

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/Fax : 01454 866698

20th May 2021

Dear Member

You are hereby summoned to the **Annual Meeting of FILTON TOWN COUNCIL** to be held on **TUESDAY 25th May 2021 at 7pm** in the Badminton Hall, Elm Park, Filton BS34 7PS

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.

A G E N D A

1. Election of Chair and Declaration of Acceptance of Office
2. Election of Vice Chair and Declaration of Acceptance of Office
3. Apologies for Absence
4. Evacuation procedure
5. Declarations of interest
6. Vote on candidate for Co-option onto Council for the Conygre Ward
(Mr.Dan Boardman – Mr.Shane Gibson)
7. Submissions from the public max. 15mins) *members of the public are entitled to speak once and only in respect of business itemised on the agenda and shall not speak for more than 5 mins. as per Standing*
8. To approve the minutes of the Council meeting held 27th April 2021 (pages 1-2)
9. Matters of report arising from those minutes
10. To approve and adopt
 - i) Standing Orders – (Appendix 1)
 - ii) Financial Regulations – (Appendix 2)
11. Review of Inventory of Land and Assets (pages 21-22 back of pack)
12. To vote on Real Living Wage Accreditation – (Presentation previously circulated)
13. Debt Recovery Policy (pages 3-6)
14. Review of prices (page 7)
15. Confirmation of Insurance arrangements (page 8-9)
16. Review of Complaints procedure (page 10)
Submissions from members:-
 - i) Appointment of Committee members and outside bodies :-
Full Council now meet twice a month with the one being dedicated to Finance and General Purposes. This meeting can have a separate chair.

ii) Representatives on outside bodies. (*page 11*) *Suggest defer for next meeting*)

18. Any other item the Chair decides is urgent
19. Reports from Committees, Working Groups and the Town Clerk
 - i) Finance Committee Minutes 9th March 2021 – (*pages 12-13*)
 - ii) Internal Audit Report (*Appendix 3*)
 - iii) Approval to open Unity Bank A/C
 - iv) Filton Community Garden request for gate (*pages 14-16*)
 - v) Location of memorial bench.
20. Reports from other Organisations
21. Other Reports/Consultations
 - i) Consultation Spreadsheet (*page 17-18*)
22. Payments for Information (*pages 19-20*)

Minutes of the Full Council Meeting of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 27th April 2021** remotely via Zoom.

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

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

APOLOGIES: Cllrs, M Chaudhry, A Monk

NON-ATTENDANCE: Cllrs

Part 1

0234. APOLOGIES FOR ABSENCE: Apologies were noted.

0235. DECLARATIONS OF INTEREST: Cllr C Wood declared a personal & prejudicial interest in item 11i) Audit report as he sits on the Audit committee at South Gloucestershire Council.

0236. CONYGRE WARD CO-OPTION PRESENTATIONS:

i) **Dan Boardman** – Mr Boardman gave a short talk on himself. Councillors thanked Dan for his presentation.

ii) **Shane Gibson** – Mr Gibson gave a short talk on himself;

It was brought to the Council's attention that Mr Gibson was standing for both Co-Option and Election in May. If he was co-opted he would still be on the election ballot paper as the deadline for him to withdraw has passed. If he is co-opted he could take that seat up. If he was then elected he couldn't take that seat up as he couldn't hold 2 seats on the council and another election would need to take place.

After a short discussion it was proposed, seconded and **Agreed:** unanimously that the Council would defer the Co-Option until after the Election in May.

Action: Filton Town Council Office

0237. SUBMISSIONS FROM PUBLIC:

i) **Millennium Green Path** – The residents email request was read out to Council; it was agreed to review this as part of the community plan and in the meantime report the condition of the path to the council's maintenance team.

Action: Filton Town Council Office

0238. TO APPROVE MINUTES OF THE MEETING HELD 31st March 2021: The minutes were approved after noting that Cllr Briffett was present at the meeting.

0239. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:

Arising from minute 0229iii) Annual Assembly – The Town Clerk updated Council on the new date of the Annual Assembly which is Tuesday 11th May at 6.00pm. The decision to continue to meet remotely was currently being discussed by the high court. The Town Clerk agreed to email Councillors the outcome of that decision once received.

0240. FILTON BEAT TEAM REPORT: No report received.

0241. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

i) Councillor A Monk: Report noted.

i) Councillor C Wood: Was circulated during the meeting. Cllr Wood agreed to send his report prior to the meeting so other Councillors had a chance to read it and compile any questions.

0242. SUBMISSIONS FROM MEMBERS:

i) **Millennium Green** – This item was discussed under the submission from public.

0243. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Full Council Finance and General Minutes of meeting held 13th April 2021 – The meeting was cancelled due to the mourning period for his Royal Highness Prince Philip, the Duke of Edinburgh.

ii) Audit Report – The updated version had been circulated prior to the meeting and It was agreed to defer this to the next Town Council Meeting to allow council to review the detail of the report.

Action: Filton Town Council Office

iii) MUGA Update – The report was noted. After a short discussion it was proposed, seconded and **Agreed:** All in favour to allow the Town Clerk to engage with RPT Consulting to support with tender documents etc.

