



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

7th April 2022

Dear Member

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L.A. Reuben', followed by a small dot.

L.A.Reuben
Town Clerk.& RFO

A G E N D A

PART 1

1. Apologies for Absence
2. Declarations of Interest
3. To approve the minutes of the meeting Full Council (Finance) 8th March 2022. (page 1)
4. Matters of report arising from the minutes not otherwise covered by the Agenda.
5. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting
6. Internal Audit Report 2022 (pages 2-10)
 - i) Internal Audit contract
7. Reports from Committees, Working Groups and the Town Clerk:
 - i) Planters – approval to continue with planters along Elm Park (page 11)
8. Income & Expenditure reports February 2022 (pages 12-14)
9. Fly Tipping (Cllr Robinson)

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

10. Contract update
11. Staffing Committee Minutes 1st February 2022 (page 15)

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

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

APOLOGIES: B Mead, T Mewies, A Robinson

NON-ATTENDANCE: N/A

0345. APOLOGIES FOR ABSENCE: Apologies were noted

0346. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0347. DECLARATIONS OF INTEREST: There were none.

0348. TO APPROVE THE MINUTES OF THE MEETING HELD 8th February 2022: The minutes were approved as accurate.

0349. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0350. PUBLIC PARTICIPATION: No Submission

0351. GRANT APPLICATION: - North Bristol Advice Centre:

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

ACTION FTC Office

0351. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Schedule Fees – After discussions it was requested for FTC office to look into the leases of both the Wessex Reserves and Community Association. FTC office to follow up on the outcome of the Community Associations investigation from the Charity Commission and report back when details are available.

ii) Planters- FTC Ground Teams have requested permission to carry on hand making the planters that they have just finished 4 of at the top of Elm Park. It was requested that a full costing including staff hours, fixings and materials to be brought to Full Council March 2022.

ACTION FTC Office

0352. PAYMENTS FOR INFORMATION: Noted

Confidential Session

THE CHAIR CLOSED THE MEETING AT 7.55pm

0353. Contract Update : The Town Clerk advised that the contracts were due to be signed Friday 11 March. It was also confirmed that in the case of future borrowing that it would be discussed in a public session.

0354. 2021/22 Nationally agreed pay increase of 1.75%: It was Voted UNANIMOUSLY FOR to implement the increase with current staff, recently tuped staff and also leavers that had recently left if requested.

Chair Closed the Meeting 8.25pm

Audit Report

Filton Town Council

Audit Plan Year: 2021 – 2022 In Year Assurance

Audit Status: Audit Completed

Audit Review Date 7th & 8th March 2022

Report Distribution:

Lesley Reuben – Clerk & RFO to Filton Town Council

1. Objective

The objective of the audit was to provide an independent opinion on the appropriateness of the financial control procedures operated in the Council. Audit Officer – Kerry Woodey examined these procedures.

2. Opinion

The highlighted wording in the table below provides the opinion for this internal audit review and its accompanying description.

High Standard	Systems and processes are excellent providing good assurance. Significant strengths have been identified and are to be commended, any recommendations made will serve to further strengthen existing arrangements.
Reliable Standard	There are very few significant matters arising from the audit, systems of control are good and provide reasonable assurance.
Improvements Required	Existing procedures need to be improved in order to ensure that they are fully reliable. Extensive recommendations have been made but the issues are not of such a significance to represent a major risk to the Council.
Significant Improvements Required	Existing procedures are weak and reasonable assurance could not be provided over a number of areas. Prompt action is necessary to improve the situation and avoid unnecessary risks.
Fundamental Weaknesses Identified	The matters arising from the audit identify that there are fundamental weaknesses which place doubt on the reliability of the procedures reviewed. Urgent action is necessary to improve the current situation and reduce risk exposure.

3. Key Strengths

- There are regular quorate meetings of the Full Council and its Committees.
- There are monthly bank reconciliations undertaken by the Council's Accountants.
- The Council has recently started using online banking and they have implemented controls in its use including segregation of duties.
- Compliance checks of insurance confirmed that the Council has policies in place.
- All Council employees had their latest employment contract available for review.
- The previous year's AGAR was available for review and publication was evidenced through the Council's website.

