

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

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

Town Clerk: Lesley Reuben

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

9th June 2022

Dear Member

You are hereby summoned to A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 14th June 2022 at 7.00pm Filton Leisure Centre, Elm Park, Filton**

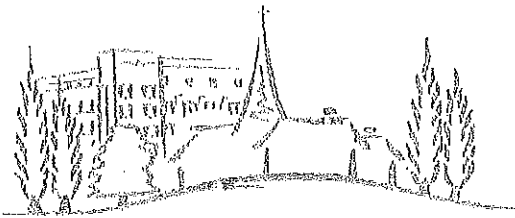
Yours sincerely,

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

1. Apologies for Absence
2. Declarations of Interest
3. To approve the minutes of the meeting Full Council (Finance) 10th May 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. Grant Submission – Twinning Association *(pages 2-7)*
7. Reports from Committees, Working Groups and the Town Clerk:
 - i) Council Vacancy
 - ii) AN Update
8. Income & Expenditure Reports Month 1 *(pages 8-11)*
9. Balance Sheet Month 1 *(pages 12-13)*
10. Bank Reconciliation *(pages 14-17)*
11. Payments for Information *(pages 18-19)*
12. Filton Town Council response to North Fringe Public Consultation *(pages 20-21)*



FILTON TOWN COUNCIL

**Community Grant Scheme
APPLICATION FORM**

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

First closing date for applications: 30th April 2022
Second closing date for applications 30th September 2022

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

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

THE ORGANISER

- 1 Name of the Organisation
Filton Twinning Association
- 2 Name of the contact person who will know about this application and the organisation.
Mr Bernard Duckett

.....

Address

8 Wheathill Close.....

Keynsham.....

Bristol.....

BS31 2HL.....Telephone..01179865350.....

- 3 Position of the contact person within the organisation

TREASURER.....

.....

THE PROJECT AND THE PARTICIPANTS

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

Filton Twinning Association are requesting that FILTON TOWN COUNCIL invite members/representatives from their twin towns,

ST VALLIER, FRANCE and WITZENHAUSEN, GERMANY.....

to visit FILTON in 2023, staying in the homes of FILTON twinning members.

During the visit, various events/activities, including excursions, dances, church Service, an Officials meeting, followed by meal for all participants will be organised, by members of Filton Twinning Association.

Transport to all events will need to be provided, depending on the travel arrangements from our twin towns to the UK.

(ie) Will they be arriving by Plane? ..or travelling to the UK by Coach?.....

.....

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

Anyone interested in meeting residents from other countries

6 Will this project be open to non-residents of Filton? **YES / NO**

7 Will this grant SOLELY benefit Filton residents **YES / NO**

WHERE

8 Where and when does your organisation meet?

Filton ????? (Used to meet in Douglas Daniel Room).....

COSTS

9 Is your organisation a business [No]
Registered charity (please give charity number) [No]
Community group [Yes]
Other (please specify)

.....

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

11 Please give details of the other sources of your income

Your own funds		£9000.00
Participant contributions /charges		£ _____
Grants from:	Unitary Authority	£ _____
	Other Local Authorities	£ _____
	Charitable Trusts	£ _____
	Business Community	£ _____
	Other (<i>Please specify</i>)	£ _____

.....

TOTAL **£9000.00**

12 Amount requested from Filton Town Council **£800.00**

13 To which name of the account should the cheque be made payable?

FILTON TWINNING ASSOCIATION.....

14 On which specific aspect of the project will the Filton grant be spent?

Civic Reception.....

.....

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

Any person interested in Twinning/visiting/hosting members from Filton twin towns, are welcome to join our community organisation, promoting peace and understanding throughout the world.

.....

.....

.....

.....

.....

.....

