



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

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

Tel: 01454 803918

20th June 2022

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 28th June 2022**. To be held at **7pm** in the Filton Sports & Leisure Centre, Elm Park, BS34 7PS

Yours sincerely,

L.A.Reuben,

Town Clerk & RFO.

Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. office@filtontowncouncil.gov.uk

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Submissions from the Public (max. 15mins).
4. **Presentation and adoption of 2021/22 Financial Statements by Derek Kemp, Accounting Solutions**
5. End of Year Statutory requirements
 - i) Approval and adoption of Financial Statements Year End 2021-2022 (appendix 1)
 - ii) To agree section 1 Annual Governance Statement 2021-2022 (pages 1-7)
 - iii) To approve section 2 Accounting statements (AGAR)2022 and accept the Internal Audit Report there in
 - iv) To agree the notice of Public Rights and record where to be advertised (pages 8-12)
6. To approve the minutes of the meeting held 17th May 2022 (pages 13-14)
7. Matters of report arising from the minutes not otherwise included on the agenda.
8. Filton Beat Team Update (page 15)
9. South Gloucestershire Reports:
Cllr A Monk – (page 16-17)
Cllr C Wood – (no submission)
10. Submission from members – **i) Notices of Motion**
Motion 1 proposed by Cllr T Mewies
Filton Town Council shall organise a Filton Festival 2023, to take place on 23 July 2023, with a budget of £20,000 (to include funds rolled over from this year's festival budget).¹ seconded by Cllr B Mead.

Motion 2 proposed by Dan Boardman

1. Proposal: Town Clerk to advise Danny Dixon at South Glos we intend to create a plan and request him to issue the paperwork to start the process
2. Proposal: the whole of Filton to be encompassed by the neighbourhood plan
3. Proposal: the neighbourhood plan to be focused on the two policy areas outlined above (1. Balanced Housing & Community and 2. Environment)
4. Proposal: have the neighborhood plan as a standing item on the full council agenda- seconded by Cllr D Collins

11. Reports from Committees, Working Groups, and the Town Clerk:
 - i) Planning Committee – Schedule from previous meeting (pages 18- 20)
 - ii) Full Council Finance and General Minutes 14th June 2022 (page 21-22)
 - iii) Leisure Centre Contract update
12. Consultation Spreadsheet (pages 23-25)
13. Payments for Information (pages 26-27)

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

FILTON TOWN COUNCIL

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During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
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.	✓		
K. 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. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements		✓	
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 (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

07/03/2022 08/03/2022 20/06/2022

Name of person who carried out the internal audit

Kerry Woodey

Signature of person who carried out the internal audit



Date

22/06/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not. (add separate sheets if needed).

Internal Auditors Note – Filton Town Council

Internal Control Objective – Box L

Checks have been made on the Council's compliance with the Transparency Code. Filton Town Council has an income of over £200k per annum and therefore needs to comply with the larger Council's code. Below sets out the areas in which further action is or needs to be taken place.

Expenditure Exceeding £500 – Ensure VAT is itemised for each purchase, and it is noted where VAT is not recoverable.

Organisation Chart – Further information to be added around job roles, including whether a position is permanent or temporary alongside senior salary and salary ceiling limits being published.

Pay Multiple – This needs to be completed and published on the Town Council website.

Waste Contract – Existing waste collection contracts should be published on the Town Council website.

Where an area of the transparency code is not applicable, it would be best practice to note within the transparency page this area is currently not relevant, or it is currently a nil return. This will demonstrate that all areas of the Transparency Code have been reviewed and considered.



Kerry Woodey – Audit Officer

22nd June 2022

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

FILTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20th March 2022

and recorded as minute reference:

AGM 2022

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman [Signature]

Clerk [Signature]

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Section 2 – Accounting Statements 2021/22 for

FILTON TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	44,726	452,242	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	981,786	986,694	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	-370,245	314,377	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	-622,119	-486,302	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	-15,909	-16,614	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	-306,487	-261,421	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	452,242	988,976	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	452,471	1,002,248	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	3,061,154	3,067,313	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	22,967	107,850	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

16/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of FILTON TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

External Auditor Signature [Signature] Date 11/04/2022

**CONFIRMATION OF THE DATES OF THE PERIOD FOR THE
EXERCISE OF PUBLIC RIGHTS**

Name of smaller authority: **FILTON TOWN COUNCIL**

County Area (local councils and parish meetings only): _____

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on _____ Friday 1st July 2022 _____

and ending on _____ Thursday 11th August 2022 _____

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2022 (i.e. Friday 1 July – Thursday 14 July).