4. Key Risks

- The Council's meeting minutes require further detail to be added to show a complete record.
- The budget has not been documented as approved in the Council minutes following a draft budget discussion in November 2020. Earmarked funds have also not been discussed.
- The debt recovery policy has no version control in place on the document.
- Budget reports do not always include information on overspent budget headings.
- Tenancy agreements are not always signed and returned by the plot owner leaving the Council vulnerable in the case of a dispute.
- The petty cash level noted on the reconciliations and financial regulations is not consistent.
- The asset register has not had a full check of all items listed to confirm they are still present.

5. Key Actions

- Additional information should be added to Council meeting minutes, such as confirming the month and year of payments and reconciliations being presented. Further detail is listed in the action plan below.
- Clear documentation within the Council's meeting minutes of the budget being approved along with discussions regarding earmarked funds.
- Version control should be added to the debt recovery policy to ensure the most up to date version is being used.
- Additional commentary should be provided alongside the budget reports at the finance meetings, particularly where budget headings are, or are nearing, being overspent.
- The Council should ensure that tenancy agreements for their allotments are returned in a timely manner to protect the Council in the event of a dispute.
- Petty cash level should be reviewed, and an amount decided upon, this should then be aligned across the petty cash spreadsheet and financial regulations.
- A full check of the asset register should be undertaken each year, and this should be clearly recorded within the register.

6. Advisory Points

- Notice of Public Rights display location and dates to be recorded within Full Council meeting minutes.
- Consideration should be given to any relevant Council staff who may want or need to undertake any health and safety training if they are completing risk assessments.

All of the matters arising from the audit are detailed in the Action Plan together with suitable recommendations.

7. The Control Environment

Key Control Objectives		Achieved?
A.	Appropriate accounting records have been kept properly throughout the financial year.	Partially
B.	The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.	Partially
C.	The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes
D.	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Partially
E.	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	Partially
F.	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Partially
G.	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes
H.	Asset and investment registers were complete and accurate and properly maintained.	Partially

Audit Report: Filton Town Council

I	Periodic bank account reconciliations were properly carried out during the year.	Tested at year end
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Tested at year end
K	Councils with turnover of below £25,000. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i> .	Not currently applicable to any SGC clients.
L	Councils with turnover of below £25,000. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for smaller authorities.	Not currently applicable to any SGC clients.
M	The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and / or authority approved minutes confirming the dates set)</i> .	Yes
N	The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	Yes
O	Trust funds (including charitable) - The council met its responsibilities as a trustee.	N/A

8. Auditors & Acknowledgements

Lesley Reuben – Clerk & RFO to Filton Town Council

Carla Westcott – Town Council Support Officer

Audit Managers	Emily Mattock / Justine Poulton
Auditor	Kerry Woodey

Audit Report: Filton Town Council

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
Priority: High				
1	<p>Council Meeting Minute Notes</p> <p>The Council's meeting minutes have been reviewed and several points have been raised below as a result.</p> <ul style="list-style-type: none"> When documenting that bank reconciliations or payments for information have been discussed it is not clear what month or year this is in relation to. Where queries are raised by Councillors there is no clear follow up to confirm that the action has been addressed in the following meeting. In a sample of 5 Full Council meeting minutes reviewed it was noted that 2 had not been signed at the following meeting to confirm the meeting minutes were accurate. Where the Audit Reports are being presented to Councillors it is not noted within the meeting minutes whether it is the Internal or External Audit report. The word 'noted' is used to confirm sight of budgetary or payment information. This does not confirm Councillors have approved any spend or budgets. 	<p>There is a risk that meeting minutes are not clear and transparent to those who may wish to view them. Minutes do not offer assurance that outstanding actions have been followed up nor that budgets and payments have been approved by Council Members.</p>	<p>Recommendation</p> <p>Council meeting minutes should contain additional information, including the points noted below. This would allow for a clearer picture of what has been discussed and approved as part of the meeting.</p> <ul style="list-style-type: none"> Bank reconciliations and payments should have the relevant month and year noted. Follow up action should be documented in the following meeting where queries have been raised. The meeting minutes should document that the previous minutes have been signed and confirmed as accurate by the Chair. Clear reference to be made to the audit report being presented, i.e. external or internal. The word 'approved', instead of 'noted', should be used when confirming that the Council Members have approved any 	<p>Responsible Officer</p> <p>The Clerk Council Members</p> <p>Target Implementation Date</p> <p>31/05/2022</p>

