

# 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**

7<sup>th</sup> September 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 12<sup>th</sup> September 2023 at 7pm at SHE7, Braemar Crescent, BS7 0TD.**

Yours sincerely,

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

L.A.Reuben  
Town Clerk.& RFO

## A G E N D A

### PART 1

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Presentation from Active Nation – Filton Leisure Centre
5. To approve the minutes of Full Council (Finance) 11<sup>th</sup> July 2023. (pages 1-2)
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 4 (pages 3-18)
9. Balance Sheet Month 4 (pages 19-20)
10. Bank Reconciliation Month 4 (pages 21-22)
11. Reports from Committees, Working Groups, and the Town Clerk:
  - i) Motions from Members
    - 1) Cllr Mewies “That this Town Council commission a programme of outdoor educational walks on biodiversity and nature in Filton, utilising council owned and other publicly accessible land. An outline budget of £3000 to be put towards this activity.”
    - 2) Cllr Mewies “That this Town Council plan a short programme of events during December, celebrating the festive season. This should include a repeat of the previously successful Christmas party for local children, and a community carol event in Elm Park. An outline budget of £3000 to be put towards this activity.”

- 3) Cllr Mead "Request to add both name and political affiliation onto Cllr's name plates."
  - 4) Cllr Mead "Requests to fly flags other than union flag on the FTC Flagpole."
  - ii)* Community Assets (any updates)
  - iii)* Zest Charge Points
  - iv)* Skate Park consultation – (deferred from last meeting)(page 23)
  - v)* Millenium Green Lighting (page 24)
  - vi)* Members IT solutions (page 25)
  - vii)* Station Road allotment fees (page 26)
  - viii)* Staffing membership
  - ix)* Community Fund
- 12. Payments for Information (pages 27-32 )**

**PART 2 (Closed session)**

- 13. Minutes of the Staffing Committee held 5<sup>th</sup> September 2023(to be circulated prior to the meeting)**

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 11<sup>th</sup> July 2023** at SHE 7, Braemar Crescent, Filton.

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**PRESENT: Cllrs:** T Mewies (Vice Chair), A Doyle, J Baverstock, A Bird, D.Harris, A Monk, A Kenyon, A Robinson, D Boardman (arrived during Agenda item 0488)

**ALSO, PRESENT:** Lesley Reuben (Town Clerk)

**APOLOGIES: Cllrs:-** B.Mead(Chair), J.Molloy, D.Collins,

**NON-ATTENDANCE:** E Adejevi

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**0478. APOLOGIES FOR ABSENCE:** Apologies noted

**0479. DECLARATIONS OF INTEREST:** None

**0480. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures.

**0481. MINUTES OF THE MEETING HELD 12<sup>TH</sup> JUNE 2023** were approved with Cllr M Chaudhry being removed from the attendance list.

**0482. MATTERS ARISING FROM THE MINUTES**

- i) Filton Festival – Queries were raised on the following: -  
Had Steve England been invited? Check funding arrangement for this activity  
Has the mini bus been booked?
- ii) Tractor – circulate final cost to members
- iii) Bus Shelters – had the cleaning been completed.  
Town Clerk to circulate update to members all the above.

**0483. PUBLIC PARTICIPATION**

- i) A resident asked for an update on the Filton Central Garage application and why there had been a delay on the decision.  
South Glos members updated – the consultation period had been extended at our request which in turn added to the timescale. The Applicant was aware of the delay which is due to the Highway needing more time. It would not be prudent for the officer to give any indication whether they would be minded to approve or refuse at this stage.  
The application will appear on the circulated schedule which will go to committee where members will be able to speak in favour or not.  
Residents are encouraged to attend the forthcoming Community Engagement Forum.  
The second application at the Brewers Fayre site could not be taken in consideration at this stage as will be considered on its own merit.
- ii) A resident was concerned that he had been unable to find the agenda on the council website. The Town Clerk confirmed that it was not on the website due to clerk not being able to access the website. However, the Agenda had been displayed on local notice boards as per the legal requirement. The Town Clerk apologised for the inconvenience caused.  
It was agreed that in future the agenda should be posted via Filton Voice and the Council's facebook page with the comment option turned off.

**0484. INCOME & EXPENDITURE REPORTS**

- i) Playing Field – check why no expenditure
- ii) 203 Millenium Green - 173 should be 172
- iii) Air cadets – increase needed
- iv) Pension Deficit – explanation of calculation required
- v) Refuse – check budget
- vi) Lease land & Property -check

**0485. LEISURE CENTRE CONSTRUCTION UPDATE** – next meeting this Thursday.  
Reminder to invite nominated councillors.

**0486. COMMUNITY ASSETS** – it was reported that Bethany Hall were keen to be involved and extend thanks to council for recognising them as a valued facility in the community.  
Members were reminded to complete their tasks.

**0487. SKATE PARK CONSULTATION** – this item had been deferred from the last meeting but no further information supplied. Update to be circulated when TCSO returned from leave.

