



# 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**

8<sup>th</sup> February 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Monday 13<sup>th</sup> January 2023 at 7p.m at SHE7, Braemar Crescent, BS7 0TD**

Yours sincerely,

L.A.Reuben  
Town Clerk.& RFO

## A G E N D A

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Phil Aitkin & Shaun Tasker from Active Nation - construction update (Please send in question in advance of meeting.)
5. To approve the minutes of Full Council (Finance) 10<sup>th</sup> January 2023. (page1-2)
6. Matters of report arising from the minutes not otherwise covered by the Agenda.
7. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting
8. Income & Expenditure Reports Month 9 (pages 3-4)
9. Balance Sheet Month 9 (pages 5-6)
10. Bank Reconciliation Month Month9 (pages 7-8)
11. Reports from Committees, Working Groups, and the Town Clerk:
  - i) Leisure Centre Construction Update
  - ii) Replacement Tractor requirement (page 9)
  - iii) Proposal from Cllr D Boardman “ To book Steve England for a nature guide on the coronation bank holiday, cost circa £495. As part of the FTC Coronation community day activities”.
12. Payments for Information Month 9 (page 10)

**PRESENT: Cllrs:** A Doyle (Chair), T Mewies (Vice Chair), B Mead, A Bird, D Boardman, D Collins, A Kenyon, A Robinson, E Adejevi, D.Harris

**ALSO, PRESENT:** Lesley Reuben (Town Clerk & RFO), Carla Westcott (TCSO)  
Derek Kemp (DCK Accounting Solutions)

**APOLOGIES:** Cllrs:- A Monk, C Wood

**NON-ATTENDANCE:** Cllr M Chaudhry

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**0428. APOLOGIES FOR ABSENCE:** Apologies noted

**0429. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures

**0430. DECLARATIONS OF INTEREST:** None

**0431. BUDGET PROVISION 2023/24 – DEREK KEMP ACCOUNTING SOLUTIONS**

- a. Councillors submission for budget consideration – to be reviewed in new financial year
- b. Budget Provision 2023-24: D Kemp presented the budget provision and option to Council. Noting the ability to extend the contingency fund has been included in the figures, still leaving reserves £24,000 above the recommended level. Leaving the sum of £250,000 as surplus to the Council that can be used for various agreed funding to be discussed at a separate meeting in the new financial year. A social fund was also suggested and agreed that this was to be added to the list for consideration in the new tax year.

Queries regarding the precept were answered and various options and figures were discussed.

2 Motions were proposed with a named vote being requested:-

**Motion 1** : Proposed by Cllr.D.Boardman and seconded by Cllr.A.Robinson

“To reduce the precept for the Filton residents by 10%”.

*Voted FOR 4 ( Cllr:-s A.Robinson, D.Boardman, E.Adejevi, A.Kenyon)*

*AGAINST 6 (Cllrs:- A Doyle, T Mewies, D Collins, A. Bird, D Harris, B Mead).*

**Motion 2**: Proposed by Cllr B.Mead and seconded by Cllr.A.Bird

“To keep the precept unchanged which equates to a 0.57% decrease per Band D Filton property”

*Voted FOR 7(Cllrs:- A Doyle, T Mewies, A Bird, D Harris, B Mead, A Kenyon ad D Collins)*

*AGAINST 3 (Cllrs:- D Boardman, E.Adjevi, A.Robinson).*

**Motion 2 carried.- it was therefore resolved to demand a precept requirement of £986,694 which equates to £312.84. per annum (£6 per week) per Band D property.**

**This being a**

**-0.57% reduction per household on last year. (Reason noted as 18 extra band D equivalents)**

**0432. TO APPROVE THE MINUTES OF THE MEETING HELD 8<sup>th</sup> November 2022**

The minutes were approved as an accurate record.

**0433. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON**

**THE AGENDA:** Filton Town Council have not yet received the certificate from the soil delivered to the land behind the Bulldog. The Town Clerk to follow this up.

