FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS
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Town Clerk : Lesley Reuben
Tel: 01454 866698

Finance Committee – All Town Council Members
4th January 2018

Dear Member

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Tuesday 9th January 2018 at 7.p.m.** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

L.A.Reuben
Town Clerk.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Presentation from Mark Davies- CCLA Public Sector Deposit Fund
4. To approve the Minutes of the meeting held 14th November 2017 *(pages 1-2)*
5. Matters of report arising from the minutes not otherwise covered by the Agenda
6. Public Questions – none received
7. Precept Requirement – revised budget figures 2018/19 *(Appendix 1)*
8. Managers reports:-
   i) Leisure Centre Manager (*pages 3-4*)
   ii) Grounds and Maintenance Manager (*page 5*)
   iii) Bar Report (*page 6*)
   iv) Town Clerk – The Hatch *(verbal update)*
9. Income and Expenditure Reports – *November 2017 (pages 7-15)*
10. Balance Sheet – for information *(pages 16-17)*
11. Planning Applications:-
    i) Feedback to date *(page 18)*
    ii) Current Planning Applications 2018 *(page 19)*
12. ***Confidential Session – public to be excluded***
    1. Letter from solicitor *(Appendix 2)*

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 14th November 2017 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - D. Collins (Chair), K. Briffett, A. Kenyon, A. Monk, E. Seymour, R. Taylor & J. Tucker,

ALSO PRESENT: B. Morgan (Town Council Support Officer), L. Reuben (Town Clerk)
APOLOGIES: Cllrs: - A. Doyle, B. Mead, I. Scott & J. Ward

1315. APOLOGIES FOR ABSENCE: Apologies were noted.

1316. DECLARATION OF INTEREST: Cllr K Briffett declared a personal interest in Conygre House.

1317. MINUTES: The minutes of the meeting held Tuesday 10th October 2017 were approved as an accurate record.

1318. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: Southern Brooks Breakdown brought up, explained at last full council meeting. Accountant report on **1310.** Brought up questions of overspend on wages and expenditure of Filton Festival. Clerk will pass on to accountant for clarification and circulate response.

1319. PUBLIC QUESTIONS: There were none received.

1320. MANAGERS' REPORTS: Managers reports noted,
i) Typo from last report persisted, will be passed onto Leisure Centre Manager. Requested that abbreviations be expanded. (DBS etc.)

1321. ANNUAL RETURN 2017 – EXTERNAL AUDIT REPORT (*APPENDIX 1*): Clerk explained that date change highlighted in last meeting has affected many Town and Parish Councils. Noted for next year's audit.

1322. INCOME AND EXPENDITURE REPORTS: see **1318.**

1323. BALANCE SHEET: Noted.

1324. DISABLED ROUNDABOUT: Disabled access roundabout - play area in need of repair/replacement, quoted £5000 to replace, £2000 to fit. Council office to look for grant funding, while S. Glos Councillors will discuss their funding, motion passed to use above and finances set aside by accountants to fund replacement, with aim to begin process by Spring 2018.

1325. PRESENTATION OF BUDGET AND PRECEPT REQUIREMENT 2018/19: First draft for information only, to be prepared for next full council meeting.

1326. PLANNING APPLICATIONS: Proposal to establish planning in a different format. Time restricted before current finance meetings and doing planning on a different day with smaller group suggested. Talk of separating/creating space for staffing issues. Motion to be put to next meeting, seconded and decided (nemcom)

i) Feedback to date - 10th November 2017

F.3556 - 114 Lower House Crescent Filton Bristol South Gloucestershire BS34 7DL - Demolition of existing rear lean-to extension and erection of single storey rear extension to form additional living accommodation. *Approve with Conditions*

F.3564 - Airbus Gloucester Road North Filton Bristol South Gloucestershire BS34 7PY - Erection of security kiosk and vehicle barriers, stationing of modular building to form office and alteration to car parking area. *Approve with Conditions*

