation which explained what Active Nation as a charity were about getting local people active, their key values and goals. During the presentation councillors raised questions relating to the term of the contract outside groups who use the facilities and what happens to them, new uniform, the life of the current contract and if it is more financially viable to extend that contract, membership and exercise of prescription type programmes. Councillors thanked both Chris and Kevin for their time and presentation.

0297. TO AGREE TO PROGRESS WITH TUPE CONSULTATION AND PROCESS, SUBJECT TO FINAL DECISION ON CONTRACT IN EARLY SEPTEMBER TO ENABLE THE 1ST OCTOBER TRANSFER TO HAPPEN AS PER CURRENT TIMELINE: It was proposed, seconded and **Agreed:** unanimously to instruct the clerk to consult with the unions regarding staff signing consent forms, sign a NDA form and proceed to share TUPE employee information requested by Active Nation but also to be mindful of GDPR guidelines.

Action:- Town Clerk

0298. REVIEW OF PWLB BORROWING REQUIREMENT:

After reviewing the reserves included in the previous resolution at the last meeting it was unanimously agreed to amend the requirement and seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £4,451,072 over the borrowing term of 25 years for major works to redevelop Filton Sports and Leisure Centre. The annual loan repayments would come to around £218,958

THE CHAIR CLOSED THE MEETING AT 9.30PM

Police report:

A couple of changes in personnel. PCSO Georgia BUSH has been successful in her bid for promotion and is now a PCSO Supervisor covering a different area. Filton has welcomed two new additions, PC Gareth PRETLOVE and PCSO Laura ROBERTS. PC PRETLOVE has a wealth of experience (19 years of Policing) and he will come in alongside PC Rick WOODLAND. PCSO Laura ROBERTS is new to the role and is going through her tutorship who will go in alongside the current PCSO, Mr SOANDRO.

Filton news:

- Successful warrant where over 200 cannabis plants have been seized from a house in Filton
- Bike marking event at Abbeywood Retail Park
- The calls into the Police have remained high where the Neighbourhood Police Officers have been assisting response to take additional logs from the screen
- Supported and participated in community engagement activities alongside the local young residents

Community issues:

- Drug taking by Filton College
- School parking
- Opportunist thief's trying car door handles – mainly in the surrounding beat area's

To Consider for future months:

- With the night's drawing in we historically see an increase in non-dwelling burglaries targeting shed/garages for their bikes/tools. Please review your security as there are a lot of rear lanes in and around Filton that are easy targets to not get identified.

Rick.

HMO.

The HMO task & finish group has concluded. The outcome is a SPD is due to be adopted on Friday 24th September. This isn't a change of policy. An SPD is a document that sits alongside policy and is to be taken into consideration when planning applications are considered. An SPD will add weight to the argument on behalf of South Glos when an application is referred to the planning inspectorate.

I have requested that a template is created to assist residents with planning objections.

South Glos Council Meeting 22.9.21

There was little on the agenda apart from another attempt to create "Jobs for the Boys" there was a proposed constitutional change which would see 3 new SAR (Special Responsibility Allowance Posts) created on the Licensing Committee, which is a quasi-judicial committee dealing licenses for taxi drivers and so on. The reasoning for the creation of 2 sub-committee chairs was to create fairer distribution of work load, these meetings are made up of 3 members. To achieve a fairer sharing of the workload, you simply need to get members to attend, there are some members who haven't attended any meetings. When this committee in question voted on this proposal voted 13 against and 2 abstentions. The vote at the South Glos Council meeting this motion was passed. All Tory Councillors voted in favour. All opposition councillors voting against.

Apart from accepting reports there was a vote to adopt a neighbourhood plan for Charfileld.

The only other substantive item on the agenda was to remove the Honorary Position of Alderman. Under the pretence of bring the council into disrepute.

Removal of Honorary Alderman.

The allegation is that the individual in question has brought the council into disrepute. Evidence was presented, which was a series of tweets and emails and some potentially shown out of context.