**0488. REFUSE/RECYCLING INDUSTRIAL DISPUTE** - Updates and discussions took place regarding the current Suez industrial dispute.

i)It was proposed seconded and agreed nem.com *“That Filton Town Council supports South Gloucestershire Council’s efforts to alleviate the impact to residents of Suez workers striking for better pay. At this point we feel they have done all they can with the available resources. We acknowledge that Filton is better off than some other towns. We acknowledge they are working with a decades old contract originally set up with a different company (Virridor).*

*As a council we recognise the right to strike is an enshrined right, and we hope that Suez and their workers can reach an amicable agreement as soon as possible so that normality can return, and Suez can focus on creating the best possible future contract for the people of Filton and South Glos”.*

ii)Further discussion took place regarding the logistics of recycling being collected or dropped off at various sites.

It had been suggested that Elm Park be used as a collection point however Elm Park is not currently accessible due to the construction work.

Residents registered disabled or with medical conditions were receiving collections. Flats were also receiving collections via a different source.

It was further proposed and seconded that *“South Glos representatives review how private arrangements or how extra costs incurred from rental properties.*

*A waste contract charging mechanism be introduced across south glos. To include Landlords registering for business rates*

*The vote was carried by 4 votes For, Nil Against with 4 Abstaining*

**0489. Payments for Information** were noted with a query raised on the Spellar Metcalfe payment.

**PART 2 – Closed session with the press and public being excluded due to HR confidential matters.**

**0490. Minutes of the staffing committee held 4<sup>th</sup> July 2023** were noted.

i)Committee Membership – it was noted that Cllr.Robinson had also been elected as a reserve on the staffing committee. It was also agreed that the staffing agenda pack should be circulated to all members of council irrespective if they are a committee member or not.

ii)The Town Clerk’s Retirement – it was noted that a succession plan would be put in place once pension figures had been obtained and the retirement plan agreed.

ii)Job Vacancies – would all be advertised and would follow a competitive recruitment process.

There being no further business, the meeting closed at 8.40p.m.

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Leisure Centre - Outsourcing</u>								
4061 L C Management Fees	(17,324)	(69,297)	(275,942)	(206,645)		(206,645)	25.1%	
4998 TFR TO EARMARKED RSV	0	0	250,000	250,000		250,000	0.0%	
Leisure Centre - Outsourcing :- Indirect Expenditure	(17,324)	(69,297)	(25,942)	43,355	0	43,355	267.1%	0
<b>Net Expenditure</b>	<b>17,324</b>	<b>69,297</b>	<b>25,942</b>	<b>(43,355)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 Leisure Centre - Outdoor Sport</u>								
1060 GRASS INCOME	0	77	2,200	2,123			3.5%	
Leisure Centre - Outdoor Sport :- Income	<u>0</u>	<u>77</u>	<u>2,200</u>	<u>2,123</u>			<u>3.5%</u>	<u>0</u>
<b>Net Income</b>	<u>0</u>	<u>77</u>	<u>2,200</u>	<u>2,123</u>				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Playing Fields</u>								
4037 GROUNDS MAINTENANCE	0	362	2,250	1,888		1,888	16.1%	
4040 EQUIPMENT & SMALL TOOLS	0	0	1,000	1,000		1,000	0.0%	
Playing Fields :- Indirect Expenditure	<u>0</u>	<u>362</u>	<u>3,250</u>	<u>2,888</u>	<u>0</u>	<u>2,888</u>	<u>11.1%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(362)</u>	<u>(3,250)</u>	<u>(2,888)</u>				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Play Areas</u>								
4037 GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4042 EQUIPMENT MAINTCE	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,000)</u>	<u>(2,000)</u>				



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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Millennium Green</u>								
1001 RENT RECEIVED	0	1,500	1,500	0			100.0%	
Millennium Green :- Income	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	328	500	173		173	65.5%	
Millennium Green :- Indirect Expenditure	<u>0</u>	<u>328</u>	<u>500</u>	<u>173</u>	<u>0</u>	<u>173</u>	<u>65.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>1,173</u>	<u>1,000</u>	<u>(173)</u>				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204 Allotments</u>								
1001 RENT RECEIVED	0	148	1,250	1,102			11.8%	
Allotments :- Income	<u>0</u>	<u>148</u>	<u>1,250</u>	<u>1,102</u>			11.8%	<u>0</u>
4012 WATER RATES	20	65	500	435		435	13.1%	
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	1,642	250	(1,392)		(1,392)	656.7%	
Allotments :- Indirect Expenditure	<u>20</u>	<u>1,707</u>	<u>1,025</u>	<u>(682)</u>	<u>0</u>	<u>(682)</u>	<u>166.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(20)</u>	<u>(1,559)</u>	<u>225</u>	<u>1,784</u>				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Roads &amp; Highways</u>								
4080 STREET CARE (ex S Glos)	0	1,778	3,450	1,672		1,672	51.5%	
Roads & Highways :- Indirect Expenditure	0	1,778	3,450	1,672	0	1,672	51.5%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(1,778)</b>	<b>(3,450)</b>	<b>(1,672)</b>				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	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	0	0	2,500	2,500			0.0%	0
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	0	4,500	4,500		4,500	0.0%	
4711 GRANTS - S137 GENERAL	0	10,900	6,500	(4,400)		(4,400)	167.7%	
4720 CHRISTMAS ACTIVITIES	0	0	3,000	3,000		3,000	0.0%	
4725 FILTON FESTIVAL	533	13,670	20,000	6,330		6,330	68.3%	
4728 CORONATION EVENTS	0	975	0	(975)		(975)	0.0%	
4730 COMMUNITY FUND	0	0	20,000	20,000		20,000	0.0%	
Community Development :- Indirect Expenditure	533	34,295	77,580	43,285	0	43,285	44.2%	0
<b>Net Income over Expenditure</b>	<b>(533)</b>	<b>(34,295)</b>	<b>(75,080)</b>	<b>(40,785)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>801 Corporate Management</u>								
4004 PENSION DEFICIT	(967)	(3,867)	(11,600)	(7,733)		(7,733)	33.3%	
Corporate Management :- Indirect Expenditure	<u>(967)</u>	<u>(3,867)</u>	<u>(11,600)</u>	<u>(7,733)</u>	<u>0</u>	<u>(7,733)</u>	<u>33.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>967</u>	<u>3,867</u>	<u>11,600</u>	<u>7,733</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>802 Democratic Rep'n &amp; Mgmt</u>								
4007 COURSES/CONFERENCES	80	80	250	170		170	32.0%	
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	1,375	2,125	3,000	875		875	70.8%	
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	<u>1,455</u>	<u>2,205</u>	<u>6,150</u>	<u>3,945</u>	<u>0</u>	<u>3,945</u>	<u>35.9%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(1,455)</u>	<u>(2,205)</u>	<u>(6,150)</u>	<u>(3,945)</u>				