F.3570 - 53 Shellard Road Filton Bristol South Gloucestershire BS34 7LX: Application for a certificate of lawfulness for the proposed installation of a dormer. *Refusal*

5 Nutfield Grove Filton Bristol South Gloucestershire BS34 7LJ - Erection of rear conservatory - *Approve with Conditions*

F.3569 - 6 Stanley Crescent Filton Bristol South Gloucestershire BS34 7NH: Erection of single storey and two storey rear extension to provide additional living accommodation. *Approve with Conditions*

F.3572 - 79 Wallscourt Road Filton Bristol South Gloucestershire BS34 7NP: Erection of single and two storey side extension to form 1 no. dwelling and associated works. - *Approve with Conditions*

Flat King George Vi Filton Avenue Filton South Gloucestershire - Alterations to existing first and second floors to form 4no flats - *Approve with Conditions*

18 Conygre Grove Filton Bristol South Gloucestershire BS34 7DN - Demolition of existing garage and erection of two storey side extension and single storey rear extension to form annex ancillary to the main dwelling (Amendment to previously approved scheme PT16/5540/F). - *Approve with Conditions*

F.3573 - Conygre House Conygre Road Filton Bristol South Gloucestershire BS34 7DD - Conversion of part of existing building to form 1no. dwelling with new bin and cycle storage area. - *Approve with Conditions*

ii) Current Planning Applications: See Attached.

The Chair closed the meeting at 8:29pm

FSLC report January 2018:

Team summary:

- Supervisors – No concerns, the new Leisure supervisor has settled really well into the job role.
- Lifeguards – We still have two full time lifeguard roles vacant. We are awaiting 3 new lifeguards to start in October (awaiting DBS checks) We have 3 new zero hour lifeguards started.
- Reception – No concerns.
- Swimming team – The new supervisors and Administrator have now settled in and are looking at changes and improvements to the Swim School. One of the main areas tasked is communication with parents of our learners, as well as areas we can generate extra income.

Training & Development:

- We are planning lots of CPDS for our teachers as well as various courses to help out staff members.

New Developments:

- We have been contacted by the National Autistic Society in regards them hosting their Super Swimmers Academy here at Filton. We are pleased that they have chosen us to now be one of their training centres. This starts 9th January 2018.
- We are currently reviewing opening times to see if there are areas we can decrease staff usage and save money on the budget.
- We are looking into a new system to manage our swimming school bookings. CoursePro will give the swimming teachers the ability to manage their classes from the pool side, this includes recording stages, levels and awarding badges. This system also enables us as operators to communicate with parents via email, and gives the parents their own online hub to pay for lessons, re-book their children and to email us directly. This would also reduce the queues and large numbers of parents in our reception area. This would cost approximately £2,000 per year. I am happy to discuss in more detail with the council.
- We are looking at ideas to possibly change/renovate the 5 a side courts due to the lack of use. Ideas will be included in next month's report.

Events & Operations:

- There will be an offer on our softplay throughout the winter to encourage parents and children in there when the weather is inclement.
- We hosted a new Gala on 10th December in memory of Judith Bush who sadly passed away last year. This was a really successful event and was well attended and raised money for Southmead Hospital. This will now be an annual event. A write up of this event will be included in Januarys Filton Voice.

