



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

9th November 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 14th November 2023 at 7pm 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. Love your Patch Project (presentation from Kate Lemon FACE)
5. To approve the minutes of Full Council (Finance) 10th & Ex.Ordinary meeting 17th October 2023. (pages 1-4)
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 6 (pages 5-22)
9. Balance Sheet Month 6 (pages 23-24)
10. Bank Reconciliation Month 6 (pages 25-26)
11. Reports from Committees, Working Groups, and the Town Clerk:
 - i) Construction update
 - ii) Council Casual Vacancy
 - iii) Community Assets (any updates)
 - iv) Skate Park consultation – (deferred from last meeting)
 - v) Bank Signatories
 - vi) Community Garden membership
12. Payments for Information (circulated prior to meeting)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 10th October 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: B Mead (Chair), T Mewies, J Baverstock, A Bird, D Harris, A Kenyon, E Adejevi.

ALSO, PRESENT: Lesley Reuben (Town Clerk) Carla Westcott (TCSO) Stuart Martin

APOLOGIES : Cllrs: - D Collins A Doyle A Monk, A Robinson, D Boardman, J Mollo

NON-ATTENDANCE : N/A

0522. APOLOGIES FOR ABSENCE : Apologies noted.

0523. DECLARATIONS OF INTEREST: None

0524. EVACUATION PROCEDURE: Chair gave evacuation procedures.

0525. PRESENTATION FROM R Thompson RPT Consulting – Deferred to Full Council Meeting

0526. MINUTES OF THE MEETING HELD 12TH SEPTEMBER 2023 were approved as accurate with wording change to 0495 to read: *It was confirmed that this would be an Extra Ordinary Meeting of the Full Council Finance and General Council with a single topic agenda, with all relevant parties to be invited.*

0527. MATTERS ARISING FROM THE MINUTES- None

0528. PUBLIC PARTICIPATION - None

0529. INCOME & EXPENDITURE REPORTS- Noted

0530. BALANCE SHEET. Noted

0531. BANK RECONCILIATIONS: Noted

0532. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:

i) **Borrowing approval:** As the Leisure build contract was nearing the end. The Town Clerk suggested to members that it would be advisable to seek further approval borrowing from the Secretary of State in case of any need to cover extra costs. This would not necessarily mean a need to borrow more but the approval would be necessary if or when required as previously agreed in February 2022.

It was agreed to discuss the level of reserves with the accountant and report back.

ii) **Community Assets:** No Update from Councillors

iii) **Skate Park Consultation –** After a discussion it was agreed to liaise with professionals and seek advice on what equipment and changes would be needed in the area and to produce a survey for the users to give the options. Also, to keep the project live and add into to budget.

iv) **Extra Ordinary Full Council (Finance) Meeting:** The format of the agenda for meeting was set and agreed nem.com

0533. PAYMENTS FOR INFORMATION were noted.

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

0534. MINUTES OF THE STAFFING COMMITTEE HELD 3rd October 2023 were discussed. Figures were available to confirm the 3 options of dates and related costs. After a discussion it was proposed and seconded to recommend to Council option 3 that The Town Clerk retirement plan commence for October 2024.

It was proposed, seconded, and agreed to ratify the recommendation of the Staffing Committee nem.com.

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

PRESENT: Cllrs: B Mead (Chair), T Mewies (Vice Chair), D Harris, Alan Bird, Dan Boardman, A Robinson, A Kenyon J Molloy, J Baverstock, E Adjevi, A Doyle, A Monk
ALSO, PRESENT: L Reuben (Town Clerk & RFO), C Westcott (Town Council Support Officer), M Lipton S Glos Biodiversity Officer, PC G Pretlove Filton Beat Team
APOLOGIES : Cllrs: D Collins,
NON-ATTENDANCE :

0535. APOLOGIES FOR ABSENCE: Apologies noted.

0536. DECLARATIONS OF INTEREST: None

0537. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures.