The person in question twitter account profile describes him as "Retired from a lot of things, but still interested. European and proud of it." Crucially he does not describe himself as an Alderman or former councillor. The Council's Protocol for the Appointment of Honorary Aldermen and Alderwomen clearly states: "In taking this role, the Alderman/Alderwoman becomes apolitical in public when acting as or when holding themselves out as an Alderman/Alderwoman knowing that any views expressed may be interpreted as views of the Council. Aldermen/Alderwomen are not to speak on behalf of the Council or to give the impression that they are speaking on behalf of the Council." As a result as a private citizen is entitled to have freedom of speech, including criticising and lobbying his local MP.

It was disappointing that no internal process had been followed and in I am under the impression that the individual in question was only originally made aware of this being an agenda item at the last council meeting by being contacted via social media, that mistake was rectified for this meeting and a letter inviting this individual to attend had been sent.

I wouldn't condone some of things said by the person in question, however the administration failed to prove in any way, the council had been brought into disrepute.

Within the constitution a two third majority is required to remove the honorary title.

The required benchmark wasn't reached.

Parking

Around Monday 27th a report referring to parking on 5th & 6th Avenue will be shared with those participated. In addition, within the report Filton Ave will included From Stanley Ave to just past Nutfield Grove. The report recommends these streets to be provided with yellow lines.

Forthcoming Meetings.

September 28th

Bristol North Fringe Strategic Infrastructure-led Master plan introductory meeting.

This meeting clashes with Filton Town Council, I will be attending this meeting.

The below text is all I am aware about this meeting.

West of England Combined Authority, with South Gloucestershire council and Bristol City Council, has commissioned consultants Atkins to produce a Strategic Infrastructure-led Master Plan for the North Fringe of Bristol.

Once complete, the masterplan will help to deliver a vision for the area and to inform the local plan. It will set out the area's economic potential whilst providing a vision for potential future growth, accompanied by high-quality green and blue infrastructure, opportunities for new employment areas and innovative transport solutions which embrace new green technologies to tackle climate change.

We would like to invite you to meet with our team on Tuesday 28th September to introduce you to the project and to gain an understanding of your views of the area both now and into the future. We are inviting you as a local ward member who's ward falls with the study area or is adjacent to it.

Bandstand FTC Elm Park Filton

20'x15' (6x4.7m) Premium Wooden Furnished Garden Gazebo with Timber Roof - Seats up to 27 people

Crafted to the highest possible standard, here, in the UK, this spacious wooden gazebo seats up to 27 adults or 34 children, offering those of you who own businesses, represent schools or, of course, have large gardens the ultimate outdoor sheltered space.