Scott Fessey
Leisure Centre Manager

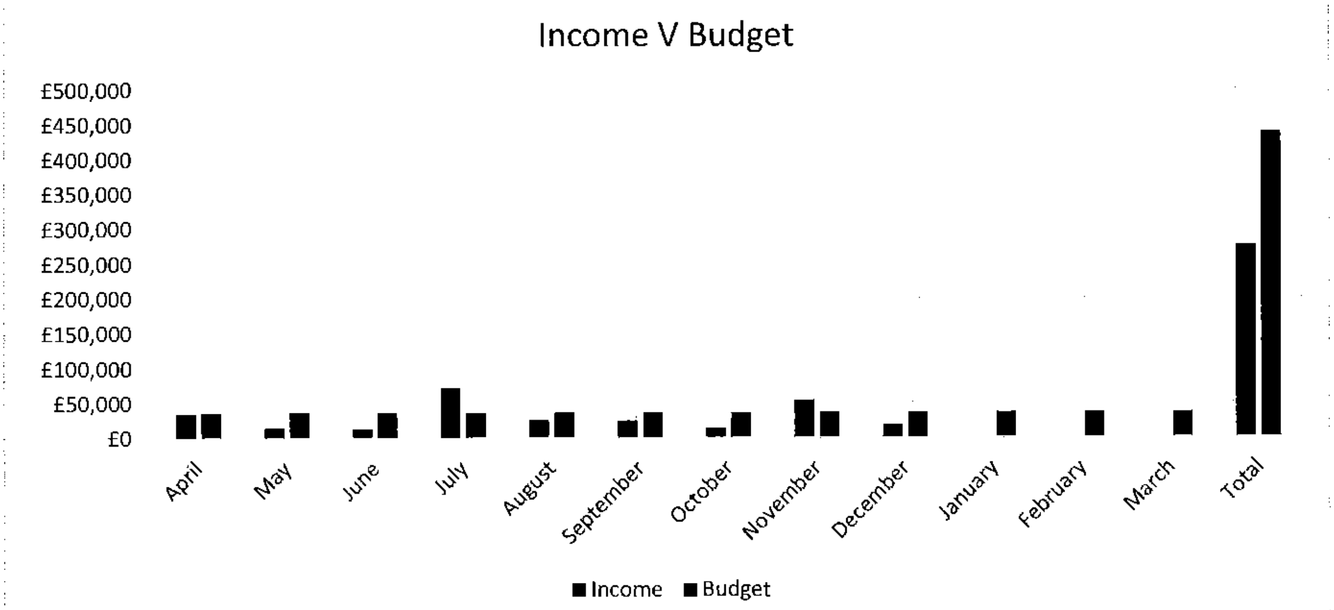
FSLC report January 2018:

*Till income vs budget:

2017/2018

	P1	**P2**	**P3**	**P4**	**P5**	**P6**
Till Income	£35,936	£15,032	£14,409	£71,896	£25,876	£25,304
Budget	**£36,591**	**£36,591**	**£36,591**	**£36,591**	**£36,591**	**£36,591**
Cumulative Income	£35,936	£50,968	£65,377	£137,273	£163,149	£188,453
Cumulative Budget	£36,591	£73,182	£109,773	£146,364	£182,955	£219,546
Difference	£655	£22,214	-£44,396	-£9,091	-£19,806	-£31,093

	P7	**P8**	**P9**	**P10**	**P11**	**P12**
Till Income	£14,395	£54,673	£18,880			
Budget	**£36,591**	**£36,591**	**£36,591**	**£36,591**	**£36,591**	**£36,591**
Cumulative Income	£202,488	£257,161	£276,041			
Cumulative Budget	£256,137	£292,728	£329,319	£365,910	£402,501	£439,092
Difference	-£53,649	-£35,567	-£53,278			



*** Does not include any BACS payments**

***Does not include money transferred for lessons from 2015/16**

GROUNDS AND MAINTENANCE REPORT DECEMBER 2017

Pleased with this month's job figures but there is always room for improvement. The jobs that were done by the sub- contractors were specialised jobs that we could not take on .Also the jobs that were over were due to parts

JOBS 38

MAINTENANCE 10 = 26%

GROUNDS 8 = 21%

LEISURE CENTER 15 = 40%

RATEPAYERS 3 = 8%

OFFICE 2 = 5%

ON TIME 36 = 94%

OVER 2 = 6%

IN HOUSE 34 = 89%

SUB- CONTRACTORS 4 = 11%

TRAINING

We will be sending two members of staff on a tree inspection course in February at Ashton Court .The course will enable the staff to be more aware of the condition of trees around the site and the best way forward to treat them. This will save us using some of the sub- contractors for this work.

