

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

6th October 2022

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 11th October 2022 at 7p.m 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. Evacuation Procedures
4. To approve the minutes of Full Council (Finance) 12th July 2022. *(page 1)*
5. Matters of report arising from the minutes not otherwise covered by the Agenda.
6. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting
7. Grant Applications
 - i) Filton Twinning Association *(Approved Grant, amount to be decided) (Appendix 1)*
 - ii) Pyramid Youth Club – Mr Bradford *(Appendix 2)*
 - ii) Filton Brass – Andy Jackson *(Appendix 3)*
 - iv) The Brightwell Centre – Alison Davis *(Appendix 4)*
8. Income & Expenditure Reports Month 5 *(pages 2-20)*
Queries raised from meeting 12th July – “code 101-4015 to be confirmed as FTC are not paying utility bills?”
9. Balance Sheet Month 5 *(pages 21-22)*

10. Bank Reconciliation Month 5 (*pages 23-26*)

11. Reports from Committees, Working Groups, and the Town Clerk:

i) Conclusion of Audit (*pages 27-30*)

ii) Leisure Contract Update

iii) Neighbourhood Plan

iv) Meeting venue options

12. Payments for Information Month 5 (*page 31*)

Part 2 – Closed Session

13. Draft Minutes of the staffing Committee held 5th October 2022. (*page 32*)

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

0391. APOLOGIES FOR ABSENCE: Apologies were noted

0392. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0393. DECLARATIONS OF INTEREST: None

0394. TO APPROVE THE MINUTES OF THE MEETING HELD

- i) Finance and General 14th June 2022: The minutes were approved as an accurate record.
- ii) Extra Ordinary Meeting 19th May 2022. The minutes were approved as an accurate record.

0395. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA:

- i) The Town Clerk updated to Council that Twinning Association will be presenting at the next Full Council meeting.
- ii) The Town Clerk updated NO requests have been received by the Returning Officer to fill the above casual vacancy, the council are now at liberty to fill the vacancy by co-option.

0396. PUBLIC PARTICIPATION: Concerns were raised of the rumoured price increases with the AN contract. Chair of Finance gave an update reassuring Council and Public that even though there has been increases there is still no increase on the council taxpayer's rates and still generates more income than previously delivered by the leisure centre. It was also raised that previous meetings had not been held as they should. It was confirmed by the Chair and Town Clerk that all meetings and votes had indeed been ran according to all laws and guidelines. The chair asked all Councillors and public to declare if anyone was recording the meeting and all public answered no.

0397. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) **AN:** Contracts have now been signed by all parties. The clerk confirmed that she had drawn down funds of £500,000.00 from the PWLB to make the first payments to Active Nation. There will project management meetings in the near future that Councillors are welcome to attend. The Services from RPT Consultancy have now come to the end of the contract. It will be an agenda at the next meeting to discuss if the services are still required.

0398. INCOME AND EXPENDITURE: Noted

- i) Queries regarding code 101-4015 to be confirmed as FTC are not paying utility bills.
- ii) Confirmation that Active Nation cost will be included in future reports.

