



# **FILTON TOWN COUNCIL**

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Web: [www.filtontowncouncil.gov.uk](http://www.filtontowncouncil.gov.uk) E-mail: [lesley.reuben@filtontowncouncil.gov.uk](mailto:lesley.reuben@filtontowncouncil.gov.uk)

Town Clerk: Lesley Reuben

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

4<sup>th</sup> January 2024

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 9<sup>th</sup> January 2024 at 7pm at Fitness Studio, Active Nation Filton, Elm Park, BS34 7PS.**

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L.A. Reuben', with a small dot at the end.

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) Tuesday 14<sup>th</sup> November 2024 (pages 1-2)
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. Income & Expenditure Reports Month 8 (pages 3-20)
8. Balance Sheet Month 8 (pages 21-22)
9. Bank Reconciliation Month 8 (pages 23-24)
10. Reports from Committees, Working Groups, and the Town Clerk:
  - i) Construction update
  - ii) Filton Festival (Appendix 1)
  - iii) Council Casual Vacancy
11. Payments for Information (page 25)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 14<sup>th</sup> November 2023** at SHE 7, Braemar Crescent, Filton.

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**PRESENT: Cllrs:** T Mewies (Chair), J Baverstock, A Bird, D Harris, A Kenyon, J Molloy, D Boardman, A Robinson

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

**APOLOGIES: Cllrs:-** A Doyle A Monk, E Adejevi, B Mead

**NON-ATTENDANCE:**

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**0535. APOLOGIES FOR ABSENCE:** Apologies noted.

**0536. DECLARATIONS OF INTEREST:** None

**0537. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures.

**0538. PRESENTATION FROM KATE LEMON – FACE.** Presentation given regarding the Love your patch project. All information to be shared on Filton Town Council Web site and Facebook page.

**0539. MINUTES OF FULL COUNCIL FINANCE AND GENERAL MEETING HELD 10<sup>th</sup> OCTOBER 2023.** Minutes approved as an accurate record.  
**MINUTES OF FULL COUNCIL FINANCE EX ORDINARY MEETING HELD 17<sup>TH</sup> OCTOBER 2023.** Minutes approved as an accurate record.

**0540. MATTERS ARISING FROM THE MINUTES-** None

**0541. PUBLIC PARTICIPATION -** None

**0542. INCOME & EXPENDITURE REPORTS MONTH 6 AND 7-** Noted

**0543. BALANCE SHEET MONTH 6 AND 7.** Noted

**0544. BANK RECONCILIATIONS BANK 6 AND 7:** Noted

**0545. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:**

- i) Construction update – Moved to closed session
- ii) Council Casual Vacancy – Process will be followed regarding election/Co Option
- iii) Community Assets. TCSO to bring details of Cllr D Collins designated community assets and they will be delegated around members.
- iv) Skate Park consultation. TCSO has approached Skateboard GB who advised to consult with users and public and get back to them for any advice needed. TCSO to circulate the survey monkey questionnaire once finished.
- v) Bank Signatories Cllrs A Bird, T Mewies and D Boardman volunteered to be signatories. TC to find out the maximum needed.
- vi) Community Garden membership. It was confirmed that Cllrs A Kenyon and J Baverstock are the delegated representatives for the Community Garden.

**0546. PAYMENTS FOR INFORMATION:** Noted.

**CLOSED SESSION DUE TO COMMERCIALY SENSITIVE DETAILS.**

**0545.i)** Construction update. The Town Clerk gave an update on issues that had been brought to her attention hours before the meeting regarding construction and payment delays. After a discussion it was agreed that waiting for professional advice was needed.

