



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

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Town Clerk: Lesley Reuben

Tel: 01454 866698

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

8th July 2021

Dear Member

You are hereby summoned to A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 13th July 2021 at 7.00pm in the Badminton Hall, BS34 7PS.**

Yours sincerely,

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. Declarations of Interest
5. Matters of report arising from the minutes not otherwise covered by the Agenda
6. To approve the minutes of the meeting Full Council (Finance) 8th June 2021. *(page 1)*
7. Public Participation – need to be sent to Town Clerk 48 hrs prior to meeting
8. Matters of report arising from the minutes not otherwise included on the Agenda
9. Filton Beat Team Update *(page 2)*
10. Reports from Committees, Working Groups and the Town Clerk:
 - a. Defibrillator
 - b. Wessex Reserve Lease *(pages 3-4)*
11. Income & Expenditure Reports Month 2 *(pages 5-13)*
12. Balance Sheet Month 2 *(pages 14-16)*
13. Bank Reconciliation *(pages 17-21)*
14. Payments for information up to date *(page 22)*

Part 2 – Excluding Press and Public

15. Review of Services

DRAFT

Minutes of the meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 8th June 2021 held in the Pavilion, Elm Park, Filton

PRESENT: Cllrs: - D Collins, D Boardman, A Bird, K Briffett, M Chaudhry, A Doyle, T Mewies, I Scott, A Monk, B Mead, A Kenyon, A Robinson

ALSO PRESENT: N Gould (Town Council Support Officer), R Thompson (RBT Consulting)

APOLOGIES: Cllrs: - B Mead

NON-ATTENDANCE: - Cllrs: -

F.189 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.190 DECLARATION OF INTEREST: Cllr Monk declared he had a nephew who worked at Filton Sports & Leisure Centre.

F.191 MINUTES: Minutes from the meeting held 09th March 2021 were approved as an accurate record.

F.192 MATTERS OF REPORT ARISING FROM MINUTES: Arising from Minute F.183 – It was noted that an officer would be coming to present about a community plan at the September meeting.

Action: Town Council Office

F.193 REVIEW OF SERVICES PRESENTATION: Robin Thompson presented the final tender evaluation report to Councillors which outlined the bidders plans and financial . Questions were asked resulting in the suggestion to get a building conditions survey completed.

It was proposed and seconded to get a structural survey completed before commencing with any new contract, this was **Agreed:** unanimously.

A second motion was put forward to go ahead with the preferred bidder and a reserved bidder, this was seconded and **Agreed:** 12 in favour 1 against.

F.194 DATE FOR PRESENTATION OF END OF YEAR ACCOUNTS: Councillors agreed to hold an extra ordinary meeting on Tuesday 22nd June 2021.

There being no further business the meeting closed at 8.35PM

Filton Town Council Report – June 2021

Number of reported crimes below are statistics of those reported crimes which effect the area. Please also be aware that these statistics still include some of Little Stoke due to our boundary issues. (This is still trying to be rectified)

<u>May</u>	<u>June (to date)</u>
Arson & Criminal Damage – 4	8
Burglary (dwelling & non-dwelling) – 4	8
Drug offences – 1	0
Public Order –17	8
Theft –27	18
Vehicle Offences –9	10
Violence against the person – 47	27

Over the last 2 weeks we have seen an increase in shed/garage breaks and also theft from motor vehicle. We are looking into where these offences are taking place and implementing a patrol plan so that we can target out patrols to hotspot areas.

We again encourage residents to report any suspicious behaviour. If any residents have CCTV of any incidents or suspicious behaviour then please get in contact with us via 101 or on the Avon and Somerset Police website.

Filton will be losing PCSO Georgia Bush as she moves to a different area in a new role. In the coming months Filton will be recruiting another PCSO to fill this position and are also looking to recruit an additional beat manager.

Message from PCSO Georgia Bush –

I will be leaving the Filton Neighbourhood Policing Team after 6 years of working in Filton. It has been a pleasure to work with the councillors and the Filton Town Council staff. Thank you for all your support over the years and I wish you all the best for the future.

Dear Sir or Madam

I act for Wessex Reserve Forces & Cadets Association and understand that you are the landlord of the Lease to the Air Training Corps.

I attach a copy of the Land Registry details for the freehold and leasehold titles and a copy of the Lease. My client would like to make a substantial investment in this site but their lease is due to expire in 2025 – I have been asked to approach you to see if you would consider granting them a fresh 25/30 year lease.

I look forward to hearing from you.