We have suggested the following dates: Monday 13 June – Friday 22 July 2022. The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022.)



Signed: _____

Role: Town Clerk & Responsible Financial Officer

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

Smaller authority name: **FILTON TOWN COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>29th June 2022</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) Lesley Reuben, Town Clerk & RFO Filton Town Council, Elm Park, Filton, South Glos. BS34 7PS Tel: 01454 803 918 Email: lesley.reuben@filtontowncouncil.gov.uk.</p> <p>commencing on (c) <u>Friday 1st July 2022</u></p> <p>and ending on (d) <u>Thursday 11th August 2022</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p>

<p>Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) <u>Lesley Reuben, Town Clerk & RFO</u> <u>Filton Town Council</u></p>	<p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>
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LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting

records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication <u>Local authority accounts: A guide to your rights</u> are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return</i> .
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PRESENT: Cllrs: D Collins (Chair), K Briffett, T Mewies, A Robinson, C Wood, A Kenyon, M Chaudhry, Alan Bird, Dan Boardman

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

APOLOGIES: N/A A Doyle I Scott, B Mead A Monk

NON-ATTENDANCE: N/A

0269. ELECTION OF CHAIR: Cllr Darryl Collins was proposed and seconded as Chair of Filton Town Council. It was voted unanimously **FOR**.

0270. ELECTION OF VICE CHAIR: Cllr Brian Mead was proposed and seconded as Vice Chair of Filton Town Council. It was voted unanimously **FOR**.

0271. APOLOGIES FOR ABSENCE: Apologies noted

0272. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0273. DECLARATIONS OF INTEREST: None declared

0274. SUBMISSIONS FROM PUBLIC:

i) An update on the current Active Nation Contract was requested. The Town Clerk gave an update of the current situation of when the Full Council has had chance to meet and discuss the new options being delivered by Robin Thompson at the Extra Ordinary Meeting 19th May 2022 there will be a full public update available.

0275. TO APPROVE MINUTES OF THE MEETING HELD 27th May 2021: The minutes were approved an accurate.

0276. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None reported

0277. TO APPROVE AND ADOPT :-

Standing Orders: The Standing Orders were approved unanimously.

Financial Regulations: The Financial Regulations were approved unanimously.

0278. REVIEW OF INVENTORY & LAND ASSETS: The document was noted,

0279. DEBT RECOVER POLICY: The Policy was approved unanimously

0280. CONFIRMATION OF INSURANCE ARRANGEMENTS: The document was noted.

0281. REVIEW OF COMPLAINTS PROCEDURE: The document was noted.

0282. SUBMISSIONS FROM MEMBERS:

i) Appointment of committee members and outside bodies: -

Full Council now meet twice a month with the one being dedicated to Finance and General Purposes. This meeting can have a separate chair.

It was unanimously agreed to continue to these twice monthly meetings.

ii) Representatives on outside bodies; Discussed and councillors agreed the list and their roles.

0283. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Finance Committee Minutes 10th May 2022 - Noted*
- ii) Planning Schedule 10th May 2022 – Noted*
- iii) Annual Report 2022 – discussion and price comparison of printing options, it was proposed and seconded to go with printing in local magazine and have centre pages. Voted FOR unanimously.*

0284. Reports from other Organisations

- 0285. Consultation Spreadsheets-** After a discussion it was decided to bring the consultation to the next Full Council Finance and General meeting 14th June 2022 to have time to prepare a detailed response from Filton Town Council.

There being no further business the meeting closed at 8.50p.m.

Filton Beat Team Report

There has been a recent spike of vehicle crime in the Filton area. Investigation into offences are still ongoing. Recent arrests have resulted in one suspect being charged with an offence. The suspect is also being investigated for other outstanding offences in the area.

Burglary levels currently remain low in an around the Filton Area, with only a handful of reported incidents.

There has been a spike of theft of pedal cycles in and around Abbeywood area. At this stage no suspects have been identified. PCSO's have continued to patrol this area to provide a presence in order to deal with this issue and the previous ASB issues around Abbeywood Retail Park.

The ASB issues around Abbeywood and mainly McDonalds has decreased. There are still pockets of groups hanging around the area, but they are not causing any issues that require police involvement.