ACTION FTC Office

0399. BALANCE SHEET: Noted

0400. RECONCILIATION: Month 2 2022/23 Approved as accurate.

0401. PAYMENTS FOR INFORMATION: Month 2 2022/23 Approved

Chair Closed the Meeting 19.26pm

Summary Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 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	90	2,781	0	(2,781)	(2,781)	0.0%
102	Leisure Centre - Swimming Pool	Income	0	(38)	0	38		0.0%
106	Leisure Centre - Outdoor Sport	Income	0	2,108	1,000	(1,108)		210.8%
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	752	2,000	1,248	1,248	37.6%
203	Millennium Green	Income	0	0	1,500	1,500		0.0%
		Expenditure	0	262	500	238	238	52.4%
	Movement to/(from) Gen Reserve		<u>0</u>	<u>(262)</u>				
204	Allotments	Income	0	74	1,000	926		7.4%
		Expenditure	0	84	1,025	941	941	8.2%
	Movement to/(from) Gen Reserve		<u>0</u>	<u>(10)</u>				
301	Roads & Highways	Expenditure	0	1,725	3,200	1,475	1,475	53.9%
302	Community Development	Income	0	0	2,500	2,500		0.0%
		Expenditure	0	10,997	47,580	36,584	36,584	23.1%
	Movement to/(from) Gen Reserve		<u>0</u>	<u>(10,997)</u>				
801	Corporate Management	Expenditure	(983)	(4,917)	(11,800)	(6,883)	(6,883)	41.7%
802	Democratic Rep'n & Mgmt	Expenditure	250	1,500	6,150	4,650	4,650	24.4%
803	Civic Expenses	Expenditure	0	0	1,950	1,950	1,950	0.0%
901	Central Services	Income	50	52	2	(50)		2605.0%
		Expenditure	19,966	70,724	164,118	93,394	93,394	43.1%
	Movement to/(from) Gen Reserve		<u>(19,916)</u>	<u>(70,672)</u>				
902	Outside Services	Income	0	0	350	350		0.0%
		Expenditure	2,196	42,606	109,163	66,557	66,557	39.0%
	Movement to/(from) Gen Reserve		<u>(2,196)</u>	<u>(42,606)</u>				
998	Precept & Interest	Income	915	496,130	986,994	490,864		50.3%
	Finance & General Purposes Income		<u>965</u>	<u>498,327</u>	<u>995,346</u>	<u>497,019</u>		<u>50.1%</u>
	Expenditure		<u>21,518</u>	<u>126,514</u>	<u>327,136</u>	<u>200,622</u>	<u>0</u>	<u>38.7%</u>
	Movement to/(from) Gen Reserve		<u>(20,553)</u>	<u>371,813</u>				

Summary Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 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	30,852	428,710	581,343	152,633		152,633	73.7%
	Movement to/(from) Gen Reserve	<u>(30,852)</u>	<u>(428,710)</u>					
909	Capital & Projects							
	Income	0	5,666	0	(5,666)			0.0%
	Expenditure	0	53,695	48,051	(5,644)		(5,644)	111.7%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(48,029)</u>					
	Capital Projects Income	<u>0</u>	<u>5,666</u>	<u>201,821</u>	<u>196,155</u>			<u>2.8%</u>
	Expenditure	<u>30,852</u>	<u>482,405</u>	<u>629,394</u>	<u>146,989</u>	<u>0</u>	<u>146,989</u>	<u>76.6%</u>
	Movement to/(from) Gen Reserve	<u>(30,852)</u>	<u>(476,739)</u>					
<hr/>								
	Grand Totals:- Income	965	503,993	1,197,167	693,174			42.1%
	Expenditure	52,370	608,919	956,530	347,611	0	347,611	63.7%
	Net Income over Expenditure	<u>(51,404)</u>	<u>(104,926)</u>	<u>240,637</u>	<u>345,563</u>			
	Movement to/(from) Gen Reserve	<u>(51,404)</u>	<u>(104,926)</u>					

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Leisure Centre - General</u>								
4001 SALARIES & WAGES	0	85	0	(85)		(85)	0.0%	
4015 GAS	0	2,394	0	(2,394)		(2,394)	0.0%	
4035 SECURITY COSTS	90	302	0	(302)		(302)	0.0%	
Leisure Centre - General :- Indirect Expenditure	<u>90</u>	<u>2,781</u>	<u>0</u>	<u>(2,781)</u>	<u>0</u>	<u>(2,781)</u>		<u>0</u>
Net Expenditure	<u>(90)</u>	<u>(2,781)</u>	<u>0</u>	<u>2,781</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Leisure Centre - Swimming Pool</u>								
1021 SWIMMING - LESSONS	0	(38)	0	38			0.0%	
Leisure Centre - Swimming Pool :- Income	0	(38)	0	38				0
Net Income	0	(38)	0	38				

