

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

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

Town Clerk: Lesley Reuben

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

3rd March 2022

Dear Member

You are hereby summoned to A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 8th March 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

A G E N D A

PART 1

1. Apologies for Absence
2. Declarations of Interest
3. Matters of report arising from the minutes not otherwise covered by the Agenda.
4. To approve the minutes of the meeting Full Council (Finance) 8th February 2022. (page 1)
5. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting
6. Matters of report arising from the minutes not otherwise included on the Agenda.
7. Grant application – North Bristol Advice
8. Reports from Committees, Working Groups and the Town Clerk:
 - ii) Schedule of Fees
 - iii) Planters – approval to continue with planters along Elm Park
9. Payments for information up to date

PART 2 (Closed session) Press and public to be excluded

10. Contract update
11. 2021/22 Nationally Agreed Pay increases of 1.75%

PRESENT: Cllrs: T Mewies (Vice Chair) D Collins, A Bird, D Boardman, K Briffett, A Kenyon, I Scott, M Chaudhry, B. Mead, T Mewies, A Robinson, C Wood,
ALSO, PRESENT: Carla Westcott (Town Council Support Officer)
APOLOGIES: A Doyle (Chair), A Monk
NON-ATTENDANCE: N/A

0336. APOLOGIES FOR ABSENCE: Apologies were noted

0337. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0338. DECLARATIONS OF INTEREST: There were none.

0339. TO APPROVE THE MINUTES OF THE MEETING HELD 11th JANUARY 2022: The minutes were approved as accurate.

0340. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA:

i) Notice of Motion 1 proposed by Cllr A Robinson and seconded by Cllr A Bird

To obtain a plaque (with spike) for the oak trees donated to Filton by the Queens Green Canopy legacy? The two gifted English oaks were planted in millennium green by Filton Town Council.

Plaques must be from official vendors, The QGC legacy also suggests that local children or groups be the guardians of the trees.

Discussions took place and it was decided to obtain 3 quotes for best price and to involve the local schools to be guardians of the trees.

It was voted UNANIMOUSLY FOR . The Motion was carried

0341. PUBLIC PARTICIPATION: No Submission

0342. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Filton Leisure Centre Update. The meeting had been moved until 14th February so no update available until next Full Council Meeting

0343. GRANT APPLICATION: - North Bristol Colour Guard:

Representatives of the group presented and answered all questions.

It proposed and seconded and voted UNANIMOUSLY FOR to award the whole amount to the application.

ACTION FTC Office

0344. PAYMENTS FOR INFORMATION: The documents were not available as accounts had not visited since previous meeting.

THE CHAIR CLOSED THE MEETING AT 7.55pm

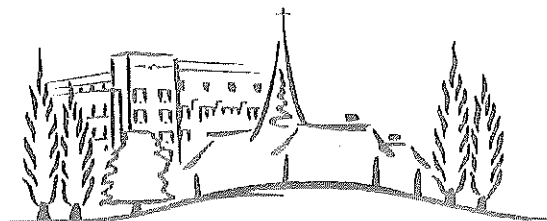
FILTON TOWN COUNCIL

COMMUNITY GRANT SCHEME (GUIDANCE NOTES)

1. Filton Town Council is empowered to award grants to groups running projects in Filton or benefiting the residents of Filton, for example:
play schemes, environmental improvements, youth projects, elderly persons groups, cultural activities, recreational activities, international links.
2. Priority will be given to groups which benefit the residents of Filton and demonstrate a long-term benefit to the community.
3. All applications must be accompanied by the Council's Grant Application form which must be fully completed.
4. The scheme can offer support up to a maximum of £5,000 towards community based projects that can usually be completed within a 12 months period.
5. Applications can only be accepted from non-profit making organisations and societies.
6. The Council would expect for organisations to raise a reasonable amount of funds themselves towards a specific project or scheme.
7. Grant applications should be for specific projects and not the general running costs of an organisation, unless this has been agreed in advance.
8. Requests for funds should be clearly seen to benefit a group of people within Filton Town boundaries.
9. For repeat applications detailed evidence must be included on how previous grants have been utilised.
10. Where the Council agrees funding for a specific project, proof of purchase of the goods or services must be provided before the grant is distributed. Written permission must be obtained if there is any change to the use of funds.
11. The Council reserves the right to impose what conditions it wishes as a condition of accepting an application for a grant. The decision of the Council not to make a grant shall be final.
12. An application must be received no later than the closing date shown on the application form. . The Council cannot take any responsibility for an application form that has not been received for whatever reason.