There has been an increase in Anti-social behaviour issues in Millennium green. Reports received of Youths damaging trees and reports of motorized quads and bikes being ridden around the area. Officers and PCSO's have continued to focus time, when they can, patrolling the green area to offer a high visibility presence.

PCSO's have continued to monitor traffic issues in the area and liaise with the local schools. Reported issues regarding parking complaints have decreased

PC G Pretlove

Cllr Adam Monk Report for Filton Town Council Tuesday 28th June 2022.

I may not be able to make this meeting due to a clash of meetings with South Glos, Audit & Accounts.

One of the main things town councillors should be aware of is the recent Inadequate Ofsted rating of Vinney Green Secure Children's Home in Emersons Green. Inspectors found the use of unlawful restraint and separation, and restraint that caused children pain. An investigation is now taking place a different interim Registered Manager is in post for the time being.

There is also continued work and scrutiny going on regarding the "Front Door" for Children's Services, where concerns from the public are initially reported. It's after a recent Inadequate Ofsted inspection where various issues were highlighted, including (a lack of) timeliness in response, and a (lack of) quality of intervention and recording keeping.

The Council is undergoing an organisational structure change, where children's and adult's social services are being split into different divisions. At the moment they come under one banner known as "Children, Adults and Housing", or CAH.

Councillors recently received a report outlining the impact of work with Armed Forces personnel, as part of South Gloucestershire Council's commitment to keeping the Armed Forces Covenant, a national scheme. Dozens were reached over the year of the programme although questions were asked about whether more could've been reached during that time, and whether different service providers would be sought if reach does not improve.

South Gloucestershire Council is continuing with plans to pedestrianise Thornbury High Street. Several members of the public have come to recent Full Council and Cabinet meetings to express their opposition to the move, and a protest was recently held on the High Street against the

change. Leader of the Council Toby Savage appeared on BBC Radio Bristol to defend the plan.

South Gloucestershire Council is also moving forward with plans to bring town and parish councils in a) Kingswood and b) Staple Hill and Mangotsfield. This is despite a majority of people saying they did not want these when a consultation was held on the topic.

West of England Combined Authority (WECA) Mayor Dan Norris is attending July Scrutiny Commission to defend his record on buses. It's after members of the public raised route closures.

Officers and a Task and Finish Group are currently working on a new waste management contract for the whole of South Gloucestershire. The current PFI contract with Suez is due to expire within the next five years; those involved are assessing various vehicle, collection, and back-end waste management options.

After conducting research as part of its Spatial Development Strategy, WECA felt it would be possible to build 92,000 more homes across BANES, Bristol and South Gloucestershire in the next twenty years. This compares to 110,000 proposed by a standard formula used by central government. Local authority leaders in Bristol and BANES supported the SDS numbers but Toby Savage felt too many (37,000) were being proposed for South Gloucestershire, so he opposed it. Because the SDS required unanimous backing, it is no longer going forward in its current form.

SCHEDULE OF PLANNING APPLICATIONS 10/05/2022

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3892	P22/02678/RVC	718 Southmead Road Filton South Gloucestershire BS34 7QT Variation of condition 2 attached to permission P20/21783/F to alter the approved plans. Installation of enlarged rear dormer, erection of two storey side/rear extension and single storey rear extension to provide additional living accommodation.	Wed 01 Jun 2022	Expired
F.3893	P22/02844/HH	Tanglewood 2A Rannoch Road Filton South Gloucestershire BS7 0SA Erection of single storey side and front extension to form additional living accommodation	Sun 12 Jun 2022	Expired
F.3894	P22/02881/HH	3 Charles Road Filton South Gloucestershire BS34 7ES Erection of two storey side extension to provide additional living accommodation.	Thu 16 Jun 2022	Acknowledge no comment to add
F.3895	P22/02877/CLP	24 Wallscourt Road South Filton South Gloucestershire BS34 7NU Change of use from 1 no. residential dwelling (Class C3) to small House of Multiple Occupancy (HMO) (Class C4).	Thu 16 Jun 2022	Comment : Please confirm if already in C4 use and ensure is on the HMO register
F.3896	P22/02885/CLP	26 Fourth Avenue Filton South Gloucestershire BS7 0RW Installation of rear dormer to facilitate loft conversion.	Fri 17 Jun 2022	OBJECTION No Application form to view . FTC would like have in added to deeds that's use can not change from C3 to C4.
F.3897	P22/02942/HH	59 Station Road Filton South Gloucestershire BS34 7JN Erection of single single storey side extension to form additional living accommodation.	Fri 17 Jun 2022	Acknowledge no comment to add
F.3898	P22/03056/F	8 Charlton Avenue Filton South Gloucestershire BS34 7QX Erection of 5 no. detached dwellings with new access and associated works	Thu 23 Jun 2022	OBJECTION Massive ecological impact Not inkeeping with neighbouring housing. Drainage report needed All the following need adhering to: NPPF Para 174 – 182 (Conserving and Enhancing the Natural Environment, Habitats and Biodiversity), National Planning Policy Framework PSP18 – (Statutory Wildlife Sites: European Sites and Sites of Special Scientific Interest (SSSIs)) - South Gloucestershire Local Plan (PSP Plan) PSP21 (Wider Biodiversity) - South Gloucestershire Local Plan (PSP Plan) CS9 (Managing the Environment and Heritage) - Core Strategy CS2 (Green Infrastructure) - Core Strategy PSP3 (Trees and Woodland) - South Gloucestershire Local Plan (PSP Plan)