Installation included in the price

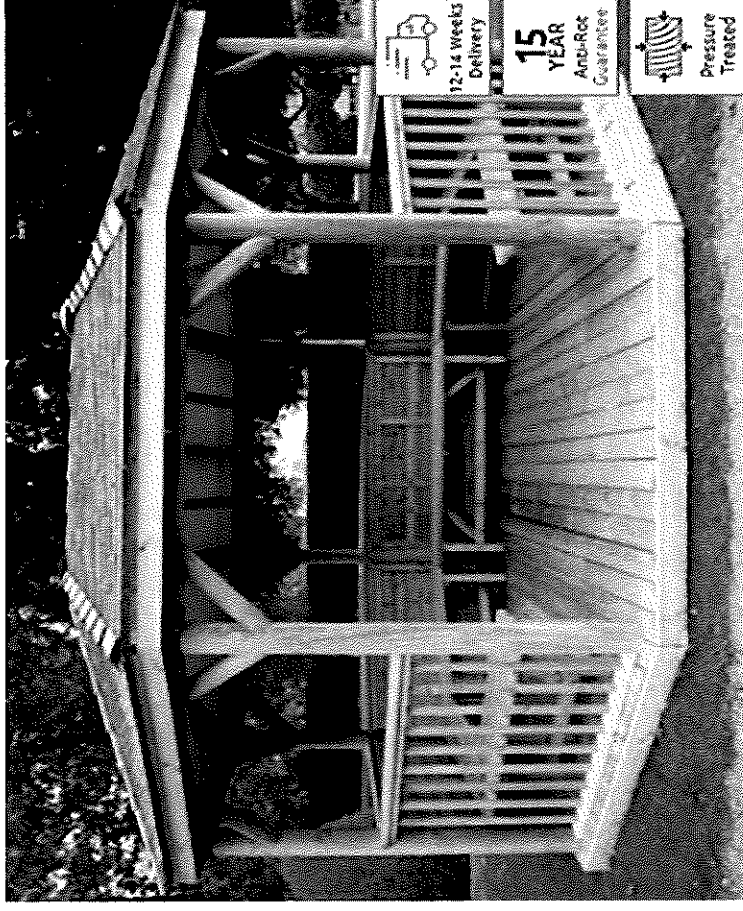
15-year anti-rot guarantee

Handmade in the UK from FSC®-certified, kiln-dried, pressure-treated pine

Robust timber deck floor and weatherproof roof lining

Includes 7 benches, seating 27 adults or 34 children

Also available with Cedar Roof



4.5x4.5m (15'x15') Palmako Betty Garden Pavilion - Luxury Gazebo

25 - 30 Weeks

5 Year Guarantee

Tongue and Groove Construction

Installation Available

Skip to the beginning of the images gallery

Both spacious and stylish, this octagonal gazebo is the perfect place to dine alfresco with the family or entertain your friends, making it a wonderful addition to any garden.