FTC Grant Application Form

13. Upon receipt of properly completed forms (preferably by electronic submission) the Council will consider all grant applications in 2 tranches. Applications received before 30th April 2021 will be considered at the first scheduled grants meeting after 30th April. Applications received before 30th September 2021 will be considered at the first scheduled grants meeting after 30th September 2021.
14. Grant applications are not normally considered in retrospect.
15. A condition of receiving a grant from Filton Town Council is the completion and return of this form and evidence of your organisation's current bank balance and a statement of income and expenditure for the last 12 months.
16. If your organisation has a written constitution and/or Equal Opportunities Policy, Please enclose copies with your application form.
17. If an application is made for a specific item of equipment or services, copies of receipts are required for Council audit purposes and should be returned within 3 months.
18. All opportunities should be taken to recognise assistance from Filton Town Council. All printed material should include the following statement:
This group has received financial assistance from Filton Town Council.
19. You may in future be approached by Filton Town Council to contribute items towards a display which depicts activities within the community that have been supported by the Council. In order that your project is represented, please retain photographs, programmes, press cuttings etc. for this purpose.
20. Please complete all questions. If a question does not apply then indicate this in your answer. Failure to give the relevant information may delay your application.
21. If you need further clarification or further assistance in the completion of the application, then please contact the Town Clerk.
22. Completed applications forms should be sent to the Town Clerk at Filton Town Council, Elm Park, Filton, South Gloucestershire, BS34 7PS.



FILTON TOWN COUNCIL

Community Grant Scheme APPLICATION FORM

Please ensure you read the Guidance Notes carefully before completing this Form:

First closing date for applications: 30th April 2021

Second closing date for applications 30th September 2021

Please complete all questions. If a question does not apply then indicate this in your answer. Failure to give the relevant information may delay your application.

For the purposes of this form the term "project" means the programme of activities, equipment c running costs for which you are seeking grant funding.

THE ORGANISER

1 Name of the Organisation

.....North Bristol Advice Centre.....

2 Name of the contact person who will know about this application and the organisation.

.....Katherine Tanko.....

Address

.....2 Gainsborough Square.....

.....Lockleaze.....

.....Bristol, BS7 9XA.....

.....Telephone...0117 951 5751.

3 Position of the contact person within the organisation

.....Fundraising and Communications Officer.....

THE PROJECT AND THE PARTICIPANTS

4 Give a full description of the purpose for which the grant is required.

We are requesting £1,000 towards our specialist advice services, enabling us to help Filton residents deal with the long term impact of Covid-19.

Covid-19 has had a devastating impact on vulnerable people in the community, plunging many into debt and financial crisis. Years of austerity have left people extremely vulnerable. Foodbank use has gone up over 200%. We did in-depth phone interviews with 40 clients and 80% of those in a worse financial situation said it was due to Covid-19. Digital exclusion was identified as the main barrier to accessing advice and support. NBAC adapted all services to phone advice at first lockdown, but we are keen to resume face-to-face and outreach work as restrictions ease.

Demand for advice services has increased steadily since the first lockdown. In April we handled 132 enquiries and 51 cases; by January that had jumped to 411 and 133 cases. We expect demand to continue increasing in the next 12 months as the full economic impact of the pandemic unfolds. Money Advice and Pensions service predicts demand for debt advice alone will increase by 60% by autumn 2021. We've seen an increase in debt-related housing possession claims; complex casework related to Universal Credit claims (e.g. claimants erroneously told they aren't eligible for UC because they'd received a redundancy payment; or told they owe thousands in tax credit overpayments they were unaware of); women fleeing domestic violence; and people with mental health problems denied disability benefits (often linked to their inability to respond to letters during lockdown).