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

Signed: *B. Buckett*

Date *19/5/2022*

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

**The Town Clerk
Filton Town Council
Elm Park
Filton
South Gloucestershire
BS34 7PS**

FILTON TWINNING ASSOCIATION

BALANCE SHEET

YEAR ENDING - 31/12/2019

ASSETS	SUB TOTAL	TOTAL
<u>CAPITAL @ 1/1/2019</u>		
TREASURER ACCOUNT	£5,038.21	
BUSINESS MONEY ACCOUNT	£4,856.04	
SOCIAL ACCOUNT	£1.05	
CASH IN HAND	£0.00	£9,895.30
<u>ACCOUNT MOVEMENTS IN 2019</u>		
TREASURER ACCOUNT	-£37.16	
BUSINESS MONEY ACCOUNT	£9.69	
CASH IN HAND	£57.40	£29.93
TOTAL		£9,925.23

ASSETS	SUB TOTAL	TOTAL
<u>CAPITAL @ 31/12/2019</u>		
TREASURER ACCOUNT	£5,001.05	
BUSINESS MONEY ACCOUNT	£4,865.73	
SOCIAL ACCOUNT	£1.05	
CASH IN HAND	£57.40	£9,925.23
TOTAL		£9,925.23

We confirm that we have inspected the accounts of the Filton Twinning Association and are satisfied that they represent a true and fair view of the affairs of the Association.

Accounts Examiners

Aslaghby
Sinhouse

Dated

21/02/20

Dated

21/02/2020

FTA Accounts balances @ 30/09/21

Treasurer Account	£4816.19
Business Money Account	£4870.92
Social Account	£1.05
Cash in Hand	£5.00
<u>Less unpresented cheque</u>	<u>-£100.00</u>
Total	£9593.16

Buckett

Treasurer

Tilton Twinning Association

Summary Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 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	Expenditure	2,394	2,394	0	(2,394)	(2,394)	0.0%
106	Leisure Centre - Outdoor Sport	Income	2,033	2,033	1,000	(1,033)		203.3%
201	Playing Fields	Income	0	0	2,000	2,000		0.0%
		Expenditure	0	0	3,250	3,250	3,250	0.0%
	Movement to/(from) Gen Reserve		<u>0</u>	<u>0</u>				
202	Play Areas	Expenditure	0	0	2,000	2,000	2,000	0.0%
203	Millennium Green	Income	0	0	1,500	1,500		0.0%
		Expenditure	789	789	500	(289)	(289)	157.8%
	Movement to/(from) Gen Reserve		<u>(789)</u>	<u>(789)</u>				
204	Allotments	Income	37	37	1,000	963		3.7%
		Expenditure	0	0	1,025	1,025	1,025	0.0%
	Movement to/(from) Gen Reserve		<u>37</u>	<u>37</u>				
301	Roads & Highways	Expenditure	0	0	3,200	3,200	3,200	0.0%
302	Community Development	Income	0	0	2,500	2,500		0.0%
		Expenditure	10,997	10,997	47,580	36,584	36,584	23.1%
	Movement to/(from) Gen Reserve		<u>(10,997)</u>	<u>(10,997)</u>				
801	Corporate Management	Expenditure	(983)	(983)	(11,800)	(10,817)	(10,817)	8.3%
802	Democratic Rep'n & Mgmt	Expenditure	0	0	6,150	6,150	6,150	0.0%
803	Civic Expenses	Expenditure	0	0	1,950	1,950	1,950	0.0%
901	Central Services	Income	0	0	2	2		0.0%
		Expenditure	22,852	22,852	164,118	141,266	141,266	13.9%
	Movement to/(from) Gen Reserve		<u>(22,852)</u>	<u>(22,852)</u>				
902	Outside Services	Income	0	0	350	350		0.0%
		Expenditure	8,183	8,183	109,163	100,980	100,980	7.5%
	Movement to/(from) Gen Reserve		<u>(8,183)</u>	<u>(8,183)</u>				
998	Precept & Interest	Income	493,361	493,361	986,994	493,633		50.0%
	Finance & General Purposes Income		<u>495,431</u>	<u>495,431</u>	<u>995,346</u>	<u>499,915</u>		<u>49.8%</u>
	Expenditure		<u>44,232</u>	<u>44,232</u>	<u>327,136</u>	<u>282,904</u>	<u>0</u>	<u>13.5%</u>
	Movement to/(from) Gen Reserve		<u>451,200</u>	<u>451,200</u>				