Made from premium Nordic spruce

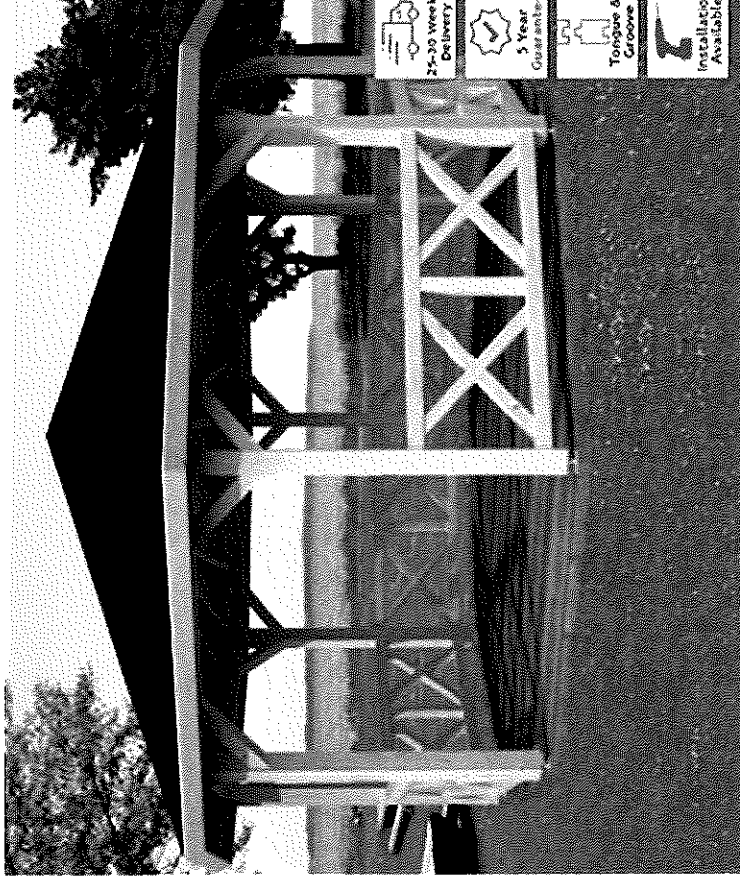
Robust 120mm2 frame

19mm tongue and groove roof

Laminated, interlocking wooden posts

5-year guarantee

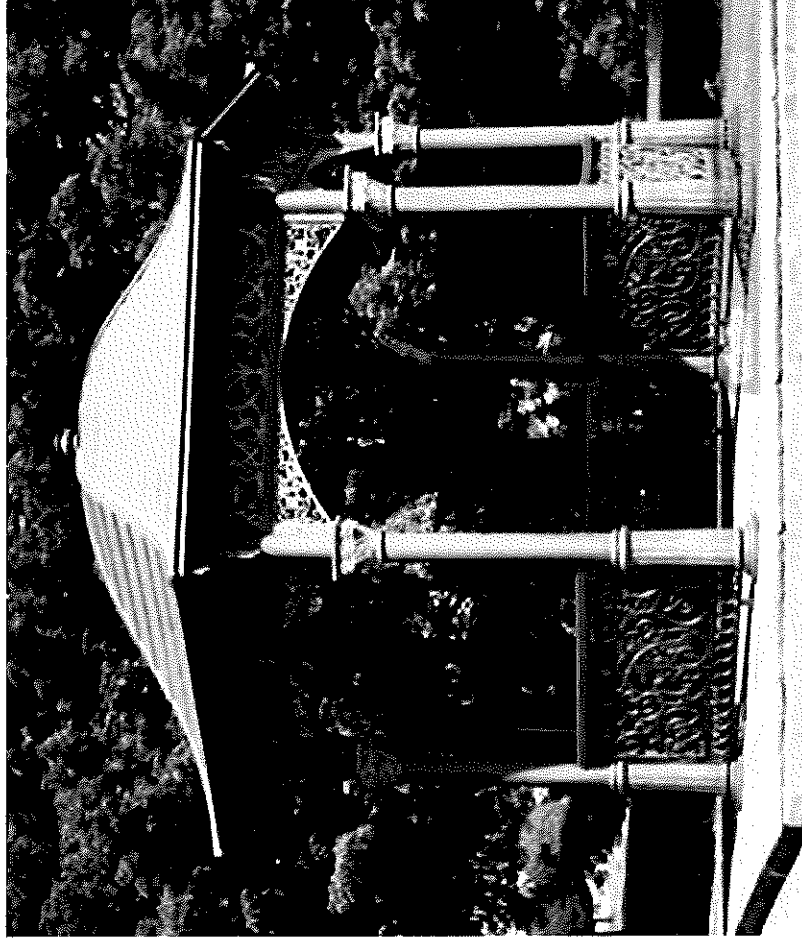
*** PLEASE NOTE: NEITHER ROOF COVERING NOR FLOORING IS SUPPLIED. PLEASE SELECT FROM THE ACCESSORY OPTIONS. *



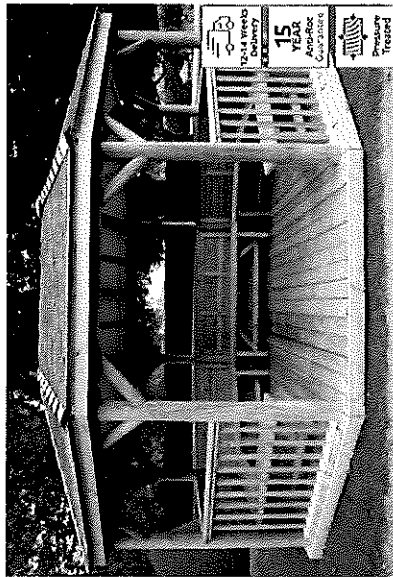
"The Versailles Temple" Ornate Solid Roof Garden Gazebo

Handcrafted from a combination of fabricated steel, robust cast iron and varnished wood, this incredibly ornate gazebo is the ideal centerpiece for any large property's garden or grounds. This large gazebo takes inspiration from a variety of historical design styles including traditional Japanese temples, antique Victorian florals and authentic 18th century design. Finished in an array of colours and textures, this gazebo features muted navy, brushed grey, bronzed black and red wood tones, all combining beautifully to create a unique design that is not only incredibly aesthetically pleasing but is also highly useful.

This gazebo features six integral columns, each finished with Baroque floral detailing, and six intricately detailed panels adorning both the top and bottom of each gazebo section. Expertly crafted from cast iron, all of the panels feature a stunning Victorian-inspired scrollwork and floral design. The lower panels have been finished with varnished wood banisters whilst the upper panels feature an arched framework design style. Crafted from high-quality steel, the multi-sectioned curved roof features a tiered upper finial and wood-like panelling reminiscent of miniature temples seen throughout Japanese culture.