Kind regards

Nicola

Nicola Janus-Harris

Senior Associate



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Title : Pine Grove Filton
 Contact: Scala 1: 1250

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Map coordinate system: British National Grid

UNCLASSIFIED

This map has been produced from a web browser and should not be used to generate definitive measurements of length or area



09-04-2010

H. E. J.

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Detailed Income & Expenditure by Budget Heading 08/07/2021

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Leisure Centre - General</u>								
1001 RENT RECEIVED	128	50	1,583	1,533			3.2%	
1010 Pavillion Hire	250	100	5,000	4,900			2.0%	
1011 HALL BLOCK BOOKINGS	0	75	1,500	1,425			5.0%	
1054 Softplay Income	(274)	245	9,600	9,355			2.5%	
1077 GRANTS RECEIVED	0	2,536	0	(2,536)			0.0%	
1080 MISCELLANEOUS INCOME	8	0	1,000	1,000			0.0%	
1088 HMRC JRS Grant	204,779	6,231	0	(6,231)			0.0%	
1089 South Glos Covid-19 Grant	24,214	0	0	0			0.0%	
Leisure Centre - General :- Income	<u>229,105</u>	<u>9,236</u>	<u>18,683</u>	<u>9,447</u>			<u>49.4%</u>	<u>0</u>
4001 SALARIES & WAGES	376,196	61,308	524,162	462,854	462,854		11.7%	
4003 COST OF TRAINING COURSES	103	0	1,000	1,000	1,000		0.0%	
4006 PROTECTIVE CLOTHING	0	0	1,000	1,000	1,000		0.0%	
4008 TRAINING	82	0	1,500	1,500	1,500		0.0%	
4011 RATES	62,464	10,414	63,150	52,736	52,736		16.5%	
4014 ELECTRICITY	4,295	21	2,800	2,779	2,779		0.7%	
4015 GAS	5,177	537	5,200	4,663	4,663		10.3%	
4016 JANITORIAL	2,094	661	2,800	2,139	2,139		23.6%	
4017 HEALTH & SAFETY	2,679	389	1,000	611	611		38.9%	
4018 REFUSE DISPOSAL	9,496	1,594	7,200	5,606	5,606		22.1%	
4021 TELEPHONE & FAX	347	0	600	600	600		0.0%	
4023 STATIONERY/PRINTING	407	0	1,721	1,721	1,721		0.0%	
4025 INSURANCE	11,991	10,297	24,326	14,029	14,029		42.3%	
4030 RECRUITMENT ADVTG	0	0	1,500	1,500	1,500		0.0%	
4032 PUBLICITY	688	406	3,000	2,594	2,594		13.5%	
4035 SECURITY COSTS	3,669	330	3,000	2,670	2,670		11.0%	
4036 PROPERTY MAINTCE	8,573	217	10,000	9,783	9,783		2.2%	
4038 MAINTENANCE CTRCTS	2,044	1,708	8,000	6,293	6,293		21.3%	
4040 EQUIPMENT & SMALL TOOLS	537	0	1,500	1,500	1,500		0.0%	
4042 EQUIPMENT MAINTCE	1,964	0	500	500	500		0.0%	
4051 BANK CHARGES	1,186	255	2,000	1,745	1,745		12.7%	
4069 Irrecoverable VAT	0	0	10,000	10,000	10,000		0.0%	
4115 LICENCES	0	48	400	352	352		12.0%	
4990 DEPRECIATION CHARGED	94,640	0	0	0	0		0.0%	
4991 DEFERRED GRANTS RELEASED	(41,875)	0	0	0	0		0.0%	
Leisure Centre - General :- Indirect Expenditure	<u>546,755</u>	<u>88,183</u>	<u>676,359</u>	<u>588,176</u>	<u>0</u>	<u>588,176</u>	<u>13.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(317,650)</u>	<u>(78,947)</u>	<u>(657,676)</u>	<u>(578,729)</u>				