We also had a great response to our plant room training for staff .The feedback for the event was well received and has proved valuable to the staff.

CHRISTMAS SHUT DOWN

We were able to use the Christmas shut down to work on areas of the Leisure Centre along with the Leisure Centre staff. The work was finished on time and kept in house.

FUTURE JOBS

We have a repair to the barrier commencing this month and we are also having quotes for the car park to be re painted .1 will keep the council informed on the progress of this work

Many thanks for the continued support of the council and Town Clerk

Neil Palmer

Grounds and Maintenance Manager

Filton Town Council

Bar report – 1st December-31ST

1 STAFFING

Staff have worked very well over the Christmas period as a team, New Years Eve went very well all staff worked hard.

2 INCOME& EXPENDITURE

Bar income for December is looking good with £15,493.58 being taken behind the bar to date not as much as last year but not so many functions this year? Overall though for the whole year the Ratespayers has taken £23,889.56 more over the Bar than 2016 Income and Expenditure still remains under control and under budget.

3 PROMOTIONS & EVENTS

New Years Eve was a great success with £740.00 worth of tickets being sold which covers Disco

Raffle Buffet etc which is great "Nye Raffle raised £87.05 this year for Great western air

ambulance which is fantastic.

Kind Regards

Bar Manager

Debra Holman

Summary Income & Expenditure by Budget Heading 30/11/2017

Month No : 8 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
101 Leisure Centre - General	Expenditure	50,950	433,987	626,468	192,481		192,481	69.3 %
	Income	2,353	18,802	31,700	-12,898			59.3 %
102 Leisure Centre - Swimming Pool	Expenditure	4,987	57,357	107,850	50,493		50,493	53.2 %
	Income	53,620	287,304	392,800	-105,496			73.1 %
103 Leisure Centre - Pool Vending								
	Income	176	1,267	1,800	-533			70.4 %
104 Leisure Centre - Bar	Expenditure	11,372	90,285	151,405	61,120		61,120	59.6 %
	Income	13,486	107,432	175,800	-68,368			61.1 %
105 Leisure Centre - Indoor Sports	Expenditure	1,009	9,664	23,500	13,836		13,836	41.1 %
	Income	1,056	7,700	12,800	-5,100			60.2 %
106 Leisure Centre - Outdoor Sport	Expenditure	0	799	3,000	2,201		2,201	26.6 %
	Income	977	3,946	9,100	-5,154			43.4 %
201 Playing Fields	Expenditure	-152	1,304	4,250	2,946		2,946	30.7 %
	Income	0	0	65	-65			0.0 %
202 Play Areas	Expenditure	0	365	2,500	2,135		2,135	14.6 %
203 Millennium Green	Expenditure	0	504	500	-4		-4	100.8 %
	Income	0	0	1,500	-1,500			0.0 %
204 Allotments	Expenditure	173	320	775	455		455	41.3 %
	Income	21	820	1,600	-780			51.2 %
301 Roads & Highways	Expenditure	0	1,542	3,200	1,658		1,658	48.2 %
302 Community Development	Expenditure	0	19,888	34,300	14,413		14,413	58.0 %
	Income	0	1,714	2,500	-786			68.6 %
801 Corporate Management	Expenditure	-517	-4,133	11,900	16,033		16,033	-34.7 %
802 Democratic Rep'n & Mgmt	Expenditure	0	6,930	9,100	2,170		2,170	76.2 %
803 Civic Expenses	Expenditure	50	50	950	900		900	5.3 %
901 Central Services	Expenditure	9,975	99,248	145,686	46,438		46,438	68.1 %
	Income	0	517	2	515			25842.8 %
902 Outside Services	Expenditure	8,247	67,315	101,150	33,835		33,835	66.6 %
	Income	0	0	4,800	-4,800			0.0 %
998 Precept & Interest								
	Income	1	667,678	668,170	-492			99.9 %
909 Capital & Projects	Expenditure	0	32,001	41,103	9,102		9,102	77.9 %
	Income	0	1,500	0	1,500			0.0 %