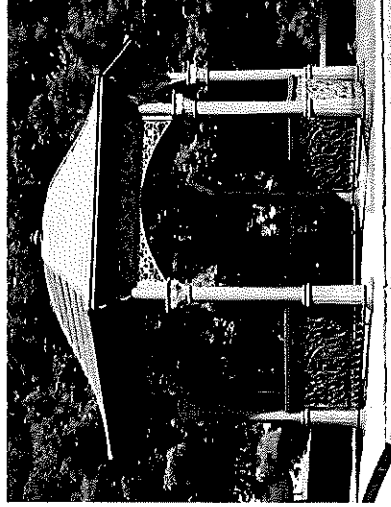
Guide Prices



Guide Price
£12,229.00 would need
self assembly



Guide Price
£4,249.00 would need
self assembly



Guide Price
£16,000.00 would
need self assembly

PRESENT: Cllrs: D Collins (Chair), C Wood, A Bird, D Boardman, A Monk, K Briffett, A Kenyon, I Scott, M Chaudhry

ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Support Officer)

APOLOGIES: A Robinson, A Doyle, B Mead, T Mewies

NON-ATTENDANCE: N/A

0299. APOLOGIES FOR ABSENCE: Apologies were noted

0300. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0301. DECLARATIONS OF INTEREST: There were none.

0302. FUTURE LEISURE PROVISION (PRESENTATION FROM ROBIN AT RPT CONSULTING): Robin Thompson (RPT Consulting), updated Councillors on the progress of the project. Questions were asked regarding the 88K that needed to be underwritten by the council to reflect the commencement of the works prior to contract start with the Council only paying for this if the contract doesn't start through no fault of Active Nation. It was proposed, seconded and **Agreed** nem con. to write a letter of intent to Active Nation agreeing to the points summarised in this report.

Action:- Town Council Office

0303. MULTI USE GAMES AREA PRESENTATION (WICKSTEED): Lyn Eggerton talked through the presentation from Wicksteed and answered questions about fence height, drainage, Tarmac and surfacing. The flood lights were raised as a concern and after a short discussion it was proposed and seconded to proceed in principle with the Wicksteed proposal after getting confirmation about tarmac surfacing and reduction in cost, the Council would also like Wicksteed to provide a full quote for the flood lights as well as getting two quotes from local electricians and asking Active Nation. The final decision would be made at the next Full Council meeting in a public session once all other information had been received. This was **Agreed:** unanimously.

Action:- Town Council Office

0304. TO APPROVE THE MINUTES OF THE MEETING HELD 13TH JULY 2021: The minutes were approved.

0305. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: Arising from minute F202 (Defibrillator) the Town Clerk updated Councillors that the Circus had offered to pay for the new Defibrillator at Elm Park. The Town Clerk was asked to write to the Circus and thank them for their generosity.

Action: Town Clerk

0306. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:
i) Wessex Reserve:- An update was given, Councillors asked if they could be invited to the next meeting.

Action: Town Council Office

ii) Shield Road Playing Field Update:- Noted.

ii) Millennium Green Lighting:- Councillors asked for more details to be brought back to the next Finance Meeting.

iii) Election of Staffing Committee:- It was proposed and seconded to keep the staffing committee as is, Cllrs T. Mewies, A. Doyle, D. Collins, A. Robinson and B. Mead.

0307. INCOME AND EXPENDITURE REPORTS MONTH 4: The reports were noted.

0308. BALANCE SHEETS MONTH 4: The reports were noted.

0309. BANK RECONCILLIATION: The documents were noted.

0310. PAYMENTS FOR INFORMATION: The documents were noted.

THE CHAIR CLOSED THE MEETING AT 8.30PM

MUGA Update from Lynne Eggington

I have some answers, but am waiting to hear back about a couple!

In terms of the price, I can't get it down to your request, but we can meet you in the middle at with the portaloos removed.

In terms of the question re the tarmac, the contractor has said that there is a fall across the site anyway, so most will go directly into the soakaway, rather than through, but the grid section of drainage will ensure water doesn't sit under the court master.