- 0434. PUBLIC PARTICIPATION:** Member of the public raised concerns over the speeding and speed signage around Hunters Way. Filton Town Council to investigate the department responsible and raise the concerns.
- 0435. INCOME & EXPENDITURE REPORTS:** Clarification of the Streetcare expenditure given.  
**Noted**
- 0436. BALANCE SHEET (Month 7):** Query on the Monsoon payment. Confirmed it as the Ground Teams new uniform supplier.
- 0437. BANK RECONCILIATION (Month 7) – Noted**
- 0438. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:**
- i) Leisure Centre Construction Update:** The Town Clerk updated the Council that the demolition has now began and is moving quickly.  
The poor weather has caused issues with the temporary car park and additional costs had been incurred.  
Full planning permission for had now been received.
  - ii) Venue for future Council Meetings:** After looking at several different options the SHE7 meeting room had been reserved for future meetings until March 2023. The meetings would need to be re-scheduled to 2<sup>nd</sup> and 4<sup>th</sup> Monday of every month until March. It was agreed that this would been the best option and the next Full Council meeting would be held Monday 23<sup>rd</sup> January 2023 at SHE7.
- 0439. Payments for Information month 8 – Accepted**

There being no further business, the Chair closed the meeting at 8.15 pm.

## Summary Income &amp; Expenditure by Budget Heading 31/12/2022

Month No: 9

December 2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<b>Finance &amp; General Purposes</b>									
100	Leisure Centre - Outsourcing	Expenditure	0	280,418	367,156	86,739	86,739	76.4%	
101	Leisure Centre - General	Expenditure	0	4,924	0	(4,924)	(4,924)	0.0%	
102	Leisure Centre - Swimming Pool	Income	0	(28,665)	0	28,665		0.0%	
106	Leisure Centre - Outdoor Sport	Income	0	2,375	1,000	(1,375)		237.5%	
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	5	1,278	2,000	722	722	63.9%	
203	Millennium Green	Income	0	0	1,500	1,500		0.0%	
		Expenditure	0	716	500	(216)	(216)	143.1%	
	Movement to/(from) Gen Reserve		<u>0</u>	<u>(716)</u>					
204	Allotments	Income	74	1,802	1,000	(802)		180.2%	
		Expenditure	23	809	1,025	216	216	79.0%	
	Movement to/(from) Gen Reserve		<u>51</u>	<u>992</u>					
301	Roads & Highways	Expenditure	863	2,588	3,200	613	613	80.9%	
302	Community Development	Income	0	0	2,500	2,500		0.0%	
		Expenditure	480	22,362	67,580	45,218	45,218	33.1%	
	Movement to/(from) Gen Reserve		<u>(480)</u>	<u>(22,362)</u>					
801	Corporate Management	Expenditure	(983)	(8,850)	(11,800)	(2,950)	(2,950)	75.0%	
802	Democratic Rep'n & Mgmt	Expenditure	0	2,375	6,150	3,775	3,775	38.6%	
803	Civic Expenses	Expenditure	0	0	1,950	1,950	1,950	0.0%	
901	Central Services	Income	0	52	2	(50)		2605.0%	
		Expenditure	9,670	104,601	164,118	59,517	59,517	63.7%	
	Movement to/(from) Gen Reserve		<u>(9,670)</u>	<u>(104,549)</u>					
902	Outside Services	Income	0	0	350	350		0.0%	
		Expenditure	7,288	105,687	109,163	3,476	3,476	96.8%	
	Movement to/(from) Gen Reserve		<u>(7,288)</u>	<u>(105,687)</u>					
998	Precept & Interest	Income	10,238	1,010,663	986,994	(23,669)		102.4%	
		Expenditure	0	5	0	(5)	(5)	0.0%	
	Movement to/(from) Gen Reserve		<u>10,238</u>	<u>1,010,658</u>					
	Finance & General Purposes Income		<u>10,312</u>	<u>986,228</u>	<u>995,346</u>	<u>9,118</u>		<u>99.1%</u>	
	Expenditure		<u>17,345</u>	<u>516,912</u>	<u>714,292</u>	<u>197,380</u>	<u>0</u>	<u>197,380</u>	<u>72.4%</u>
	Movement to/(from) Gen Reserve		<u>(7,033)</u>	<u>469,316</u>					

