



# FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

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Town Clerk: Lesley Reuben

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

5<sup>th</sup> May 2022

Dear Member

You are hereby summoned to A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 12<sup>th</sup> May 2022 at 7.00pm** Filton Leisure Centre, Elm Park, Filton

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L.A. Reuben', is written over a horizontal line.

L.A.Reuben  
Town Clerk.& RFO

### AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Active Nation Contract update – Stuart Martin Director of Active Nation
4. To approve the minutes of the meeting Full Council (Finance) 12<sup>th</sup> April 2022. (pages 1-2)
5. Matters of report arising from the minutes not otherwise covered by the Agenda.
6. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting
7. Reports from Committees, Working Groups and the Town Clerk:
  - i) Audit Contract (pages 3-10)
  - ii) Annual Report options
8. Bank Reconciliation (pages 11-18)
9. Payments for Information – (pages 19-20)

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

**ALSO, PRESENT:** Lesley Reuben (Town Clerk),

**APOLOGIES: Cllrs** M.Chaudhry, A.Monk

**NON-ATTENDANCE: N/A**

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**0356. APOLOGIES FOR ABSENCE:** Apologies were noted

**0357. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures and COVID 19 compliance details.

**0358. DECLARATIONS OF INTEREST:** Cllr Wood declared his interest with S.Glos Audit

**0359. TO APPROVE THE MINUTES OF THE MEETING HELD 8<sup>th</sup> March 2022:** The minutes were approved following amendments to the numbering error and 0354 it was agreed that it was resolved to pay back pay to all leavers during the financial year of 2021/22.

**0360. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: 0352.** i)Wessex Reserve – no update. Filton Community Association – No update

**0361. PUBLIC PARTICIPATION:** i) Residents raised concern that their objections had not been taken into consideration when recommending approval for an application in Branksome Drive and the request for the application to be referred to committee had been declined. Filton South Glos Councillors were also not happy with the process and would support and complaint made.

The issue of the saturation of HMO's was discussed and it was felt that other information could be available to officers ie: those that don't pay council tax could potentially be living in unregistered student accommodation.

ii)Road Surfacing in Filton was discussed and residents were encouraged to attend South Glos full council meeting.

iii)A resident raised a complaint regarding the unbearable noise during works to an adjoining property. The resident was advised that the decisions regarding planning applications and HMO's rests with South Glos Council. Building Control would be informed regarding noise levels.

**0362. INTERNAL AUDIT REPORT** was discussed and it was requested that the actions were covered off and reported back to the June meeting.

**ACTION FTC Office**

**0363. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

**i) Planters-** FTC Ground Teams had requested permission to carry on hand making the planters. It was confirmed that the planters would not encroach onto the Active Nation boundary and that the cost of these would be coded to Capital expenditure. It was proposed, seconded and agreed nem.com to progress with the project.

**ii)Flag Pole** – The Town Clerk reported that concern on erecting the pole had been raised by the maintenance manager and therefore quotes and timescales had been sought. The pole could be erected in time for the Queen's Jubilee however this would be more costly.

It was proposed, seconded and resolved to place the order to erect the flag with the supplier which had submitted the cheapest quote but would not be able to carry out the work in the next 10-12 weeks and in the meantime continue investigating for a local contractor that might be able to carry out the work earlier. Vote: 8 For, 2 Against, 1abstention.

iii) **Annual Meeting/Annual Assemble** due to staff holidays it was requested that the meetings be brought forward to 17<sup>th</sup> May 2022 – this was agreed nem.com

0364. **Fly Tipping** it was reported that fly tipping had been taking place from properties in Gayner Road into Millennium Green. It was agreed to write to all properties and advised them that further action will be taken should the problems persist

**Press and public being excluded the meeting moved to part 2**

0365. **Contract Update** : The Town Clerk advised that the contracts were currently going between solicitors and should be ready for signing soon.

0366. **Staffing Committee** Minutes of the meeting held 1<sup>st</sup> February 2022 were noted.