0538. MILLENIUM GREEN LIGHTING

- i) Introductions of all Councillors and Council Officers in attendance.
- ii) Presentation A. Friends of Millenium presented their proposal for the lighting of Millennium Green.
- iii) Presentation B. Mathew Lipton gave his views on the biodiversity impacts of the lighting Millenium Green.
PC Gareth Pretlove gave the Beat Teams views on crime fluctuation during light and dark areas and the average crimes in Filton.
Cllr A Doyle gave statement regarding South Gloucestershire commitments to keeping natural dark spaces.
- iv) Statements. Public and Councillors gave statements regarding their personal opinions, and experiences regarding safety, biodiversity, light pollution, disabled access, ASB concerns.
- v) Questions: All parties were allowed to ask any of the parties that presented questions. These were all answered and discussed.

The meeting was adjourned for a 5-minute comfort break.

0539. MOTION FROM COUNCIL – FOLLOWED BY NAMED VOTE

After discussion on amendments it was proposed and seconded that:-

“Filton Town Council to investigate financial implications to install lighting at Millenium Green before any final decisions are made. This is to include a full expert unbiased ecological report.”

Named vote took place:

*Cllr Esther Adjevi **FOR**
Cllr John Baverstock **FOR**
Cllr Alan Bird **FOR**
Cllr Daniel Boardman **FOR**
Cllr Darryl Collins **ABSENT**
Cllr Alexander Doyle **AGAINST**
Cllr Daniel Harris **FOR***

Cllr Anne Kenyon FOR
Cllr Brian Mead AGAINST
Cllr Tom Mewies FOR
Cllr Julie Molloy FOR
Cllr Adam Monk AGAINST
Cllr Andy Robinson FOR

9 FOR 3 AGAINST MOTION CARRIED

There being no further business the meeting closed at 8.27 pm.

Summary Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes								
100	Leisure Centre - Outsourcing	Expenditure	232,676	146,054	(25,942)	(171,996)	(171,996)	563.0%
106	Leisure Centre - Outdoor Sport	Income	0	132	2,200	2,068		6.0%
201	Playing Fields	Expenditure	0	362	3,250	2,888	2,888	11.1%
202	Play Areas	Expenditure	220	220	2,000	1,780	1,780	11.0%
203	Millennium Green	Income	0	1,500	1,500	0		100.0%
		Expenditure	0	328	500	173	173	65.5%
	Movement to/(from) Gen Reserve		<u>0</u>	<u>1,173</u>				
204	Allotments	Income	0	148	1,250	1,102		11.8%
		Expenditure	26	1,755	1,025	(730)	(730)	171.2%
	Movement to/(from) Gen Reserve		<u>(26)</u>	<u>(1,607)</u>				
301	Roads & Highways	Expenditure	0	1,778	3,450	1,672	1,672	51.5%
302	Community Development	Income	1,675	1,675	2,500	825		67.0%
		Expenditure	0	40,354	77,580	37,226	37,226	52.0%
	Movement to/(from) Gen Reserve		<u>1,675</u>	<u>(38,679)</u>				
801	Corporate Management	Expenditure	(967)	(5,800)	(11,600)	(5,800)	(5,800)	50.0%
802	Democratic Rep'n & Mgmt	Expenditure	775	3,230	6,150	2,920	2,920	52.5%
803	Civic Expenses	Expenditure	0	54	1,950	1,896	1,896	2.8%
901	Central Services	Expenditure	10,436	65,695	187,179	121,484	121,484	35.1%
902	Outside Services	Income	0	10,484	50	(10,434)		20967.1%
		Expenditure	6,228	43,600	112,250	68,650	68,650	38.8%
	Movement to/(from) Gen Reserve		<u>(6,228)</u>	<u>(33,116)</u>				
998	Precept & Interest	Income	504,626	1,055,269	1,006,694	(48,575)		104.8%
	Finance & General Purposes Income		<u>506,301</u>	<u>1,069,208</u>	<u>1,014,194</u>	<u>(55,014)</u>		<u>105.4%</u>
	Expenditure		<u>249,393</u>	<u>297,629</u>	<u>357,792</u>	<u>60,163</u>	<u>0</u>	<u>83.2%</u>
	Movement to/(from) Gen Reserve		<u>256,907</u>	<u>771,579</u>				