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 Leisure Centre - Outdoor Sport</u>								
1060 GRASS INCOME	0	2,108	1,000	(1,108)			210.8%	
Leisure Centre - Outdoor Sport :- Income	<u>0</u>	<u>2,108</u>	<u>1,000</u>	<u>(1,108)</u>			<u>210.8%</u>	<u>0</u>
Net Income	<u>0</u>	<u>2,108</u>	<u>1,000</u>	<u>(1,108)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201</u> <u>Playing Fields</u>								
1201 Field Hire Income	0	0	2,000	2,000			0.0%	
Playing Fields :- Income	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>			<u>0.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	0	2,250	2,250		2,250	0.0%	
4040 EQUIPMENT & SMALL TOOLS	0	0	1,000	1,000		1,000	0.0%	
Playing Fields :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>3,250</u>	<u>3,250</u>	<u>0</u>	<u>3,250</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>(1,250)</u>	<u>(1,250)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202</u> <u>Play Areas</u>								
4037 GROUNDS MAINTENANCE	0	640	1,000	360		360	64.0%	
4042 EQUIPMENT MAINTCE	0	112	1,000	888		888	11.2%	
Play Areas :- Indirect Expenditure	0	752	2,000	1,248	0	1,248	37.6%	0
Net Expenditure	0	(752)	(2,000)	(1,248)				

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Millennium Green</u>								
1001 RENT RECEIVED	0	0	1,500	1,500			0.0%	
Millennium Green :- Income	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>			<u>0.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	262	500	238		238	52.4%	
Millennium Green :- Indirect Expenditure	<u>0</u>	<u>262</u>	<u>500</u>	<u>238</u>	<u>0</u>	<u>238</u>	<u>52.4%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(262)</u>	<u>1,000</u>	<u>1,262</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204 Allotments</u>								
1001 RENT RECEIVED	0	74	1,000	926			7.4%	
Allotments :- Income	<u>0</u>	<u>74</u>	<u>1,000</u>	<u>926</u>			<u>7.4%</u>	<u>0</u>
4012 WATER RATES	0	84	500	416		416	16.8%	
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	0	250	250		250	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>84</u>	<u>1,025</u>	<u>941</u>	<u>0</u>	<u>941</u>	<u>8.2%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(10)</u>	<u>(25)</u>	<u>(15)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Roads & Highways</u>								
4080 STREET CARE (ex S Glos)	0	1,725	3,200	1,475		1,475	53.9%	
Roads & Highways :- Indirect Expenditure	0	1,725	3,200	1,475	0	1,475	53.9%	0
Net Expenditure	0	(1,725)	(3,200)	(1,475)				

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>302 Community Development</u>								
1082 Filton Festival	0	0	2,500	2,500			0.0%	
Community Development :- Income	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>			<u>0.0%</u>	<u>0</u>
4701 GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0%	
4702 GRANTS - TWINNING ASS'N	0	0	300	300		300	0.0%	
4703 GRANTS - FOUR TOWNS TPT	0	0	1,000	1,000		1,000	0.0%	
4706 GRANTS - Four Towns Play Assoc	0	0	4,280	4,280		4,280	0.0%	
4707 GRANTS - YOUTH PROVISION	0	8,750	17,500	8,750		8,750	50.0%	
4708 GRANTS - COMM'Y PARTNERSHIP	0	2,247	4,500	2,254		2,254	49.9%	
4711 GRANTS - S137 GENERAL	0	0	6,500	6,500		6,500	0.0%	
4720 CHRISTMAS ACTIVITIES	0	0	3,000	3,000		3,000	0.0%	
4725 FILTON FESTIVAL	0	0	10,000	10,000		10,000	0.0%	
Community Development :- Indirect Expenditure	<u>0</u>	<u>10,997</u>	<u>47,580</u>	<u>36,584</u>	<u>0</u>	<u>36,584</u>	<u>23.1%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(10,997)</u>	<u>(45,080)</u>	<u>(34,084)</u>				

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Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>801 Corporate Management</u>								
4004 PENSION DEFICIT	(983)	(4,917)	(11,800)	(6,883)		(6,883)	41.7%	
Corporate Management :- Indirect Expenditure	<u>(983)</u>	<u>(4,917)</u>	<u>(11,800)</u>	<u>(6,883)</u>	<u>0</u>	<u>(6,883)</u>	<u>41.7%</u>	<u>0</u>
Net Expenditure	<u>983</u>	<u>4,917</u>	<u>11,800</u>	<u>6,883</u>				