Audit Report: Filton Town Council

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
2	<p>Budget Approval and Earmarked Funds</p> <p>There is no record of the budget being approved in line with timetable required by South Gloucestershire Council. The minutes evidence that a draft budget has been presented in November 2020, but not formalised or approved alongside the precept in January 2021. Earmarked funds have also not been discussed as these are reviewed as part of the budget approval process.</p>	<p>Council could be unclear on budgets and reserves available.</p>	<p>Recommendation</p> <p>The budget approval should be included within the Full Council Meeting minutes, as well as the review of earmarked funds. Each year confirmation of the budget approval should be minuted. Earmarked funds should be discussed as part of this process.</p>	<p>Responsible Officer</p> <p>The Clerk</p> <p>Full Council</p> <p>Target Implementation Date</p> <p>31/05/2022</p>
Priority: Medium				
3	<p>Debt Recovery Policy & Procedures</p> <p>The copy of the Debt Recovery Policy supplied is not dated and does not have any version control.</p> <p>This was a recommendation at the last audit.</p>	<p>There may be confusion amongst Council staff and uncertainty as to whether they are working to the most recent version.</p>	<p>Recommendation</p> <p>The Debt Policy should be reviewed by Councillors, approved, and dated.</p> <p>To ensure reviews and dates are formally captured going forwards, the Council could draw up a policy review schedule, and a policy header sheet for each of their policies which states:</p> <ul style="list-style-type: none"> -the name of the policy; -the date of review; -approval, and at what level; and 	<p>Responsible Officer</p> <p>The Clerk</p> <p>Full Council</p> <p>Target Implementation Date</p> <p>31/05/2022</p>

Audit Report: Filton Town Council

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
- the date of next review.				
Priority: Low				
4	<p>Budget Reporting at Finance Meetings It has been noted in two separate Finance meeting minutes that the Council has raised queries relating to the income and expenditure report provided in the Finance meetings from July and October 2021. Both times the Town Council's office was asked to go away and address the queries raised.</p>	<p>Budget reports do not highlight or emphasise to management where budgets are becoming overspent or are already overspent. Lack of financial management.</p>	<p>Recommendation An overview of budget headings should be provided alongside the budget reports showing areas which are looking likely to become overspent or are already overspent. The reason for overspend should also be included. Where queries are raised the outcome of the queries should be noted at the next Finance meeting.</p>	<p>Responsible Officer The Clerk Target Implementation Date 31/05/2022</p>
5	<p>Allotment Tenancy Agreements 1 out of 5 allotment tenancy agreements were not available for review. The tenant has not returned the signed agreement that was issued in December 2021.</p>	<p>There is a risk that the hirer has not agreed to the terms and conditions of hiring the allotment provided by the Parish Council.</p>	<p>Recommendation Tenancy agreements should be signed and returned to the council prior to the commencement of the tenancy. In all cases a signature from the tenant and a Council representative should be present on the tenancy agreement to confirm that the hirer has agreed to the terms and conditions of the booking and the Council has accepted the tenant.</p>	<p>Responsible Officer The Clerk Target Implementation Date 31/05/2022</p>

Audit Report: Filton Town Council

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
6	<p>Financial Regulations - Petty Cash Petty cash limit is currently running at a £250 balance, but in the Financial Regulations it is recorded as a float of £200.</p> <p>This was a recommendation at the last audit.</p>	<p>Failure to adhere to the Council's own financial regulations.</p>	<p>Recommendation The petty cash limit should be agreed and be consistent across systems and Financial Regulations. All petty cash systems and limits should be listed and updated in the Financial Regulations.</p>	<p>Responsible Officer The Clerk Full Council Target Implementation Date 31/05/2022</p>
7	<p>Asset Register The Town Council has an extensive Asset Register, however, there is only record of a partial check of the inventory taking place. Not all information is updated on to the inventory such as purchase/replacement cost of an item or the date it was disposed of.</p> <p>This was a recommendation at the last audit.</p>	<p>The assets may be out of date and incorrectly stated in the council's accounts / records.</p>	<p>Recommendation To complete a full check of the Town Councils assets ensuring that the assets are reviewed at least annually, and this is recorded under the relevant tab. It should also be noted for all items within the register the value of the purchase or replacement cost net of VAT and the date of any items disposed of.</p>	<p>Responsible Officer The Clerk Target Implementation Date 31/05/2022</p>
8	<p>Procurement Thresholds The thresholds noted in the standing orders of £189,330 is out of date. The Financial Regulations also notes the incorrect amount of £164,176.</p>	<p>Incorrect thresholds for tendering could be used in error.</p>	<p>Recommendation The standing orders should be updated to reflect the correct and most up to date tendering thresholds and limits. As at 1st January 2022 this has now increased to £213,477.</p>	<p>Responsible Officer The Clerk Target Implementation Date 31/05/2022</p>