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Summary Income & Expenditure by Budget Heading 30/11/2017

Month No : 8 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
INCOME - EXPENDITURE TOTALS	Expenditure	**86,094**	**817,427**	**1,267,637**	**450,210**	**0**	**450,210**	**64.5 %**
	Income	**71,689**	**1,098,680**	**1,302,637**	**-203,957**			**84.3 %**
	Net Expenditure over Income	**14,405**	**-281,253**	**-35,000**	**246,253**			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	Leisure Centre - General							
4001	SALARIES & WAGES	40,291	338,300	485,643	147,343		147,343	69.7 %
4003	COST OF TRAINING COURSES	0	1,238	1,700	462		462	72.8 %
4006	PROTECTIVE CLOTHING	356	1,161	1,500	339		339	77.4 %
4008	TRAINING	133	268	1,000	732		732	26.8 %
4011	RATES	5,565	40,185	61,850	21,665		21,665	65.0 %
4012	WATER RATES	112	1,230	2,500	1,270		1,270	49.2 %
4014	ELECTRICITY	0	850	4,000	3,150		3,150	21.2 %
4015	GAS	258	2,400	8,000	5,600		5,600	30.0 %
4016	JANITORIAL	216	3,021	4,000	979		979	75.5 %
4017	HEALTH & SAFETY	83	741	1,200	459		459	61.7 %
4018	REFUSE DISPOSAL	431	4,435	5,800	1,365		1,365	76.5 %
4021	TELEPHONE & FAX	73	329	1,200	871		871	27.4 %
4023	STATIONERY/PRINTING	0	493	1,000	507		507	49.3 %
4025	INSURANCE	1,601	12,309	12,000	-309		-309	102.6 %
4030	RECRUITMENT ADVTG	0	944	500	-444		-444	188.8 %
4032	PUBLICITY	0	2,525	3,500	975		975	72.1 %
4035	SECURITY COSTS	379	4,341	7,000	2,659		2,659	62.0 %
4036	PROPERTY MAINTCE	277	8,340	9,500	1,160		1,160	87.8 %
4038	MAINTENANCE CTRCTS	202	5,737	7,500	1,763		1,763	76.5 %
4040	EQUIPMENT & SMALL TOOLS	356	1,888	2,500	612		612	75.5 %
4042	EQUIPMENT MAINTCE	369	369	0	-369		-369	0.0 %
4051	BANK CHARGES	190	2,739	4,500	1,761		1,761	60.9 %
4115	LICENCES	0	75	75	0		0	100.0 %
4992	FUNDING FROM R CAP FUND	0	-782	0	782		782	0.0 %
	Leisure Centre - General :- Expenditure	**50,892**	**433,137**	**626,468**	**193,331**	**0**	**193,331**	**69.1 %**
4103	PURCHASES FOR RESALE	58	850	0	-850		-850	0.0 %
	Leisure Centre - General :- Direct Expenditure	**58**	**850**	**0**	**-850**	**0**	**-850**	
1001	RENT RECEIVED	0	-1,315	0	-1,315			0.0 %
1010	Pavillion Hire	484	2,434	4,000	-1,566			60.9 %
1011	HALL BLOCK BOOKINGS	656	4,533	4,500	33			100.7 %
1013	EQUIPMENT HIRE INCOME	5	53	100	-47			53.0 %
1054	Softplay Income	1,104	10,979	22,500	-11,521			48.8 %
1080	MISCELLANEOUS INCOME	103	2,118	600	1,518			352.9 %
	Leisure Centre - General :- Income	**2,353**	**18,802**	**31,700**	**-12,898**			**59.3 %**
	Net Expenditure over Income	**48,598**	**415,185**	**594,768**	**179,583**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
102	Leisure Centre - Swimming Pool							
4008	TRAINING	380	2,595	3,000	405		405	86.5 %
4010	OTHER STAFF COSTS	0	104	250	146		146	41.6 %
4012	WATER RATES	1,104	6,822	13,000	6,178		6,178	52.5 %
4014	ELECTRICITY	2,244	11,677	28,000	16,323		16,323	41.7 %
4015	GAS	604	13,761	35,000	21,239		21,239	39.3 %
4017	HEALTH & SAFETY	0	709	1,200	491		491	59.1 %
4024	SUBSCRIPTIONS	0	359	400	41		41	89.8 %
4036	PROPERTY MAINTCE	0	946	500	-446		-446	189.2 %
4040	EQUIPMENT & SMALL TOOLS	0	1,605	2,000	395		395	80.3 %
4041	EQUIPMENT HIRE	0	386	0	-386		-386	0.0 %
4042	EQUIPMENT MAINTCE	258	10,593	10,000	-593		-593	105.9 %
4120	POOL CHEMICALS	0	2,414	5,000	2,586		2,586	48.3 %
4125	POOL PURCHASES NOT FOR	212	1,873	1,000	-873		-873	187.3 %
	Leisure Centre - Swimming Pool :- Expenditure	**4,802**	**53,844**	**99,350**	**45,506**	**0**	**45,506**	**54.2 %**