SCHEDULE OF PLANNING APPLICATIONS 10/05/2022

<p>F.3899</p>	<p>P22/03089/F</p>	<p>26 Bridgman Grove Filton South Gloucestershire BS34 7HR Erection of rear ground floor and first floor side extensions to facilitate change of use from 6 bedroom HMO (Class C4) to 8 bedroom HMO (Sui Generis) as defined in Town and Country planning (Use Classes) Order 1987 (as amended).</p>	<p>Tue 28 Jun 2022</p>	<p>OBJECTION</p> <p>over-development of the area, and insufficient detail provided within the application and drawings.</p> <p>The street and utilities have been designed for up to 4 person dwelling. This increase of 50% (or more given some bedrooms may house more than one person) may create adverse strain on:</p> <ul style="list-style-type: none"> - sewerage (NO sewer layout or capacity study has been provided) - parking (NO parking survey or dimensions for off street parking to serve at least 3 cars, as per planning regulations, have been provided) <p>There is already 1 licensed HMO in the immediate neighbour, and a total of 7 within 100m of the property.</p> <p>Furthermore, no dimensioned drawings have been submitted to show that the proposed additional bedrooms are above the minimum size. It is requested that terms of the planning permission include a restriction that no more than 3 vehicles may be stored by the residents and/or tenants at the property or in nearby surrounds at any one time. The proposal for a HMO (house in multiple occupation) of 8 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021.</p>
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SCHEDULE OF PLANNING APPLICATIONS 10/05/2022

F.3900	P22/03166/HH	9 Lomond Road Filton South Gloucestershire BS7 0SD Demolition of existing garage and conservatory. Erection of two storey side and single storey rear extension to provide additional living accommodation.	4 th July 2022	OBJECTION to second storey due to overdevelopment. Not in keeping with neighbouring properties
F.3901	P22/03241/CLP	104 Gloucester Road North Filton South Gloucestershire BS34 7PF Installation of rear dormer and side velux window to facilitate loft conversion.	5 th July 2022	FTC Acknowledge no comment to add
F.3902	P22/03234/CLE	3 Sixth Avenue Filton South Gloucestershire BS7 0LT Continued use as small House in Multiple Occupation (HMO) for 6 tenants (Class C4).	5 th July 2022	FTC would like evidence from 2 redacted tenants/parties confirming already in C4 use

PRESENT: Cllrs: A Doyle (Chair), A Bird, D Boardman, K Briffett, B Mead
D Collins A Kenyon,

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

APOLOGIES: Cllrs, A.Monk, A Robinson, C Wood, T Mewies

NON-ATTENDANCE: M.Chaudhry

0377. Election of Chair and Declaration of Acceptance of Office

Chair of Finance and General Purposes Cllr Doyle was proposed and seconded to remain as Chair and voted unanimously FOR.

0378. Election of Vice Chair and Declaration of Acceptance of Office. Cllr Mewies was proposed and seconded to remain as Vice Chair and voted unanimously FOR

0379. APOLOGIES FOR ABSENCE: Apologies were noted

0380. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0381. DECLARATIONS OF INTEREST: Cllr Kenyon declared interest in Twinning Ass.

