



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

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Town Clerk: Lesley Reuben

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

6th February 2024

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 13th February 2024 at 7.30pm at Studio 1, Active Nation Filton, Elm Park, BS34 7PS.**

PLEASE NOTE THERE WILL BE A CLOSED SESSION FOR MEMBERS OF COUNCIL ONLY TO MEET WITH OUR CONSULTANT AT 7P.M. TO DISCUSS A COMERCIAALLY SENSITIVE CONTRACT ISSUE THEREFORE THIS FINANCE MEETING WILL START IMMEDIATELY AFTER.

This meeting will also be streamed online using link below:-

[https://youtube.com/live/LQOoMGodmFU?feature=share.](https://youtube.com/live/LQOoMGodmFU?feature=share)

Yours sincerely,

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. To approve the minutes of Full Council (Finance) Tuesday 9th January 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 9 (pages 3-18) Month 10 tabled
8. Balance Sheet Month 9 (pages 19-20) Month 10 tabled
9. Bank Reconciliation Month 9 (pages 21-22) Month 10 tabled
10. Reports from Committees, Working Groups, and the Town Clerk:
 - i) Construction update
 - ii) Filton Festival (Appendix 1)

- iii)* Flag Flying
 - iv)* FACE Funding
11. Payments for Information (pages 23-25)

Part 2 Closed Session

12. Contract update
13. Minutes of Staffing Committee held 6th February 2024 (page 26)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 9th January 2024**, Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

PRESENT: Cllrs: T Mewies (Chair), J Baverstock, A Bird, D Harris, A Kenyon, J Molloy, D Boardman, A Robinson A Monk,
ALSO, PRESENT: Lesley Reuben (Town Clerk) Carla Westcott (TCSO)
APOLOGIES: Cllrs:- A Doyle, B Mead
NON-ATTENDANCE: E Adejevi

0546. APOLOGIES FOR ABSENCE: Apologies noted.

0547. DECLARATIONS OF INTEREST: None

0548. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0549. MINUTES OF FULL COUNCIL FINANCE AND GENERAL MEETING HELD TUESDAY 14th NOVEMBER.

0536: Cllr A Robinson Declared an Interest in the Community Garden
With amendment Minutes approved as an accurate record.

0550. MATTERS ARISING FROM THE MINUTES- The vote for displaying flags other than the Union Jack was discussed and agreed to follow government guidelines on the process.

0551. PUBLIC PARTICIPATION – Clarity of the precept agreement was requested.

0552. INCOME & EXPENDITURE REPORTS MONTH 8- Noted

0553. BALANCE SHEET MONTH 8 Noted

0554. BANK RECONCILIATIONS BANK 8: Noted

0555. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:

i) Construction update – Update on completion of Phase 1. FTC Office is now in the new building. Street lighting issues, The Town Clerk is meeting with Streetcare to find a solution. Town Council Meetings will begin to be live streamed on the near future.

ii) Filton Festival. It was proposed and seconded “ FTC are to go out to tender to at least 3 different companies. The following to all be included in the criteria.

To be held at Elm Park

To be held 23 June 2024

Budget span

To include live music, suitable seating, suitable marquee, community/school groups, community stands, children’s activities”. Voted FOR 8 0 AGAINST 1 ABSTAIN

Motion carried.

ACTION FTC Office

iii) Council Casual Vacancy – Process to begin to allow the position to be Co Opted. Advert to be placed in the Filton Voice and be added to a meeting in March 2024. All candidates to present to Council.

Cllr A Monk left 19.55

An un-agendad discussion of the Council staffing vacancies took place. Queries were raised as to the delay of advertising. The Town Clerk voiced concerns that there were still

elements of the job description that needed to be confirmed including facilities needed to ensure staff welfare and facilities for equipment before employment can commence. It was proposed and seconded to advertise the vacancies by the end of January. Voted 7 FOR 0 AGAINST 1 ABSTAIN
Motion carried.