4103	PURCHASES FOR RESALE	185	3,513	8,500	4,987		4,987	41.3 %
	Leisure Centre - Swimming Pool :- Direct Expenditure	**185**	**3,513**	**8,500**	**4,987**	**0**	**4,987**	**41.3 %**
1012	Bouncy Castle Parties	71	1,771	2,500	-729			70.8 %
1020	SWIMMING - PUBLIC	4,154	49,044	108,000	-58,956			45.4 %
1021	SWIMMING - LESSONS	43,399	192,625	200,000	-7,375			96.3 %
1022	SWIMMING - SCHOOLS	2,101	7,185	15,000	-7,815			47.9 %
1023	SWIMMING - CLUBS	2,918	7,074	21,500	-14,426			32.9 %
1024	SALES (STOCK) POOL	560	5,930	13,000	-7,070			45.6 %
1025	Pool Parties	63	987	6,000	-5,013			16.5 %
1026	One to One Lessons	225	16,939	14,000	2,939			121.0 %
1027	Aqua Fit	274	3,604	6,000	-2,396			60.1 %
1028	Lifeguard Courses	5	2,778	6,200	-3,422			44.8 %
1080	MISCELLANEOUS INCOME	0	0	600	-600			0.0 %
1099	TILL DISCREPANCIES	-149	-635	0	-635			0.0 %
	Leisure Centre - Swimming Pool :- Income	**53,620**	**287,304**	**392,800**	**-105,496**			**73.1 %**
	Net Expenditure over Income	**-48,633**	**-229,947**	**-284,950**	**-55,003**			
103	Leisure Centre - Pool Vending							
1030	Vending Machine Income	176	1,267	1,800	-533			70.4 %
	Leisure Centre - Pool Vending :- Income	**176**	**1,267**	**1,800**	**-533**			**70.4 %**
	Net Expenditure over Income	**-176**	**-1,267**	**-1,800**	**-533**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
104	Leisure Centre - Bar							
4001	SALARIES & WAGES	5,764	46,401	70,355	23,954		23,954	66.0 %
4006	PROTECTIVE CLOTHING	0	248	550	302		302	45.1 %
4032	PUBLICITY	0	0	100	100		100	0.0 %
4036	PROPERTY MAINTCE	0	565	2,000	1,435		1,435	28.2 %
4038	MAINTENANCE CTRCTS	0	305	350	45		45	87.1 %
4040	EQUIPMENT & SMALL TOOLS	0	12	400	388		388	2.9 %
4041	EQUIPMENT HIRE	949	4,093	5,000	907		907	81.9 %
4051	BANK CHARGES	82	563	700	137		137	80.4 %
4060	OTHER PROF FEES	200	800	1,200	400		400	66.7 %
4104	BAR SUNDRIES	0	51	600	549		549	8.5 %
4110	PROMOTIONS	300	300	2,500	2,200		2,200	12.0 %
4115	LICENCES	320	482	900	418		418	53.5 %
4116	GAMING MACHINE DUTY	106	552	1,000	448		448	55.2 %
	Leisure Centre - Bar :- Expenditure	**7,721**	**54,371**	**85,655**	**31,284**	**0**	**31,284**	**63.5 %**
4101	PURCHASES - WET STOCK	3,401	32,342	60,750	28,408		28,408	53.2 %
4102	PURCHASES - DRY STOCK	250	3,573	5,000	1,427		1,427	71.5 %
	Leisure Centre - Bar :- Direct Expenditure	**3,651**	**35,914**	**65,750**	**29,836**	**0**	**29,836**	**54.6 %**
1001	RENT RECEIVED	0	7,704	16,800	-9,096			45.9 %
1031	MACHINE INCOME	140	926	2,400	-1,474			38.6 %
1032	Tickets	0	177	500	-323			35.4 %
1040	BAR INCOME - LOUNGE	12,327	88,027	140,000	-51,973			62.9 %
1041	BAR INCOME - HALL	692	5,994	12,500	-6,506			48.0 %
1049	CAFE INCOME	298	2,554	3,600	-1,046			71.0 %
1056	FUNCTION ROOM HIRE	22	1,709	0	1,709			0.0 %
1099	TILL DISCREPANCIES	7	342	0	342			0.0 %
	Leisure Centre - Bar :- Income	**13,486**	**107,432**	**175,800**	**-68,368**			**61.1 %**
	Net Expenditure over Income	**-2,114**	**-17,147**	**-24,395**	**-7,248**			
105	Leisure Centre - Indoor Sports							
4014	ELECTRICITY	1,009	8,446	17,000	8,554		8,554	49.7 %
4036	PROPERTY MAINTCE	0	1,218	5,000	3,782		3,782	24.4 %
4038	MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0 %
4040	EQUIPMENT & SMALL TOOLS	0	0	500	500		500	0.0 %
	Leisure Centre - Indoor Sports :- Expenditure	**1,009**	**9,664**	**23,500**	**13,836**	**0**	**13,836**	**41.1 %**
1050	BADMINTON FEES	203	1,189	3,500	-2,311			34.0 %
1051	SNOOKER FEES	590	4,491	7,200	-2,709			62.4 %
1052	PARTY ROOM HIRE	263	1,892	2,000	-108			94.6 %