## Summary Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

November 23

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<b><u>Finance &amp; General Purposes</u></b>								
100	Leisure Centre - Outsourcing	Expenditure	(30,934)	76,780	(25,942)	(102,722)	(102,722)	(296.0%)
106	Leisure Centre - Outdoor Sport	Income	80	342	2,200	1,858		15.6%
201	Playing Fields	Expenditure	198	612	3,250	2,638	2,638	18.8%
202	Play Areas	Expenditure	0	220	2,000	1,780	1,780	11.0%
203	Millennium Green	Income	0	1,500	1,500	0		100.0%
		Expenditure	0	823	500	(323)	(323)	164.5%
	Movement to/(from) Gen Reserve		<u>0</u>	<u>678</u>				
204	Allotments	Income	259	1,787	1,250	(537)		142.9%
		Expenditure	228	2,366	1,025	(1,341)	(1,341)	230.9%
	Movement to/(from) Gen Reserve		<u>31</u>	<u>(580)</u>				
301	Roads & Highways	Expenditure	0	2,784	3,450	666	666	80.7%
302	Community Development	Income	0	1,675	2,500	825		67.0%
		Expenditure	0	49,104	77,580	28,476	28,476	63.3%
	Movement to/(from) Gen Reserve		<u>0</u>	<u>(47,429)</u>				
801	Corporate Management	Expenditure	(967)	(7,733)	(11,600)	(3,867)	(3,867)	66.7%
802	Democratic Rep'n & Mgmt	Expenditure	250	3,640	6,150	2,510	2,510	59.2%
803	Civic Expenses	Expenditure	500	654	1,950	1,296	1,296	33.5%
901	Central Services	Expenditure	14,337	89,578	187,179	97,601	97,601	47.9%
902	Outside Services	Income	0	10,484	50	(10,434)		20967.1%
		Expenditure	9,348	62,043	112,250	50,207	50,207	55.3%
	Movement to/(from) Gen Reserve		<u>(9,348)</u>	<u>(51,560)</u>				
998	Precept & Interest	Income	7,915	1,069,873	1,006,694	(63,179)		106.3%
	Finance & General Purposes Income		<u>8,254</u>	<u>1,085,661</u>	<u>1,014,194</u>	<u>(71,467)</u>		<u>107.0%</u>
	Expenditure		<u>(7,040)</u>	<u>280,870</u>	<u>357,792</u>	<u>76,922</u>	<u>0</u>	<u>78.5%</u>
	Movement to/(from) Gen Reserve		<u>15,294</u>	<u>804,790</u>				

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## Summary Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

November 23

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	
<b>Capital Projects</b>								
908 L C Redevelopment	Expenditure	0	148,513	299,596	151,083	151,083	49.8%	
909 Capital & Projects	Income	0	95,810	0	(95,810)		0.0%	
	Expenditure	0	195,810	100,000	(95,810)	(95,810)	195.8%	
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(100,000)</u>					
	Capital Projects Income	<u>0</u>	<u>95,810</u>	<u>0</u>	<u>(95,810)</u>		<u>0.0%</u>	
	Expenditure	<u>0</u>	<u>344,323</u>	<u>399,596</u>	<u>55,273</u>	<u>0</u>	<u>55,273</u>	<u>86.2%</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(248,513)</u>					
	Grand Totals:- Income	<u>8,254</u>	<u>1,181,471</u>	<u>1,014,194</u>	<u>(167,277)</u>		<u>116.5%</u>	
	Expenditure	<u>(7,040)</u>	<u>625,194</u>	<u>757,388</u>	<u>132,194</u>	<u>0</u>	<u>132,194</u>	<u>82.5%</u>
	Net Income over Expenditure	<u>15,294</u>	<u>556,277</u>	<u>256,806</u>	<u>(299,471)</u>			
	Movement to/(from) Gen Reserve	<u>15,294</u>	<u>556,277</u>					

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

November 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	(30,934)	(152,205)	(275,942)	(123,737)		(123,737)	55.2%	
4062 L C Management Fees Pr Yr	0	(21,015)	0	21,015		21,015	0.0%	
4998 TFR TO EARMARKED RSV	0	250,000	250,000	0		0	100.0%	
Leisure Centre - Outsourcing :- Indirect Expenditure	<u>(30,934)</u>	<u>76,780</u>	<u>(25,942)</u>	<u>(102,722)</u>	<u>0</u>	<u>(102,722)</u>	<u>(296.0%)</u>	<u>0</u>
<b>Net Expenditure</b>	<u>30,934</u>	<u>(76,780)</u>	<u>25,942</u>	<u>102,722</u>				