**Chair Closed the Meeting 8.10pm**

**Brief for the Provision of Internal Audit Services  
by South Gloucestershire Council Internal Audit Service**

**Introduction**

Like all organisations providing services to the public, Filton Town Council is committed to maintaining high standards of stewardship of public funds. South Gloucestershire Council Internal Audit Services will work in partnership with the Town Council to provide independent assurance that arrangements are in place to ensure the Council's resources are being properly used to meet agreed objectives.

**The South Gloucestershire Team – Our  
Commitment to You**

Our commitment to you is to provide suitably qualified and experienced staff to undertake high quality audits, based on the Internal Audit Control Objectives as laid out in the Annual Governance and Accountability Return, and subject to our own internal quality assurance processes.

**1. Appointment**

- 1.1 The Town Council has appointed South Gloucestershire Internal Audit Services to provide its internal audit services. The current engagement commences on the 1<sup>st</sup> April 2022. The appointment will be reviewed annually but it is the Council's intention, subject to satisfactory performance, to run the contract for a period of **three years**. Three months' notice will be required from either party if it is not intended to continue with the agreement.

**2. Scope**

- 2.1 The internal audit service will consider the adequacy of systems and controls necessary to secure propriety, economy, efficiency and effectiveness in all areas. It will seek to confirm that the Town Council has taken the necessary steps to achieve these objectives.

### 3. **Standards and Approach**

- 3.1 The internal audit service's work shall be performed in accordance with the requirements of any external audit requirements and will comply with the standards set out in the Public Sector Internal Audit Standards (PSIAS).
- 3.2 The audit approach concentrates on ascertaining, documenting and evaluating internal control procedures and reporting on their adequacy. To achieve this, it is normal practice to discuss procedures with the appropriate staff, record details of the system, and carry out a range of tests in order to confirm that controls are operating in practice.
- 3.3 The Town Council's external auditors may seek to place reliance upon the work of the internal audit service. Liaison may be necessary for the external auditors to form this opinion and should not normally give rise to additional fees.

### 4. **Access**

- 4.1 The internal audit service will require access to:
  - the Chair of the Council;
  - the Clerk / Responsible Finance Officer (both if two separated roles);
  - the Council's premises, documents, records, information and assets;
  - its collaborative partners, specifically any organisations where the Council is a sole Trustee.
- 4.2 The internal audit service is authorised to obtain such information and explanations which the internal audit service considers necessary to fulfil its responsibilities.

### 5. **Reporting**

- 5.1 In order to fulfil its responsibilities to the Town Council, the internal audit service will carry out an annual visit during the year to review the areas as outlined in Appendix 1 and a brief visit at year end to confirm the final accounts.
- 5.2 At the conclusion of the annual visit, the findings and recommendations will be fully discussed with the Clerk / RFO. An audit report will be issued to the Council, within a month of the audit visit, incorporating all the matters arising and including an action plan for any recommendations.
- 5.3 The internal audit service will provide an annual assurance statement to the Town Council on the adequacy and effectiveness of the Council's system of internal control, and the extent to which the Council can rely on it. The wording of this statement will be in accordance with the model assurance statement provided by the external auditor (as detailed on the Annual Return).

## 6. **Responsibilities**

- 6.1 It is the responsibility of the Town Council to put in place proper arrangements to ensure the proper conduct of their financial affairs and to monitor the adequacy and effectiveness of those arrangements in practice. This includes the responsibility to implement internal audit recommendations.
- 6.2 The internal audit service contributes to internal control by examining, evaluating and reporting to the Council on its adequacy and effectiveness.

## 7. **Irregularities, Including Fraud and Corruption**

- 7.1 The Town Council has a responsibility to inform the internal audit service of any suspicions of financial irregularities.

## 8. **Data Protection – including Data Sharing & Storage**

- 8.1 See Contract Conditions Section 8 below.