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Summary Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Capital Projects								
908 L C Redevelopment	Expenditure	132,217	145,938	299,596	153,658		153,658	48.7%
909 Capital & Projects	Income	0	80,000	0	(80,000)			0.0%
	Expenditure	0	180,000	100,000	(80,000)		(80,000)	180.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(100,000)</u>					
	Capital Projects Income	<u>0</u>	<u>80,000</u>	<u>0</u>	<u>(80,000)</u>			<u>0.0%</u>
	Expenditure	<u>132,217</u>	<u>325,938</u>	<u>399,596</u>	<u>73,658</u>	<u>0</u>	<u>73,658</u>	<u>81.6%</u>
	Movement to/(from) Gen Reserve	<u>(132,217)</u>	<u>(245,938)</u>					
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	Grand Totals:- Income	506,301	1,149,208	1,014,194	(135,014)			113.3%
	Expenditure	381,611	623,567	757,388	133,821	0	133,821	82.3%
	Net Income over Expenditure	<u>124,690</u>	<u>525,641</u>	<u>256,806</u>	<u>(268,835)</u>			
	Movement to/(from) Gen Reserve	<u>124,690</u>	<u>525,641</u>					

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	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)	(103,946)	(275,942)	(171,996)		(171,996)	37.7%	
4998 TFR TO EARMARKED RSV	250,000	250,000	250,000	0		0	100.0%	
Leisure Centre - Outsourcing :- Indirect Expenditure	<u>232,676</u>	<u>146,054</u>	<u>(25,942)</u>	<u>(171,996)</u>	<u>0</u>	<u>(171,996)</u>	<u>(563.0%)</u>	<u>0</u>
Net Expenditure	<u>(232,676)</u>	<u>(146,054)</u>	<u>25,942</u>	<u>171,996</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	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	132	2,200	2,068			6.0%	
Leisure Centre - Outdoor Sport :- Income	<u>0</u>	<u>132</u>	<u>2,200</u>	<u>2,068</u>			<u>6.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>132</u>	<u>2,200</u>	<u>2,068</u>				

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Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	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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Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	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	220	220	1,000	780		780	22.0%	
4042 EQUIPMENT MAINTCE	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	<u>220</u>	<u>220</u>	<u>2,000</u>	<u>1,780</u>	<u>0</u>	<u>1,780</u>	<u>11.0%</u>	<u>0</u>
Net Expenditure	<u>(220)</u>	<u>(220)</u>	<u>(2,000)</u>	<u>(1,780)</u>				

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Detailed Income & Expenditure by Budget Heading 30/09/2023

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September 2023

	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>
Net Income over Expenditure	<u>0</u>	<u>1,173</u>	<u>1,000</u>	<u>(173)</u>				

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Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	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	0	87	500	413		413	17.4%	
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	26	1,668	250	(1,418)		(1,418)	667.1%	
Allotments :- Indirect Expenditure	<u>26</u>	<u>1,765</u>	<u>1,025</u>	<u>(730)</u>	<u>0</u>	<u>(730)</u>	171.2%	<u>0</u>
Net Income over Expenditure	<u>(26)</u>	<u>(1,607)</u>	<u>225</u>	<u>1,832</u>				