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## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

November 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	80	342	2,200	1,858			15.6%	
Leisure Centre - Outdoor Sport :- Income	<u>80</u>	<u>342</u>	<u>2,200</u>	<u>1,858</u>			<u>15.6%</u>	<u>0</u>
<b>Net Income</b>	<u>80</u>	<u>342</u>	<u>2,200</u>	<u>1,858</u>				

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## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

November 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	198	612	2,250	1,638		1,638	27.2%	
4040 EQUIPMENT & SMALL TOOLS	0	0	1,000	1,000		1,000	0.0%	
Playing Fields :- Indirect Expenditure	<u>198</u>	<u>612</u>	<u>3,250</u>	<u>2,638</u>	<u>0</u>	<u>2,638</u>	<u>18.8%</u>	<u>0</u>
Net Expenditure	<u>(198)</u>	<u>(612)</u>	<u>(3,250)</u>	<u>(2,638)</u>				



## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

November 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	0	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>0</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>0</u>	<u>(220)</u>	<u>(2,000)</u>	<u>(1,780)</u>				

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## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

November 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	823	500	(323)		(323)	164.5%	
Millennium Green :- Indirect Expenditure	<u>0</u>	<u>823</u>	<u>500</u>	<u>(323)</u>	<u>0</u>	<u>(323)</u>	<u>164.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>678</u>	<u>1,000</u>	<u>323</u>				

	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	259	1,787	1,250	(537)			142.9%	
Allotments :- Income	<u>259</u>	<u>1,787</u>	<u>1,250</u>	<u>(537)</u>			<u>142.9%</u>	<u>0</u>
4012 WATER RATES	228	699	500	(199)		(199)	139.7%	
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	1,668	250	(1,418)		(1,418)	667.1%	
Allotments :- Indirect Expenditure	<u>228</u>	<u>2,366</u>	<u>1,025</u>	<u>(1,341)</u>	<u>0</u>	<u>(1,341)</u>	<u>230.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>31</u>	<u>(580)</u>	<u>225</u>	<u>805</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	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	2,784	3,450	666		666	80.7%	
Roads & Highways :- Indirect Expenditure	0	2,784	3,450	666	0	666	80.7%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(2,784)</b>	<b>(3,450)</b>	<b>(666)</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	1,675	2,500	825			67.0%	
Community Development :- Income	<u>0</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	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	17,500	17,500	0		0	100.0%	
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	0	19,729	20,000	271		271	98.6%	
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	<u>0</u>	<u>49,104</u>	<u>77,580</u>	<u>28,476</u>	<u>0</u>	<u>28,476</u>	<u>63.3%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(47,429)</u>	<u>(75,080)</u>	<u>(27,651)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

November 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)	(7,733)	(11,600)	(3,867)		(3,867)	66.7%	
Corporate Management :- Indirect Expenditure	<u>(967)</u>	<u>(7,733)</u>	<u>(11,600)</u>	<u>(3,867)</u>	<u>0</u>	<u>(3,867)</u>	<u>66.7%</u>	<u>0</u>
Net Expenditure	<u>967</u>	<u>7,733</u>	<u>11,600</u>	<u>3,867</u>				

	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	0	80	250	170		170	32.0%	
4008 TRAINING	0	160	0	(160)		(160)	0.0%	
4009 TRAVEL	0	0	50	50		50	0.0%	
4024 SUBSCRIPTIONS	0	0	200	200		200	0.0%	
4028 ELECTION COSTS	0	525	2,500	1,975		1,975	21.0%	
4033 NEWSLETTER	250	2,875	3,000	125		125	95.8%	
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	<u>250</u>	<u>3,640</u>	<u>6,150</u>	<u>2,510</u>	<u>0</u>	<u>2,510</u>	<u>59.2%</u>	<u>0</u>
Net Expenditure	<u>(250)</u>	<u>(3,640)</u>	<u>(6,150)</u>	<u>(2,510)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