ACTION FTC Office

0556. PAYMENTS FOR INFORMATION: Noted.

Meeting Closed 20.15

	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>								
1103 Leisure Centre Man. Fee	15,608	15,608	0	(15,608)			0.0%	
Leisure Centre - Outsourcing :- Income	<u>15,608</u>	<u>15,608</u>	<u>0</u>	<u>(15,608)</u>				<u>0</u>
4061 L C Management Fees	(15,326)	(167,531)	(275,942)	(108,411)		(108,411)	60.7%	
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>(15,326)</u>	<u>61,454</u>	<u>(25,942)</u>	<u>(87,396)</u>	<u>0</u>	<u>(87,396)</u>	<u>(236.9%)</u>	<u>0</u>
Net Income over Expenditure	<u>30,934</u>	<u>(45,846)</u>	<u>25,942</u>	<u>71,788</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 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	75	417	2,200	1,783			19.0%	
Leisure Centre - Outdoor Sport :- Income	<u>75</u>	<u>417</u>	<u>2,200</u>	<u>1,783</u>			<u>19.0%</u>	<u>0</u>
Net Income	<u>75</u>	<u>417</u>	<u>2,200</u>	<u>1,783</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2023

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Playing Fields</u>								
4037 GROUNDS MAINTENANCE	0	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	0	612	3,250	2,638	0	2,638	18.8%	0
Net Expenditure	0	(612)	(3,250)	(2,638)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>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	0	220	2,000	1,780	0	1,780	11.0%	0
Net Expenditure	0	(220)	(2,000)	(1,780)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>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>
Net Income over Expenditure	<u>0</u>	<u>678</u>	<u>1,000</u>	<u>323</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 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	74	1,861	1,250	(611)			148.8%	
Allotments :- Income	<u>74</u>	<u>1,861</u>	<u>1,250</u>	<u>(611)</u>			<u>148.8%</u>	<u>0</u>
4012 WATER RATES	49	748	500	(248)		(248)	149.6%	
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>49</u>	<u>2,416</u>	<u>1,025</u>	<u>(1,391)</u>	<u>0</u>	<u>(1,391)</u>	<u>235.7%</u>	<u>0</u>
Net Income over Expenditure	<u>25</u>	<u>(555)</u>	<u>225</u>	<u>780</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2023

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December 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	2,784	3,450	666		666	80.7%	
Roads & Highways :- Indirect Expenditure	<u>0</u>	<u>2,784</u>	<u>3,450</u>	<u>666</u>	<u>0</u>	<u>666</u>	<u>80.7%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,784)</u>	<u>(3,450)</u>	<u>(666)</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2023

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
302 Community Development								
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>				

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Detailed Income & Expenditure by Budget Heading 31/12/2023

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December 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)	(8,700)	(11,600)	(2,900)		(2,900)	75.0%	
Corporate Management :- Indirect Expenditure	(967)	(8,700)	(11,600)	(2,900)	0	(2,900)	75.0%	0
Net Expenditure	967	8,700	11,600	2,900				

Detailed Income & Expenditure by Budget Heading 31/12/2023

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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 & 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	500	3,375	3,000	(375)		(375)	112.5%	
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	<u>500</u>	<u>4,140</u>	<u>6,150</u>	<u>2,010</u>	<u>0</u>	<u>2,010</u>	<u>67.3%</u>	<u>0</u>
Net Expenditure	<u>(500)</u>	<u>(4,140)</u>	<u>(6,150)</u>	<u>(2,010)</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2023

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December 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	654	950	296		296	68.8%	
4067 COMMUNITY AWARDS	0	0	1,000	1,000		1,000	0.0%	
Civic Expenses :- Indirect Expenditure	0	654	1,950	1,296	0	1,296	33.5%	0
Net Expenditure	0	(654)	(1,950)	(1,296)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>901 Central Services</u>								
4001 SALARIES & WAGES	8,844	79,034	136,429	57,395		57,395	57.9%	
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	30	80	2,500	2,420		2,420	3.2%	
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	506	5,988	10,000	4,012		4,012	59.9%	
4021 TELEPHONE & FAX	61	367	1,500	1,133		1,133	24.4%	
4022 POSTAGE	0	8	200	192		192	3.8%	
4023 STATIONERY/PRINTING	0	66	500	434		434	13.2%	
4024 SUBSCRIPTIONS	416	1,963	3,000	1,037		1,037	65.4%	
4025 INSURANCE	2,398	12,547	11,500	(1,047)		(1,047)	109.1%	
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	80	487	500	13		13	97.4%	
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	0	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>12,335</u>	<u>101,913</u>	<u>187,179</u>	<u>85,266</u>	<u>0</u>	<u>85,266</u>	<u>54.4%</u>	<u>0</u>
Net Expenditure	<u>(12,335)</u>	<u>(101,913)</u>	<u>(187,179)</u>	<u>(85,266)</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2023