Summary Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 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	0	201,821	201,821			0.0%
	Expenditure	0	0	581,343	581,343		581,343	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
909 Capital & Projects	Income	5,666	5,666	0	(5,666)			0.0%
	Expenditure	45,666	45,666	48,051	2,385		2,385	95.0%
	Movement to/(from) Gen Reserve	<u>(40,000)</u>	<u>(40,000)</u>					
	Capital Projects Income	<u>5,666</u>	<u>5,666</u>	<u>201,821</u>	<u>196,155</u>			<u>2.8%</u>
	Expenditure	<u>45,666</u>	<u>45,666</u>	<u>629,394</u>	<u>583,728</u>	<u>0</u>	<u>583,728</u>	<u>7.3%</u>
	Movement to/(from) Gen Reserve	<u>(40,000)</u>	<u>(40,000)</u>					
Grand Totals:-								
	Income	<u>501,097</u>	<u>501,097</u>	<u>1,197,167</u>	<u>696,070</u>			<u>41.9%</u>
	Expenditure	<u>89,898</u>	<u>89,898</u>	<u>956,530</u>	<u>866,632</u>	<u>0</u>	<u>866,632</u>	<u>9.4%</u>
	Net Income over Expenditure	<u>411,200</u>	<u>411,200</u>	<u>240,637</u>	<u>(170,563)</u>			
	Movement to/(from) Gen Reserve	<u>411,200</u>	<u>411,200</u>					

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	Expenditure	<u>44,232</u>	<u>44,232</u>	<u>327,136</u>	<u>282,904</u>	<u>0</u>	<u>282,904</u>	<u>13.5%</u>
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Grand Totals:-								
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	Net Income over Expenditure	<u>411,200</u>	<u>411,200</u>	<u>240,637</u>	<u>(170,563)</u>			
	Movement to/(from) Gen Reserve	<u>411,200</u>	<u>411,200</u>					

Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 30/04/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,717,327	497,201
11	LEASEHOLD LAND & BUILDINGS	25,000	7,500	17,500
21	VEHICLES & EQUIPMENT	569,767	540,898	28,869
41	INFRASTRUCTURE ASSET	194,740	185,731	9,009
61	COMMUNITY ASSETS	61,372	33,232	28,140
	Total Fixed Assets	3,065,407	2,484,688	580,719
	<u>Current Assets</u>			
105	VAT CONTROL	4,534		
121	STOCK - LEISURE	125		
190	CAPITAL WORK IN PROGRESS	1,906		
200	BANK ACCOUNT-GENERAL	72,961		
201	BANK IMPREST WAGES AC	687,029		
220	PETTY CASH - OFFICE	44		
245	CCLA Public Sector Investment	625,000		
246	CCLA - FTC Project Account	100,044		
	Total Current Assets		1,491,642	
	<u>Current Liabilities</u>			
500	TRADE CREDITORS	27,133		
510	ACCRUED EXPENSES	5,390		
512	ACCRUED LOAN INTEREST	830		
525	PAYE AND NI DUE	3,664		
526	SUPERANNUATION DUE	1,377		
533	DEPOSITS HELD	1,000		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		43,894	
	Net Current Assets			1,447,748
	Total Assets less Current Liabilities			2,028,467
	<u>Long Term Liabilities</u>			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,354,577)		
401	PWLB Loan 486814	7,850		
403	PWLB Loan 443438	100,000		
	Total Long Term Liabilities		224,493	
	Total Assets less Total Liabilities			1,803,974
	<u>Represented by :-</u>			
300	CURRENT YEAR FUND	411,200		
310	GENERAL FUND	177,367		
315	ROLLING CAPITAL FUND	87,221		
320	RCF Pool Redevelopment	450,000		
321	Contingency Fund	100,000		
323	EMR Festival	10,000		
325	EMR 4 Towns Play Association	4,580		
326	EMR Maintenance	43,002		

Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 30/04/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
328	EMR Elections	10,338
329	EMR CIL 19/20	3,961
330	CAPITAL FINANCE ACCOUNT	456,367
331	EMR CIL 20/21	30,963
332	EMR CIL 21/22	13,309
333	EMR CIL 22/23	5,666
	Total Equity	1,803,974

Bank Reconciliation Statement as at 30/04/2022
for Cashbook 1 - BANK ACCOUNT-GENERAL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Co-Operative Community Acc	30/04/2022	306	0.00
Unity Trust Current Account	30/04/2022	14	73,081.48
			<u>73,081.48</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
12/01/2022 155 DL I.T. Solutions Ltd		120.00	
			<u>120.00</u>
			72,961.48
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			72,961.48
			<u>72,961.48</u>
			Balance per Cash Book is :- 72,961.48
			Difference is :- 0.00

Statement of your account



BANK WITH US. BANK ON US.