November 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	500	654	950	296		296	68.8%	
4067 COMMUNITY AWARDS	0	0	1,000	1,000		1,000	0.0%	
Civic Expenses :- Indirect Expenditure	<u>500</u>	<u>654</u>	<u>1,950</u>	<u>1,296</u>	<u>0</u>	<u>1,296</u>	<u>33.5%</u>	<u>0</u>
Net Expenditure	<u>(500)</u>	<u>(654)</u>	<u>(1,950)</u>	<u>(1,296)</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	11,668	70,190	136,429	66,239		66,239	51.4%	
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	50	2,500	2,450		2,450	2.0%	
4009 TRAVEL	0	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	585	5,482	10,000	4,518		4,518	54.8%	
4021 TELEPHONE & FAX	0	306	1,500	1,195		1,195	20.4%	
4022 POSTAGE	0	8	200	192		192	3.8%	
4023 STATIONERY/PRINTING	21	66	500	434		434	13.2%	
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	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	28	407	500	93		93	81.3%	
4056 LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057 AUDIT FEES	0	420	2,900	2,480		2,480	14.5%	
4058 ACCOUNTANCY FEES	2,036	6,139	2,900	(3,239)		(3,239)	211.7%	
4060 OTHER PROF FEES	0	95	6,000	5,905		5,905	1.6%	
4076 COUNCIL TAX - FLAT	0	(6,084)	0	6,084		6,084	0.0%	
Central Services :- Indirect Expenditure	<u>14,337</u>	<u>89,578</u>	<u>187,179</u>	<u>97,601</u>	<u>0</u>	<u>97,601</u>	<u>47.9%</u>	<u>0</u>
Net Expenditure	<u>(14,337)</u>	<u>(89,578)</u>	<u>(187,179)</u>	<u>(97,601)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	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	9,054	48,551	98,800	50,249		50,249	49.1%	
4006 PROTECTIVE CLOTHING	0	398	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	33	5,175	0	(5,175)		(5,175)	0.0%	
4036 PROPERTY MAINTCE	0	1,447	1,500	53		53	96.5%	
4037 GROUNDS MAINTENANCE	148	2,577	2,500	(77)		(77)	103.1%	
4039 MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4040 EQUIPMENT & SMALL TOOLS	40	494	2,000	1,506		1,506	24.7%	
4041 EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042 EQUIPMENT MAINTCE	0	465	3,000	2,536		2,536	15.5%	
4044 VEHICLE FUEL,OIL & MAINT	72	2,939	2,500	(439)		(439)	117.5%	
Outside Services :- Indirect Expenditure	<u>9,348</u>	<u>62,043</u>	<u>112,250</u>	<u>50,207</u>	<u>0</u>	<u>50,207</u>	<u>55.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(9,348)</u>	<u>(51,560)</u>	<u>(112,200)</u>	<u>(60,640)</u>				