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>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	6,189	54,740	98,800	44,060	44,060		55.4%	
4006 PROTECTIVE CLOTHING	10	406	500	94	94		81.1%	
4008 TRAINING	0	0	1,000	1,000	1,000		0.0%	
4016 JANITORIAL	0	0	100	100	100		0.0%	
4018 REFUSE DISPOSAL	3,031	8,206	0	(8,206)	(8,206)		0.0%	
4036 PROPERTY MAINTCE	0	1,447	1,500	53	53		96.5%	
4037 GROUNDS MAINTENANCE	0	2,577	2,500	(77)	(77)		103.1%	
4039 MISC EXPS, XMAS DECORATIONS	0	0	100	100	100		0.0%	
4040 EQUIPMENT & SMALL TOOLS	61	555	2,000	1,445	1,445		27.8%	
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	0	2,939	2,500	(439)	(439)		117.5%	
Outside Services :- Indirect Expenditure	<u>9,291</u>	<u>71,334</u>	<u>112,250</u>	<u>40,916</u>	<u>0</u>	<u>40,916</u>	<u>63.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(9,291)</u>	<u>(60,851)</u>	<u>(112,200)</u>	<u>(51,349)</u>				

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Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 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	8,403	105,013	197,834	92,821		92,821	53.1%	
4055 LOAN CAPITAL REPAYD	6,603	58,506	101,762	43,256		43,256	57.5%	
4982 CAP LC Redevelopment	211,409	3,894,753	2,948,594	(946,159)		(946,159)	132.1%	
4999 TFR FR EARMARKED RSV	(211,409)	(946,160)	0	946,160		946,160	0.0%	
5002 ASSETS FUNDED BY LOANS	0	(2,948,594)	(2,948,594)	(0)		(0)	100.0%	
L C Redevelopment :- Indirect Expenditure	<u>15,006</u>	<u>163,519</u>	<u>299,596</u>	<u>136,077</u>	<u>0</u>	<u>136,077</u>	<u>54.6%</u>	<u>0</u>
Net Expenditure	<u>(15,006)</u>	<u>(163,519)</u>	<u>(299,596)</u>	<u>(136,077)</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2023

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December 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%	
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	5,681	9,026	0	(9,026)		(9,026)	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	2,444	11,112	0	(11,112)		(11,112)	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	(5,681)	(66,352)	0	66,352		66,352	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	(2,444)	(11,112)	0	11,112		11,112	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>
Net Income over Expenditure	<u>0</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>0</u>				

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Detailed Income & Expenditure by Budget Heading 31/12/2023

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>998 Precept & Interest</u>								
1076 PRECEPT	0	986,694	986,694	0			100.0%	
1090 INTEREST RECEIVED	7,068	90,247	20,000	(70,247)			451.2%	
Precept & Interest :- Income	<u>7,068</u>	<u>1,076,941</u>	<u>1,006,694</u>	<u>(70,247)</u>			<u>107.0%</u>	<u>0</u>
Net Income	<u>7,068</u>	<u>1,076,941</u>	<u>1,006,694</u>	<u>(70,247)</u>				
Grand Totals:- Income	22,826	1,204,296	1,014,194	(190,102)			118.7%	
Expenditure	20,889	646,082	757,388	111,306	0	111,306	85.3%	
Net Income over Expenditure	<u>1,937</u>	<u>558,214</u>	<u>256,806</u>	<u>(301,408)</u>				
Movement to/(from) Gen Reserve	<u>1,937</u>	<u>558,214</u>						