05117671 | 05833
 Mrs Lesley Reuben
 Filton Town Council
 Elm Park Filton
 Bristol
 BS34 7PS

PO Box 7193, Planetary Road, Willenhall WV1 9DG

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

If your name and address are incorrect or have changed, please visit www.unity.co.uk/update-your-details/

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60028571418024

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

Contact us

Tel. 0345 140 1000

Email: us@unity.co.uk

Web: www.unity.co.uk

Name of account: Filton Town Council

Date: 30 April 2022

Statement 014 (page 1 of 1)

Account number: ~~20 11 1000~~

Bank sort code: ~~000000~~

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
31 MAR 22	Balance brought forward			73,147.37 *
1 APR 22	XXXXXXXXXX		18.50	
1 APR 22	XXXXXXXXXX		40.00	73,205.87 *
4 APR 22	RENTOKIL INITIAL S		254.14	
4 APR 22	PUBLIC SECTOR DEPO		250.90	73,710.91 *
7 APR 22	Direct Debit (SAFESTORE LIMITED)	348.15		73,362.76 *
8 APR 22	XXXXXXXXXX		18.50	73,381.26 *
13 APR 22	THE GREAT RUSSIAN (V) XXXX		3,000.00	76,381.26 *
20 APR 22	B/P to: BIFFA	626.36		
20 APR 22	B/P to: North Bristol Ad	1,000.00		
20 APR 22	B/P to: Surrey Hills	750.00		
20 APR 22	B/P to: BIFFA	252.00		
20 APR 22	B/P to: BIFFA	630.42		
29 APR 22	Direct Debit (PITNEY BOWES)	41.00		73,122.48 *
	Balance carried forward			73,081.48 *
				73,081.48 *

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

**Bank Reconciliation Statement as at 30/04/2022
for Cashbook 2 - BANK ACCOUNT-IMPREST**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Imprest A/c -01364383	30/04/2022	479	100.00
Natwest Business A/c -08609098	30/04/2022	523	686,928.80
			<u>687,028.80</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			687,028.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			687,028.80
		Balance per Cash Book is :-	687,028.80
		Difference is :-	0.00



Business Reserve Account



00573609
00288 0001/0001
2

Date	Details	Withdrawn	Paid in	Balance
30 Apr 2022	BROUGHT FORWARD			686,928.80
3 May	Debit TO 01364383	14.39		686,914.41

Account Number [REDACTED]
 Branch sort code 52 [REDACTED]
 National Westminster Bank Plc

FILTON TOWN COUNCIL
 V5

523



Current Account



01476448
00543 0001/0001
2

Date	Details	Withdrawn	Paid in	Balance
23 Apr 2022	BROUGHT FORWARD			100.00
29 Apr	Credit FROM 08609098		9,349.55	
	Charges 01APR A/C 01364383	6.95		
	Direct Debit FILTON TC PAYROLL BACS	9,342.60		100.00

Account Number [REDACTED]
 Branch sort code [REDACTED]
 National Westminster Bank Plc

FILTON TOWN COUNCIL
 V5

479

17.