The funding will go towards our specialist welfare benefits and debt advice services for people in Filton. It will help us meet the increasing demand for specialist advice support for people impacted by Covid-19. This will bring real benefits for vulnerable and sick people in Filton, helping to put food on the table and keep a roof over their heads, and improve their mental health. Initially advice will be given by phone, but we hope to move to face-to-face work as soon as government restrictions allow. We have adapted our policies and protocols to be Covid-safe and refurbished our reception room to allow for safe face-to-face meetings for those who cannot be supported by phone.

In 2020 we were able to support 40 people in Filton:

- 12 debt advice
- 27 welfare benefits advice
- 1 charity application
- 9 appeals (8 successful)
- £108,426 income raised

➤ £36,213 in debt managed

North Bristol Advice Centre (NBAC) is an independent charity that has been delivering advice, representation and community services in deprived areas across North Bristol and South Gloucestershire for 36 years. Our aim is to promote social justice and combat poverty by providing free and independent advice and support. We provide welfare benefits advice including complex casework, appeals and representation at tribunal; debt advice; get online digital inclusion project; advice and support for older people to help them stay independent in their homes.

We have worked hard to continue delivering advice services to communities in need in North Bristol and South Gloucestershire, including Filton. Support from Filton Town Council will help ensure we can continue providing specialist support to Filton residents.

5 Which members of the community will benefit from your organisation?

We support low-income and vulnerable people. Filton residents who suffer poverty, disability and poor health (particularly mental health) will be able to access our specialist advice services. 60% of our clients suffer physical and/or mental health problems and 40% are unfit to work.

6 Will this project be open to non-residents of Filton? **YES**

7 Will this grant SOLELY benefit Filton residents **YES**

WHERE

8 Where and when does your organisation meet?

Registered office in Lockleaze, where we will have limited face-to-face sessions when allowed. We will resume outreach sessions in Patchway and Kingswood when it is safe to do so.

COSTS

9 Is your organisation a business
Registered charity (please give charity number) 1066921..
Community group
Other (please specify)

.....

10 If you are applying for a specific project, please complete sections 10 and 14.

11 Please give details of the other sources of your income

Your own funds	£	2,500	_____
Participant contributions /charges	£	_____	_____
Grants from: Unitary Authority	£	55,058	_____
Other Local Authorities	£	58,802	_____
Charitable Trusts	£	95,265	_____
Business Community	£	_____	_____
Other (<i>Please specify</i>) <i>MaPS</i>	£	107,704	_____
.....			
TOTAL	£	391,329	_____

12 Amount requested from Filton Town Council £ 1,000 _____

13 To which name of the account should the cheque be made payable?
.....North Bristol Advice Centre.....

14 On which specific aspect of the project will the Filton grant be spent?
Funding will go towards costs of our specialist advice services for Filton residents

15 What do you see as the main benefits of your organisation to the Filton community?

Advice services are a lifeline for disadvantaged people, helping them to manage debt, secure their legal entitlements and improve their financial situation. This is especially crucial this year due to the economic impact of Covid-19. Without advice support through the benefits system, vulnerable people in Filton are at risk of losing entitlement and/or being sanctioned, with devastating consequences. Our intervention prevents homelessness, destitution and literally saves lives (clients have disclosed their financial difficulties have left them suicidal). Outcomes include: improved financial wellbeing, increased social justice, improved skills and confidence, reduced social isolation and improved health and wellbeing.