0382. TO APPROVE THE MINUTES OF THE MEETING HELD 10th May 2022: The minutes were approved as an accurate record.

0383. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: It was noticed that it had been missed from agenda was the

0384. PUBLIC PARTICIPATION: A resident returned with the same issues with potholes and pavements of Park Road. The South Glos Cllr that had previously looked in to was absent so FTC to get an update FTC also to get a list of the dates when South Glos Council allocate money and routes for re surfacing. FTC would then develop a priority list of roads to consider when making the decisions.

ACTION FTC Office

0385. GRANT SUBMISSION: TWINNINGS ASSOCIATION: After a discussion it was proposed and seconded to increase the amount of grant to a maximum of £1000 but to ask a Twinning's representative to attend a Full Council Meeting and present the future visions for the committee. It was voted 4 FOR, 2 AGAINST, 1 ABSTAINATION.

ACTION FTC Office

0386. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) **Council Vacancy:** Details of vacancy process discussed and confirmed the vacancy notice will be public from 5th July 2022

ii) **AN:** Non-Commercially sensitive update given regarding the delay on signing the contract. Proposed and seconded for commercially sensitive issue to be dealt with in closed session. Voted 6 FOR 1 ABSTAIN.

0387. INCOME AND EXPENDITURE: Queries raised regarding over budget of codes 201,203 and 909. FTC office to bring response to next finance meeting.

ACTION FTC Office

0388. BALANCE SHEET: Noted

0389. RECONCILIATION: Month 1 2022/23 Approved as accurate.

0390. PAYMENTS FOR INFORMATION: Month 1 2022/23 Approved

0391. FILTON TOWN COUNCIL RESPONSE TO NORTH FRINGE PUBLIC CONSULTATION:
Councillors did not have a prepared response so requested an extension to be applied for. It was recommended that should a separate meeting for large consultations and attendance would be registered as a Full Council Meeting.

ACTION FTC Office

Chair as public and Press to leave as next item was a closed session

0392. AN UPDATE: The Town Clerk gave an in-depth account of the reasons in the delay of signing the contract, issues had arisen out of FTC hands that put more risk on the Council. AN had already corrected most of the issues and all expected to be done by 24th June and signing will take place then.

Chair Closed the Meeting 8.25pm

Public Consultation Spreadsheet June 2022

Consultation	Consultation Period	Summary
<p>Recommissioning Our Youth Activities Offer</p>	<p>1 Jun 2022 -23 Aug 2022</p>	<p>The Youth Activities Offer commission began on 1st April 2019 and delivers centre based youth provision, open to all, in each of the five priority neighbourhoods (Patchway, Yate, Kingswood, Staple Hill and Cadbury Heath) along with weekly sessions for young people with learning difficulties and/or disabilities and provision for LGBTQ+ young people across the area. The contract also provides additional centre based and detached youth work sessions outside of those priority neighbourhoods. The provision is currently delivered by four lead organisations:</p> <p>Southern Brooks Community Partnership (Lot 1 – West) Learning Partnership West (Lot 2 – East) Creative Youth Network (Lot 3 - South) Diversity Trust CIC (LGBTQ+ provision across all areas)</p> <p>These organisations also sub-contract and have developed partnerships with a wide range of local providers, including town and parish councils. We are now preparing for the recommissioning of the youth activities offer, working towards implementing new contracts from 1 April 2024.</p> <p>The first part of the recommissioning process is to consult with young people, parents and carers, providers, councillors and town and parish councils about the current partnership model of delivery and whether it still meets the needs of young people.</p> <p>The second part of the process will be to use the feedback from this public consultation and an updated needs analysis to develop the contract specification and then invite tenders from potential providers.</p>

<p>Consultation for the Specialist Provider Framework</p>	<p>14 Jun 2022- 26 Jul 2022</p>	<p>South Gloucestershire Council is consulting on the specialist provider framework. "Specialist providers" include supported living, day services and mentoring services. The service predominantly supports people with learning disabilities, autism, mental health issues, sensory impairments, physical impairments, acquired brain injury and behaviours that challenge.</p> <p>The framework has been developed with the Learning Difficulties Partnership Board, the specialist provider forum and co-produced with Specialist Providers, staff from social care, health, and commissioning teams. It was also informed by engagement work with individuals and carers which was carried out by Evolving Communities between November 2022 – Mar 2023.</p> <p>About the framework</p> <p>Our vision</p> <p>Our vision for the framework is that by working together, we can and we will achieve for people in South Gloucestershire so they are able to live safe, good, healthy and fulfilled lives as part of their community. They will have the right support at the right time to achieve their full potential.</p> <p>What this means</p> <p>By putting this framework into action, we aim to:</p> <p>Facilitate sustainable specialist services by implementing a framework agreement that encourages providers to participate</p>
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Public Consultation Spreadsheet June 2022