0244. Other Reports/Consultations/Planning Applications: See below.

0245. Consultation Spreadsheets: The document was noted.

0246. Payments for information: The document was noted.

0247. Planning Applications;

i) **54 Fourth Avenue (P21/02612/F)** – The application was discussed; it was noted that from the paperwork provided on the website it did not look to be an HMO. Councillors were advised that they could comment individually as a resident I they had a strong view either way.

The meeting moved to part 2 with the press and public being asked to leave due to the confidential detail in the item to be discussed.

CONFIDENTIAL SESSION

0248. Real Living Wage: The document was noted. A motion was proposed and seconded to go ahead and implement the new bottom scale at £9.62 (option 3) bringing the Town Council over the real living wage threshold and therefore becoming an accredited real living wage employer from 06th May 2021.

There were concerns raised that not enough information had been provided and they did not fully understand the impact on the councils budget.

The motion was put to the vote, with a named vote being requested.

For – Councillors :- I Scott, B Mead, T Mewies.

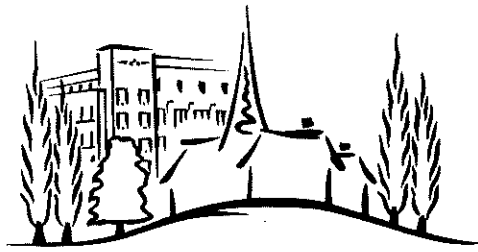
Against – Councillors :- C Wood, A Kenyon, A Doyle

Abstained – Councillors:- A Robinson & D Collins

After discussion it was agreed to take the proposal back to the next meeting, with a report outlining suggested budget, number of employees directly affected, progression impact report on current post and pay scales and whether the change will have a financial impact on the tenders with the bidders for the Leisure Centre.

Action: Town Council Office

There being no further business the meeting closed at 9.20p.m.



FILTON TOWN COUNCIL

Debt Recovery Policy

OBJECTIVE:

1.1 The objective of the debt recovery policy is:

To ensure that money owed to the Council is collected as soon as possible using efficient, effective and fair debt recovery procedures.

1.2 The aims of the policy are to:

- take positive action to prevent arrears occurring, for example by maximising income and providing a range of payment methods;
- Take enforcement action against deliberate non-payers or those who delay payment.
- Ensure prompt billing and to remind people quickly if they do not pay; and
- Encourage early contact to avoid the build-up of debt.

SCOPE:

2.1 This policy covers the recovery of all money owed to the Council namely:

- Overpayment of employees
- Sundry Debts
- Allotment Rent
- Rental Income
- Service Debt

CONTEXT:

- 3.1 The Council has a duty to recover all sums due efficiently and effectively. This policy ensures that collection methods are fair to all debtors, especially those on low incomes.
- 3.2 The Council recognises that people and organisations do not pay their debts for a variety of reasons.
- 3.3 Some people, because of living in or on the margin of poverty, will have difficulty in paying. Some organisations may experience temporary hardship due to the local or national economic climate or cash flow problems. The Council will endeavour to help by providing choices for repayment and support on onward referral where appropriate.
- 3.4. Some people or organisations may deliberately set out to delay or not make payments and all methods of enforcement will be used to secure payment in these cases.
- 3.5 Some people or organisations may be able to pay but do not pay because of an oversight or personal difficulties which is not a deliberate decision to avoid or delay payment. The Council will seek to help such people develop a culture of payment by providing a number of ways in which payment can be made including, card payments over the telephone, and the establishment of direct debit or standing order payments.

- 3.6 Where payment difficulties arise, the need for debtors to get in touch is central to the Policy. Where a person or organisation makes contact their circumstances will be considered with a view to agreeing a reasonable payment arrangement, minimising recovery action and helping to alleviate hardship. Where contact is not made or repayment arrangements not followed, recovery action will continue.

DETERMINING LIABILITY:

- 4.1 The Council will provide clear and prompt information about bills and liabilities. The information provided will show:
- What the Invoice is for
 - The amount due
 - Who is liable for the payment
 - How to make a payment
 - A contact point for all enquiries.
- 4.2 Where appropriate a summary of outstanding liability will be provided for debts covering multiple years or invoices.
- 4.3 Management will ensure that, wherever possible, liability is confirmed through a contract, a signature or other evidence confirming the request for provision of a service and a contact name where it is an organisation that will be charged.

MAKING PAYMENTS:

- 5.1 The Council will provide a number of methods of payment, including methods that do not disadvantage debtors who do not have access to bank accounts.
- 5.2 Whatever payment method is used, the funds must reach the Council by the due date to ensure recovery action is not triggered.
- 5.3 Instalments or repayment arrangements must be adhered to unless prior consent is given for a variation.
- 5.4 Where possible, payment in advance of a service should be in place. This particularly applies where the sums involved are small and therefore uneconomical to collect.

DEBT COLLECTION:

- 6.1 Details of all reminders, whether verbal or in writing, should be maintained. Where a letter is issued, a copy must be retained on file.
- 6.2 Should a debt need to be taken beyond two reminder letters, formal written evidence may have to be produced.
- 6.3 It is therefore important that at least one, but preferably two, written reminders are sent.

Initial 'overdue payment' reminder

- 6.4 An initial reminder may be informal and can be made either in person, or by telephone.
- 6.5 In general, the Town Council Office or Leisure Centre Manager will notify the person/organisation.
- 6.6 The date of the initial reminder should be recorded.