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Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>802 Democratic Rep'n & Mgmt</u>								
4007 COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4009 TRAVEL	0	0	50	50		50	0.0%	
4024 SUBSCRIPTIONS	0	0	200	200		200	0.0%	
4028 ELECTION COSTS	0	0	2,500	2,500		2,500	0.0%	
4033 NEWSLETTER	250	1,500	3,000	1,500		1,500	50.0%	
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	<u>250</u>	<u>1,500</u>	<u>6,150</u>	<u>4,650</u>	<u>0</u>	<u>4,650</u>	<u>24.4%</u>	<u>0</u>
Net Expenditure	<u>(250)</u>	<u>(1,500)</u>	<u>(6,150)</u>	<u>(4,650)</u>				

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Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>803 Civic Expenses</u>								
4066 CHAIRMANS ALLOWANCE	0	0	950	950		950	0.0%	
4067 COMMUNITY AWARDS	0	0	1,000	1,000		1,000	0.0%	
Civic Expenses :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,950</u>	<u>1,950</u>	<u>0</u>	<u>1,950</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,950)</u>	<u>(1,950)</u>				

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Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>901 Central Services</u>								
1001 RENT RECEIVED	50	52	2	(50)			2605.0%	
Central Services :- Income	<u>50</u>	<u>52</u>	<u>2</u>	<u>(50)</u>			<u>2605.0%</u>	<u>0</u>
4001 SALARIES & WAGES	15,407	44,751	113,268	68,517		68,517	39.5%	
4005 HR Costs-Service level agr'mnt	0	0	4,000	4,000		4,000	0.0%	
4007 COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008 TRAINING	270	460	2,500	2,040		2,040	18.4%	
4009 TRAVEL	0	0	200	200		200	0.0%	
4010 OTHER STAFF COSTS	0	0	500	500		500	0.0%	
4020 SUNDRY OFFICE & IT COSTS	439	4,174	3,000	(1,174)		(1,174)	139.1%	
4021 TELEPHONE & FAX	535	933	750	(183)		(183)	124.4%	
4022 POSTAGE	0	39	600	561		561	6.4%	
4023 STATIONERY/PRINTING	22	199	500	301		301	39.9%	
4024 SUBSCRIPTIONS	0	1,771	1,850	79		79	95.7%	
4025 INSURANCE	0	11,168	10,000	(1,168)		(1,168)	111.7%	
4026 PHOTOCOPY CHARGES	0	307	1,600	1,293		1,293	19.2%	
4027 OFFICE EQUIPMENT	0	0	500	500		500	0.0%	
4032 PUBLICITY	18	1,053	0	(1,053)		(1,053)	0.0%	
4039 MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4051 BANK CHARGES	8	294	500	206		206	58.8%	
4056 LEGAL FEES	0	1,183	1,000	(183)		(183)	118.3%	
4057 AUDIT FEES	0	0	2,000	2,000		2,000	0.0%	
4058 ACCOUNTANCY FEES	266	1,395	6,000	4,605		4,605	23.2%	
4060 OTHER PROF FEES	0	(4)	15,000	15,004		15,004	0.0%	
4076 COUNCIL TAX - FLAT	3,002	3,002	0	(3,002)		(3,002)	0.0%	
Central Services :- Indirect Expenditure	<u>19,966</u>	<u>70,724</u>	<u>164,118</u>	<u>93,394</u>	<u>0</u>	<u>93,394</u>	<u>43.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(19,916)</u>	<u>(70,672)</u>	<u>(164,116)</u>	<u>(93,444)</u>				