		<p>Reduce the need for long term higher cost placements by providing quality, effective and realistic alternatives</p> <p>Support sustainable use of financial resources through greater efficiencies in service delivery</p> <p>Support transition planning</p> <p>Contribute to the move towards progression/recovery based, outcomes commissioning, which is embedded in an outcome's framework</p> <p>Support the work of the All-Age Learning Disability Strategy to promote joint reviews of individuals achievements and targets</p> <p>Increase market capacity with high quality services, to support local need, so that appropriate placements can be sourced</p> <p>Increase our understanding of the specialist services market</p>
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14:39

Invoices Due for Payment by 30 June 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	
Aitkens Sportsturf Ltd [AITKEN]									
20/05/2022	14232	25	25-Colour boost- Now carnival		19/06/2022	828.00		828.00	
Total of Invoices Due (AITKEN)						828.00	0.00	828.00	
Avon Local Councils' Association [ALCA]									
30/09/2021	TINV24-02/21-22	26	26-Finance for councillors		28/10/2021	30.00		30.00	
13/10/2021	INV-21915	27	27-Planning in plain english		10/11/2021	40.00		40.00	
14/10/2021	INV-21922	28	28-Planning in plain english		11/11/2021	40.00		40.00	
19/10/2021	INV-21936	29	29-Planning in plain english		16/11/2021	40.00		40.00	
17/05/2022	INV-22019	8	8-CW Intro to CiLCA		14/06/2022	40.00		40.00	
Telephone : 01761 461 536						Total of Invoices Due (ALCA)	190.00	0.00	190.00
Alide Plant Services Ltd [ALIDE]									
30/05/2022	A395611	30	30-Heavy duty fence panel		30/05/2022	24.48		24.48	
Total of Invoices Due (ALIDE)						24.48	0.00	24.48	
Biffa Waste Services Ltd [BIFFA]									
30/04/2022	472C09776	31	31-Waste collection		30/05/2022	538.48		538.48	
30/04/2022	472C09778	32	32-Refuse collection Apr		30/05/2022	896.04		896.04	
Total of Invoices Due (BIFFA)						1,434.52	0.00	1,434.52	
Chandlers (Farm Equipment) Ltd [CHANDLERS]									
04/11/2021	509461	33	33-Tractor-replace battery,etc		04/11/2021	629.46		629.46	
01/04/2022	592707	34	34-Labour charge		01/04/2022	60.00		60.00	
27/05/2022	514084	35	35-Mower-Repair wheel hub		27/05/2022	57.60		57.60	
Total of Invoices Due (CHANDLERS)						747.06	0.00	747.06	
Complete Weed Control (North Wessex) Ltd [COMPLETEWE]									
18/05/2022	NWX14773	36	36-Weed control-Millennium Gree		01/06/2022	314.40		314.40	
18/05/2022	NWX14775	37	37-Weed control at cycle speed		01/06/2022	60.00		60.00	
Telephone : 01454 415921						Total of Invoices Due (COMPLETEWE)	374.40	0.00	374.40
DCK Accounting Solutions Ltd [DCKBEAVERS]									
24/05/2022	TPC10179	38	38-Year end accounts 2021/22		23/06/2022	774.00		774.00	
24/05/2022	TPC10180	39	39-Accounts support-19th May		23/06/2022	319.26		319.26	
Telephone : 01793 739110						Total of Invoices Due (DCKBEAVERS)	1,093.26	0.00	1,093.26
DL I.T. Solutions Ltd [DLIT]									
13/05/2022	1004753	13	13-Office 365		12/06/2022	124.80		124.80	