Detailed Income & Expenditure by Budget Heading 08/07/2021

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Leisure Centre - Swimming Pool</u>								
1012 Bouncy Castle Parties	0	0	10,000	10,000			0.0%	
1020 SWIMMING - PUBLIC	7,424	5,433	60,000	54,567			9.1%	
1021 SWIMMING - LESSONS	12,714	14,241	200,000	185,759			7.1%	
1022 SWIMMING - SCHOOLS	5,808	0	10,000	10,000			0.0%	
1023 SWIMMING - CLUBS	13,830	6,870	25,000	18,130			27.5%	
1024 SALES (STOCK) POOL	267	374	5,000	4,626			7.5%	
1025 Pool Parties	(333)	488	2,500	2,013			19.5%	
1026 One to One Lessons	0	(75)	6,000	6,075			(1.3%)	
1027 Aqua Fit	2,000	1,025	6,500	5,475			15.8%	
1028 Lifeguard Courses	0	1,367	2,000	633			68.3%	
1080 MISCELLANEOUS INCOME	0	0	1,000	1,000			0.0%	
1095 INSURANCE CLAIM	3,724	0	0	0			0.0%	
1099 TILL DISCREPANCIES	44	6	0	(6)			0.0%	
Leisure Centre - Swimming Pool :- Income	<u>45,477</u>	<u>29,729</u>	<u>328,000</u>	<u>298,271</u>			<u>9.1%</u>	<u>0</u>
4103 PURCHASES FOR RESALE	358	277	4,000	3,723		3,723	6.9%	
Leisure Centre - Swimming Pool :- Direct Expenditure	<u>358</u>	<u>277</u>	<u>4,000</u>	<u>3,723</u>	<u>0</u>	<u>3,723</u>	<u>6.9%</u>	<u>0</u>
4002 TEMPORARY & CASUAL STAFF	165	0	1,000	1,000		1,000	0.0%	
4008 TRAINING	646	973	1,000	28		28	97.3%	
4012 WATER RATES	16,996	1,584	20,000	18,416		18,416	7.9%	
4014 ELECTRICITY	31,656	135	27,000	26,865		26,865	0.5%	
4015 GAS	18,539	2,571	31,000	28,429		28,429	8.3%	
4017 HEALTH & SAFETY	1,250	209	1,800	1,592		1,592	11.6%	
4020 SUNDRY OFFICE & IT COSTS	445	0	1,200	1,200		1,200	0.0%	
4024 SUBSCRIPTIONS	0	372	200	(172)		(172)	185.9%	
4036 PROPERTY MAINTCE	714	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CTRCTS	1,881	3,008	2,000	(1,008)		(1,008)	150.4%	
4040 EQUIPMENT & SMALL TOOLS	18	172	500	328		328	34.4%	
4042 EQUIPMENT MAINTCE	1,814	357	30,000	29,643		29,643	1.2%	
4115 LICENCES	75	0	75	75		75	0.0%	
4120 POOL CHEMICALS	1,645	1,251	4,200	2,949		2,949	29.8%	
4125 POOL PURCHASES NOT FOR RESALE	121	694	1,000	306		306	69.4%	
4990 DEPRECIATION CHARGED	3,879	0	0	0		0	0.0%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	<u>79,844</u>	<u>11,326</u>	<u>123,475</u>	<u>112,149</u>	<u>0</u>	<u>112,149</u>	<u>9.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(34,725)</u>	<u>18,126</u>	<u>200,525</u>	<u>182,399</u>				

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Detailed Income & Expenditure by Budget Heading 08/07/2021

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 Leisure Centre - Pool Vending</u>								
1030 Vending Machine Income	0	0	600	600			0.0%	
Leisure Centre - Pool Vending :- Income	<u>0</u>	<u>0</u>	<u>600</u>	<u>600</u>			<u>0.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>0</u>	<u>600</u>	<u>600</u>				
<u>104 Leisure Centre - Bar</u>								
1001 RENT RECEIVED	8,675	0	8,700	8,700			0.0%	
1031 MACHINE INCOME	0	0	800	800			0.0%	
1032 Tickets	0	0	700	700			0.0%	
1040 BAR INCOME - LOUNGE	14,960	0	100,000	100,000			0.0%	
1041 BAR INCOME - HALL	0	0	10,000	10,000			0.0%	
1049 CAFE INCOME	46	0	0	0			0.0%	
1056 FUNCTION ROOM HIRE	27	0	250	250			0.0%	
1088 HMRC JRS Grant	29,996	7,804	0	(7,804)			0.0%	
1095 INSURANCE CLAIM	8,802	0	0	0			0.0%	
1099 TILL DISCREPANCIES	(244)	0	0	0			0.0%	
Leisure Centre - Bar :- Income	<u>62,261</u>	<u>7,804</u>	<u>120,450</u>	<u>112,646</u>			<u>6.5%</u>	<u>0</u>
4101 PURCHASES - WET STOCK	5,744	(371)	40,500	40,871		40,871	(0.9%)	
4102 PURCHASES - DRY STOCK	295	0	2,500	2,500		2,500	0.0%	
4109 PURCHASES - CAFE	123	0	0	0		0	0.0%	
Leisure Centre - Bar :- Direct Expenditure	<u>6,163</u>	<u>(371)</u>	<u>43,000</u>	<u>43,371</u>	<u>0</u>	<u>43,371</u>	<u>(0.9%)</u>	<u>0</u>
4001 SALARIES & WAGES	58,455	7,877	87,886	80,009		80,009	9.0%	
4008 TRAINING	0	0	500	500		500	0.0%	
4014 ELECTRICITY	0	151	0	(151)		(151)	0.0%	
4020 SUNDRY OFFICE & IT COSTS	368	0	0	0		0	0.0%	
4036 PROPERTY MAINTCE	469	497	3,000	2,503		2,503	16.6%	
4038 MAINTENANCE CTRCTS	398	168	500	332		332	33.5%	
4040 EQUIPMENT & SMALL TOOLS	376	16	400	384		384	4.0%	
4041 EQUIPMENT HIRE	1,766	17	4,000	3,983		3,983	0.4%	
4051 BANK CHARGES	74	0	500	500		500	0.0%	
4060 OTHER PROF FEES	(100)	100	1,200	1,100		1,100	8.3%	
4100 COST OF SALES	1,898	0	0	0		0	0.0%	
4104 BAR SUNDRIES	(177)	0	500	500		500	0.0%	
4110 PROMOTIONS	0	0	2,500	2,500		2,500	0.0%	
4115 LICENCES	416	0	1,200	1,200		1,200	0.0%	
4116 GAMING MACHINE DUTY	0	0	500	500		500	0.0%	
4990 DEPRECIATION CHARGED	589	0	0	0		0	0.0%	
Leisure Centre - Bar :- Indirect Expenditure	<u>64,532</u>	<u>8,825</u>	<u>102,686</u>	<u>93,861</u>	<u>0</u>	<u>93,861</u>	<u>8.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(8,433)</u>	<u>(650)</u>	<u>(25,236)</u>	<u>(24,586)</u>				