## 9. **Charging Arrangements**

- 9.1 **The number of days for the audit will not usually exceed the equivalent of 3 or 4 days' work per year. If further work is required we would confirm additional charges with you prior to proceeding.**
- 9.2 **The daily rate charged will be reviewed annually and usually uplifted in line with APT&C pay awards. This includes all the services mentioned in the planning documentation. The rate is inclusive of expenses.**
- 9.3 Invoices will be rendered, as appropriate, at the end of each audit visit and settlement is expected within twenty-eight working days.
- 9.4 Any special unforeseen work over and above the approved audit plan, including investigation of irregularities and / or complaints which the internal audit service is asked to carry out, will be charged at the normal daily rate unless the work requires significant involvement of senior staff. In this case the rate will be agreed with the Town Council prior to the work being undertaken.

## Filton Town Council

### **Contract Conditions for the Provision of Internal Audit Services by South Gloucestershire Council Internal Audit Service**

#### 1. **Definitions**

##### 1.1 In these conditions:

- 'Auditor' means South Gloucestershire Internal Audit Services;
- 'Contract' means the contract between the Town Council and the auditor consisting of the terms of engagement, these conditions and any other documents specified in the terms of engagement;
- 'Services' shall mean the services set out in the attached Brief.

#### 2. **The Internal Audit Service**

- 2.1 The auditor shall undertake the Services in a professional and businesslike manner and with reasonable skill, care and diligence and in accordance with the contract.
- 2.2 The auditor shall provide the Town Council with reports of his work at such intervals and in such form as detailed in the Brief or otherwise as the Town Council may from time to time reasonably require.
- 2.3 The Town Council reserves the right by notice to the auditor to modify its requirements in relation to the agreement, and any alteration to the contract fee or the completion date, arising by reason of such modification. This shall be agreed between the parties.

#### 3. **Auditor's personnel**

- 3.1 The auditor shall make available for the purposes of the contract any individuals named in the Brief as key personnel.

#### 4. **Fees and expenses**

- 4.1 The Town Council shall pay the auditor annual fees as specified.
- 4.2 Unless otherwise stated in the contract, payment will be made within 28 days of receipt and agreement of invoices. These are produced by South Gloucestershire Council in arrears, for work completed to the satisfaction of the Town Council.

#### 5. **Audit**

- 5.1 The auditor shall keep and maintain, **at least for two years** after the contract has been completed, records to the satisfaction of the Town Council of the hours worked and costs incurred by the auditor or in connection with any employees of the auditor paid for by the Town Council on a time charge basis. The auditor shall on request afford the Town Council such access to those records as may be required by the Town Council in connection with the contract.

## 6. **Copyright**

- 6.1 All reports and other documents and materials and the copyright or similar protection therein arising out of the performance by the auditor of his duties hereunder are hereby assigned to and shall vest in the Town Council absolutely.
- 6.2 The provisions of this condition 6 shall apply during the continuance of this contract and after its termination howsoever arising.

## 7. **Indemnities and insurance**

- 7.1 The auditor shall indemnify and keep indemnified the Town Council, its servants and agents against all actions, claims, demands, costs and expenses incurred by or made against the Town Council which arises from any advice given or anything done or omitted to be done under this contract to the extent that such loss, damage or injury is caused by the negligence or other wrongful act of the auditor, his servants or agents.
- 7.2 The auditor shall effect, with an insurance company or companies acceptable to the Town Council, a policy or policies of insurance covering all the matters which are the subject of the indemnities and undertakings on the part of the auditor contained in this contract in the sum of £100,000, unless otherwise agreed by the Town Council in writing.
- 7.3 If requested a certificate evidencing the existence of such policies shall be provided by the auditor to the Town Council.

## 8. **Confidentiality and Data Protection**

- 8.1 The auditor shall treat this contract as private and confidential.
- 8.2 The auditor shall keep secret and not disclose and shall procure that his employees keep secret and do not disclose any information of a confidential nature obtained by him by reason of this contract except information which is in the public domain otherwise than by reason of a breach of this provision.
- 8.3 The auditor will comply with all applicable requirements of the General Data Protection Regulation (EU 2016/679) and the Data Protection Act 2018. The Town Council acknowledges and agrees that it does not intend to transfer any personal data to the auditor.
- 8.4 If, at any time, either party believes that it is necessary to transfer any personal data to the other party, both parties agree that prior to any such transfer they shall enter into a data sharing agreement to set out the parties' obligations in relation to any personal data which may be transferred between the parties.
- 8.5 The provisions of this condition 8 shall apply during the continuance of this contract and after its termination howsoever arising.