## Summary Income &amp; Expenditure by Budget Heading 31/12/2022

Month No: 9

December 2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Capital Projects</b>								
908 L C Redevelopment	Expenditure	64,217	373,651	231,343	(142,308)		(142,308)	161.5%
909 Capital & Projects	Income	0	5,666	0	(5,666)			0.0%
	Expenditure	0	53,609	108,051	54,442		54,442	49.6%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(47,943)</u>					
	Capital Projects Income	<u>0</u>	<u>5,666</u>	<u>0</u>	<u>(5,666)</u>			<u>0.0%</u>
	Expenditure	<u>64,217</u>	<u>427,260</u>	<u>339,394</u>	<u>(87,866)</u>	<u>0</u>	<u>(87,866)</u>	<u>125.9%</u>
	Movement to/(from) Gen Reserve	<u>(64,217)</u>	<u>(421,594)</u>					
	Grand Totals:- Income	<u>10,312</u>	<u>991,894</u>	<u>995,346</u>	<u>3,452</u>			<u>99.7%</u>
	Expenditure	<u>81,562</u>	<u>944,172</u>	<u>1,053,686</u>	<u>109,514</u>	<u>0</u>	<u>109,514</u>	<u>89.6%</u>
	Net Income over Expenditure	<u>(71,250)</u>	<u>47,722</u>	<u>(58,340)</u>	<u>(106,062)</u>			
	Movement to/(from) Gen Reserve	<u>(71,250)</u>	<u>47,722</u>					

## Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2022

<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
	<b>Total Fixed Assets</b>	<b>3,065,407</b>	<b>2,484,688</b>	<b>580,719</b>
	<u>Current Assets</u>			
105	VAT CONTROL	43,758		
110	PREPAYMENTS	2,888		
121	STOCK - LEISURE	125		
190	CAPITAL WORK IN PROGRESS	1,906		
200	BANK ACCOUNT-GENERAL	589,424		
201	BANK IMPREST WAGES AC	192,116		
220	PETTY CASH - OFFICE	74		
245	CCLA Public Sector Investment	1,475,000		
246	CCLA - FTC Project Account	3,112,530		
	<b>Total Current Assets</b>		<b>5,417,821</b>	
	<u>Current Liabilities</u>			
500	TRADE CREDITORS	(33,583)		
510	ACCRUED EXPENSES	3,950		
525	PAYE AND NI DUE	2,778		
526	SUPERANNUATION DUE	900		
560	INCOME IN ADVANCE	4,500		
570	RETENTIONS PAYABLE	7,448		
	<b>Total Current Liabilities</b>		<b>(14,007)</b>	
	<b>Net Current Assets</b>			<b>5,431,828</b>
	<b>Total Assets less Current Liabilities</b>			<b>6,012,547</b>
	<u>Long Term Liabilities</u>			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,354,577)		
403	PWLB Loan 443438	96,914		
404	PWLB Loan 532982	493,619		
405	PWLB Loan 554749	3,861,072		
	<b>Total Long Term Liabilities</b>		<b>4,568,248</b>	
	<b>Total Assets less Total Liabilities</b>			<b>1,444,299</b>
	<u>Represented by :-</u>			
300	CURRENT YEAR FUND	47,722		
310	GENERAL FUND	177,367		
315	ROLLING CAPITAL FUND	73,707		
320	RCF Pool Redevelopment	450,000		
321	Contingency Fund	100,000		
323	EMR Festival	10,000		
325	EMR 4 Towns Play Association	4,580		

## Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2022

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>
326	EMR Maintenance	43,002
328	EMR Elections	10,338
329	EMR CIL 19/20	3,961
330	CAPITAL FINANCE ACCOUNT	473,684
331	EMR CIL 20/21	30,963
332	EMR CIL 21/22	13,309
333	EMR CIL 22/23	5,666
	<b>Total Equity</b>	<b>1,444,299</b>

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**Bank Reconciliation Statement as at 31/12/2022  
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	31/12/2022		589,424.15
			<u>589,424.15</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			589,424.15
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			589,424.15
		<b>Balance per Cash Book is :-</b>	<b>589,424.15</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 31/12/2022  
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	31/12/2022	509	100.00
Natwest Business A/c -08609098	31/12/2022	553	192,015.88
			<u>192,115.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			192,115.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			192,115.88
		<b>Balance per Cash Book is :-</b>	<b>192,115.88</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Filton Town Council Grounds Team New Tractor 2023**