Detailed Income & Expenditure by Budget Heading 08/07/2021

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105 Leisure Centre - Indoor Sports</u>								
1050 BADMINTON FEES	(213)	14	850	836			1.6%	
1051 SNOOKER FEES	0	75	5,000	4,925			1.5%	
1052 PARTY ROOM HIRE	(13)	0	2,000	2,000			0.0%	
1053 SKITTLE ALLEY	0	0	200	200			0.0%	
Leisure Centre - Indoor Sports :- Income	(226)	89	8,050	7,961			1.1%	0
4014 ELECTRICITY	2,848	0	12,000	12,000		12,000	0.0%	
4036 PROPERTY MAINTCE	0	0	4,000	4,000		4,000	0.0%	
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
4990 DEPRECIATION CHARGED	351	0	0	0		0	0.0%	
Leisure Centre - Indoor Sports :- Indirect Expenditure	3,199	0	17,000	17,000	0	17,000	0.0%	0
Net Income over Expenditure	(3,425)	89	(8,950)	(9,039)				
<u>106 Leisure Centre - Outdoor Sport</u>								
1060 GRASS INCOME	997	313	2,000	1,687			15.7%	
1061 OUTSIDE COURTS	0	0	1,000	1,000			0.0%	
1063 Petanque Income	(6)	0	125	125			0.0%	
Leisure Centre - Outdoor Sport :- Income	990	313	3,125	2,812			10.0%	0
4014 ELECTRICITY	197	0	250	250		250	0.0%	
4990 DEPRECIATION CHARGED	955	0	0	0		0	0.0%	
Leisure Centre - Outdoor Sport :- Indirect Expenditure	1,152	0	250	250	0	250	0.0%	0
Net Income over Expenditure	(162)	313	2,875	2,562				
<u>201 Playing Fields</u>								
1078 DONATIONS RECEIVED	0	539	0	(539)			0.0%	
1201 Field Hire Income	0	0	2,500	2,500			0.0%	
Playing Fields :- Income	0	539	2,500	1,961			21.6%	0
4037 GROUNDS MAINTENANCE	688	0	2,250	2,250		2,250	0.0%	
4990 DEPRECIATION CHARGED	140	0	0	0		0	0.0%	
Playing Fields :- Indirect Expenditure	828	0	2,250	2,250	0	2,250	0.0%	0
Net Income over Expenditure	(828)	539	250	(289)				
<u>202 Play Areas</u>								
4037 GROUNDS MAINTENANCE	1,168	0	1,000	1,000		1,000	0.0%	
4042 EQUIPMENT MAINTCE	111	267	1,000	733		733	26.7%	