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2023

A/c	Description	Actual		
	<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
	Total Fixed Assets	3,081,321	2,597,850	483,471
	<u>Current Assets</u>			
100	TRADE DEBTORS	323,713		
105	VAT CONTROL	223,548		
190	CAPITAL WORK IN PROGRESS	1,412,619		
200	BANK ACCOUNT-GENERAL	281,799		
201	BANK IMPREST WAGES AC	33,112		
220	PETTY CASH - OFFICE	74		
245	CCLA Public Sector Investment	770,397		
246	CCLA - FTC Project Account	102,999		
	Total Current Assets		3,148,260	
	<u>Current Liabilities</u>			
500	TRADE CREDITORS	271,154		
501	SUNDRY CREDITORS	1,362		
510	ACCRUED EXPENSES	1,100		
525	PAYE AND NI DUE	3,309		
526	SUPERANNUATION DUE	2,104		
540	VAT SUSPENSE ACCOUNT	53,952		
560	INCOME IN ADVANCE	4,500		
570	RETENTIONS PAYABLE	68,481		
	Total Current Liabilities		405,961	
	Net Current Assets			2,742,299
	Total Assets less Current Liabilities			3,225,770
	<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	480,526		
405	PWLB Loan 554749	3,777,521		
	Total Long Term Liabilities		4,421,187	
	Total Assets less Total Liabilities			(1,195,417)
	<u>Represented by :-</u>			
300	CURRENT YEAR FUND	558,214		
310	GENERAL FUND	200,092		
315	ROLLING CAPITAL FUND	105,404		
318	EMR Leisure Centre Contingency	145,983		
319	EMR MUGA	80,000		
322	EMR Grants	6,780		

16/01/2024

Filton Town Council 23-24

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Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2023

<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	(2,425,096)
331	EMR CIL 20/21	23,812
332	EMR CIL 21/22	13,309
333	EMR CIL 22/23	5,666
	Total Equity	<u>(1,195,417)</u>

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Current Account	31/12/2023		282,214.70
			<u>282,214.70</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
12/12/2023 FP12 Society of Local Council Clerk		416.00	
			<u>416.00</u>
			281,798.70
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			281,798.70
		Balance per Cash Book is :-	281,798.70
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 16/01/2024

Filton Town Council 23-24

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Bank Reconciliation Statement as at 31/12/2023
for Cashbook 2 - BANK ACCOUNT-IMPREST

User: DCW

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Natwest Imprest A/c -01364383	29/12/2023		100.00
Natwest Business A/c -08609098	29/12/2023		33,011.80
			<u>33,111.80</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			33,111.80
<u>Unpresented Receipts (Plus)</u>		0.00	<u>0.00</u>
			33,111.80
		Balance per Cash Book is :-	33,111.80
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Linked to Cashbook 1

Entered Month 10
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ABBEY Abbey Business & Office Services							
253-Chairs/Bins/Walkie Talkies	12/12/2023	IN000063751	1	2,616.94	0.00	2,616.94	0.00
254-Numatic TTC1840NX Battery	14/12/2023	IN000053762	1	3,786.00	0.00	3,786.00	0.00
255-3 x Bisley cupboards	18/12/2023	IN000063770	1	1,566.00	0.00	1,296.00	270.00
					0.00	7,698.94	
Above paid on 16/01/2024 by Cheque FP1							
ALCA Avon Local Councils' Association							
256-Training	09/01/2024	INV-22047A	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 16/01/2024 by Cheque FP2							
ALIDE Alide Plant Services Ltd							
257-Fence hire	13/12/2023	A468213	1	233.28	0.00	233.28	0.00
					0.00	233.28	
Above paid on 16/01/2024 by Cheque FP3							
DLIT DL I.T. Solutions Ltd							
260-IT Support	15/12/2023	1009501	1	231.00	0.00	231.00	0.00
261-Telephone	15/12/2023	794359772	1	73.32	0.00	73.32	0.00
262-Office 365	01/01/2024	1009629	1	132.70	0.00	132.70	0.00
263-IT Support	10/01/2024	1009752	1	231.00	0.00	231.00	0.00
					0.00	668.02	
Above paid on 16/01/2024 by Cheque FP4							
EVERFLOW Everflow Ltd							
264-Allotment water charges	16/12/2023	2747941	1	49.35	0.00	49.35	0.00
					0.00	49.35	
Above paid on 16/01/2024 by Cheque FP5							
FILTONVOIC Filton Voice Ltd							
265-Filton Voice Jan 24	29/12/2023	0000258	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 16/01/2024 by Cheque FP6							