Tractor	Specifications	Comments	Price	
MASSEY FERGUSON 1755M MC COMPACT TRACTOR, 29 X 120-15 / 475 X 65D20 OS TURF TYRES	MF 1755M MC COMPACT TRACTOR 29 X 120-15 / 475 X 65D20 OS TURF 55hp 12x12 Mechanical Gearbox 53l Fuel Tank 2 Spools 540/540E Quicke Front Loader & Bucket Road Lights & 4 LED Work Lights	Parts and labour available within 24 hours	£59,000.00 Less Discount Of: - (Less Allowance For Kubota L3038 & Loader C/W Bucket) - £8,000.00  Total Cost	£22,500.00     £28,500.00
NEW KUBOTA L2522 Cabbed tractor on turf tyres c/w Kubota LA1055 front loader and bucket	52hp Kubota diesel engine. Manual transmission 16 forward and 16 reverse fully synchronised. 2-4 Wheel drive. Power steering. DVLA 1 st registration and number plate/beacon kit. Kubota 2-Year warranty.	Contract hire available 5-Year contract hire. 60 x Monthly payments of £923.00	Kubota rrp Lister discount  Total Cost	£42,267.00 -£6417.00  £35,850.00

## BANK ACCOUNT-GENERAL

## List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2022	Biffa Waste Services Ltd	FP1	289.80		Purchase Ledger Payment
02/12/2022	Travis Perkins Trading Co Ltd	FP2	38.47		234-Touch screen gloves
09/12/2022	AJ Purnell	FP3	265.00		232-Provision of xmas disco
15/12/2022	Biffa Waste Services Ltd	FP4	896.04		Purchase Ledger Payment
15/12/2022	Safestore Ltd	DDR	348.15		Safestore Ltd unit hire
15/12/2022	Poppers Party Shop	FP	25.00		Xmas party
23/12/2022	Monsoon Marketing Ltd	FP5	320.62		272-Protectice clothing
23/12/2022	Safetykleen UK Limited	FP6	282.00		267-Engine oil
23/12/2022	Travis Perkins Trading Co Ltd	FP7	55.24		Purchase Ledger Payment
23/12/2022	Ernest Till (South West) & co	FP8	186.00		254-Relocate defib
23/12/2022	Ricoh UK Ltd	FP9	378.25		266-Copier charge Sept/Nov
23/12/2022	Microshade Business Consultant	FP10	68.40		264-Monthly fees
23/12/2022	Filton Voice Ltd	FP11	450.00		256-2 Pages December
23/12/2022	Everflow Ltd	FP12	44.13		253-Water Allotment 18Dec/17Ja
23/12/2022	DL I.T. Solutions Ltd	FP13	243.48		251-Agreement Monthly services
23/12/2022	DCK Accounting Solutions Ltd	FP14	448.93		269-Accounts support
23/12/2022	Chandlers (Farm Equipment) Ltd	FP15	26.94		249-Cover handle
23/12/2022	Earth Anchors Ltd	FP16	3,714.00		263-Sentinel bin anchored x 5
23/12/2022	Biffa Waste Services Ltd	FP17	723.89		248-Waste disposal
23/12/2022	Glasdon UK Limited	FP18	1,755.37		258-Plastic liner, lid & ext.
23/12/2022	Trusted Facilities Management	FP19	12,412.80		261-Supply pool AHU
23/12/2022	Futurform Limited	FP20	538.80		257-Memorial Seat
23/12/2022	Speller Metcalfe	FP21	43,550.26		243-Certificate no. 5A
23/12/2022	South Gloucestershire Council	FP22	1,035.00		245-Localism gas cut Oct-Dec22
23/12/2022	South Gloucestershire Council	FP23	1,376.40		246-Large mobility kissing gat
23/12/2022	Re Energize	FP24	1,444.00		265-Filton community festival
31/12/2022	Unity Bank	DDR	34.95		bank charges
<b>Total Payments</b>			<u>70,951.92</u>		