## 9. **Assignment and subcontracting**

- 9.1 The auditor shall not assign or sub-contract any portion of the contract without the prior written consent of the Town Council. Sub-contracting any part of the contract shall not relieve the auditor of any obligation or duty attributable to him under the contract or these conditions.



10. **Notice**

10.1 Any notice, given under or pursuant to the contract may be sent by hand or by post or by registered post or by the recorded delivery service, email, facsimile transmission or other means of telecommunication resulting in the receipt of a **written communication in a permanent form** and if so sent or transmitted to the address of the party shown on the purchase order, or to such other address as the party may by notice to the other have substituted therefore, shall be deemed effectively given on the day when in the ordinary course of the means of normal business hours.

11. **Status of contract**

11.1 Nothing in the contract shall have the effect of making the auditor an agent for the Town Council or impact on IR35 regulations.

12. **Headings**

12.1 The headings to conditions shall not affect their interpretation.

13. **Governing law**

13.1 These conditions shall be governed by and construed in accordance with English law and the auditor hereby irrevocably submits to the jurisdiction of the English courts.

Signed:	South Gloucestershire Internal Audit Services
Date:	
Signed:	For and on behalf of Filton Town Council
Date:	

**South Gloucestershire Internal Audit Services**

**Checklist of financial arrangements to be examined during the Internal Audit visit, together with details of documents that may be inspected**

(Unless stated otherwise, attention will be focussed on the records for the last twelve months)

**1 Accounting Records**

- 1.1 A copy of accounts – Electronic
- 1.2 Bank statements – Electronic
- 1.3 Manual cash books – Where appropriate
- 1.4 Last 3 bank reconciliations
- 1.5 Investment Strategy – Where appropriate
- 1.6 Last 3 full Council minutes – Where not available online

**2 Financial Regulations**

- 2.1 Latest Standing Orders
- 2.2 Latest Financial Regulations
- 2.3 Details of any high value purchases
- 2.4 Cheque book declaration – Provided by Internal Audit for completion
- 2.5 Debit/Credit Card monthly and individual transaction limits

**3 Council Assessed Risks**

- 3.1 Details of current insurance provider and renewal date
- 3.2 Risk register
- 3.3 Risk assessments
- 3.4 Covid-19 risk assessments – Where appropriate
- 3.5 Risk assessments – Play areas, open spaces and sports pitches
- 3.6 Grants of loans

**4 Budget Monitoring**

- 4.1 Approved Budget
- 4.2 Precept submission form
- 4.3 Grant funding documentation – Where appropriate
- 4.4 Latest budget report
- 4.5 Reserves – Current value and earmarked reserves

**5 Income**

- 5.1 Income sources
- 5.2 Lettings income from previous 12 months – Hall hire / Lettings / Lease / Allotments / Cemetery
- 5.3 Current fee scale for lettings
- 5.4 Debt recovery – Policy, aged debtors report and write-offs
- 5.5 Income received on the same date each year

**6 Petty Cash**

- 6.1 Last 3 petty cash claims – Details of each transaction

## **7 Payroll**

- 7.1 List of all Council employees and job title
- 7.2 Contract and letters for change in contract for all Council employees

## **8 Assets and Investments**

- 8.1 A copy of the asset register

## **9 Exercise of Public Rights**

- 9.1 A copy of the Notice of Public Rights and Publication form
- 9.2 Website screenshots at start and end of notice period or link to webpage history URL
- 9.3 Meeting minutes referencing dates and location of display

## **10 AGAR**

- 10.1 Website screenshots at start and end of notice period or link to webpage history URL
- 10.2 Meeting minutes referencing dates and location of display