First 'overdue payment' letter

6.7 A formal reminder letter should be issued 2 weeks after the informal reminder / the date of supply.

If action is to proceed further, it is necessary to prove that all reasonable attempts have been made to recover the debt, and that these attempts have been made in a timely manner, i.e. at the time that the debt first became overdue.

6.8 The date of the initial reminder should be recorded.

Second 'overdue payment' letter

6.9 A second reminder letter will be issued 2 weeks after the First Reminder Letter.

7.0 The date of the initial reminder should be recorded.

Failure to respond to reminders / settle a debt

7.1 If after 2 reminders, a response or payment is not received, a letter will be sent to the debtor advising them that the matter will be taken further to the small claims court. At the discretion of the Council the debtor may be advised that they will be required to pay in advance for all future supplies or the supply will no longer be available to them.

7.2 This decision and its basis will be recorded and reported to the Management Committee held once a week.

Negotiation of repayment terms

7.3 Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first 'overdue payment' reminder.

However, if people are unable to pay;

The Council may reduce or cancel a debt in certain circumstances. A sensitive approach to debt recovery will be carried out, taking the following factors into account.

- **Hardship:** Where paying the debt would cause financial hardship.
- **Ill Health:** Where our recovery action might cause further ill health.
- **Time:** Where the debt is so large compared to the person's income that it would take an unreasonable length of time to pay it all off.
- **Cost:** Where the value of the debt is less than the cost of recovering it.
- **Multiple Debt** – Where someone owes more than one debt to the School. In this situation an attempt to agree one repayment plan to include all debts will be established.

7.4 If a debtor requests 'repayment terms' these may be negotiated at the discretion of the Council.

7.5 A record of all such agreements entered into will be retained.

7.6 In all cases, a letter will be issued to the debtor confirming the agreed terms for repayment.

7.7 The settlement period should be the shortest that is judged reasonable.

- 7.8 The Council will decide whether any debtor who has been granted extended settlement terms will not be offered any further use of the facilities and will, in future, be required to pay in advance.
- 7.9 This decision and its basis will be recorded and reported to the Finance Committee.

POLICY REVIEW:

- 8.1 This policy will be reviewed and approved annually by the Finance Committee, and reported to the Full Council Committee.

Prices: 2019 onwards

Swimming:	
Adults	£4.20
Child	£2.20
OAP	£2.20
Student	£2.50
Residents (AD)	£2.85
Family	£11.00
Residents (CH)	£2.00

Block bookings:	
12 swims	£48.00
12 swims (FR)	£30.00
12 swims (CH)	£25.00
12 swims (OAP)	£25.00
12 swims (CON)	£25.00
Dawn dip	£35.00
Dawn Dip (FR)	£25.00
12 swims (FR)	£20.00
DD 8 for 12	£20.00
FR dip 8 for 12	£15.00

Pool hire:	
Main pool	£140.00
Small pool	£85.00

Inflatable party	
	£150.00

Snooker:	
1/2 Hr	£3.00
Kit hire	£2.00

Badminton:	
1 Hr	£8.25
JR	£4.50

Tennis:	
1 Hr	£8.25
JR	£4.50

Softplay:	
1 Hour party	£70.00
Room for food	£15.00
child 1	£3.50
child 2	£2.75
FR child 1	£2.50
FR child 2	£2.20

Swimming lessons:	
Per lesson	£6.50
One off 121	£16.50
121	£16.00
6 x 121	£80.00
6 x 221	£125.00

Netball:	
1 Hr	£20.00
Floodlights	£10.00
Showers	£10.00

5 a/s Football (courts):	
1 Hr	£20.00
Floodlights	£10.00

Parties:	
Bouncy Castle	£90.00
Pool party	£120.00

Main hall:	
Hire (all day)	£165.00
Hourly	£20

**Skittle alley: Session	
Day time	£20.00
Evening (5pm +)	£25.00
Sat & Sun	£30.00

Football pitches:	
Large pitch	£65.00
Medium pitch	£40.00
Small pitch	£40.00

Activities:	
Aquafit	£5.00
Dinki dolphins	£5.00
Swimfit	£5.00

**Does not include league games

Pavillion (Per Hr):	
Pavillion daytime	£20.00
Pavillion Evening	£25.00
Pavillion weekend	£35.00

*****Registered Charity Rates**

Pavillion (Per Hr):	
Pavillion daytime	£15.00
Pavillion Evening	£20.00
Pavillion weekend	£25.00

Party room:	
Party:	£15.00
Hourly:	£15.00

Main hall:	
Hire (all day)	£125.00
Hourly	£20

Prices still in affect due to COVID 19

Mrs Lesley Reuben
Filton Town Council
c/o Filton Sports & Leisure Centre
Elm Park
Filton
Bristol
Avon
BS34 7PS

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720434453
Insured	Filton Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st May 2021
To	30 th April 2022
and any other period for which cover has been agreed.	
Renewal Premium	£ 9,940.24

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	83901526
Long term agreement active until	01 st May 2022
Preparation Date	14 th April 2021
Prepared by	Mr Vincent Liu
Policy Form Reference	MLAACC03

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

FILTON TOWN COUNCIL
COMPLAINTS POLICY
(For adoption by full Council on 25th May 2021)