Audit Report: Filton Town Council

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
			<p>Awareness should be maintained of any future updates to thresholds, and these should be updated into the standing orders when required.</p> <p>"https://www.gov.uk/government/publications/procurement-policy-note-0921-thresholds-and-inclusion-of-vat" Procurement Policy Note 10/21 – Thresholds and Inclusion of VAT - GOV.UK (www.gov.uk)</p>	

PLANTERS FOR ELM PARK

This is a breakdown of the costs of the planters at Elm Park and also a brief outline as to the idea behind them. The idea came about due to the constant maintenance of the timber poles that edge the car park and the field at Elm Park. The poles in question are a constant upkeep in terms of treating and also, particularly lately replacing them as they are kicked over or snapped. In general they are no real deterrent for anybody trying to get onto the field with a vehicle which we have had happen in the past. I first approached the Town Clerk after Christmas 2021 with an idea to not only have a deterrent for vehicles gaining access to the field but something that would look better and would bring together the community ie The Community Garden who would love to be involved planting etc. I spoke to the Town clerk with the idea of around 12 planters in total and this would spread down the outline of the field to the playpark. We would do this work in stages starting with the first four. I sourced various companies for railway sleepers and had to bear in mind we would need thirty sleepers to build the first four planters and more important they had to be fit for purpose in terms of being already treated for limited maintenance and also large enough not to be moved or vandalised in any way. It was surprisingly difficult getting the right sleepers in terms of being fit for purpose but in the end Decking Deliveries were best as they gave a discount and would deliver for free. I gave my findings to the Town clerk who then ordered the thirty sleepers January 4th. The sleepers arrived 12th January and were made and completed around two weeks later. I have broken down the costings for the first four.

Each planter measures 2600 long x 600 wide with a depth of 900.

The four planters take 30 railway sleepers with no wastage

Cost of 30 sleepers £1,199.70

2 boxes fixings £ 49.98

Discount £ 124.97

Total £1,124.71 inc VAT

Added to this we needed to fill the four planters with topsoil this was at a cost of £149.26

The four planters were cut, constructed and filled with topsoil. It took two members of staff three days to complete. Although they have no plants in them, yet we will be filling them with wildflowers plus, I am sourcing some plants from various garden centres. The planters have proved to be extremely popular with the public and the response has been very positive particularly as they not only provide a level of security to the field but will look better than concrete bollards and they are cheaper than metal fencing which would have been our other two choices.