We ask advice clients at case closed to tell us the difference our support has made. According to our monitoring in 2019/20:

- 87% reported an improved financial situation
- 61% were “much less” stressed
- 92% felt better able to manage their affairs as a result of our support

Three months after case closed, we ask a small sample of clients about the long term impact of our advice support:

- 70% were able to budget and plan their expenditure
- 67% felt more confident keeping a roof over their head
- 38% spent increased income on more or better food

Lauren’s Story – Lauren, 35, is a single mum with two children and a Filton resident. She had recently come out of an abusive relationship, which had left her with severe mental health issues. She had debts totalling £12,500 –including for contracts taken out for her ex-partner-- and was being chased by creditors. She couldn’t afford the rent on her private rental flat on her own. Because she was working full time, Lauren wasn’t eligible to claim Housing Benefit. She tried to get on the housing register for a social housing property with more affordable rent, but wasn’t allowed because of her debts. Lauren was becoming increasingly anxious and feared she and her children would become homeless. Our debt adviser presented Lauren with the options for dealing with her debts. Lauren decided to apply for a Debt Relief Order (DRO) to have her debts written off. The debt adviser asked for a copy of Lauren’s credit report, to ensure she included the full list of creditors pursuing her. The DRO application was approved and her debts were put on hold for 12 months (if no change, they would be written off completely). As a result, she was able to apply for social housing.

Lauren is now living in a council flat with her two children and is feeling much more secure. She can afford to keep up with her bills and, as any extra income is no longer going towards debt repayments, she has more money to spend on herself and her children.

"I have extreme mental health issues and you made me feel like I was worth something. The support of NBAC is amazing and a lot of us would be using hospital services if it was not available."

I certify that the above information is correct to the best of my knowledge and agree to the conditions laid down by Filton Town Council.

Signed: *Stanko*

Date4 March 2021.....

Please enclose with this form evidence of the organisation's current financial status and a statement of income and expenditure for the last 12 months period and return it to:

**The Town Clerk
Filton Town Council
Elm Park
Filton
South Gloucestershire
BS34 7PS
Or email to office@filtontowncouncil.gov.uk**

Schedule of Fees (per Annum)

Lease (Term Remaining)	2020-21	2021-22	2022-23(Proposed)
Community Assoc (144 yrs)	£2.10	£2.10	£2.10
Scout Lease (8 Years)	£50	£50	£50
Wessex Reserves (due for renewal 2022)	£1,500.00	£1,500.00	£1,500
Land at Shellard Rd(43 yrs)	£65	£65	£65
Filton Petanque Club (rolling)	£150	£150	£150
Station Rd Allotment Fees (annual)	£27.50 £50.00	£37 Half Plots £67 Full Plots (Reviewed and increase 2021)	£37 Half Plots £67 Full Plots
Nutfield Grove Allotment Fees annual	£12.50	£12.50 + membership fees to association	£15
Football Pitches	£40 Junior £60 Senior	£40 (whilst facilities are limited)	£40 (whilst facilities are limited)

12:15

Invoices Due for Payment by 3 March 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	
Avon Local Councils' Association [ALCA]									
14/07/2021	TINV22-03/21-22	830	830-Finance for Cllr course		11/08/2021	30.00		30.00	
30/09/2021	INV24-02/21-22	831	831-Finance for Cllr course		28/10/2021	30.00		30.00	
Telephone : 01761 461 536						Total of Invoices Due (ALCA)	60.00	0.00	60.00
Biffa Waste Services Ltd [BIFFA]									
31/01/2022	472C93839	832	832-General waste		02/03/2022	780.12		780.12	
						Total of Invoices Due (BIFFA)	780.12	0.00	780.12
Certas Energy UK Ltd [CERTAS]									
26/01/2022	6807037	833	833-Fuel		26/01/2022	1,093.03		1,093.03	
						Total of Invoices Due (CERTAS)	1,093.03	0.00	1,093.03
CLK Fire & Safety Compliance LTD [CLK]									
01/01/2022	ON ACC 870		P/Ledger Electronic Payment		01/01/2022	420.00		420.00	
						Total of Invoices Due (CLK)	420.00	0.00	420.00
Complete Business Solutions Group Ltd [COMPLETE]									
01/11/2021	SINV02934876	834	834-Storage box		01/12/2021	23.90		23.90	
						Total of Invoices Due (COMPLETE)	23.90	0.00	23.90
DCK Accounting Solutions Ltd [DCKBEAVERS]									
14/01/2022	TPC10015	836	836-Accounts support Jan 22		13/02/2022	513.06		513.06	
Telephone : 01793 739110						Total of Invoices Due (DCKBEAVERS)	513.06	0.00	513.06
DL I.T. Solutions Ltd [DLIT]									
17/01/2022	DI0000039	839	839-Call charges Dec 2021		16/02/2022	45.65		45.65	
31/01/2022	1004069	838	838-Agreement eset-protection		02/03/2022	51.00		51.00	
20/02/2022	1004278	864	864-Monthly IT Services		22/02/2022	231.00		231.00	
20/02/2022	1004212	873	873-Microsoft 365 monthly		22/02/2022	124.80		124.80	
Telephone : 0117 9690334						Total of Invoices Due (DLIT)	452.45	0.00	452.45
Filton Voice Ltd [FILTONVOIC]									
02/12/2021	00924	842	842-Advert space 2 pages		01/01/2022	300.00		300.00	
04/01/2022	00944	843	843-Advert space - Jan		03/02/2022	300.00		300.00	
Telephone : 0117 908 3066						Total of Invoices Due (FILTONVOIC)	600.00	0.00	600.00
GM Engineering (Bristol) Ltd [GMENGINEER]									
20/01/2022	1455	855	855-Repair barrier to Car park		19/02/2022	180.00		180.00	