## **11 Trust Funds**

- 11.1 Trust Deed – Where appropriate
- 11.2 Charities registration number – Where appropriate
- 11.3 Meeting minutes and accounts

**Bank Reconciliation Statement as at 31/03/2022  
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	31/03/2022	476	100.00
Natwest Business A/c -08609098	31/03/2022	519	204,033.40
			<u>204,133.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			204,133.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			204,133.40
		<b>Balance per Cash Book is :-</b>	<b>204,133.40</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 28/02/2022  
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	31/01/2022	470	100.00
Natwest Business A/c -08609098	28/02/2022	516	219,948.84
			<u>220,048.84</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			220,048.84
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			220,048.84
		<b>Balance per Cash Book is :-</b>	<b>220,048.84</b>
		<b>Difference is :-</b>	<b>0.00</b>

2 01099653  
00093 0001/0001



Business Reserve Account



Date	Details	Withdrawn	Paid in	Balance
26 Mar 2022	BROUGHT FORWARD			215,172.78
31 Mar	Interest		1.85	
	Debit	11,141.23		
				204,033.40

Account Number 000000  
 (519) Branch sort code 000000  
 National Westminster Bank Plc

FILTON TOWN COUNCIL  
 V5

2 01077553  
00350 0001/0001



Business Reserve Account



Date	Details	Withdrawn	Paid in	Balance
26 Feb 2022	BROUGHT FORWARD			229,165.89
28 Feb	Interest		1.79	
	Automated Credit			
	Debit	9,285.84		
	Debit	14.39		
1 Mar			67.00	
				219,948.84
				219,934.45

Account Number 000000  
 (516) Branch sort code 000000  
 National Westminster Bank Plc

FILTON TOWN COUNCIL  
 V5



# Current Account

00475 0001/0001

Date	Details	Withdrawn	Paid in	Balance
29 Jan 2022	BROUGHT FORWARD			100.00
31 Jan	Credit FROM 08609098		9,296.87	
	Charges 31DEC A/C 01364383	7.57		
	Card Transaction 3397 29JAN22			
	ZOOM.US			
	888-799-9666			
	WWW.ZOOM.US US	14.39		
	Direct Debit FILTON TC PAYROLL			
	BACS	9,274.91		100.00
2 Feb	Credit No.000013 521005		204.00	204.00
	Debit TO 08609098	100.00		100.00
3 Feb	Debit TO 08609098	104.00		

Account Number 100215  
 Branch sort code 470 470 05  
 National Westminster Bank Plc

FILTON TOWN COUNCIL  
 V5



# Current Account

01099651 00093 0001/0001

Date	Details	Withdrawn	Paid in	Balance
26 Mar 2022	BROUGHT FORWARD			100.00
31 Mar	Credit FROM 08609098		11,141.23	
	Charges 04MAR A/C 01364383	7.35		
	Direct Debit FILTON TC PAYROLL			
	BACS	11,133.88		100.00

Account Number 100215  
 Branch sort code 476 476 05  
 National Westminster Bank Plc

FILTON TOWN COUNCIL  
 V5

**Bank Reconciliation Statement as at 31/03/2022  
for Cashbook 1 - BANK ACCOUNT-GENERAL**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Co-Operative Community Acc	31/03/2022	306	0.00
Unity Trust Current Account	31/03/2022	13	73,147.37
			<u>73,147.37</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
12/01/2022 155 DL I.T. Solutions Ltd		120.00	
			<u>120.00</u>
			<u>73,027.37</u>
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			<u>73,027.37</u>
		<b>Balance per Cash Book is :-</b>	<b>73,027.37</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 28/02/2022  
for Cashbook 1 - BANK ACCOUNT-GENERAL**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Co-Operative Community Acc	28/02/2022	305	16,410.37
Unity Trust Current Account	28/02/2022	11	79,254.81
			<u>95,665.18</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
12/01/2022 149	The Real Wrap Co		51.84
12/01/2022 155	DL I.T. Solutions Ltd		120.00
23/02/2022 156	North Bristol Colour Guard		1,000.00
			<u>1,171.84</u>
			94,493.34
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			94,493.34
		<b>Balance per Cash Book is :-</b>	<b>94,493.34</b>
		<b>Difference is :-</b>	<b>0.00</b>