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>803 Civic Expenses</u>								
4066 CHAIRMANS ALLOWANCE	54	54	950	896		896	5.7%	
4067 COMMUNITY AWARDS	0	0	1,000	1,000		1,000	0.0%	
Civic Expenses :- Indirect Expenditure	<u>54</u>	<u>54</u>	<u>1,950</u>	<u>1,896</u>	<u>0</u>	<u>1,896</u>	<u>2.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(54)</u>	<u>(54)</u>	<u>(1,950)</u>	<u>(1,896)</u>				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>901 Central Services</u>								
4001 SALARIES & WAGES	8,255	33,019	136,429	103,410		103,410	24.2%	
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	20	20	2,500	2,480		2,480	0.8%	
4009 TRAVEL	0	0	200	200		200	0.0%	
4010 OTHER STAFF COSTS	0	0	500	500		500	0.0%	
4017 HEALTH & SAFETY	0	0	100	100		100	0.0%	
4020 SUNDRY OFFICE & IT COSTS	1,051	3,099	10,000	6,901		6,901	31.0%	
4021 TELEPHONE & FAX	0	122	1,500	1,378		1,378	8.1%	
4022 POSTAGE	0	0	200	200		200	0.0%	
4023 STATIONERY/PRINTING	0	0	500	500		500	0.0%	
4024 SUBSCRIPTIONS	0	1,547	3,000	1,453		1,453	51.6%	
4025 INSURANCE	0	10,149	11,500	1,351		1,351	88.3%	
4026 PHOTOCOPY CHARGES	0	0	1,600	1,600		1,600	0.0%	
4027 OFFICE EQUIPMENT	0	185	500	315		315	37.0%	
4032 PUBLICITY	0	0	1,000	1,000		1,000	0.0%	
4039 MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4051 BANK CHARGES	28	195	500	305		305	38.9%	
4056 LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057 AUDIT FEES	0	0	2,900	2,900		2,900	0.0%	
4058 ACCOUNTANCY FEES	561	2,643	2,900	257		257	91.1%	
4060 OTHER PROF FEES	47	47	6,000	5,953		5,953	0.8%	
4076 COUNCIL TAX - FLAT	0	(6,084)	0	6,084		6,084	0.0%	
Central Services :- Indirect Expenditure	<u>9,962</u>	<u>44,941</u>	<u>187,179</u>	<u>142,238</u>	<u>0</u>	<u>142,238</u>	<u>24.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(9,962)</b>	<b>(44,941)</b>	<b>(187,179)</b>	<b>(142,238)</b>				