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Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Roads & Highways</u>								
4080 STREET CARE (ex S Glos)	0	1,778	3,450	1,672		1,672	51.5%	
Roads & Highways :- indirect Expenditure	<u>0</u>	<u>1,778</u>	<u>3,450</u>	<u>1,672</u>	<u>0</u>	<u>1,672</u>	<u>51.5%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,778)</u>	<u>(3,450)</u>	<u>(1,672)</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>302 Community Development</u>								
1082 Filton Festival	1,675	1,675	2,500	825			67.0%	
Community Development :- Income	<u>1,675</u>	<u>1,675</u>	<u>2,500</u>	<u>825</u>			<u>67.0%</u>	<u>0</u>
4701 GRANTS - N BRISTOL ADVICE	0	0	500	500	500	500	0.0%	
4702 GRANTS - TWINNING ASS'N	0	0	300	300	300	300	0.0%	
4703 GRANTS - FOUR TOWNS TPT	0	0	1,000	1,000	1,000	1,000	0.0%	
4706 GRANTS - Four Towns Play Assoc	0	0	4,280	4,280	4,280	4,280	0.0%	
4707 GRANTS - YOUTH PROVISION	0	8,750	17,500	8,750	8,750	8,750	50.0%	
4708 GRANTS - COMM'Y PARTNERSHIP	0	0	4,500	4,500	4,500	4,500	0.0%	
4711 GRANTS - S137 GENERAL	0	10,900	6,500	(4,400)	(4,400)	(4,400)	167.7%	
4720 CHRISTMAS ACTIVITIES	0	0	3,000	3,000	3,000	3,000	0.0%	
4725 FILTON FESTIVAL	0	19,729	20,000	271	271	271	98.6%	
4728 CORONATION EVENTS	0	975	0	(975)	(975)	(975)	0.0%	
4730 COMMUNITY FUND	0	0	20,000	20,000	20,000	20,000	0.0%	
Community Development :- Indirect Expenditure	<u>0</u>	<u>40,354</u>	<u>77,580</u>	<u>37,226</u>	<u>0</u>	<u>37,226</u>	<u>52.0%</u>	<u>0</u>
Net Income over Expenditure	<u>1,675</u>	<u>(38,679)</u>	<u>(75,080)</u>	<u>(36,401)</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	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)	(5,800)	(11,600)	(5,800)		(5,800)	50.0%	
Corporate Management :- Indirect Expenditure	<u>(967)</u>	<u>(5,800)</u>	<u>(11,600)</u>	<u>(5,800)</u>	<u>0</u>	<u>(5,800)</u>	<u>50.0%</u>	<u>0</u>
Net Expenditure	<u>967</u>	<u>5,800</u>	<u>11,600</u>	<u>5,800</u>				

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Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>802 Democratic Rep'n & Mgmt</u>								
4007 COURSES/CONFERENCES	0	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	525	525	2,500	1,975		1,975	21.0%	
4033 NEWSLETTER	250	2,625	3,000	375		375	87.5%	
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	<u>775</u>	<u>3,230</u>	<u>6,150</u>	<u>2,920</u>	<u>0</u>	<u>2,920</u>	<u>52.5%</u>	<u>0</u>
Net Expenditure	<u>(775)</u>	<u>(3,230)</u>	<u>(6,150)</u>	<u>(2,920)</u>				

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Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	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	0	54	950	896		896	5.7%	
4067 COMMUNITY AWARDS	0	0	1,000	1,000		1,000	0.0%	
Civic Expenses :- Indirect Expenditure	<u>0</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>
Net Expenditure	<u>0</u>	<u>(54)</u>	<u>(1,950)</u>	<u>(1,896)</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>901 Central Services</u>								
4001 SALARIES & WAGES	8,437	50,082	136,429	86,347		86,347	36.7%	
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	0	20	2,500	2,480		2,480	0.8%	
4009 TRAVEL	4	4	200	196		196	1.8%	
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	760	4,352	10,000	5,648		5,648	43.5%	
4021 TELEPHONE & FAX	183	306	1,500	1,195		1,195	20.4%	
4022 POSTAGE	8	8	200	192		192	3.8%	
4023 STATIONERY/PRINTING	0	45	500	455		455	9.0%	
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	617	617	1,600	983		983	38.6%	
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	71	316	500	184		184	63.2%	
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	356	4,103	2,900	(1,203)		(1,203)	141.5%	
4060 OTHER PROF FEES	0	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>10,436</u>	<u>65,695</u>	<u>187,179</u>	<u>121,484</u>	<u>0</u>	<u>121,484</u>	<u>35.1%</u>	<u>0</u>
Net Expenditure	<u>(10,436)</u>	<u>(65,695)</u>	<u>(187,179)</u>	<u>(121,484)</u>				