Detailed Income & Expenditure by Budget Heading 08/07/2021

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4990 DEPRECIATION CHARGED	1,010	0	0	0		0	0.0%	
4991 DEFERRED GRANTS RELEASED	(911)	0	0	0		0	0.0%	
Play Areas :- Indirect Expenditure	<u>1,378</u>	<u>267</u>	<u>2,000</u>	<u>1,733</u>	<u>0</u>	<u>1,733</u>	<u>13.4%</u>	<u>0</u>
Net Expenditure	<u>(1,378)</u>	<u>(267)</u>	<u>(2,000)</u>	<u>(1,733)</u>				
<u>203 Millennium Green</u>								
1001 RENT RECEIVED	0	0	1,500	1,500			0.0%	
Millennium Green :- Income	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>			<u>0.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
4990 DEPRECIATION CHARGED	988	0	0	0		0	0.0%	
4991 DEFERRED GRANTS RELEASED	(369)	0	0	0		0	0.0%	
Millennium Green :- Indirect Expenditure	<u>619</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(619)</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>				
<u>204 Allotments</u>								
1001 RENT RECEIVED	973	133	1,000	868			13.3%	
Allotments :- Income	<u>973</u>	<u>133</u>	<u>1,000</u>	<u>868</u>			<u>13.2%</u>	<u>0</u>
4012 WATER RATES	481	88	400	312		312	22.1%	
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	235	0	250	250		250	0.0%	
4990 DEPRECIATION CHARGED	1,299	0	0	0		0	0.0%	
4991 DEFERRED GRANTS RELEASED	(500)	0	0	0		0	0.0%	
Allotments :- Indirect Expenditure	<u>1,515</u>	<u>88</u>	<u>925</u>	<u>837</u>	<u>0</u>	<u>837</u>	<u>9.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(543)</u>	<u>44</u>	<u>75</u>	<u>31</u>				
<u>301 Roads & Highways</u>								
4080 STREET CARE (ex S Glos)	3,399	781	3,200	2,419		2,419	24.4%	
4990 DEPRECIATION CHARGED	810	0	0	0		0	0.0%	
Roads & Highways :- Indirect Expenditure	<u>4,209</u>	<u>781</u>	<u>3,200</u>	<u>2,419</u>	<u>0</u>	<u>2,419</u>	<u>24.4%</u>	<u>0</u>
Net Expenditure	<u>(4,209)</u>	<u>(781)</u>	<u>(3,200)</u>	<u>(2,419)</u>				
<u>302 Community Development</u>								
1082 Filton Festival	(68)	0	2,500	2,500			0.0%	
Community Development :- Income	<u>(68)</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>			<u>0.0%</u>	<u>0</u>
4701 GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4702 GRANTS - TWINNING ASS'N	500	0	300	300		300	0.0%	
4703 GRANTS - FOUR TOWNS TPT	1,000	0	1,000	1,000		1,000	0.0%	
4706 GRANTS - Four Towns Play Assoc	0	0	4,280	4,280		4,280	0.0%	
4707 GRANTS - YOUTH PROVISION	17,500	8,750	17,500	8,750		8,750	50.0%	
4708 GRANTS - COMM'Y PARTNERSHIP	0	2,247	3,500	1,254		1,254	64.2%	
4711 GRANTS - S137 GENERAL	600	0	6,500	6,500		6,500	0.0%	
4720 CHRISTMAS ACTIVITIES	4,592	0	3,000	3,000		3,000	0.0%	
4725 FILTON FESTIVAL	0	0	10,000	10,000		10,000	0.0%	
4990 DEPRECIATION CHARGED	588	0	0	0		0	0.0%	
4991 DEFERRED GRANTS RELEASED	(186)	0	0	0		0	0.0%	
4998 TFR TO EARMARKED RSV	14,280	0	0	0		0	0.0%	
Community Development :- Indirect Expenditure	<u>38,874</u>	<u>10,997</u>	<u>46,580</u>	<u>35,584</u>	<u>0</u>	<u>35,584</u>	<u>23.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(38,942)</u>	<u>(10,997)</u>	<u>(44,080)</u>	<u>(33,084)</u>				
<u>801 Corporate Management</u>								
4004 PENSION DEFICIT	(11,001)	(1,900)	(11,400)	(9,500)		(9,500)	16.7%	
Corporate Management :- Indirect Expenditure	<u>(11,001)</u>	<u>(1,900)</u>	<u>(11,400)</u>	<u>(9,500)</u>	<u>0</u>	<u>(9,500)</u>	<u>16.7%</u>	<u>0</u>
Net Expenditure	<u>11,001</u>	<u>1,900</u>	<u>11,400</u>	<u>9,500</u>				
<u>802 Democratic Rep'n & Mgmt</u>								
4007 COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4009 TRAVEL	0	0	50	50		50	0.0%	
4024 SUBSCRIPTIONS	0	0	200	200		200	0.0%	
4028 ELECTION COSTS	0	0	2,500	2,500		2,500	0.0%	
4033 NEWSLETTER	1,388	375	3,000	2,625		2,625	12.5%	
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	<u>1,388</u>	<u>375</u>	<u>6,150</u>	<u>5,775</u>	<u>0</u>	<u>5,775</u>	<u>6.1%</u>	<u>0</u>
Net Expenditure	<u>(1,388)</u>	<u>(375)</u>	<u>(6,150)</u>	<u>(5,775)</u>				
<u>803 Civic Expenses</u>								
4006 PROTECTIVE CLOTHING	0	35	0	(35)		(35)	0.0%	
4066 CHAIRMANS ALLOWANCE	950	0	950	950		950	0.0%	
Civic Expenses :- Indirect Expenditure	<u>950</u>	<u>35</u>	<u>950</u>	<u>915</u>	<u>0</u>	<u>915</u>	<u>3.7%</u>	<u>0</u>
Net Expenditure	<u>(950)</u>	<u>(35)</u>	<u>(950)</u>	<u>(915)</u>				
<u>901 Central Services</u>								
1001 RENT RECEIVED	0	0	2	2			0.0%	
Central Services :- Income	<u>0</u>	<u>0</u>	<u>2</u>	<u>2</u>			<u>0.0%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 08/07/2021