	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>902 Outside Services</u>								
1001 RENT RECEIVED	0	50	50	0			100.0%	
1080 MISCELLANEOUS INCOME	0	33	0	(33)			0.0%	
<u>Outside Services :- Income</u>	<u>0</u>	<u>83</u>	<u>50</u>	<u>(33)</u>			<u>166.7%</u>	<u>0</u>
4001 SALARIES & WAGES	5,615	22,462	98,800	76,338		76,338	22.7%	
4006 PROTECTIVE CLOTHING	0	300	500	200		200	59.9%	
4008 TRAINING	0	0	1,000	1,000		1,000	0.0%	
4016 JANITORIAL	0	0	100	100		100	0.0%	
4018 REFUSE DISPOSAL	0	2,140	0	(2,140)		(2,140)	0.0%	
4036 PROPERTY MAINTCE	530	1,071	1,500	429		429	71.4%	
4037 GROUNDS MAINTENANCE	0	1,422	2,500	1,078		1,078	56.9%	
4039 MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4040 EQUIPMENT & SMALL TOOLS	0	454	2,000	1,546		1,546	22.7%	
4041 EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042 EQUIPMENT MAINTCE	0	235	3,000	2,766		2,766	7.8%	
4044 VEHICLE FUEL,OIL & MAINT	275	956	2,500	1,544		1,544	38.2%	
<u>Outside Services :- Indirect Expenditure</u>	<u>6,419</u>	<u>29,038</u>	<u>112,250</u>	<u>83,212</u>	<u>0</u>	<u>83,212</u>	<u>25.9%</u>	<u>0</u>
<u>Net Income over Expenditure</u>	<u>(6,419)</u>	<u>(28,955)</u>	<u>(112,200)</u>	<u>(83,245)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>908 L C Redevelopment</u>								
4054 LOAN INTEREST PWLB	8,515	8,828	197,834	189,006		189,006	4.5%	
4055 LOAN CAPITAL REPAID	6,491	8,058	101,762	93,704		93,704	7.9%	
4982 CAP LC Redevelopment	814,819	1,698,327	0	(1,698,327)		(1,698,327)	0.0%	
5002 ASSETS FUNDED BY LOANS	(814,819)	(1,698,327)	0	1,698,327		1,698,327	0.0%	
L C Redevelopment :- Indirect Expenditure	<u>15,006</u>	<u>16,886</u>	<u>299,596</u>	<u>282,710</u>	<u>0</u>	<u>282,710</u>	<u>5.6%</u>	<u>0</u>
Net Expenditure	<u>(15,006)</u>	<u>(16,886)</u>	<u>(299,596)</u>	<u>(282,710)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

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<u>909 Capital &amp; Projects</u>								
1073 S108 Income	0	80,000	0	(80,000)			0.0%	
Capital & Projects :- Income	<u>0</u>	<u>80,000</u>	<u>0</u>	<u>(80,000)</u>				<u>0</u>
4075 SALE OF ASSETS	0	(9,000)	0	9,000	9,000	9,000	0.0%	
4916 CAP New Tractor/Mowers	21,500	60,650	0	(60,650)	(60,650)	(60,650)	0.0%	
4960 CAP MUGA Project	1,465	1,465	0	(1,465)	(1,465)	(1,465)	0.0%	
4992 FUNDING FROM R CAP FUND	(21,500)	(51,650)	0	51,650	51,650	51,650	0.0%	
4993 TFR TO ROLLING CAPITAL FUND	0	100,000	100,000	0	0	0	100.0%	
4998 TFR TO EARMARKED RSV	0	80,000	0	(80,000)	(80,000)	(80,000)	0.0%	
4999 TFR FR EARMARKED RSV	(1,465)	(1,465)	0	1,465	1,465	1,465	0.0%	
Capital & Projects :- Indirect Expenditure	<u>0</u>	<u>180,000</u>	<u>100,000</u>	<u>(80,000)</u>	<u>0</u>	<u>(80,000)</u>	<u>180.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>0</u>				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>998 Precept &amp; Interest</u>								
1076 PRECEPT	0	493,347	986,694	493,347			50.0%	
1090 INTEREST RECEIVED	15,050	42,690	20,000	(22,690)			213.4%	
Precept & Interest :- Income	<u>15,050</u>	<u>536,037</u>	<u>1,006,694</u>	<u>470,657</u>			<u>53.2%</u>	<u>0</u>
Net Income	<u>15,050</u>	<u>536,037</u>	<u>1,006,694</u>	<u>470,657</u>				
Grand Totals:- Income	15,050	617,845	1,014,194	396,349			60.9%	
Expenditure	15,157	238,429	757,388	518,959	0	518,959	31.5%	
Net Income over Expenditure	<u>(107)</u>	<u>379,416</u>	<u>256,806</u>	<u>(122,610)</u>				
Movement to/(from) Gen Reserve	<u>(107)</u>	<u>379,416</u>						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
		Asset Value	Depreciation	Net Value
	<u>Fixed Assets</u>			
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,815,502	399,026
11	LEASEHOLD LAND &	25,000	8,000	17,000
21	VEHICLES & EQUIPMENT	574,887	548,886	26,001
41	INFRASTRUCTURE ASSET	205,448	190,160	15,288
61	COMMUNITY ASSETS	61,458	35,302	26,156
	<b>Total Fixed Assets</b>	<b>3,081,321</b>	<b>2,597,850</b>	<b>483,471</b>
	<u>Current Assets</u>			
100	TRADE DEBTORS	187,103		
105	VAT CONTROL	165,095		
190	CAPITAL WORK IN PROGRESS	1,412,619		
200	BANK ACCOUNT-GENERAL	418,661		
201	BANK IMPREST WAGES AC	107,767		
220	PETTY CASH - OFFICE	74		
245	CCLA Public Sector Investment	1,968,347		
246	CCLA - FTC Project Account	1,320,965		
	<b>Total Current Assets</b>		<b>5,580,629</b>	
	<u>Current Liabilities</u>			
500	TRADE CREDITORS	919,683		
510	ACCRUED EXPENSES	5,105		
512	ACCRUED LOAN INTEREST	3,165		
525	PAYE AND NI DUE	2,912		
526	SUPERANNUATION DUE	1,876		
540	VAT SUSPENSE ACCOUNT	31,184		
560	INCOME IN ADVANCE	4,500		
570	RETENTIONS PAYABLE	77,927		
	<b>Total Current Liabilities</b>		<b>1,046,352</b>	
	<b>Net Current Assets</b>			<b>4,534,277</b>
	<b>Total Assets less Current Liabilities</b>			<b>5,017,748</b>
	<u>Long Term Liabilities</u>			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,401,844)		
403	PWLB Loan 443438	95,347		
404	PWLB Loan 532982	487,128		
405	PWLB Loan 554749	3,819,783		
	<b>Total Long Term Liabilities</b>		<b>4,471,634</b>	
	<b>Total Assets less Total Liabilities</b>			<b>546,114</b>
	<u>Represented by :-</u>			
300	CURRENT YEAR FUND	379,416		
310	GENERAL FUND	200,092		
315	ROLLING CAPITAL FUND	120,106		
319	EMR MUGA	80,000		
320	RCF Pool Redevelopment	450,000		
321	Contingency Fund	392,143		

## Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2023

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>
322	EMR Grants	6,780
323	EMR Festival	10,000
325	EMR 4 Towns Play Association	4,580
328	EMR Maintenance	43,002
327	EMR Community Fund	20,000
328	EMR Elections	12,838
329	EMR CIL 19/20	2,496
330	CAPITAL FINANCE ACCOUNT	(1,225,277)
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>546,114</b>

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Date: 15/08/2023  
Time: 15:59

Fliton Town Council 23-24

Page 1  
User: DCW

Bank Reconciliation Statement as at 31/07/2023  
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	31/07/2023		418,660.86
			<u>418,660.86</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			418,660.86
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			418,660.86
		Balance per Cash Book is :-	418,660.86
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Natwest Imprest A/c -01364383	31/07/2023		100.00
Natwest Business A/c -08609098	31/07/2023		115,781.12
			<u>115,881.12</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
31/07/2023 DDR July Salaries		8,114.53	
			<u>8,114.53</u>
			107,766.59
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			107,766.59
		<b>Balance per Cash Book is :-</b>	<b>107,766.59</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....



Previously circulated to Full Council

From Wheelscape previous skate park developer

Please see attached 2D Drawing for reference.

Wheelscape and Velo would like to develop designs a lot further to be more integrated if the project is to go ahead to this scale. At this stage, wanted to show what separate elements could look like for your consideration.

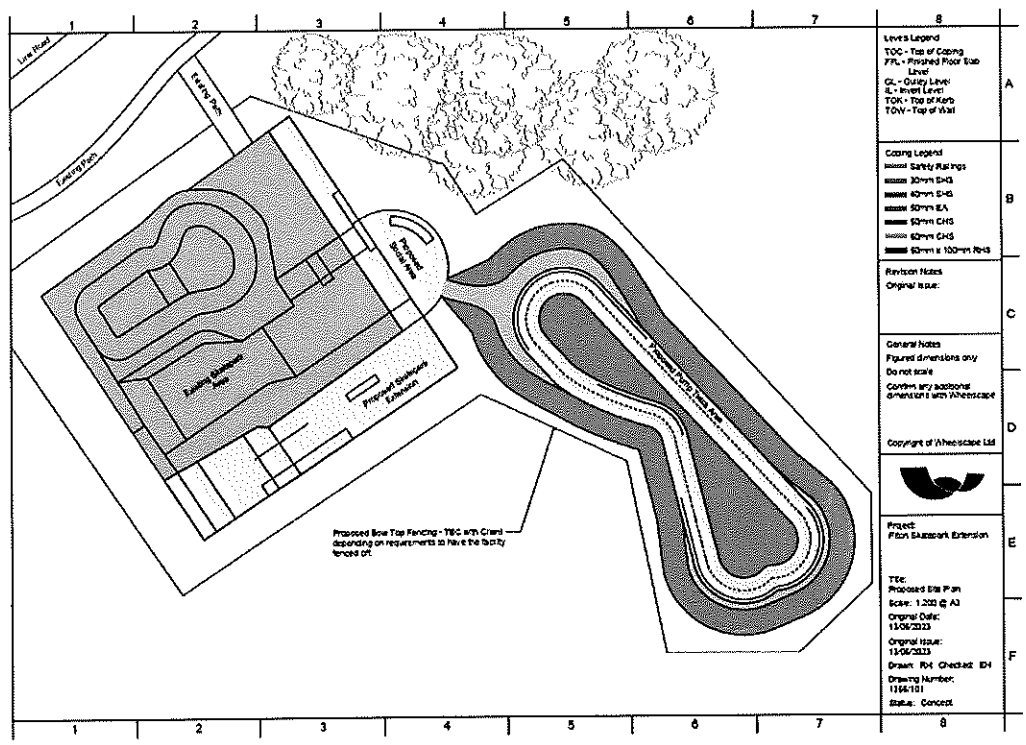
As discussed on site. We feel it would be a great asset to the community if a facility like this was created where there is a pump track/flat slab area of skatepark/traditional skatepark/social area all combined into one. It would certainly be moving these facilities in the right direction for the next generation of users which would be an amazing achievement if possible.

The skatepark element including social area would come with a guide price of £90-100,000

The Pump Track Element would come with a guide price of £45-50,000

The Additional Bow Top Fencing (If required) would come with a guide price of £5-10,000

If the project were to go ahead as a whole development. There would likely be some reductions in cost as we could carry out the whole works together which would lead to savings with site set up and things like that.