	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%	
1095 INSURANCE CLAIM	0	2,334	0	(2,334)			0.0%	
1102 Active Nation Costs Reimbursme	0	8,067	0	(8,067)			0.0%	
Outside Services :- Income	<u>0</u>	<u>10,484</u>	<u>50</u>	<u>(10,434)</u>			<u>20967.1</u>	<u>0</u>
4001 SALARIES & WAGES	5,618	33,882	98,800	64,918	64,918		34.3%	
4006 PROTECTIVE CLOTHING	90	396	500	104	104		79.1%	
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	2,904	0	(2,904)	(2,904)		0.0%	
4036 PROPERTY MAINTCE	0	1,447	1,500	53	53		96.5%	
4037 GROUNDS MAINTENANCE	0	2,429	2,500	71	71		97.1%	
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	230	465	3,000	2,536	2,536		15.5%	
4044 VEHICLE FUEL,OIL & MAINT	289	1,623	2,500	877	877		64.9%	
Outside Services :- Indirect Expenditure	<u>6,228</u>	<u>43,600</u>	<u>112,250</u>	<u>68,650</u>	<u>0</u>	<u>68,650</u>	<u>38.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,228)</u>	<u>(33,116)</u>	<u>(112,200)</u>	<u>(79,084)</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	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	89,956	95,619	197,834	102,215		102,215	48.3%	
4055 LOAN CAPITAL REPAYED	42,261	50,319	101,762	51,443		51,443	49.4%	
4982 CAP LC Redevelopment	438,977	2,838,170	0	(2,838,170)		(2,838,170)	0.0%	
5002 ASSETS FUNDED BY LOANS	(438,977)	(2,838,170)	0	2,838,170		2,838,170	0.0%	
L C Redevelopment :- Indirect Expenditure	<u>132,217</u>	<u>145,938</u>	<u>299,596</u>	<u>153,658</u>	<u>0</u>	<u>153,658</u>	<u>48.7%</u>	<u>0</u>
Net Expenditure	<u>(132,217)</u>	<u>(145,938)</u>	<u>(299,596)</u>	<u>(153,658)</u>				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>909 Capital & Projects</u>								
1073 S106 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%	
4903 CAP IT Upgrading	1,140	1,140	0	(1,140)	(1,140)	(1,140)	0.0%	
4906 CAP Storage Facility	210	355	0	(355)	(355)	(355)	0.0%	
4916 CAP New Tractor/Mowers	0	60,650	0	(60,650)	(60,650)	(60,650)	0.0%	
4960 CAP MUGA Project	353	2,268	0	(2,268)	(2,268)	(2,268)	0.0%	
4984 CAP Grounds Maint. Equipment	0	1,535	0	(1,535)	(1,535)	(1,535)	0.0%	
4986 CAP Kissing Gte F/Park	2,800	2,800	0	(2,800)	(2,800)	(2,800)	0.0%	
4992 FUNDING FROM R CAP FUND	(4,150)	(57,480)	0	57,480	57,480	57,480	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	(353)	(2,268)	0	2,268	2,268	2,268	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>
Net Income over Expenditure	<u>0</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>0</u>				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>998 Precept & Interest</u>								
1076 PRECEPT	493,347	986,694	986,694	0			100.0%	
1090 INTEREST RECEIVED	11,279	68,575	20,000	(48,575)			342.9%	
Precept & Interest :- Income	<u>504,626</u>	<u>1,055,269</u>	<u>1,006,694</u>	<u>(48,575)</u>			<u>104.8%</u>	<u>0</u>
Net Income	<u>504,626</u>	<u>1,055,269</u>	<u>1,006,694</u>	<u>(48,575)</u>				
Grand Totals:- Income	506,301	1,149,208	1,014,194	(135,014)			113.3%	
Expenditure	381,611	623,567	757,388	133,821	0	133,821	82.3%	
Net Income over Expenditure	<u>124,690</u>	<u>525,641</u>	<u>256,806</u>	<u>(268,835)</u>				
Movement to/(from) Gen Reserve	<u>124,690</u>	<u>525,641</u>						