Name of account: Filton Town Council

Date: 31 March 2022

Account number: 20444196

Statement 013 (page 2 of 2)

Bank sort code: 608301

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
31 MAR 22	Balance brought forward Service Charge Balance carried forward	33.60		73,180.97 * 73,147.37 * 73,147.37 *

You can ask us to send you details of our rates and how we work them out.  
Abbreviations: \* credit balance DR overdrawn S sub total (intermediate balance)

Registered Office : Unity Trust Bank plc, Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales Number 1713124

# Statement of your account



03058311 | 04204  
 Mrs Lesley Reuben  
 Filton Town Council  
 Elm Park Filton  
 Bristol  
 BS34 7PS

PO Box 7193, Planetary Road, Willenhall WV1 9DG

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

If your name and address are incorrect or have changed, please visit [www.unity.co.uk/update-your-details/](http://www.unity.co.uk/update-your-details/)

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Your deposits with Unity Trust Bank are eligible for protection up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about compensation provided by the FSCS, please visit [www.FSCS.org.uk](http://www.FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [www.unity.co.uk/fscs](http://www.unity.co.uk/fscs)

### Contact us

Tel. 0345 140 1000  
 Email: [us@unity.co.uk](mailto:us@unity.co.uk)  
 Web: [www.unity.co.uk](http://www.unity.co.uk)

Name of account: Filton Town Council

Date: 28 February 2022

Statement 011 (page 1 of 1)

Account number: . . . . .

Bank sort code: . . . . .

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
31 JAN 22	Balance brought forward			84,053.23 *
2 FEB 22	Cheque 000138	2,940.00		
2 FEB 22	Cheque 000148	70.80		
2 FEB 22	PUBLIC SECTOR DEPO 10/01/2022		87.83	81,130.26 *
8 FEB 22	Cheque 000151	318.00		
8 FEB 22	of 1063/106		75.00	80,887.26 *
9 FEB 22			18.50	80,905.76 *
10 FEB 22	Direct Debit (SAFESTORE LIMITED	348.15		80,557.61 *
14 FEB 22	Cheque 000143	480.00		
14 FEB 22			18.50	80,096.11 *
16 FEB 22	B/P to: . . . . .	45.50		
16 FEB 22	B/P to: . . . . .	32.50		80,018.11 *
21 FEB 22	Cheque 000098	300.00		79,718.11 *
23 FEB 22	Cheque 000144	500.30		79,217.81 *
24 FEB 22			18.50	79,236.31 *
28 FEB 22			18.50	79,254.81 *
28 FEB 22	Balance carried forward			79,254.81 *

You can ask us to send you details of our rates and how we work them out.  
 Abbreviations: \* credit balance DR overdrawn S Sub total (intermediate balance)