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Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>902 Outside Services</u>								
1001 RENT RECEIVED	0	0	350	350			0.0%	
Outside Services :- Income	<u>0</u>	<u>0</u>	<u>350</u>	<u>350</u>			<u>0.0%</u>	<u>0</u>
4001 SALARIES & WAGES	0	32,296	96,413	64,117		64,117	33.5%	
4006 PROTECTIVE CLOTHING	0	221	200	(21)		(21)	110.7%	
4008 TRAINING	0	0	500	500		500	0.0%	
4016 JANITORIAL	0	0	200	200		200	0.0%	
4018 REFUSE DISPOSAL	1,129	4,026	0	(4,026)		(4,026)	0.0%	
4036 PROPERTY MAINTCE	193	1,089	1,500	411		411	72.6%	
4037 GROUNDS MAINTENANCE	760	2,093	2,500	407		407	83.7%	
4039 MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4040 EQUIPMENT & SMALL TOOLS	0	825	2,000	1,175		1,175	41.3%	
4041 EQUIPMENT HIRE	0	136	250	114		114	54.5%	
4042 EQUIPMENT MAINTCE	113	1,217	3,000	1,783		1,783	40.6%	
4044 VEHICLE FUEL,OIL & MAINT	0	701	2,500	1,799		1,799	28.1%	
Outside Services :- Indirect Expenditure	<u>2,196</u>	<u>42,606</u>	<u>109,163</u>	<u>66,557</u>	<u>0</u>	<u>66,557</u>	<u>39.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,196)</u>	<u>(42,606)</u>	<u>(108,813)</u>	<u>(66,207)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>908 L C Outsourcing & Redevelopmen</u>								
1101 ACTIVE NATION SUBSIDY	0	0	201,821	201,821			0.0%	
L C Outsourcing & Redevelopmen :- Income	<u>0</u>	<u>0</u>	<u>201,821</u>	<u>201,821</u>			<u>0.0%</u>	<u>0</u>
4054 LOAN INTEREST PWLB	0	319	93,061	92,742		92,742	0.3%	
4055 LOAN CAPITAL REPAYED	0	1,535	138,282	136,747		136,747	1.1%	
4982 CAP LC Outsourcing costs	30,852	426,856	0	(426,856)		(426,856)	0.0%	
4998 TFR TO EARMARKED RSV	0	0	350,000	350,000		350,000	0.0%	
L C Outsourcing & Redevelopmen :- Indirect Expenditure	<u>30,852</u>	<u>428,710</u>	<u>581,343</u>	<u>152,633</u>	<u>0</u>	<u>152,633</u>	<u>73.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(30,852)</u>	<u>(428,710)</u>	<u>(379,522)</u>	<u>49,188</u>				

11:05

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>909 Capital & Projects</u>								
1074 CIL Income	0	5,666	0	(5,666)			0.0%	
Capital & Projects :- Income	<u>0</u>	<u>5,666</u>	<u>0</u>	<u>(5,666)</u>				<u>0</u>
4054 LOAN INTEREST PWLB	0	93	201	108		108	46.1%	
4055 LOAN CAPITAL REPAID	0	7,850	7,850	(0)		(0)	100.0%	
4925 CAP Flags	133	2,281	0	(2,281)		(2,281)	0.0%	
4983 CAP Playing Field Planters	0	1,021	0	(1,021)		(1,021)	0.0%	
4984 CAP Grounds Maint. Equipment	0	495	0	(495)		(495)	0.0%	
4988 CAP Queen Jubilee	0	86	0	(86)		(86)	0.0%	
4992 FUNDING FROM R CAP FUND	(133)	(3,797)	0	3,797		3,797	0.0%	
4993 TFR TO ROLLING CAPITAL FUND	0	40,000	40,000	0		0	100.0%	
4998 TFR TO EARMARKED RSV	0	5,666	0	(5,666)		(5,666)	0.0%	
Capital & Projects :- Indirect Expenditure	<u>0</u>	<u>53,695</u>	<u>48,051</u>	<u>(5,644)</u>	<u>0</u>	<u>(5,644)</u>	<u>111.7%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(48,029)</u>	<u>(48,051)</u>	<u>(22)</u>				

Continued over page

11:05

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>998 Precept & Interest</u>								
1076 PRECEPT	0	493,347	986,694	493,347			50.0%	
1090 INTEREST RECEIVED	915	2,783	300	(2,483)			927.6%	
Precept & Interest :- Income	<u>915</u>	<u>496,130</u>	<u>986,994</u>	<u>490,864</u>			<u>50.3%</u>	<u>0</u>
Net Income	<u>915</u>	<u>496,130</u>	<u>986,994</u>	<u>490,864</u>				
Grand Totals:- Income	965	503,993	1,197,167	693,174			42.1%	
Expenditure	52,370	608,919	956,530	347,611	0	347,611	63.7%	
Net Income over Expenditure	<u>(51,404)</u>	<u>(104,926)</u>	<u>240,637</u>	<u>345,563</u>				
Movement to/(from) Gen Reserve	<u>(51,404)</u>	<u>(104,926)</u>						