1. This Policy sets out procedures for dealing with any complaints that anyone may have about the Town Council's **administration and procedures**.
Councillors are covered by Code of Conduct adopted by the Council. Complaints against **policy decisions** made by the Council shall be referred back to Council [but note Council's Standing Orders which says that issues shall not be re-opened for six months].
2. If the complainant prefers not to put the complaint to the Town Clerk he or she should be advised to put it to the Chair of Council.
3. (a) On receipt of a written complaint the Chair/ or the Town Clerk(*except where the complainant is about his or her own actions*), shall try to settle the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving him or her an opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.. ***Within 5 working days; Acknowledge and inform course of action and provide an timescale for further action***

(b) Where the Town Clerk or the Chair receives a written complaint about the Town Clerks own actions, he or she shall refer the complaint to the Chair. The Town Clerk shall be notified and given an opportunity to comment. ***Within 5 working days; Acknowledge and inform course of action and provide an timescale for further action***
4. The Town Clerk or Chair shall report to the next meeting of the Council or by the Committee established for the purpose of hearing complaints, any written complaint disposed of by direct action with the complainant. ***Within 7 working days of consideration and decision by Clerk/Council; Provide update, decision and further action if required.***
5. The Town Clerk or Chair shall bring any written complaint that has not been settled to the next meeting of the Council. The Town Clerk shall notify the complainant of the date on which the complaint will be considered and the complainant shall be offered an opportunity to explain the complaint orally. (Unless such a matter may be related to Grievance, Disciplinary or Standard Board proceedings that are taking, or likely to take place when such a hearing may prejudice those hearings when the complaint will have to be heard under Exempt Business to exclude any member of the public or the press, or deferred on appropriate advice received). ***Within 7 working days of consideration and decision by Clerk/Council; Provide update, decision and further action if required.***
6. The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Council meeting in public.
7. As soon as may be after the decision has been made it and the nature of any action to be taken shall be communicated in writing to the complainant.
8. A Council shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.
9. Final Resolve / Conclusion; Inform when the matter is finally concluded and archived from our current records.

Representatives on Outside Bodies

ALCA – South Glos Group	Darryl Collins
Communities against Hate Crime	Town Clerk and Darryl Collins
Filton Patchway Community Engagement Forum	Darryl Collins, Alex Doyle and Andy Robinson
Filton Community Assoc Council	Alex Doyle and Andy Robinson
Filton Library Consultative Committee	Anne Kenyon and Tom Mewies
Filton Sure Start Management Committee	Adam Monk and Town Clerk
Four Towns and Vale Link	Keith Briffett, Anne Kenyon and Darryl Collins
N Bristol Advice Centre	Darryl Collins
North Fringe Parishes Forum	Darryl Collins and Lesley Reuben
Parish Sites Inspection Panel	Keith Briffett
Parish Tree Wardens	Anne Kenyon and Darryl Collins
Public Transport Forum	Alex Doyle and Darryl Collins
Pyramid Youth Club	Brian Mead
SHE7	Darryl Collins
FACE	Darryl Collins and Mubashar Chaudhry
Southern Brooks Community Partnership	Darryl Collins, Tom Mewies
Twinning Assoc Management Committee (Chair, Vice Chair + 5 elected members)	Darryl Collins, Alex Doyle, Anne Kenyon, Tom Mewies and Mubashar Chaudhry
Volunteer Centre	Town Clerk and Darryl Collins
Community Garden	Anne Kenyon, Darryl Collins
Jennings's Garden	

DRAFT

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 9th March 2021 held remotely via **ZOOM CONFERENCE CALLING**.

PRESENT: Cllrs: - D Collins, A Doyle, T Mewies, I Scott, A Monk, B Mead, A Kenyon, A Robinson,

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer)

APOLOGIES: Cllrs: - K Briffett, M Chaudhry

NON-ATTENDANCE: - Cllrs: - C Wood,

F.179 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.180 DECLARATION OF INTEREST: Cllr Kenyon declared a personal interest in Four Towns Transport.

F.181 MINUTES: Minutes from the meeting held 09th February 2021 were approved as an accurate record.

F.182 MATTERS OF REPORT ARISING FROM MINUTES: There were none.

F.183 PUBLIC PARTICIPATION:

i) **HMO – Third Avenue** – The letter from the resident was discussed, it was noted that this had already been taken to South Gloucestershire Council and they were looking into all the concerns raised.

A councillor asked if this could be incorporated into the community plan, the Town Clerk noted that to be able to have any legal stance on planning the Town Council would need to produce a neighbourhood plan which feeds into the local plan and sets out the frameworks. It was proposed, seconded and **Agreed:** to instruct the Town Clerk to contact ALCA for advice on working towards creating a neighbourhood plan.

Action: Town Clerk

F.184 GRANT PAYMENTS: Two applications had been received from North Bristol Advice Centre and Four Towns Transport. The Council have a budget of £500 for NBAC and £1000 for Four Towns Transport. Both applications were requesting £1000 for works in Filton. It was proposed, seconded and agreed by all participating to award both applications a grant of £1000, NBAC would be awarded their £500 budget and an additional £500 from the section 137 grants budget.

Action: Town Council Office

F.185 INCOME & EXPENDITURE REPORTS MONTH 10: The reports were noted. The Town Council Office were asked to look into the below budget codes and come back to the next meeting and advise why they were currently over budget;
4024-102 (Subscriptions)
4005-901 (HR SLA)

F.186 BALANCE SHEET MONTH 10: The report was noted.