Hope this helps

Neil Palmer

Grounds & Maintenance Manager

Filton Town Council

Summary Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

February 2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes								
101	Leisure Centre - General							
	Income	0	17,313	18,683	1,370			92.7%
	Expenditure	290	364,645	676,359	311,714		311,714	53.9%
	Movement to/(from) Gen Reserve	<u>(290)</u>	<u>(347,332)</u>					
102	Leisure Centre - Swimming Pool							
	Income	(33)	140,333	328,000	187,667			42.8%
	Expenditure	0	32,887	127,475	94,588		94,588	25.8%
	Movement to/(from) Gen Reserve	<u>(33)</u>	<u>107,446</u>					
103	Leisure Centre - Pool Vending							
	Income	0	145	600	455			24.1%
104	Leisure Centre - Cafe							
	Income	83	33,073	120,450	87,377			27.5%
	Expenditure	53	33,321	145,686	112,365		112,365	22.9%
	Movement to/(from) Gen Reserve	<u>31</u>	<u>(248)</u>					
105	Leisure Centre - Indoor Sports							
	Income	0	1,120	8,050	6,930			13.9%
	Expenditure	0	2,213	17,000	14,787		14,787	13.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(1,092)</u>					
106	Leisure Centre - Outdoor Sport							
	Income	75	1,331	3,125	1,794			42.6%
	Expenditure	0	0	250	250		250	0.0%
	Movement to/(from) Gen Reserve	<u>75</u>	<u>1,331</u>					
201	Playing Fields							
	Income	0	2,789	2,500	(289)			111.6%
	Expenditure	233	1,189	2,250	1,061		1,061	52.8%
	Movement to/(from) Gen Reserve	<u>(233)</u>	<u>1,600</u>					
202	Play Areas							
	Expenditure	0	2,009	2,000	(9)		(9)	100.4%
203	Millennium Green							
	Income	0	1,500	1,500	0			100.0%
	Expenditure	0	262	500	238		238	52.4%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>1,238</u>					
204	Allotments							
	Income	264	1,681	1,000	(681)			168.1%
	Expenditure	275	2,209	925	(1,284)		(1,284)	238.8%
	Movement to/(from) Gen Reserve	<u>(12)</u>	<u>(528)</u>					
301	Roads & Highways							
	Expenditure	781	3,124	3,200	76		76	97.6%
302	Community Development							
	Income	0	0	2,500	2,500			0.0%
	Expenditure	1,000	28,109	46,580	18,471		18,471	60.3%
	Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>(28,109)</u>					
801	Corporate Management							
	Expenditure	(950)	(10,450)	(11,400)	(950)		(950)	91.7%
802	Democratic Rep'n & Mgmt							
	Expenditure	0	4,654	6,150	1,496		1,496	75.7%
803	Civic Expenses							
	Expenditure	0	35	950	915		915	3.7%
901	Central Services							
	Income	0	0	2	2			0.0%
	Expenditure	8,303	122,084	153,100	31,016		31,016	79.7%
	Movement to/(from) Gen Reserve	<u>(8,303)</u>	<u>(122,084)</u>					

Continued over page

Summary Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

February 2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
902 Outside Services	Income	0	0	350	350			0.0%
	Expenditure	8,144	96,162	111,750	15,588		15,588	86.1%
	Movement to/(from) Gen Reserve	<u>(8,144)</u>	<u>(96,162)</u>					
998 Precept & Interest	Income	90	986,961	987,194	233			100.0%
	Finance & General Purposes Income	<u>478</u>	<u>1,186,246</u>	<u>1,473,954</u>	<u>287,708</u>			<u>80.5%</u>
	Expenditure	<u>18,129</u>	<u>682,454</u>	<u>1,282,775</u>	<u>600,321</u>	<u>0</u>	<u>600,321</u>	<u>53.2%</u>
	Movement to/(from) Gen Reserve	<u>(17,650)</u>	<u>503,793</u>					

Summary Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

February 2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Capital Projects								
908 L C Outsourcing & Redevelopmen	Income	0	100,000	0	(100,000)			0.0%
	Expenditure	0	4,177	0	(4,177)		(4,177)	0.0%
	Movement to/(from) Gen Reserve	0	95,823					
909 Capital & Projects	Income	0	13,309	0	(13,309)			0.0%
	Expenditure	460	69,554	56,103	(13,451)		(13,451)	124.0%
	Movement to/(from) Gen Reserve	(460)	(56,245)					
	Capital Projects Income	0	113,309	0	(113,309)			0.0%
	Expenditure	460	73,730	56,103	(17,627)	0	(17,627)	131.4%
	Movement to/(from) Gen Reserve	(460)	39,579					
Grand Totals:-								
	Income	478	1,299,555	1,473,954	174,399			88.2%
	Expenditure	18,589	756,184	1,338,878	582,694	0	582,694	56.5%
	Net Income over Expenditure	(18,110)	543,371	135,076	(408,295)			
	Movement to/(from) Gen Reserve	(18,110)	543,371					

Minutes of the Staffing Committee meeting held remotely on 1st February 2022 at 6p.m.

PRESENT: Cllrs:- B.Mead, (Chair), D.Collins, A.Doyle, T.Mewies,

ALSO PRESENT: LR - Town Clerk

APOLOGIES: Cllr.M.Chaudhry

132. Minutes. Minutes of the meeting held 4th October were approved as a true record.

133. Matters arising from the minutes not already included in the agenda – there were none.

134. Current Situation update : FTC Office currently working mixture of home and office. Down to Town Clerk and Support Officer so possible gaps in cover when there is sickness and holiday but saving on the 3rd Salary.

Grounds and Maintenance – Plenty of work with grounds and Allotments but very little maintenance to be done. Currently working on planters for the top of field. Members suggested more litter picks and maintenance to cycle speedway track.

135. TUPE arrangements had gone well. A few teething issues but these will be monitored.

There being no further business, the meeting closed at 6.30p.m.