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2022

<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	59,836		
121	STOCK - LEISURE	125		
190	CAPITAL WORK IN PROGRESS	1,906		
200	BANK ACCOUNT-GENERAL	30,227		
201	BANK IMPREST WAGES AC	276,590		
220	PETTY CASH - OFFICE	74		
245	CCLA Public Sector Investment	975,000		
246	CCLA - FTC Project Account	100,135		
	Total Current Assets		1,443,892	
	<u>Current Liabilities</u>			
500	TRADE CREDITORS	2,757		
510	ACCRUED EXPENSES	3,950		
525	PAYE AND NI DUE	3,482		
526	SUPERANNUATION DUE	1,377		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		16,066	
	Net Current Assets			1,427,826
	Total Assets less Current Liabilities			2,008,545
	<u>Long Term Liabilities</u>			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,354,577)		
403	PWLB Loan 443438	598,465		
	Total Long Term Liabilities		715,108	
	Total Assets less Total Liabilities			1,293,437
	<u>Represented by :-</u>			
300	CURRENT YEAR FUND	(104,926)		
310	GENERAL FUND	177,367		
315	ROLLING CAPITAL FUND	83,424		
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		
328	EMR Elections	10,338		
329	EMR CIL 19/20	3,961		
330	CAPITAL FINANCE ACCOUNT	465,752		

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
331	EMR CIL 20/21	30,963	
332	EMR CIL 21/22	13,309	
333	EMR CIL 22/23	5,666	
	Total Equity		<u>1,293,437</u>

**Bank Reconciliation Statement as at 31/08/2022
for Cashbook 1 - BANK ACCOUNT-GENERAL**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Current Account	31/08/2022		30,226.52
			<u>30,226.52</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			30,226.52
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			30,226.52
		Balance per Cash Book is :-	30,226.52
		Difference is :-	0.00

Your Account Statement



1131929910 | 00543

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

Unity Trust Bank
PO Box 7193,
Planetary Road,
Wivenhall,
WV1 9DG

0345 140 1000

Date: 03/09/2022

Account Name: Filton Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20444196

Your arranged overdraft limit is £0.00

Switch to paperless statements

As part of our commitment to sustainability, you can choose to receive online statements and we'll notify you by email when they're available. If you haven't already switched to paperless statements visit <https://www.unity.co.uk/online-statements/>.



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

Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/08/2022		Balance brought forward	£0.00	£0.00	£30,226.52
01/09/2022	Credit	[REDACTED]	£0.00	£37.00	£30,263.52
02/09/2022	Credit	PUBLIC SECTOR DEPO	£0.00	£1,338.20	£31,601.72

Bank with us.
Bank on us.

Page number 1 of 2

Statement number 020



**Bank Reconciliation Statement as at 31/08/2022
for Cashbook 2 - BANK ACCOUNT-IMPREST**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Imprest A/c -01364383	31/08/2022	495	100.00
Natwest Business A/c -08609098	31/08/2022	538	276,489.79
			<u>276,589.79</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			276,589.79
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			276,589.79
		Balance per Cash Book is :-	276,589.79
		Difference is :-	0.00

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0001/0001
2 00313

Date	Details	Withdrawn	Paid in	Balance
27 Aug 2022	BROUGHT FORWARD			100.00
30 Aug	Credit FROM 08609098		40.34	
	Card Transaction 6689 25AUG22			
	AMZNMKTPLACE			
	AMAZON.CO			
	AMAZON.CO.UK GB	25.95		
	Card Transaction 6689 29AUG22			
	ZOOM.US			
	888-799-9666			
	SAN JOSE US	14.39		100.00
31 Aug	Credit FROM 08609098		9,572.37	
	Charges 29JUL A/C 01364383	8.15		
	Direct Debit FILTON TC PAYROLL			
	BACS S20	9,564.22		100.00
2 Sep	Credit FROM 08609098		9.45	
	Card Transaction 6689 01SEP22 C			
	TESCO PFS 2492			
	ELM PARK GB	9.45		100.00

Account Number 01364383
 Branch sort code 52-10-05
 National Westminster Bank Plc