## Invoices Due for Payment by 30 May 2022

For Bought Ledger

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
<b>Alide Plant Services Ltd [ALIDE]</b>									
20/04/2022	A391188	923	923-Cultivator for 4 days		20/04/2022	148.32		148.32	
						<b>Total of Invoices Due (ALIDE)</b>	<b>148.32</b>	<b>0.00</b>	<b>148.32</b>
<b>Biffa Waste Services Ltd [BIFFA]</b>									
28/02/2022	472C99158	918	918-Waste collection-Mar 22		30/03/2022	627.36		1.00	
20/04/2022	ON ACC 936		P/Ledger Electronic Payment		20/04/2022	-626.36		0.00	
						<b>Total of Invoices Due (BIFFA)</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>
<b>Chandlers (Farm Equipment) Ltd [CHANDLERS]</b>									
02/03/2022	588156	921	921-Gloves, technical		02/03/2022	78.81		78.81	
						<b>Total of Invoices Due (CHANDLERS)</b>	<b>78.81</b>	<b>0.00</b>	<b>78.81</b>
<b>DCK Accounting Solutions Ltd [DCKBEAVERS]</b>									
31/03/2022	TPC10103	909	909-Contract visit 21.03		30/04/2022	319.26		319.26	
Telephone :01793 739110						<b>Total of Invoices Due (DCKBEAVERS)</b>	<b>319.26</b>	<b>0.00</b>	<b>319.26</b>
<b>DL I.T. Solutions Ltd [DLIT]</b>									
23/03/2022	1004470	910	910-Microsoft 365 monthly		22/04/2022	124.80		124.80	
06/04/2022	23628	911	911-Fibre broadband-Ratepayers		06/05/2022	63.00		63.00	
19/04/2022	1004572	912	912-Microsoft office365 Monthl		19/05/2022	124.80		124.80	
Telephone :0117 9690334						<b>Total of Invoices Due (DLIT)</b>	<b>312.60</b>	<b>0.00</b>	<b>312.60</b>
<b>FACE</b>									
07/04/2022	1135	914	914-Grant-youth/community work		07/04/2022	10,996.50		10,996.50	
						<b>Total of Invoices Due (FACE)</b>	<b>10,996.50</b>	<b>0.00</b>	<b>10,996.50</b>
<b>Filton Voice Ltd [FILTONVOIC]</b>									
07/04/2022	01007	913	913-Advert 2 pages-April		07/05/2022	300.00		300.00	
Telephone :0117 908 3066						<b>Total of Invoices Due (FILTONVOIC)</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>
<b>Plan To Scan Ltd [P2S001]</b>									
21/03/2022	1096	937	937-Collection & scan document		21/03/2022	5,291.76		5,291.76	
						<b>Total of Invoices Due (P2S001)</b>	<b>5,291.76</b>	<b>0.00</b>	<b>5,291.76</b>
<b>Ricoh UK Ltd [RICOH]</b>									
17/02/2022	58412435	925	925-Copier charge		19/03/2022	234.00		234.00	
Telephone :01604732700						<b>Total of Invoices Due (RICOH)</b>	<b>234.00</b>	<b>0.00</b>	<b>234.00</b>

05/05/2022

## Filton Town Council 21-22

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## Invoices Due for Payment by 30 May 2022

For Bought Ledger

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
<b>Rubicon Play Ltd [RUBICONPLA]</b>									
11/03/2022	08953	928	928-Replace-swing seat		11/03/2022	355.72		355.72	
Telephone :01685844160						<b>Total of Invoices Due (RUBICONPLA)</b>	<b>355.72</b>	<b>0.00</b>	<b>355.72</b>
<b>South Gloucestershire Council [SGLOS2]</b>									
12/04/2022	3804955151	915	915-Payroll charge Jan/Mar22		12/05/2022	90.06		90.06	
13/04/2022	3804956419	916	916-Internal audit 21/22		13/05/2022	954.00		954.00	
						<b>Total of Invoices Due (SGLOS2)</b>	<b>1,044.06</b>	<b>0.00</b>	<b>1,044.06</b>
<b>Surrey Hills Solicitors LLP [SURREYHILL]</b>									
25/04/2022	6856	926	926-Prof fee-Outsource leisure		25/05/2022	1,419.00		1,419.00	
						<b>Total of Invoices Due (SURREYHILL)</b>	<b>1,419.00</b>	<b>0.00</b>	<b>1,419.00</b>
<b>Zurich Municipal [ZURICH]</b>									
06/04/2022	514201323	927	927-Insurance May22/Apr23		06/04/2022	367.29		367.29	
						<b>Total of Invoices Due (ZURICH)</b>	<b>367.29</b>	<b>0.00</b>	<b>367.29</b>
<b>Total of Invoices Due (Bought Ledger)</b>						<b>20,868.32</b>	<b>0.00</b>	<b>20,868.32</b>	
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>20,868.32</b>	<b>0.00</b>	<b>20,868.32</b>	