	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	0	96,610	197,834	101,224		101,224	48.8%	
4055 LOAN CAPITAL REPAID	0	51,903	101,762	49,859		49,859	51.0%	
4982 CAP LC Redevelopment	451,706	3,683,345	2,948,594	(734,751)		(734,751)	124.9%	
4999 TFR FR EARMARKED RSV	(451,706)	(734,751)	0	734,751		734,751	0.0%	
5002 ASSETS FUNDED BY LOANS	0	(2,948,594)	(2,948,594)	(0)		(0)	100.0%	
L C Redevelopment :- Indirect Expenditure	<u>0</u>	<u>148,513</u>	<u>299,596</u>	<u>151,083</u>	<u>0</u>	<u>151,083</u>	<u>49.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(148,513)</u>	<u>(299,596)</u>	<u>(151,083)</u>				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>909 Capital &amp; Projects</u>								
1073 S106 Income	0	80,000	0	(80,000)			0.0%	
1075 ASSET SALE PROCEEDS	0	9,000	0	(9,000)			0.0%	
1077 GRANTS RECEIVED	0	6,810	0	(6,810)			0.0%	
Capital & Projects :- Income	<u>0</u>	<u>95,810</u>	<u>0</u>	<u>(95,810)</u>				<u>0</u>
4500 CAP Noticeboards	0	6,810	0	(6,810)	(6,810)		0.0%	
4903 CAP IT Upgrading	0	3,345	0	(3,345)	(3,345)		0.0%	
4906 CAP Storage Facility	0	355	0	(355)	(355)		0.0%	
4916 CAP New Tractor/Mowers	0	60,650	0	(60,650)	(60,650)		0.0%	
4927 CAP Boules Piste	0	986	0	(986)	(986)		0.0%	
4960 CAP MUGA Project	8,030	8,668	0	(8,668)	(8,668)		0.0%	
4984 CAP Grounds Maint. Equipment	0	1,535	0	(1,535)	(1,535)		0.0%	
4986 CAP Kissing Gte F/Park	0	2,800	0	(2,800)	(2,800)		0.0%	
4992 FUNDING FROM R CAP FUND	0	(60,671)	0	60,671	60,671		0.0%	
4993 TFR TO ROLLING CAPITAL FUND	0	100,000	100,000	0	0		100.0%	
4998 TFR TO EARMARKED RSV	0	80,000	0	(80,000)	(80,000)		0.0%	
4999 TFR FR EARMARKED RSV	(6,030)	(8,668)	0	8,668	8,668		0.0%	
Capital & Projects :- Indirect Expenditure	<u>0</u>	<u>195,810</u>	<u>100,000</u>	<u>(95,810)</u>	<u>0</u>	<u>(95,810)</u>	<u>195.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>0</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	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	986,694	986,694	0			100.0%	
1090 INTEREST RECEIVED	7,915	83,179	20,000	(63,179)			415.9%	
Precept & Interest :- Income	<u>7,915</u>	<u>1,069,873</u>	<u>1,006,694</u>	<u>(63,179)</u>			<u>106.3%</u>	<u>0</u>
Net Income	<u>7,915</u>	<u>1,069,873</u>	<u>1,006,694</u>	<u>(63,179)</u>				
Grand Totals:- Income	8,254	1,181,471	1,014,194	(167,277)			116.5%	
Expenditure	(7,040)	625,194	757,388	132,194	0	132,194	82.5%	
Net Income over Expenditure	<u>15,294</u>	<u>556,277</u>	<u>256,806</u>	<u>(299,471)</u>				
Movement to/(from) Gen Reserve	<u>15,294</u>	<u>556,277</u>						

<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	548,886	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	286,592		
105	VAT CONTROL	165,919		
190	CAPITAL WORK IN PROGRESS	1,412,619		
200	BANK ACCOUNT-GENERAL	313,430		
201	BANK IMPREST WAGES AC	50,225		
220	PETTY CASH - OFFICE	74		
245	CCLA Public Sector Investment	1,268,347		
246	CCLA - FTC Project Account	101,585		
	<b>Total Current Assets</b>		<b>3,598,790</b>	
	<u>Current Liabilities</u>			
500	TRADE CREDITORS	444,251		
501	SUNDRY CREDITORS	1,362		
510	ACCRUED EXPENSES	1,100		
525	PAYE AND NI DUE	5,288		
526	SUPERANNUATION DUE	3,231		
540	VAT SUSPENSE ACCOUNT	47,765		
560	INCOME IN ADVANCE	4,500		
570	RETENTIONS PAYABLE	131,418		
	<b>Total Current Liabilities</b>		<b>638,894</b>	
	<b>Net Current Assets</b>			<b>2,959,896</b>
	<b>Total Assets less Current Liabilities</b>			<b>3,443,367</b>
	<u>Long Term Liabilities</u>			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,401,844)		
403	PWLB Loan 443438	93,764		
404	PWLB Loan 532982	487,128		
405	PWLB Loan 554749	3,777,521		
	<b>Total Long Term Liabilities</b>		<b>4,427,790</b>	
	<b>Total Assets less Total Liabilities</b>			<b>(984,422)</b>
	<u>Represented by :-</u>			
300	CURRENT YEAR FUND	556,277		
310	GENERAL FUND	200,092		
315	ROLLING CAPITAL FUND	111,084		
318	EMR Leisure Centre Contingency	357,392		
319	EMR MUGA	80,000		
322	EMR Grants	6,780		