FILTON TOWN COUNCIL
 V5

00752257
0001/0001
2 00313

Date	Details	Withdrawn	Paid in	Balance
27 Aug 2022	BROUGHT FORWARD			286,076.27
30 Aug	Debit TO 01364383	40.34		286,035.93
31 Aug	Interest 31AUG GRS 08609098		26.23	
	Debit TO 01364383	9,572.37		276,489.79
2 Sep	Debit TO 01364383	9.45		276,480.34

Account Number 08609098
 Branch sort code 52-10-05
 National Westminster Bank Plc

FILTON TOWN COUNCIL
 V5

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Filton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Filton Town Council for the year ended 31 March 2022 has been completed and the accounts have been published.	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Filton Town Council on application to:	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(a) <u>Lesley Reuben, Town Clerk & Responsible Financial Officer</u> <u>Filton Town Council Office, Elm Park, Filton South Glos BS34 7PS</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>10a.m. to 2p.m. Monday to Friday</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ ⁰ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>Lesley Reuben, Town Clerk & Responsible Financial Officer</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>27th September 2022</u>	(e) Insert the date of placing of the notice

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' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.		✓	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and deal with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
		✓	

*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:

28/06/2022

and recorded as minute reference:

FTC-FULL COUNCIL 029011

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

Chairman



Clerk



www.filtontowncouncil.gov.uk

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

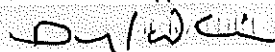
I confirm that these Accounting Statements were approved by this authority on this date:

28/06/2022

as recorded in minute reference:

FTC Full Council (0290iii)

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



Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Filton Town Council – AV0050**

1 Respective responsibilities of the body and the auditor

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 report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 3, in response to the internal audit report matters raised in respect of the Transparency Code. However, as the Transparency Code is not mandatory for smaller authorities with turnover greater than £25,000 it was not necessary for this Assertion to be answered 'No'.

3 External auditor certificate 2021/22

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

BANK ACCOUNT-GENERAL

Payments made between 01/08/2022 and 31/08/2022

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
17/08/2022	South Gloucestershire Council	BP1	133.00	133.00		500			145-Flagpole planning
17/08/2022	South Gloucestershire Council	BP2	3,002.00	3,002.00		500			146-Flat Council Tax
17/08/2022	YZDesigns	BP3	21.00	21.00		500			103-Filton town amends July 22
17/08/2022	Travis Perkins Trading Co Ltd	BP4	51.79	51.79		500			110-Metal cutting disc
17/08/2022	Surrey Hills Solicitors LLP	BP5	1,419.00	1,419.00		500			101-Professional outsourcing
19/08/2022	Complete Business Solutions Gr	BP10	122.60	122.60		500			100-Copier paper
19/08/2022	Active Nation UK Ltd	BP11	34,022.30	34,022.30		500			95-Year 1 Management fee-Aug
19/08/2022	South Gloucestershire Council	BP6	1,035.00	1,035.00		500			99-Grass cutting Jul/Sept 22
19/08/2022	Filton Voice Ltd	BP7	300.00	300.00		500			98-2 pages advert
19/08/2022	DL I.T. Solutions Ltd	BP8	1,112.15	1,112.15		500			P/Ledger Electronic Payment
19/08/2022	DCK Accounting Solutions Ltd	BP9	319.26	319.26		500			102-Accounts support
25/08/2022	Safestore Ltd	DDR	348.15		58.02	4020	901	290.13	Storage hire
Total Payments:			41,886.25	41,538.10	58.02			290.13	

Minutes of the Staffing Committee meeting held on 4th October 2022 at 6.30p.m.

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

ALSO PRESENT: Lesley Reuben - Town Clerk

APOLOGIES: Cllr A.Doyle, M.Chaudhry

141. Minutes of the meeting held 5th September 2022 were approved an accurate record.

142. Grounds Maintenance – The Committee were updated.

143. Staff Review – After discussing all the options. It was proposed, seconded and agreed to appoint an administrative assistant for 30hrs per week as soon as possible. Also, to explore increasing the responsibility of the existing grounds team with commensurate evaluation.

144. Date of next meeting – Tuesday 8th November (prior to council meeting)

There being no further business the meeting closed at 7.40pm.

DRAFT