Invoices Due for Payment by 30 June 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	
17/05/2022	DI0000145	14	14-Telephone		16/06/2022	66.13		66.13	
20/05/2022	1004833	15	15-ESET Protection		19/06/2022	231.00		231.00	
10/06/2022	1004938	40	40-Microsoft office 365		10/06/2022	124.80		124.80	
Telephone : 0117 9690334						Total of Invoices Due (DLIT)	546.73	0.00	546.73
Everflow Ltd [EVERFLOW]									
18/06/2022	1606339	41	41-Water 18.07.22-17.08.22		18/06/2022	19.60		19.60	
						Total of Invoices Due (EVERFLOW)	19.60	0.00	19.60
Filton Voice Ltd [FILTONVOIC]									
04/03/2022	00988	42	42-Advert space 2 pages-Mar		03/04/2022	300.00		300.00	
11/05/2022	01033	43	43-Advert space 2 pages-May		10/06/2022	300.00		300.00	
01/06/2022	01042	44	44-Advert space 2 pages-June		30/06/2022	300.00		300.00	
Telephone : 0117 908 3066						Total of Invoices Due (FILTONVOIC)	900.00	0.00	900.00
GM Engineering (Bristol) Ltd [GMENGINEER]									
16/05/2022	SI-1512	16	16-Climbing frame repairs		15/06/2022	264.00		264.00	
Telephone : 0117 946 5324						Total of Invoices Due (GMENGINEER)	264.00	0.00	264.00
The Global Routes Corporation Ltd [GRC]									
11/05/2022	11052022	47	47-Refund Circus Deposit 21/22		11/05/2022	1,000.00		1,000.00	
						Total of Invoices Due (GRC)	1,000.00	0.00	1,000.00
Rentokil Initial UK Ltd [INITIAL]									
06/06/2022	21693731	48	48-Service period Jun/Sept		30/06/2022	271.67		271.67	
						Total of Invoices Due (INITIAL)	271.67	0.00	271.67
Lister Wilder [LISTERWILD]									
31/05/2022	662084	45	45-Lastec carriage		30/06/2022	19.20		19.20	
Telephone : 01491 838 388						Total of Invoices Due (LISTERWILD)	19.20	0.00	19.20
Red Dog Technology Ltd [REDDOGTECH]									
28/08/2020	3039/1	64	64-Call out		27/09/2020	254.03		254.03	
						Total of Invoices Due (REDDOGTECH)	254.03	0.00	254.03
Ricoh UK Ltd [RICOH]									
07/06/2022	102043636	49	49-Copier rent 01Jun/31Aug		30/06/2022	367.95		367.95	
Telephone : 01604732700						Total of Invoices Due (RICOH)	367.95	0.00	367.95

14:39

Invoices Due for Payment by 30 June 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	
South Gloucestershire Council [SGLOS2]									
19/05/2022	3804978303	50	50-Grass cutting Apr/Jun 22		18/06/2022	1,035.00		1,035.00	
01/06/2022	3804987190	51	51-Install 12m flag pole-Jubil		01/06/2022	1,440.00		1,440.00	
Total of Invoices Due (SGLOS2)						2,475.00	0.00	2,475.00	
Surrey Hills Solicitors LLP [SURREYHILL]									
23/05/2022	7015	53	53-Outsourcing of Leisure Mgmt		22/06/2022	264.00		264.00	
14/06/2022	7150	52	52-Outsourcing of Leisure mgmt		14/06/2022	198.00		198.00	
Total of Invoices Due (SURREYHILL)						462.00	0.00	462.00	
Travis Perkins Trading Co Ltd [TRAVIS]									
06/05/2022	3015AQV215	18	18-Gap filler		05/06/2022	17.30		17.30	
16/05/2022	3015AQV820	17	17-Postcrete		15/06/2022	34.61		34.61	
30/05/2022	3015AQW784	55	55-Holster trousers		22/06/2022	255.99		255.99	
13/06/2022	3015AQX561	54	54-Craft saw blade		22/06/2022	23.74		23.74	
Telephone : 01604 684208						Total of Invoices Due (TRAVIS)	331.64	0.00	331.64
YZDesigns									
01/05/2022	4840	56	56-Website maint Jun22/2		31/05/2022	432.00		432.00	
Telephone : 07974 900 219						Total of Invoices Due (YZDESIGNS)	432.00	0.00	432.00
Zurich Municipal [ZURICH]									
06/04/2022	514201323	927	927-Insurance May22/Apr23		06/04/2022	367.29		367.29	
Total of Invoices Due (ZURICH)						367.29	0.00	367.29	
Total of Invoices Due (Bought Ledger)						12,402.83	0.00	12,402.83	
TOTAL OF INVOICES DUE (ALL LEDGERS)						12,402.83	0.00	12,402.83	