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 SALARIES & WAGES	104,178	17,435	106,000	88,565		88,565	16.4%	
4005 HR Costs-Service level agr'mnt	9,868	0	7,500	7,500		7,500	0.0%	
4007 COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008 TRAINING	75	80	2,500	2,420		2,420	3.2%	
4009 TRAVEL	0	0	200	200		200	0.0%	
4010 OTHER STAFF COSTS	0	0	1,600	1,600		1,600	0.0%	
4020 SUNDRY OFFICE & IT COSTS	6,060	1,278	6,000	4,722		4,722	21.3%	
4021 TELEPHONE & FAX	1,305	0	750	750		750	0.0%	
4022 POSTAGE	937	154	1,000	846		846	15.4%	
4023 STATIONERY/PRINTING	787	128	1,000	872		872	12.8%	
4024 SUBSCRIPTIONS	1,626	1,448	1,700	252		252	85.2%	
4026 PHOTOCOPY CHARGES	1,047	0	2,000	2,000		2,000	0.0%	
4027 OFFICE EQUIPMENT	269	0	500	500		500	0.0%	
4032 PUBLICITY	125	0	0	0		0	0.0%	
4039 MISC EXPS, XMAS DECORATIONS	100	0	100	100		100	0.0%	
4040 EQUIPMENT & SMALL TOOLS	313	0	0	0		0	0.0%	
4051 BANK CHARGES	604	96	1,500	1,404		1,404	6.4%	
4052 BANK INTEREST	10	0	0	0		0	0.0%	
4056 LEGAL FEES	525	0	1,000	1,000		1,000	0.0%	
4057 AUDIT FEES	2,765	0	3,300	3,300		3,300	0.0%	
4058 ACCOUNTANCY FEES	11,153	297	12,600	12,303		12,303	2.4%	
4060 OTHER PROF FEES	6,724	3,750	3,600	(150)		(150)	104.2%	
4115 LICENCES	320	0	0	0		0	0.0%	
4990 DEPRECIATION CHARGED	7,147	0	0	0		0	0.0%	
4991 DEFERRED GRANTS RELEASED	(4,143)	0	0	0		0	0.0%	
4992 FUNDING FROM R CAP FUND	0	(3,750)	0	3,750		3,750	0.0%	
Central Services :- Indirect Expenditure	<u>151,795</u>	<u>20,917</u>	<u>153,100</u>	<u>132,183</u>	<u>0</u>	<u>132,183</u>	<u>13.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(151,795)</u>	<u>(20,917)</u>	<u>(153,098)</u>	<u>(132,181)</u>				
<u>902 Outside Services</u>								
1001 RENT RECEIVED	350	0	350	350			0.0%	
Outside Services :- Income	<u>350</u>	<u>0</u>	<u>350</u>	<u>350</u>			<u>0.0%</u>	<u>0</u>
4001 SALARIES & WAGES	94,291	15,711	99,200	83,489		83,489	15.8%	
4006 PROTECTIVE CLOTHING	0	41	200	159		159	20.6%	
4008 TRAINING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTCE	1,686	35	1,500	1,465		1,465	2.3%	
4037 GROUNDS MAINTENANCE	2,204	1,252	2,500	1,248		1,248	50.1%	
4039 MISC EXPS, XMAS DECORATIONS	100	0	100	100		100	0.0%	
4040 EQUIPMENT & SMALL TOOLS	882	384	2,000	1,616		1,616	19.2%	

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Detailed Income & Expenditure by Budget Heading 08/07/2021

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042 EQUIPMENT MAINTCE	347	0	3,000	3,000		3,000	0.0%	
4044 VEHICLE FUEL,OIL & MAINT	2,243	1,021	2,500	1,479		1,479	40.8%	
4990 DEPRECIATION CHARGED	130	0	0	0		0	0.0%	
4991 DEFERRED GRANTS RELEASED	(83)	0	0	0		0	0.0%	
Outside Services :- Indirect Expenditure	<u>101,801</u>	<u>18,444</u>	<u>111,750</u>	<u>93,306</u>	<u>0</u>	<u>93,306</u>	<u>16.5%</u>	<u>0</u>
Net Income over Expenditure	(101,451)	(18,444)	(111,400)	(92,956)				
<u>909 Capital & Projects</u>								
1074 CIL Income	30,963	13,309	0	(13,309)			0.0%	
Capital & Projects :- Income	<u>30,963</u>	<u>13,309</u>	<u>0</u>	<u>(13,309)</u>				<u>0</u>
4054 LOAN INTEREST PWLB	1,538	0	986	986		986	0.0%	
4055 LOAN CAPITAL REPAID	14,371	0	15,117	15,117		15,117	0.0%	
4918 CAP Gates & Fencing	0	3,500	0	(3,500)		(3,500)	0.0%	
4992 FUNDING FROM R CAP FUND	(9,650)	(3,500)	0	3,500		3,500	0.0%	
4993 TFR TO ROLLING CAPITAL FUND	40,000	40,000	40,000	0		0	100.0%	
4997 ASSETS CAPITALISED	12,987	0	0	0		0	0.0%	
4998 TFR TO EARMARKED RSV	30,963	13,309	0	(13,309)		(13,309)	0.0%	
4999 TFR FR EARMARKED RSV	(3,338)	0	0	0		0	0.0%	
Capital & Projects :- Indirect Expenditure	<u>86,872</u>	<u>53,309</u>	<u>56,103</u>	<u>2,794</u>	<u>0</u>	<u>2,794</u>	<u>95.0%</u>	<u>0</u>
Net Income over Expenditure	(55,909)	(40,000)	(56,103)	(16,103)				
<u>998 Precept & Interest</u>								
1076 PRECEPT	981,786	493,347	986,694	493,347			50.0%	
1090 INTEREST RECEIVED	419	12	500	488			2.5%	
Precept & Interest :- Income	<u>982,205</u>	<u>493,359</u>	<u>987,194</u>	<u>493,835</u>			<u>50.0%</u>	<u>0</u>
Net Income	982,205	493,359	987,194	493,835				
<u>999 Asset Management Revenue A/c</u>								
1990 CAPITAL CHARGES (INC)	112,526	0	0	0			0.0%	
Asset Management Revenue A/c :- Income	<u>112,526</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
801 BUILDINGS	98,175	0	0	0		0	0.0%	
811 LEASEHOLD L & B DEPRECIATION	500	0	0	0		0	0.0%	
821 VEHICLES & EQUIPMENT	9,516	0	0	0		0	0.0%	
841 INFRASTRUCTURE ASSET	2,269	0	0	0		0	0.0%	
861 COMMUNITY ASSETS	2,066	0	0	0		0	0.0%	
4996 REVERSE DEPRECIATION	(112,526)	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 08/07/2021