Continued over page

Linked to Cashbook 1

Entered Month 10
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GLACIER Glacier environmental Ltd							
266-Isolate Old Cafe water	29/12/2023	SI-13369	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 16/01/2024 by Cheque FP7							
MORTON Morton Audio Visual							
267-Gym wall mount rack	15/12/2023	1305	1	719.99	0.00	719.99	0.00
					0.00	719.99	
Above paid on 16/01/2024 by Cheque FP8							
OFFICEFURN Office Furniture Online							
268-Office chairs	11/12/2023	SP062522	1	277.22	0.00	277.22	0.00
269-Office desk	12/12/2023	SP063095	1	348.04	0.00	348.04	0.00
270-10 x tables	12/12/2023	SP063097	1	3,643.20	0.00	3,643.20	0.00
271-12 x meeting rm chairs	13/12/2023	SP062834	1	1,980.00	0.00	1,980.00	0.00
272-Del charge credit	20/12/2023	CN88018	1	-60.00	0.00	-60.00	0.00
273-2 x Office cupboards	05/01/2024	SP065443	1	734.40	0.00	734.40	0.00
					0.00	6,922.86	
Above paid on 16/01/2024 by Cheque FP9							
SGLOS2 South Gloucestershire Council							
275-Fridge/freezer disposal	20/12/2023	3805450684	1	180.00	0.00	180.00	0.00
276-Payroll fees Oct-Dec 23	11/01/2024	3805465420	1	56.88	0.00	56.88	0.00
					0.00	236.88	
Above paid on 16/01/2024 by Cheque FP10							
SPELLER Speller Metcalfe							
277-Valuation 18	21/12/2023	CIN10324	1	121,556.04	0.00	121,556.04	0.00
278-Valuation 18A	21/12/2023	CIN10325	1	15,876.00	0.00	15,876.00	0.00
279-Valuation 18B	21/12/2023	CIN10326	1	175,720.38	0.00	175,720.38	0.00
					0.00	313,152.42	
Above paid on 16/01/2024 by Cheque FP11							

Continued over page

Linked to Cashbook 1

Entered Month 10
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TFM001 Trusted Facilities Management							
280-Plant room/electrical work	10/01/2024	001104	1	6,319.97	0.00	6,319.97	0.00
					0.00	6,319.97	
				Above paid on 16/01/2024 by Cheque FP12			
TILL Ernest Till (South West) & co Ltd							
281-Relocate defibrillator	20/12/2023	INV00015218	1	249.60	0.00	249.60	0.00
					0.00	249.60	
				Above paid on 16/01/2024 by Cheque FP13			
TRAVIS Travis Perkins Trading Co Ltd							
282-Bitumen	04/01/2024	3015ASK018	1	15.30	0.00	15.30	0.00
					0.00	15.30	
				Above paid on 16/01/2024 by Cheque FP14			
ZURICH Zurich Municipal							
283-Insurance inspection contr	21/12/2023	529529734	1	2,699.47	0.00	2,699.47	0.00
					0.00	2,699.47	
				Above paid on 16/01/2024 by Cheque FP15			
				Total Purchase Ledger Payments	0.00	339,366.08	

Minutes of the Staffing Committee meeting held on 6th February 2024 at Filton Leisure Centre.

PRESENT: Cllrs:- Brian Mead(Chair) Alex Doyle(Vice Chair), John Baverstock, Tom Mewies, Andy Robinson.

ALSO PRESENT: Lesley Reuben Town Clerk & RFO

APOLOGIES:

170. Apologies for absence – Apologies noted

171. Minutes of the meeting held 3rd October 2023 –The minutes were then approved as an accurate record.

172. Street Cleansing Operative – it was agreed to recommend that the Town Clerk proceed to advertise the role with the understanding that if the cash flow problems do not ease, the appointment will be withdrawn or postponed.

173. Town Council Admin Assistant – it was agreed to recommend that advertising the post be delayed and reviewed at a later date.

174. Town Clerk & RFO retirement – the Town Clerk was asked to draft job descriptions for all three separate options – 1.Town Clerk, 2.Responsible Financial Officer, 3.Town Clerk & RFO.

175. Date of next meeting – Tuesday 5th March 6pm Conference Room, Leisure Centre.

There being no further business the meeting closed at 7.15p.m.