F.187 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public.

F.188 STAFFING COMMITTEE MINUTES OF MEETING HELD 2nd MARCH: The minutes were noted as an accurate record.

Arising from minute 110 (Furlough Figures). The updated figures had been circulated prior to the meeting. Following discussion, it was proposed and seconded to not pay the additional 20% backdated to April 2020. An amendment to the original motion was put forward not pay the backdated 20% but to look to implications of paying the real living wage across the board. This was seconded and voted 6 in favour 2 abstentions.

The original motion was put to the vote and superseded by the amendment with 4 in favour, 2 against and 2 abstentions.

It was noted that the Town Council Office were waiting for the financial impact report to be received from South Glos payroll which would outline details of implementing the real living wage. This report would be brought to the first meeting after being received.

There being no further business the meeting closed at 8.10PM.

Dear Mrs Reuben,

The Health and Safety of our visitors to the Community Garden is of paramount importance to our committee and we are constantly reviewing our practices in this respect.

Recently a number of visitors, families with young children have asked if the entrance from the A4174 can be gated or have some form of restriction to stop young children getting out and potentially onto the road.

Whilst I accept that this will be difficult to put into practice to accommodate all users of Elm Park the issue has been raised and therefore must be investigated.

For avoidance of doubt I attach 1 photo of the entrance.

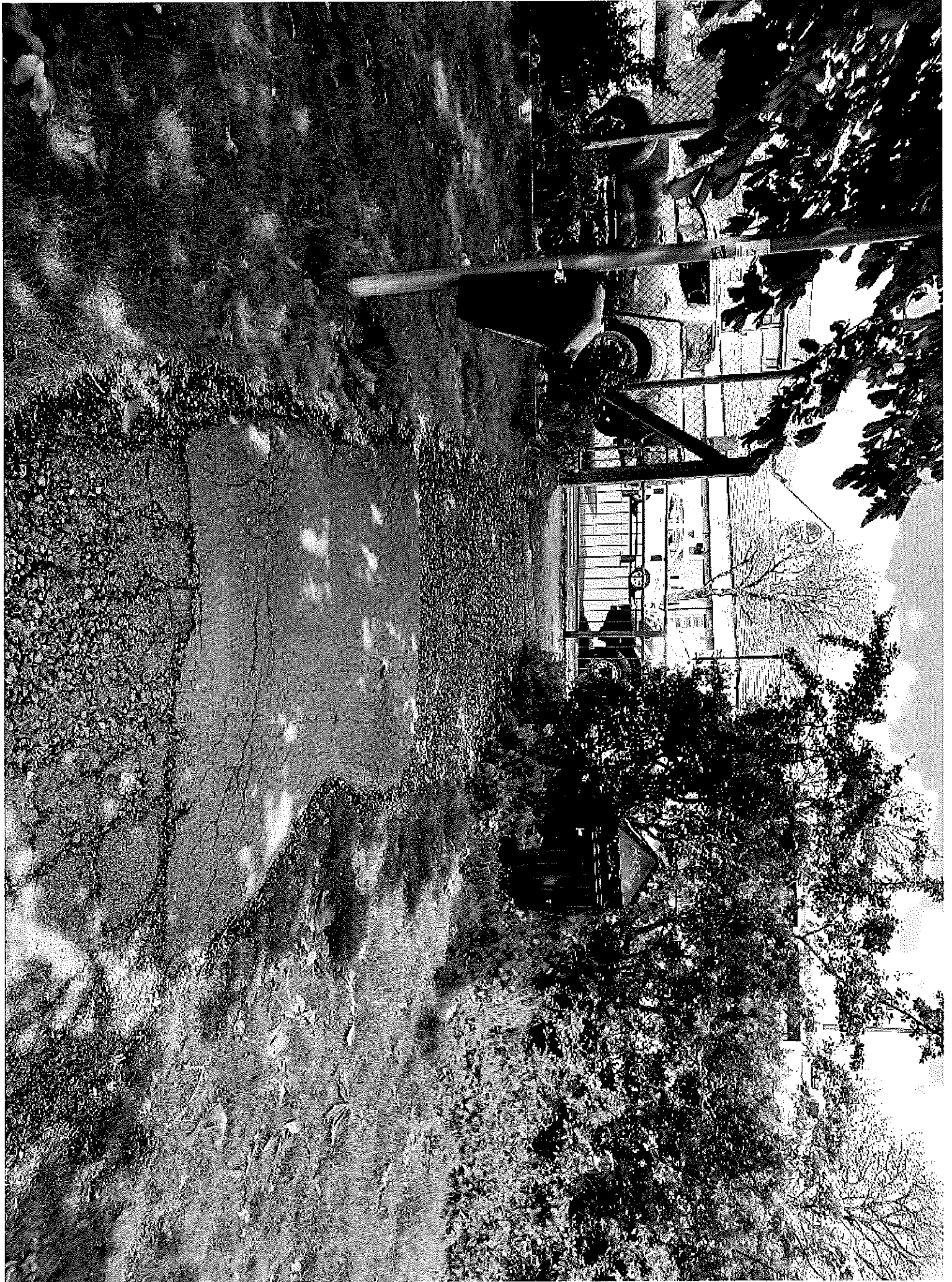
I look forward to hearing from you.