I have asked the floodlighting people what information they would need, but as a starter, we would need to know what you currently have, and what you want to achieve with the floodlighting, how you want it to be run (do you want it on a timer? Do you want it to be paid for?). I would suggest that a site visit for this would be most appropriate.

I have the following information from the contractor re the tarmac – guarantee is for 5 years, but life expectancy is around 10-15 years.

A site visit to ascertain what you already have and what you want would be required to firm up prices for the floodlights.

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

16 September 2021

Dear Ms Reuben

**Filton Town Council
Completion of the limited assurance review for the year ended 31 March 2021**

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Filton Town Council for the year ended 31 March 2021. 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 September, which must include publication on the smaller authority's website.
- 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.

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:

Tel: +44 (0)20 7516 2200 • www.pkf-l.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.

- 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 2021/22

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 Friday 1 July 2022. It is anticipated that the instructions will be sent out during March 2022, subject to arrangements for the 2021/22 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- 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 2022, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Friday 3 June and Thursday 14 July 2022; and
 - at the latest, between Friday 1 July and Thursday 11 August 2022.

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 2020/21

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 2021

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

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Filton Town Council for the year ended 31 March 2021 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 September. 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 OFFICE</u> <u>ELM PARK, FILTON BS34 7PS.</u></p> <p>(b) <u>9am - 3pm Monday to Friday</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</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>23rd September 2021</u></p>	<p>(e) Insert the date of placing of the notice</p>

Section 1 – Annual Governance Statement 2020/21

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 2021, 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:

22/06/2021

and recorded as minute reference:

0274.

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

Chairman



Clerk



WWW.FILTONTOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2020/21 for

FILTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	95,341	44,726	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	710,184	981,786	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	521,494	370,245	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	-805,821	-622,119	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	-15,920	-15,909	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-460,552	-306,487	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	44,726	452,242	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	85,372	452,471	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	3,048,167	3,061,154	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	37,338	22,967	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 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

17/06/2021

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

22/06/2021.

as recorded in minute reference:

0275.

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



Section 3 – External Auditor Report and Certificate 2020/21

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 2021; 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 2020/21

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.

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

None.

3 External auditor certificate 2020/21

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 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

15/09/2021

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

BANK ACCOUNT-GENERAL

List of Payments made between 21/09/2021 and 22/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/09/2021	Andrew Talbot Design Limited	31	70.00		426- upgrade for website
22/09/2021	British Telecommunications plc	32	284.92		432-Regular Charges sept-nov21
22/09/2021	Chapple & Jenkins Ltd	33	408.49		436-Cafe Purchases
22/09/2021	CLK Fire & Safety Compliance L	34	420.00		437- Filton Lesiure Centre Sep
22/09/2021	DL I.T. Solutions Ltd	35	451.20		439-Eset Msp Protection sept
22/09/2021	Earth Anchors Ltd	36	137.94		427-Achored fixing kit
22/09/2021	Everflow Ltd	37	1,452.70		440-Water Bill
22/09/2021	Filton Voice Ltd	38	300.00		428-Advert 2 pages
22/09/2021	J P Lennard Ltd	39	421.20		443- SportsC Signs
22/09/2021	Marshfield Farm Ice Cream Ltd	40	1,319.90		429-Ice cream
22/09/2021	OFCOM	41	75.00		430- business Radio
22/09/2021	Playsafety Ltd	42	474.00		448-Annual inspection Leisure
22/09/2021	Rentokil Initial UK Ltd	43	254.14		447- Pests, Ants, etc control
22/09/2021	Ricoh UK Ltd	44	535.22		446-Colour Ink
22/09/2021	South Gloucestershire Council	45	5,813.19		452- Pest control allotment
22/09/2021	South Western Ambulance Servic	46	2,160.00		453-Sales of Good/Services
22/09/2021	Splash About International Ltd	47	331.08		450-Goggles
22/09/2021	ST JOHN AMBULANCE SUPPLIES	48	90.66		449-first aid purchases Leisur
22/09/2021	YZDesigns	49	495.00		Purchase Ledger Payment

Total Payments	15,494.64
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