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5005 TFR DEF GRANTS RELEASED TO CFR	48,067	0	0	0		0	0.0%	
Asset Management Revenue A/c :- Indirect Expenditure	48,067	0	0	0	0	0		0
Net Income over Expenditure	64,459	0	0	0				
Grand Totals:- Income	1,464,557	554,512	1,473,954	919,442			37.6%	
Expenditure	1,129,296	211,553	1,338,878	1,127,325	0	1,127,325	15.8%	
Net Income over Expenditure	335,261	342,959	135,076	(207,883)				
Movement to/(from) Gen Reserve	335,261	342,959						

Summary Balance Sheet - Excluding Stock Movement

Month 2 Date 08/07/2021

	<u>Actual</u>		
<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
Total Fixed Assets	<u>3,061,013</u>	<u>2,370,677</u>	690,336
<u>Current Assets</u>			
Total Current Assets		888,295	
<u>Current Liabilities</u>			
Total Current Liabilities		<u>46,894</u>	
Net Current Assets			841,402
Total Assets less Current Liabilities			<u>1,531,738</u>
<u>Long Term Liabilities</u>			
Total Long Term Liabilities		<u>187,677</u>	
Total Assets less Total Liabilities			<u>1,344,061</u>
<u>Represented by :-</u>			
Total Equity			<u>1,344,061</u>

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Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 08/07/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
		Asset Value	Depreciation	Net Value
	<u>Fixed Assets</u>			
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,619,152	595,376
11	LEASEHOLD LAND & BUILDINGS	25,000	7,000	18,000
21	VEHICLES & EQUIPMENT	565,508	530,530	34,978
41	INFRASTRUCTURE ASSET	194,605	182,829	11,776
61	COMMUNITY ASSETS	61,372	31,166	30,206
	Total Fixed Assets	3,061,013	2,370,677	690,336
	<u>Current Assets</u>			
100	TRADE DEBTORS	12,063		
105	VAT CONTROL	5,447		
110	PREPAYMENTS	544		
115	OTHER DEBTORS	4,415		
116	STAFF ADVANCES	(600)		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	821		
121	STOCK - LEISURE	642		
190	CAPITAL WORK IN PROGRESS	141		
200	BANK ACCOUNT-GENERAL	14,818		
201	BANK IMPREST WAGES AC	242,576		
215	POOL TAKINGS CASHBOOK	995		
220	PETTY CASH - OFFICE	260		
221	PETTY CASH - BAR	269		
225	FLOAT - BAR	295		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	165		
245	CCLA Public Sector Investment	605,000		
	Total Current Assets		888,295	
	<u>Current Liabilities</u>			
500	TRADE CREDITORS	19,512		
506	DEFERRED VAT COVID 19	1,253		
510	ACCRUED EXPENSES	6,725		
512	ACCRUED LOAN INTEREST	318		
524	OTHER DEDUCTIONS	58		
525	PAYE AND NI DUE	8,201		
526	SUPERANNUATION DUE	6,327		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		46,894	
	Net Current Assets			841,402
	Total Assets less Current Liabilities			1,531,738
	<u>Long Term Liabilities</u>			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,306,510)		
401	PWLB Loan 486814	22,967		
	Total Long Term Liabilities		187,677	

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 08/07/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	Total Assets less Total Liabilities		<u>1,344,061</u>
	<i>Represented by :-</i>		
300	CURRENT YEAR FUND	342,959	
310	GENERAL FUND	361,361	
315	ROLLING CAPITAL FUND	63,790	
323	EMR Festival	10,000	
325	EMR 4 Towns Play Association	4,580	
328	EMR Elections	10,338	
329	EMR CIL 19/20	3,961	
330	CAPITAL FINANCE ACCOUNT	502,800	
331	EMR CIL 20/21	30,963	
332	CIL EMR 21/22	13,309	
	Total Equity		<u>1,344,061</u>

Bank Reconciliation Statement as at 30/06/2021
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-Operative Community Acc	30/06/2021	293	66,044.78
			<u>66,044.78</u>