Best Regards

Dave Mikkelson

Chair Filton Community Garden





Consultation	Consultation Period		Summary
<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>
<p>Houses in Multiple Occupation SPD</p>	<p>11th May 2021</p>	<p>22nd June 2021</p>	<p>The Housing in Multiple Occupation (HMOs) are properties rented out to at least 3 people who are not from one household (for example such as a family) but share facilities like a bathroom or kitchen. Most HMOs are conversions or subdivisions of larger houses and currently, as at 2021, planning permission is only needed if providing 7 or more bedrooms. HMOs meet a variety of needs for private rented housing ranging from young professionals 'house-shares' and students wanting to live off campus, as well as providing a vital source of housing supply for people on lower incomes. For many people, HMOs provide a practical and affordable housing option that meets their housing needs. However, evidence shows that there has been an increase in this type of development in South Gloucestershire over recent years to meet demand. This has resulted in concentrations of HMOs in particular parts of the district which has, in some cases, heightened concerns from neighbouring properties and wider community with regard to parking pressures, noise, management of waste and recycling and anti-social behaviour, and in some cases has result in a perception that mixed communities are no longer supported.</p> <p>This SPD has been prepared to provide further guidance on the key issues and approach to considering applications for HMOs to support adopted planning</p>

			<p>policy contained within the South Gloucestershire Local Plan: Core Strategy (adopted 2013) Policy CS17 "Housing Diversity", Policy PSP39 "Residential Conversions, Sub-division and Houses in Multiple Occupation", Policy PSP8 "Residential Amenity" which addresses impacts on living conditions and amenities of neighbouring properties arising from new household developments and Policy PSP16 "Parking Standards", which together should be taken as the primary policy basis for this SPD. This SPD aims to provide further guidance to support the council's determination of planning applications to ensure that new HMO developments meet the requirements of our policies in terms of providing new housing, whilst ensuring this does not have a negative impact on the amenity of local residents and the character and amenity of local communities.</p> <p>The SPD is primarily for use by prospective planning applicants, property developers and landowners. However, it is also intended to help local residents understand how the council applies its planning policies and what type of developments require planning permission, as not all HMOs require planning permission. It also explains the role of the HMO licencing regime which is a separate process that relates to HMOs which do, and do not, require planning permission.</p>
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BANK ACCOUNT-GENERAL

List of Payments made between 27/04/2021 and 19/05/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/04/2021	POOL TAKINGS CASHBOOK	PCC27	75.10		Pool C/card 27.4.21
28/04/2021	Jewsons-Rotavator Hire	DC	90.00		Jewsons-Rotavator Hire
29/04/2021	Pitney Bowes	.DDR3	98.00		5131-Postage charge
29/04/2021	POOL TAKINGS CASHBOOK	PCC29	162.10		Pool C/Card 29.4.21
30/04/2021	A.M.P Window Cleaning Services	5619	50.00		5130-Window cleaning April
30/04/2021	C. Brewer & Sons Ltd	5620	46.43		5123-Perform brush. paint
30/04/2021	Chandlers (Farm Equipment) Ltd	5621	123.46		5124-Chainsaw for workshop
30/04/2021	CryoService Ltd	5622	201.30		5127-Monthly charge
30/04/2021	DCK Accounting Solutions Ltd	5623	610.50		5140-Contract accounting
30/04/2021	DL I.T. Solutions Ltd	5624	962.64		5147-Monthly call charge
30/04/2021	Everflow Ltd	5625	1,467.10		5148-Water 18.05.21-17.06.21
30/04/2021	Filton Voice Ltd	5626	450.00		5139-April advert space
30/04/2021	Gazprom Marketing & Trading Re	5627	2,860.63		INV01687532/5102/Gazprom Marke
30/04/2021	Glacier environmental Ltd	5628	1,040.40		5160-Hygiene maint cirt Feb
30/04/2021	GM Engineering (Bristol) Ltd	5629	180.00		5157-Weld handle-Bulldog alle
30/04/2021	Rentokil Initial UK Ltd	5630	195.95		5128-Janitorial service May
30/04/2021	J P Lennard Ltd	5631	138.13		5150-Pool chemicals
30/04/2021	Cape Meridian Ltd	5632	93.00		5153-Alarm activation call out
30/04/2021	RPT Consulting Limited	5633	4,500.00		5132-Appraise Leisure centre
30/04/2021	Rubicon Play Ltd	5634	828.00		5126-Replacement trampoline
30/04/2021	South Gloucestershire Council	5635	625.68		5149-Payroll charge Jan-Mar21
30/04/2021	Ernest Till (South West) & co	5636	78.00		5129-Water leak from flat above
30/04/2021	Travis Perkins Trading Co Ltd	5637	36.15		5125-Wooden handle
30/04/2021	TV Licencing	5638	157.50		1511619144/5068/TV Licencing
30/04/2021	Viridor Waste Management Ltd	5639	1,054.86		5154-Waste collection Allotmen
30/04/2021	Waterlogic GB Ltd	5640	732.60		5152-Reagent tablets
30/04/2021	Zurich Municipal	5641	10,296.84		5134-Insurance May 21/22
30/04/2021	TV Licencing	CNXL5638	-157.50		P/Ledger Electronic Payment
30/04/2021	Zoom	DDR	14.39		Zoom Subscription
30/04/2021	POOL TAKINGS CASHBOOK	PCC30	234.45		Pool C/Card 30.4.21
05/05/2021	Aitkens Sportsturf Ltd	5642	1,188.00		5209-Colour boost wild flower
05/05/2021	Brenntag UK Ltd	5643	677.91		5211-Pool chemicals
05/05/2021	Bristol & Avon Stocktakers	5644	100.00		5198-Stocktaking on 08.12.20
05/05/2021	Certas Energy UK Ltd	5645	1,224.96		5201-Motor fuel
05/05/2021	Complete Business Solutions Gr	5646	153.74		5203-Lever arch, a4 pockets
05/05/2021	CryoService Ltd	5647	19.96		5210-Food gas rental
05/05/2021	DL I.T. Solutions Ltd	5648	8.50		5202-Eset MP-Protection Entry
05/05/2021	Gazprom Marketing & Trading Re	5649	3,048.69		5200-Gas March 2021
05/05/2021	Glacier environmental Ltd	5650	303.00		5207-PVC Dosing tube
05/05/2021	J P Lennard Ltd	5651	681.00		5212-Photometer test tubes
05/05/2021	Playsafety Ltd	5652	132.60		5208-Annual play area inspecti
05/05/2021	ST JOHN AMBULANCE SUPPLIES	5653	203.56		5205-Tape,gloves,firstaid kit
05/05/2021	Filton Voice Ltd	5654	450.00		5230-December Advert Space
19/05/2021	Complete Weed Control (North W	5655	314.40		NWX-13772/2/Complete Weed Cont
19/05/2021	DCK Accounting Solutions Ltd	5656	872.46		TPC9635/3/DCK Accounting Solut
19/05/2021	Everflow Ltd	5657	1,405.38		982441/22/Everflow Ltd
19/05/2021	FACE	5658	10,996.50		1036/4/FACE