Next steps need to be discussed and agreed

## Millenium Green Lighting – update September 2023

### Background

It was requested that Filton Town Council consider the possibility of providing lighting at Millenium Green due to safety concerns raised by early morning/evening dog walkers. This has met with a mixture of opinions on the way forward.

### Cost

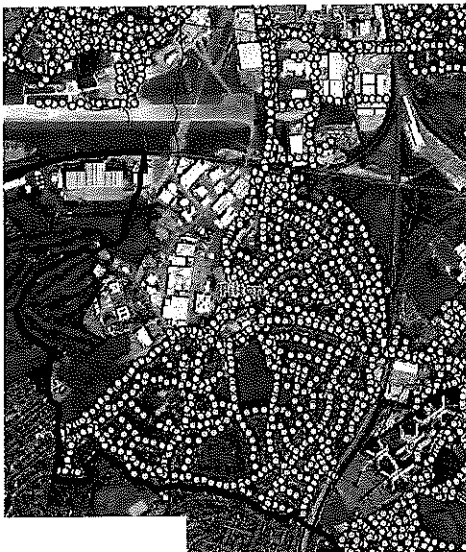
There are various quotes and options on file ranging from £25k - £28k. All options considered will need a budget for maintenance and the realisation of ongoing costs for replacement as an when required.

### Environmental Impact

Environmental/Biodiversity specialists have raised concern in respect to light pollution and the devastating impact nature and wildlife.

"I have copied in a snip of Filton, showing all our streetlights (yellow dots). It does show that your green spaces are the few remaining dark spaces for nature, so I would recommend you protect them and don't put in more lights. Millennium Green lined in blue.

If it is about safety then I would highlight that people don't have to walk through the park at night, they can take the longer but well-lit routes that are available surrounding the park."



### Safety/Security

The local Policing team do not feel that lighting is necessary and also state that areas that are lit, tend to attract anti social behaviour rather than protect the users.

### Neighbouring Properties

A number of neighbouring properties have raised concerns opposing the lights.

### Next steps

Bearing in mind the concerns raised please let me know how the council instruct me to proceed with this matter.

**Tablet for Filton Town Council Councillors**

Below are the different costings for the tablets for Councillors use.

Tablet Name	Size	GB	WIFI	SIM	Cost
Samsung	8.7"	32.00	Yes	Yes	204.00
Samsung	10.5"	32	Yes	Yes	245.00
Remarkable	10.3"	8	Yes	Yes	429.00
Data SIM		5			10.95 per month
		10			11.95 per month
		Unlimited			23.95 per month

Please see above the different tablets available for Councillors use as Filton Town Councillors only.

These would need be a suitable size and have the capacity and quality needed from them for Councillors (email access, paperwork access, virtual meeting).

The recommendation would be to order all Councillors the Samsung 10.5" with the 0 data SIM as will be used with in areas of WIFI.

## Allotment Annual Income and Expenditure Report 22-23

### Annual Income on the plots

Plot Prices for 2022/2023

Half Plot £37.00 Full Plot £67.00

How many plots do we have? 4 whole plots and 36 half plots

Allotment is fully allocated and very well maintained to a higher standard than many previous years.

**Current Total Annual Income: - £1600.00**

### Annual Expenditure on the plots

Water – £ 254.61

Pest Control – £1824.00

Skips – £1137.15 (Green waste only)

**Total Annual Expenditure Cost: - £3,215.76**

**Annual Profit/Loss: - -1,615.76**

### ***2023-2024 Proposed price***

Option 1) To have zero increase this year to the amazing level that the allotments have been cultivated to and taking the cost-of-living crisis into consideration.

Option 2) We could increase the prices by 10% this and re-evaluate pest control costs and waste management contracts.

The cost of refuse collection has increased this year as has the pest control fees

**Carla Westcott**

**TCSO Filton Town Council**

**List of Purchase Ledger Payments**

Linked to Cashbook 1 Entered Month 4  
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ALIDE</b> Alide Plant Services Ltd							
80-Fence hire	30/06/2023	A446570	1	515.52	0.00	515.52	0.00
					0.00	515.52	
Above paid on 11/07/2023 by Cheque FP1							
<b>CHANDLERS</b> Chandlers (Farm Equipment) Ltd							
82-Hucklesby mower repair	15/06/2023	523985	1	152.40	0.00	152.40	0.00
					0.00	152.40	
Above paid on 11/07/2023 by Cheque FP2							
<b>CRFENCING</b> C & R Fencing							
83-Fencing	23/06/2023	SI-1738	1	434.40	0.00	434.40	0.00
					0.00	434.40	
Above paid on 11/07/2023 by Cheque FP3							
<b>DCKBEAVERS</b> DCK Accounting Solutions Ltd							
84-Y/E Accounts 22/23	26/06/2023	TPC10810	1	787.04	0.00	787.04	0.00
					0.00	787.04	
Above paid on 11/07/2023 by Cheque FP4							
<b>FILTONVOIC</b> Filton Voice Ltd							
85-Filton Voice July 23	01/07/2023	0000130	1	1,650.00	0.00	1,650.00	0.00
					0.00	1,650.00	
Above paid on 11/07/2023 by Cheque FP5							
<b>GMENGINEER</b> GM Engineering (Bristol) Ltd							
86-Repair pub door lock	30/06/2023	SI-1715	1	216.00	0.00	216.00	0.00
					0.00	216.00	
Above paid on 11/07/2023 by Cheque FP6							
<b>LIVING</b> Living Wage Foundation							
87-Living wage accreditation	02/07/2023	INV-135925	1	158.40	0.00	158.40	0.00
					0.00	158.40	
Above paid on 11/07/2023 by Cheque FP7							