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1053	SKITTLE ALLEY	0	128	100	28			128.0 %
	Leisure Centre - Indoor Sports :- Income	**1,056**	**7,700**	**12,800**	**-5,100**			**60.2 %**
	Net Expenditure over Income	**-47**	**1,964**	**10,700**	**8,736**			
106	Leisure Centre - Outdoor Sport							
4014	ELECTRICITY	0	799	3,000	2,201		2,201	26.6 %
	Leisure Centre - Outdoor Sport :- Expenditure	**0**	**799**	**3,000**	**2,201**	**0**	**2,201**	**26.6 %**
1060	GRASS INCOME	913	3,802	8,000	-4,198			47.5 %
1061	OUTSIDE COURTS	63	112	1,000	-888			11.2 %
1063	Petanque Income	0	31	100	-69			31.3 %
	Leisure Centre - Outdoor Sport :- Income	**977**	**3,946**	**9,100**	**-5,154**			**43.4 %**
	Net Expenditure over Income	**-977**	**-3,147**	**-6,100**	**-2,953**			
201	Playing Fields							
4001	SALARIES & WAGES	-257	-257	0	257		257	0.0 %
4012	WATER RATES	105	1,561	2,000	439		439	78.0 %
4037	GROUNDS MAINTENANCE	0	0	2,250	2,250		2,250	0.0 %
	Playing Fields :- Expenditure	**-152**	**1,304**	**4,250**	**2,946**	**0**	**2,946**	**30.7 %**
1001	RENT RECEIVED	0	0	65	-65			0.0 %
	Playing Fields :- Income	**0**	**0**	**65**	**-65**			**0.0 %**
	Net Expenditure over Income	**-152**	**1,304**	**4,185**	**2,881**			
202	Play Areas							
4037	GROUNDS MAINTENANCE	0	64	1,500	1,436		1,436	4.3 %
4042	EQUIPMENT MAINTCE	0	301	1,000	699		699	30.1 %
	Play Areas :- Expenditure	**0**	**365**	**2,500**	**2,135**	**0**	**2,135**	**14.6 %**
	Net Expenditure over Income	**0**	**365**	**2,500**	**2,135**			
203	Millennium Green							
4037	GROUNDS MAINTENANCE	0	504	500	-4		-4	100.8 %
	Millennium Green :- Expenditure	**0**	**504**	**500**	**-4**	**0**	**-4**	**100.8 %**
1001	RENT RECEIVED	0	0	1,500	-1,500			0.0 %
	Millennium Green :- Income	**0**	**0**	**1,500**	**-1,500**			**0.0 %**
	Net Expenditure over Income	**0**	**504**	**-1,000**	**-1,504**			