	Amount	
06/07/2021 5001 Rabison Play Ltd	820.00	
06/06/2021 5071 Bristol & Avon Stocktake	100.00	
10/06/2021 5000 Filton Voice Ltd	107.50	
10/06/2021 5001 Cape Mendian Ltd	800.00	
10/06/2021 5002 RLESS UK Enterprises Ltd	500.00	
10/06/2021 5000 Rabison Play Ltd	100.00	
09/06/2021 5074 GPRE Gloucestershire	80.00	
02/06/2021 5000 Red Dog Technology Ltd	1,000.00	
02/06/2021 5001 RLESS UK Enterprises Ltd	800.00	
02/06/2021 5002 Splash About International Ltd	800.00	
01/06/2021 5000 British Robocommunication plc	800.00	
20/06/2021 5000 Capital Cleaning (K&A) Ltd	200.00	
20/06/2021 5001 Chandlers (Farm Equipment) Ltd	80.00	
20/06/2021 5000 Miss Rosalind A Graham	100.00	
20/06/2021 5000 DEFT Solutions Ltd	100.00	
20/06/2021 5000 Evenlow Ltd	4,450.05	
01/06/2021 5001 Filton Voice Ltd	200.00	
01/06/2021 5000 Gaspra Marketing & Trading Ro	8,100.00	
20/06/2021 5000 Gem Security Systems Limited	70.00	
20/06/2021 5001 Glacis Environmental Ltd	800.00	
01/06/2021 5005 GM Engineering (Dial) Ltd	204.00	
20/06/2021 5000 Robert Hadden	110.00	
20/06/2021 5001 Rentokil Initial UK Ltd	100.05	
01/06/2021 5000 Scopus Energy Limited	82.00	
01/06/2021 5000 PRL PPS Ltd	57.50	
01/06/2021 5700 Rentokil Initial UK Ltd	254.14	
20/06/2021 5704 RHOH UK Ltd	100.00	
20/06/2021 5700 RLESS UK Enterprises Ltd	20.00	
20/06/2021 5700 Travis Perkins Trading Co Ltd	5.00	
20/06/2021 5701 Windsor Waste Management Ltd	110.00	
01/06/2021 5705 Watnogie OD Ltd	80.00	
20/06/2021 5700 T2Designs	400.00	
		<u>11,020.00</u>
		<u>66,044.78</u>

Receipts not Banked/Cleared (Plus)

01/06/2021 PGG20	0,160.25	
		<u>1,100.00</u>
		<u>67,144.78</u>

Balance per Cash Book is :-

Difference Excluding Adjustments is :-

**Bank Reconciliation Statement as at 30/06/2021
for Cashbook 2 - BANK ACCOUNT-IMPREST**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Imprest A/c -01364383	25/06/2021	440	100.00
Natwest Business A/c -08609098	25/06/2021	483	232,302.92
			<u>232,402.92</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			232,402.92
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			232,402.92
		Balance per Cash Book is :-	232,402.92
		Difference is :-	0.00

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Current Account

Date	Details	Withdrawn	Paid in	Balance
18 Jun 2021	BROUGHT FORWARD			100.00
22 Jun	Credit FROM 0800 7070		10,201.54	
	Direct Debit PAYROLL SAVINGS			
	BACS			100.00
25 Jun	Credit FROM 0800 7070		10,000.00	
	Direct Debit PAYROLL SAVINGS			100.00

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Business Reserve Account

Date	Details	Withdrawn	Paid in	Balance
18 Jun 2021	BROUGHT FORWARD			242,000.00
22 Jun	Debit TO 01776707	9,981.76		232,018.24
25 Jun	Debit TO 01776707	1,870.06		232,302.92

Account Number 08609098
Branch sort code 52-10-05
National Westminster Bank Plc

FILTON TOWN COUNCIL
V5

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21.

BANK ACCOUNT-GENERAL

List of Payments made between 01/07/2021 and 08/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/07/2021	Brenntag UK Ltd	5707	599.99		165-Pool chemicals
07/07/2021	Avon Local Councils' Associati	5708	30.00		159-Year end Accounts + Audit
07/07/2021	A.M.P Window Cleaning Services	5709	50.00		160-Cleaning windows 26/06/21
07/07/2021	Avon Data Care	5710	34.00		167-ref 80 mm till rolls
07/07/2021	DL I.T. Solutions Ltd	5711	63.00		161-Fibre broadband
07/07/2021	Glasdon UK Limited	5712	646.82		168-Phoenix seat
07/07/2021	GM Engineering (Bristol) Ltd	5713	600.00		158-Fit new lock to gates
07/07/2021	Living Wage Foundation	5714	144.00		162-Ers accreditation FTC
07/07/2021	Ernest Till (South West) & co	5715	858.00		176-Boiler service + gas check
07/07/2021	Travis Perkins Trading Co Ltd	5716	44.43		156-Chipboard screw, corner br
07/07/2021	Viridor Waste Management Ltd	5717	288.72		166-Refuse collection
07/07/2021	Waterlogic GB Ltd	5718	148.03		170-P POU Rental
Total Payments			<u>3,506.99</u>		