**Detailed Balance Sheet - Excluding Stock Movement****Month 8 Date 30/11/2023**

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>
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
330	CAPITAL FINANCE ACCOUNT	(2,431,699)
331	EMR CIL 20/21	26,256
332	EMR CIL 21/22	13,309
333	EMR CIL 22/23	5,666
	<b>Total Equity</b>	<b><u>(984,422)</u></b>

Bank Reconciliation Statement as at 30/11/2023  
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	30/11/2023		313,429.82
			<u>313,429.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			313,429.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			313,429.82
		Balance per Cash Book is :-	313,429.82
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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



Bank Reconciliation Statement as at 30/11/2023  
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	24/11/2023		100.00
Natwest Business A/c -08609098	24/11/2023		61,382.27
			<u>61,482.27</u>
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
30/11/2023 DDR Nov Salaries		11,256.88	
			<u>11,256.88</u>
			50,225.39
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			50,225.39
		<b>Balance per Cash Book is :-</b>	<b>50,225.39</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

## BANK ACCOUNT-GENERAL

## List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/11/2023	Avon Local Councils' Associati	FP1	190.00		188-Internal control training
14/11/2023	Alide Plant Services Ltd	FP2	443.52		189-Fence hire
14/11/2023	Chandlers (Farm Equipment) Ltd	FP3	1,205.67		190-WX23 CWK Service
14/11/2023	Complete Weed Control (North W	FP4	393.00		191-Weed Control Mill/Green
14/11/2023	DCK Accounting Solutions Ltd	FP5	907.20		209-Accounts Sep 23
14/11/2023	DL I.T. Solutions Ltd	FP6	3,009.70		194-Office 365
14/11/2023	Everflow Ltd	FP7	360.87		195-Allotment water charges
14/11/2023	FACE	FP8	8,750.00		196-Youth Grant 23/24
14/11/2023	Image Technique Ltd	FP9	6,949.44		Purchase Ledger Payment
14/11/2023	Microshade Business Consultant	FP10	71.81		198-Citrix hosting
14/11/2023	South Gloucestershire Council	FP11	1,264.72		202-Grass Cutting Oct-Dec 23
14/11/2023	Speller Metcalfe	FP12	423,802.56		204-Valuation 16B
14/11/2023	Ernest Till (South West) & co	FP13	12,790.39		206-L/Centre electrical
14/11/2023	Travis Perkins Trading Co Ltd	FP14	177.89		207-Limestone dust
14/11/2023	XL Displays Ltd	FP15	8,172.00		210- 4 X Noticeboards Creative
14/11/2023	Image Technique Ltd	FP9	-6,949.44		Purchase Ledger Payment
14/11/2023	Image Technique Ltd	FP9	20,848.32		Purchase Ledger Payment
20/11/2023	Unity Bank	DDR	28.00		Chaps fee
23/11/2023	Safestore Ltd	DDR	164.81		Safestore Ltd Storage unit
23/11/2023	Safestore Ltd	DDR	-0.20		Safestore Ltd Staorage unit
27/11/2023	Public Works Loan Board	DDR	2,575.02		199-443438 Loan Capital
<b>Total Payments</b>			<b>485,155.28</b>		