Linked to Cashbook 1

Entered Month 2

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AITKEN Aitkens Sportsturf Ltd							
1-Grass seed/colour boost	08/04/2022	13572	1	927.00	0.00	927.00	0.00
					0.00	927.00	
Above paid on 19/05/2022 by Cheque FP1							
ALCA Avon Local Councils' Association							
8-CW Intro to CiLCA	17/05/2022	INV-22019	1	40.00	0.00	40.00	0.00
					0.00	40.00	
Above paid on 19/05/2022 by Cheque FP2							
CRFENCING C & R Fencing							
9-Play Area fence repairs	18/05/2022	SI-1063	1	504.00	0.00	504.00	0.00
					0.00	504.00	
Above paid on 19/05/2022 by Cheque FP3							
DCKBEAVERS DCK Accounting Solutions Ltd							
2-Y/E Closedown 21/22	30/04/2022	TPC10165	1	513.06	0.00	513.06	0.00
					0.00	513.06	
Above paid on 19/05/2022 by Cheque FP5							
DECKING Decking Delivery							
10-Playing Field Planters	09/05/2022	12030	1	1,224.69	0.00	1,224.69	0.00
					0.00	1,224.69	
Above paid on 19/05/2022 by Cheque FP6							
DLIT DL I.T. Solutions Ltd							
12-Ratepayers broadband	06/05/2022	23752	1	-63.00	0.00	-63.00	0.00
11-Ratepayers broadband	06/05/2022	23725	1	63.00	0.00	63.00	0.00
13-Office 365	13/05/2022	1004753	1	124.80	0.00	124.80	0.00
14-Telephone	17/05/2022	DI0000145	1	66.13	0.00	66.13	0.00
15-ESET Protection	20/05/2022	1004833	1	231.00	0.00	231.00	0.00
					0.00	421.93	
Above paid on 19/05/2022 by Cheque FP7							

Continued over page

Linked to Cashbook 1

Entered Month 2

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ENGINEER GM Engineering (Bristol) Ltd							
16-Climbing frame repairs	16/05/2022	SI-1512	1	264.00	0.00	264.00	0.00
					0.00	264.00	
Above paid on 19/05/2022 by Cheque FP8							
GREATRUSSI The Great Russin Circus							
21-Circus Deposit Refund	11/05/2022	11522	1	1,000.00	0.00	1,000.00	0.00
					0.00	1,000.00	
Above paid on 19/05/2022 by Cheque FP9							
TRAVIS Travis Perkins Trading Co Ltd							
18-Gap filler	06/05/2022	3015AQV215	1	17.30	0.00	17.30	0.00
17-Postcrete	16/05/2022	3015AQV820	1	34.61	0.00	34.61	0.00
					0.00	51.91	
Above paid on 19/05/2022 by Cheque FP10							
Preliminary Payment Total					0.00	4,946.59	

Public Consultation Spreadsheet May 2022

Consultation	Consultation Period		Summary
A vision for the north fringe	6 May 2022	19 Jun 2022	<p>The West of England Combined Authority, South Gloucestershire Council and Bristol City Council are jointly working on a vision for the north fringe of Bristol and we would like to hear your views.</p> <p>This document will be called the 'Strategic Infrastructure-led Masterplan for the north fringe of Bristol' and will set out a vision for the area and recommendations for how the vision can be delivered.</p> <p>As part of this work, we want to hear from residents, businesses and other members of the community to help us finalise the strategic masterplan, which will set out our aspirations for this area for the next 30 years.</p> <p>Where is the north fringe of Bristol?</p> <p>The north fringe is an area in South Gloucestershire between the northern edge of the City of Bristol and the M4 and M5 motorways. It includes the communities of Filton, Cribbs Causeway, Patchway, Bradley Stoke, Stoke Gifford, Little Stoke, Harry Stoke, Henbury and Brentry.</p> <p>It is an important area for the region's economy. It is a centre for commercial and retail activities as well as being home to many global aerospace and engineering businesses, the University of the West of England and South Gloucestershire and Stroud College.</p> <p>What is the strategic masterplan?</p> <p>The final strategic masterplan will set out a vision for these areas up to 2050 and include recommendations for how the vision can be achieved.</p>

Public Consultation Spreadsheet May 2022

			<p>This will help us make decisions to guide the nature of new development and future transport schemes, green spaces and improvements to our local high streets and neighbourhoods.</p> <p>We believe that through investment, we can help close the inequality gap, support sustainable growth and respond to the climate and ecological emergency.</p> <p>This plan will influence new growth ensuring it is sympathetic to the character of the area and meets the future needs of residents.</p> <p>Our approach has people at the heart of it. This vision will set out how we can reshape and strengthen communities across the area through creating stronger high streets with safer facilities for pedestrians, cyclists and wheelers; increasing local employment and enhancing the character and identity. We want to ensure the area is not just a great place to live, work or visit but also to stay and explore.</p>
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