BANK ACCOUNT-GENERAL

List of Payments made between 27/04/2021 and 19/05/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/05/2021	Filton Voice Ltd	5659	187.50		00770/5/Filton Voice Ltd
19/05/2021	Robert Haddow	5660	140.00		RSJ056/17/Robert Haddow
19/05/2021	Cape Meridian Ltd	5661	396.00		2021/04/045/15/Cape Meridian L
19/05/2021	RLSS UK Enterprises Ltd	5662	590.00		SIN002830/16/RLSS UK Enterpris
19/05/2021	Rubicon Play Ltd	5663	188.11		08893/7/Rubicon Play Ltd
19/05/2021	South Gloucestershire Council	5664	937.22		3804666039/8/South Gloucesters
19/05/2021	ST JOHN AMBULANCE SUPPLIES	5665	198.84		1352434/20/ST JOHN AMBULANCE S
19/05/2021	Ernest Till (South West) & co	5666	93.60		00012773/9/Ernest Till (South
19/05/2021	Travis Perkins Trading Co Ltd	5667	41.97		3015APV001/10/Travis Perkins T
19/05/2021	Viridor Waste Management Ltd	5668	1,169.10		00003484423AB/11/Viridor Waste
19/05/2021	Waterlogic GB Ltd	5669	51.60		6195520/21/Waterlogic GB Ltd
Total Payments			53,020.31		

Asset	Date	COST OR VALUATION				DEPRECIATION				BOOK VALUE		Centre	Depreciation Charge	
		01/04/2019	Additions	Disposals	Revaluation	31/03/2021	For Year	On str.	On reval.	31/03/2020	01/04/2019			31/03/2020
Land at Building Pub	10/0%	5,658.00	-	-	-	5,658.00	-	-	-	5,658.00	-	-	201	Cost
Shedpark	10.00%	10,039.00	-	-	-	10,039.00	-	-	-	10,039.00	-	-	202	SUMMARY
Elm Park Play Area	10.00%	45,564.00	-	-	-	45,564.00	-	-	-	45,564.00	-	-	202	203
Cycle Speedway/Track	10.00%	6,924.00	-	-	-	6,924.00	-	-	-	6,924.00	-	-	202	202
Boules Table and Benches	10.00%	8,190.00	-	-	-	8,190.00	-	-	-	8,190.00	-	-	201	202
Power Troughs (3)	10.00%	1,528.00	-	-	-	1,528.00	-	-	-	1,528.00	-	-	201	201
Play Area Safety Surface	10.00%	11,000.00	-	-	-	11,000.00	-	-	-	11,000.00	-	-	202	201
Play Area Safety Surface	10.00%	607.00	-	-	-	607.00	-	-	-	607.00	-	-	201	201
Sign Direction Sign	10.00%	1,400.00	-	-	-	1,400.00	-	-	-	1,400.00	-	-	201	204
Cycling Signs	10.00%	7,997.00	-	-	-	7,997.00	-	-	-	7,997.00	-	-	204	204
Alternation Ramp Access	10.00%	191,408.00	-	-	-	191,408.00	-	-	-	191,408.00	-	-	201	201
Community Assets														
Elm Park Playing Field, Park & Play Area	1.00	-	-	-	-	-	-	-	-	-	-	-	201	201
Norwiche Play Area	1.00	-	-	-	-	-	-	-	-	-	-	-	202	202
Norwiche Millennium Green	33,997.00	-	-	-	-	33,997.00	-	-	-	33,997.00	-	-	203	203
Community Garden	11,788.00	-	-	-	-	11,788.00	-	-	-	11,788.00	-	-	588	588
Station at Filton Roundabout	16,205.00	-	-	-	-	16,205.00	-	-	-	16,205.00	-	-	810	301
TOTAL FIXED ASSETS		61,372.00	-	-	-	61,372.00	-	-	-	61,372.00	-	-	112,814	
Deferred Grants - Applied		3,009,470.00	38,897.00	-	-	3,048,367.00	2,145,837.00	112,614.00	-	2,256,151.00	863,933.00	750,016.00		