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2023

<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	1,815,502	399,026
11	LEASEHOLD LAND &	25,000	8,000	17,000
21	VEHICLES & EQUIPMENT	574,887	548,888	26,001
41	INFRASTRUCTURE ASSET	205,448	190,160	15,288
61	COMMUNITY ASSETS	61,458	35,302	26,156
	Total Fixed Assets	3,081,321	2,597,850	483,471
	<u>Current Assets</u>			
100	TRADE DEBTORS	228,681		
105	VAT CONTROL	388,382		
190	CAPITAL WORK IN PROGRESS	1,412,619		
200	BANK ACCOUNT-GENERAL	637,582		
201	BANK IMPREST WAGES AC	573,619		
220	PETTY CASH - OFFICE	74		
245	CCLA Public Sector Investment	1,268,347		
246	CCLA - FTC Project Account	29,805		
	Total Current Assets		4,539,109	
	<u>Current Liabilities</u>			
500	TRADE CREDITORS	595,463		
510	ACCRUED EXPENSES	4,460		
525	PAYE AND NI DUE	2,974		
526	SUPERANNUATION DUE	1,912		
540	VAT SUSPENSE ACCOUNT	38,114		
560	INCOME IN ADVANCE	4,500		
570	RETENTIONS PAYABLE	107,661		
	Total Current Liabilities		755,083	
	Net Current Assets			3,784,026
	Total Assets less Current Liabilities			4,267,497
	<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	3,777,521		
	Total Long Term Liabilities		4,429,373	
	Total Assets less Total Liabilities			(161,876)
	<u>Represented by :-</u>			
300	CURRENT YEAR FUND	525,641		
310	GENERAL FUND	200,092		
315	ROLLING CAPITAL FUND	114,275		
318	EMR Leisure Centre Contingency	250,000		
319	EMR MUGA	80,000		
320	RCF Pool Redevelopment	450,000		
321	Contingency Fund	392,143		

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2023

<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
326	EMR Maintenance	43,002
327	EMR Community Fund	20,000
328	EMR Elections	12,838
329	EMR CIL 19/20	1,693
330	CAPITAL FINANCE ACCOUNT	(2,322,858)
331	EMR CIL 20/21	30,963
332	EMR CIL 21/22	13,309
333	EMR CIL 22/23	5,666
	Total Equity	(161,876)

Bank Reconciliation Statement as at 30/09/2023
for Cashbook 1 - BANK ACCOUNT-GENERAL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Current Account	30/09/2023		664,807.17
			<u>664,807.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
15/08/2023 FP17 PSLT Ltd		26,700.00	
12/09/2023 FP12 South Gloucestershire Council		525.00	
			<u>27,225.00</u>
			637,582.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			637,582.17
		Balance per Cash Book is :-	637,582.17
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 30/09/2023
for Cashbook 2 - BANK ACCOUNT-IMPREST

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Natwest Imprest A/c -01364383	30/09/2023		100.00
Natwest Business A/c -08609098	30/09/2023		573,519.33
			<u>573,619.33</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			573,619.33
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			573,619.33
		Balance per Cash Book is :-	573,619.33
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date