Continued over page

11/07/2023

## Filton Town Council 23-24

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## List of Purchase Ledger Payments

User: DCW

Linked to Cashbook 1

Entered Month 4  
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MICROSHADE</b> Microshade Business Consultants Ltd							
88-Citrix hosting	08/07/2023	17999	1	71.81	0.00	71.81	0.00
					0.00	71.81	
				Above paid on 11/07/2023 by Cheque FP8			
<b>MONSOON</b> Monsoon Marketing Ltd							
89-Protective clothing	30/06/2023	61330	1	248.20	0.00	248.20	0.00
					0.00	248.20	
				Above paid on 11/07/2023 by Cheque FP9			
<b>REENERGIZE</b> Re Energize							
90-Filton Festival Man fee Jun	30/06/2023	3932	1	1,444.00	0.00	1,444.00	0.00
					0.00	1,444.00	
				Above paid on 11/07/2023 by Cheque FP10			
<b>RPT</b> RPT Consulting Limited							
91-Operator Procurement Sep-Ju	06/07/2023	0754	1	11,400.00	0.00	11,400.00	0.00
					0.00	11,400.00	
				Above paid on 11/07/2023 by Cheque FP11			
<b>SPELLER</b> Speller Metcalfe							
92-Valuation No.12	28/06/2023	CIN9973	1	499,189.52	0.00	499,189.52	0.00
					0.00	499,189.52	
				Above paid on 11/07/2023 by Cheque FP12			
<b>TILL</b> Ernest TILL (South West) & co Ltd							
93-Repair SWA cable	29/06/2023	INV00014769	1	318.00	0.00	318.00	0.00
					0.00	318.00	
				Above paid on 11/07/2023 by Cheque FP13			
<b>TFM001</b> Trusted Facilities Management							
94-Hot Water Cylinder	06/07/2023	000897	1	3,622.80	0.00	3,622.80	0.00
					0.00	3,622.80	
				Above paid on 11/07/2023 by Cheque FP14			
				<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>520,208.09</b>	

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## Filton Town Council 23-24

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## List of Purchase Ledger Payments

User: DCW

Linked to Cashbook 1

Entered Month 5  
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ABBEY</b> Abbey Business & Office Services							
121-Sports Centre Furniture	01/08/2023	IN00063147	1	26,906.40	0.00	26,906.40	0.00
					0.00	26,906.40	
							Above paid on 15/08/2023 by Cheque FP1
<b>ALCA</b> Avon Local Councils' Association							
101-Essential Cllr training	20/07/2023	INV-22215	1	80.00	0.00	80.00	0.00
					0.00	80.00	
							Above paid on 15/08/2023 by Cheque FP2
<b>ALIDE</b> Alide Plant Services Ltd							
102-Fence Hire	31/07/2023	A450476	1	423.36	0.00	423.36	0.00
					0.00	423.36	
							Above paid on 15/08/2023 by Cheque FP3
<b>BOX12</b> BOX12 Global Ltd							
122-Boxing Equipment	08/08/2023	1098	1	19,920.00	0.00	19,920.00	0.00
					0.00	19,920.00	
							Above paid on 15/08/2023 by Cheque FP4
<b>BRADLEY</b> Bradley Stoke Town Council							
103-Staff Training	25/07/2023	7938	1	20.00	0.00	20.00	0.00
					0.00	20.00	
							Above paid on 15/08/2023 by Cheque FP5
<b>CHANDLERS</b> Chandlers (Farm Equipment) Ltd							
104-Wessex CRX320 Flail mower	07/06/2023	9-003492	1	25,800.00	0.00	25,800.00	0.00
					0.00	25,800.00	
							Above paid on 15/08/2023 by Cheque FP6
<b>DCKBEAVERS</b> DCK Accounting Solutions Ltd							
105-Attend Active Nation meeti	20/07/2023	TPC10847	1	364.86	0.00	364.86	0.00
106-Accounts June 23	31/07/2023	TPC10880	1	307.80	0.00	307.80	0.00
					0.00	672.66	
							Above paid on 15/08/2023 by Cheque FP7

Continued over page

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## Filton Town Council 23-24

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## List of Purchase Ledger Payments