Asset	Date	Applied	Released	Centre	Deferred Grants
Sport England - Leisure Centre	4.78%	873,807.00	4,171.00	902	8,868.00
Countrywide Agency - Millennium Green	2.00%	18,446.00	6,842.00	101	15,533.00
SDDC Street Lights	2.00%	2,500.00	2,500.00	301	12,995.00
SDDC Kick Wall	20.00%	350.00	350.00	202	3,048.00
SDDC Pool Hoist	20.00%	18,585.00	18,585.00	102	6,722.00
SDDC Bus Shelter	10.00%	3,976.00	3,976.00	202	14,630.00
SDDC Fencing	5.00%	4,000.00	4,000.00	202	7,569.00
Community Garden Ottee	2.00%	2,228.00	2,228.00	104	1,100.00
Brewery for Carpens	2.00%	1,100.00	1,100.00	202	1,245.00
SDDC S106 Funds					8,868.00
Garages & Stores	2.00%	4,171.00	4,171.00	902	15,533.00
Computers	10.00%	8,868.00	8,868.00	902	12,995.00
Kubota Tractor	10.00%	15,533.00	15,533.00	104	3,048.00
Mower	10.00%	12,995.00	12,995.00	802	6,722.00
Cellar Security Cage	20.00%	3,048.00	3,048.00	802	14,630.00
LiterDog Bins	10.00%	6,722.00	6,722.00	204	7,569.00
Noticeboards	10.00%	14,630.00	14,630.00	201	18,212.00
Bus Shelters (3)	10.00%	7,569.00	7,569.00	201	8,110.00
Gates & Fencing	10.00%	16,212.00	16,212.00	202	6,862.00
Alignments	10.00%	6,862.00	6,862.00	203	6,982.00
Elm Park	10.00%	15,218.00	15,218.00	202	4,558.00
Millennium Green	10.00%	8,110.00	8,110.00	202	5,959.00
Land at Building	10.00%	6,862.00	6,862.00	202	45,564.00
Skatepark	10.00%	5,959.00	5,959.00	202	3,179.00
Cycle Speedway	10.00%	45,564.00	45,564.00	202	1,118.00
CCTV System	10.00%	3,179.00	3,179.00	202	9,789.00
Go Karts	10.00%	1,118.00	1,118.00	202	6,924.00
Gala Lights	10.00%	9,789.00	9,789.00	202	8,190.00
Boules Piste	10.00%	6,924.00	6,924.00	202	25,000.00
Play Tables and Benches	2.00%	8,190.00	8,190.00	202	4,251.00
Alignments	10.00%	25,000.00	25,000.00	202	2,731.00
Mower	10.00%	4,251.00	4,251.00	202	1,528.00
External Lighting	10.00%	2,731.00	2,731.00	202	98,985.00
Flower Troughs	10.00%	1,528.00	1,528.00	202	709.00
Skate Park	10.00%	98,985.00	98,985.00	202	1,758.00
Tower Scaffold	20.00%	709.00	709.00	202	11,000.00
Pavilion Tables	10.00%	1,758.00	1,758.00	202	8,750.00
Elm Park Safety Surface	10.00%	11,000.00	11,000.00	202	801.00
Acoustic Panels	10.00%	8,750.00	8,750.00	202	3,714.00
Site Direction Sign	5.00%	801.00	801.00	202	112,862.00
Community Garden Water Supply	20.00%	3,714.00	3,714.00	202	2,597.00
New Homes Bonus Play Park	20.00%	112,862.00	112,862.00	201	1,167.00
Various - Roundabout	4.78%	4,800.00	4,800.00	101	950.00
S Glas S106 Funds (will be used for Bar Tc	10.00%	2,597.00	2,597.00	101	58,000.00
S Glas - Bar Tables Return	4.78%	1,167.00	1,167.00	101	4,714.00
Filton Tc Chairman - Defibrillators	10.00%	950.00	950.00	101	37,287.00
SDDC S106 Funds					24,856.00
Office Extension	7.14%	58,000.00	58,000.00	901	20,713.00

Asset	Date	Applied	Released	Centre	Deferred Grants
Deferred Grants - Unapplied					
S Glas S106 Funds (will be used for Bar Tables Return)	01/04/2019	2,597.00	2,597.00	101	4,714.00
Various - Roundabout	01/04/2019	4,800.00	4,800.00	101	2,597.00
S Glas - Bar Tables Return	01/04/2019	950.00	950.00	101	1,500.00
Filton Tc Chairman - Defibrillators	01/04/2019	4,097.00	4,097.00	101	2,597.00