Invoices Due for Payment by 3 March 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	
03/02/2022	1464	856	856-Mest&post for tree protect		22/02/2022	180.00		180.00	
Telephone : 0117 946 5324						Total of Invoices Due (GMENGINEER)	360.00	0.00	360.00
Rentokil Initial UK Ltd [INITIAL]									
07/02/2022	34095875	857	857-Sanitary items		22/02/2022	195.95		195.95	
						Total of Invoices Due (INITIAL)	195.95	0.00	195.95
Cape Meridian Ltd [NSG]									
01/01/2022	ON ACC 866		P/Ledger Electronic Payment		01/01/2022	396.00		396.00	
						Total of Invoices Due (NSG)	396.00	0.00	396.00
Rentokil Initial UK Ltd [RENTOKILPE]									
02/12/2021	21584256	860	860-Service period Dec-Mar		01/01/2022	254.14		254.14	
Telephone : 0800 917 1982						Total of Invoices Due (RENTOKILPE)	254.14	0.00	254.14
South Gloucestershire Council [SGLOS2]									
01/01/2022	ON ACC 868		P/Ledger Electronic Payment		01/01/2022	80.34		80.34	
13/01/2022	3804875147	863	863-Xmas light 21/22		12/02/2022	5,779.20		5,779.20	
08/02/2022	3804897316	861	861-Grass cutting Jan-Mar22		22/02/2022	937.22		937.22	
16/02/2022	1401594913	862	862-Land @ rear of mortimer rd		22/02/2022	275.00		275.00	
						Total of Invoices Due (SGLOS2)	7,071.76	0.00	7,071.76
Shred-IT Limited [SHRED]									
30/11/2021	8140129173	874	874-Shredding service		30/11/2021	1,215.00		1,215.00	
						Total of Invoices Due (SHRED)	1,215.00	0.00	1,215.00
Society of Local Council Clerks [SLCC]									
01/02/2022	MEM238087-1	858	858-Membership fee LR		22/02/2022	391.00		391.00	
Telephone : 018233 253646						Total of Invoices Due (SLCC)	391.00	0.00	391.00
Travis Perkins Trading Co Ltd [TRAVIS]									
06/01/2022	3015AQN052	876	876-Emulsion rollers		05/02/2022	21.07		0.00	
24/01/2022	ON ACC 878		P/Ledger Electronic Payment		24/01/2022	-617.97		0.00	
02/02/2022	3015AQO905	877	877-Top soil bulk bag		22/02/2022	149.26		0.00	
Telephone : 01604 684208						Total of Invoices Due (TRAVIS)	-447.64	0.00	0.00
						Total of Invoices Due (Bought Ledger)	13,378.77	0.00	13,826.41
						TOTAL OF INVOICES DUE (ALL LEDGERS)	13,378.77	0.00	13,826.41