User: DCW

Linked to Cashbook 1

Entered Month 5  
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DLIT</b> DL I.T. Solutions Ltd							
107-Eset/lt maintenance	20/07/2023	1008234	1	231.00	0.00	231.00	0.00
108-Office 365	06/07/2023	1008160	1	133.78	0.00	133.78	0.00
123-Office 365	06/08/2023	1008374	1	137.88	0.00	137.88	0.00
124-Office 365	06/08/2023	24299	1	-5.18	0.00	-5.18	0.00
					0.00	497.48	
				Above paid on 15/08/2023 by Cheque FP8			
<b>TILL</b> Ernest Till (South West) & co Ltd							
109-Tennis court lighting cabl	27/07/2023	INV00014854	1	818.88	0.00	818.88	0.00
					0.00	818.88	
				Above paid on 15/08/2023 by Cheque FP9			
<b>ECOFRIDGE</b> Eco-Fridge Uk Ltd							
110-2 x Multideck Fridges	29/09/2022	21621	1	5,712.00	0.00	5,712.00	0.00
					0.00	5,712.00	
				Above paid on 15/08/2023 by Cheque FP10			
<b>EVERFLOW</b> Everflow Ltd							
111-Allotment water charges	18/07/2023	2402677	1	19.91	0.00	19.91	0.00
					0.00	19.91	
				Above paid on 15/08/2023 by Cheque FP11			
<b>MILLS</b> Les Mills Fitness UK Ltd							
125-Gym equipment (weights)	07/08/2023	LM100089638	1	15,060.16	0.00	15,060.16	0.00
					0.00	15,060.16	
				Above paid on 15/08/2023 by Cheque FP12			
<b>MORTON</b> Morton Audio Visual							
126-Audio Visual Equipment	06/08/2023	1271	1	18,840.32	0.00	18,840.32	0.00
					0.00	18,840.32	
				Above paid on 15/08/2023 by Cheque FP13			

Continued over page



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## Filton Town Council 23-24

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## List of Purchase Ledger Payments

User: DCW

Linked to Cashbook 1

Entered Month 5  
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>NISBETS</b>	<b>Nisbets</b>						
112-Kitchen catering equipment	26/05/2023	51357226	1	2,038.74	0.00	2,038.74	0.00
					0.00	2,038.74	
				Above paid on 15/08/2023 by Cheque FP14			
<b>NS</b>	<b>Nurturing Skills Ltd</b>						
127-10 x Picnic tables	06/08/2023	060823NS	1	6,675.60	0.00	6,675.60	0.00
128-Scaloes/blood pressure mach	07/08/2023	070823NS	1	2,931.60	0.00	2,931.60	0.00
					0.00	9,607.20	
				Above paid on 15/08/2023 by Cheque FP15			
<b>PLAYREVOLU</b>	<b>Play Revolution Ltd</b>						
113-Soft Play Structure	31/07/2023	11856	1	96,000.00	0.00	96,000.00	0.00
					0.00	96,000.00	
				Above paid on 15/08/2023 by Cheque FP16			
<b>PSLT</b>	<b>PSLT Ltd</b>						
114-Gym equipment	27/07/2023	PSLT 670	1	89,082.00	0.00	89,082.00	0.00
115-Gym equipment	27/07/2023	PSLT869	1	26,700.00	0.00	26,700.00	0.00
					0.00	115,782.00	
				Above paid on 15/08/2023 by Cheque FP17			
<b>REENERGIZE</b>	<b>Re Energize</b>						
129-Filton Festival	04/08/2023	3933	1	6,059.00	0.00	6,059.00	0.00
					0.00	6,059.00	
				Above paid on 15/08/2023 by Cheque FP18			
<b>REDDOGTECH</b>	<b>Red Dog Technology Ltd</b>						
130-Container CCTV camera	01/08/2023	3133	1	451.20	0.00	451.20	0.00
					0.00	451.20	
				Above paid on 15/08/2023 by Cheque FP19			

Continued over page

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## Filton Town Council 23-24

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## List of Purchase Ledger Payments

User: DCW

Linked to Cashbook 1

Entered Month 5  
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>RBSSOFT</b> <b>Rialtas Business Solutions Ltd</b>							
116-Rialtas support	25/04/2023	SM27621	1	515.40	0.00	515.40	0.00
					0.00	515.40	
				Above paid on 15/08/2023 by Cheque FP20			
<b>SGLOS2</b> <b>South Gloucestershire Council</b>							
117-Payroll fees Apr-Jun 23	12/07/2023	3805320057	1	56.88	0.00	56.88	0.00
131-Grass Cutting Jul-Sep 23	03/08/2023	3805333316	1	1,207.84	0.00	1,207.84	0.00
					0.00	1,264.72	
				Above paid on 15/08/2023 by Cheque FP21			
<b>SPELLER</b> <b>Speller Metcalfe</b>							
118-Valuation 13	31/07/2023	CIN10068	1	631,960.93	0.00	631,960.93	0.00
					0.00	631,960.93	
				Above paid on 15/08/2023 by Cheque FP22			
<b>TFM001</b> <b>Trusted Facilities Management</b>							
119-Air Handling	31/07/2023	000909	1	92,237.26	0.00	92,237.26	0.00
132-Plant room works	03/08/2023	000928	1	55,320.24	0.00	55,320.24	0.00
					0.00	147,557.50	
				Above paid on 15/08/2023 by Cheque FP23			
<b>WESTBURY</b> <b>Westbury Inks Ltd</b>							
120-Festival banners	13/07/2023	WT6809	1	165.00	0.00	165.00	0.00
					0.00	165.00	
				Above paid on 15/08/2023 by Cheque FP24			
				<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>1,126,172.86</b>	