Continued on Page No 5

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
204	Allotments							
4012	WATER RATES	173	320	250	-70		-70	128.0 %
4013	RENT	0	0	275	275		275	0.0 %
4037	GROUNDS MAINTENANCE	0	0	250	250		250	0.0 %
	Allotments :- Expenditure	**173**	**320**	**775**	**455**	**0**	**455**	**41.3 %**
1001	RENT RECEIVED	21	820	1,600	-780			51.2 %
	Allotments :- Income	**21**	**820**	**1,600**	**-780**			**51.2 %**
	Net Expenditure over Income	**152**	**-500**	**-825**	**-325**			
301	Roads & Highways							
4080	STREET CARE (ex S Glos)	0	1,542	3,200	1,658		1,658	48.2 %
	Roads & Highways :- Expenditure	**0**	**1,542**	**3,200**	**1,658**	**0**	**1,658**	**48.2 %**
	Net Expenditure over Income	**0**	**1,542**	**3,200**	**1,658**			
302	Community Development							
4700	GRANTS - PERMITTED	0	598	0	-598		-598	0.0 %
4701	GRANTS - N BRISTOL ADVICE	0	1,000	500	-500		-500	200.0 %
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	4,000	4,000	0		0	100.0 %
4707	GRANTS - YOUTH PROVISION	0	5,000	10,000	5,000		5,000	50.0 %
4708	GRANTS - COMM'Y PARTNERSHIP	0	3,500	3,500	0		0	100.0 %
4711	GRANTS - S137 GENERAL	0	0	6,500	6,500		6,500	0.0 %
4720	CHRISTMAS ACTIVITIES	0	0	3,500	3,500		3,500	0.0 %
4725	FILTON FESTIVAL	0	6,388	5,000	-1,388		-1,388	127.8 %
4999	TFR FR EARMARKED RSV	0	-598	0	598		598	0.0 %
	Community Development :- Expenditure	**0**	**19,888**	**34,300**	**14,413**	**0**	**14,413**	**58.0 %**
1082	Filton Festival	0	1,714	2,500	-786			68.6 %
	Community Development :- Income	**0**	**1,714**	**2,500**	**-786**			**68.6 %**
	Net Expenditure over Income	**0**	**18,173**	**31,800**	**13,627**			
801	Corporate Management							
4004	PENSION DEFICIT	-517	-4,133	1,900	6,033		6,033	-217.5
4069	Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0 %
	Corporate Management :- Expenditure	**-517**	**-4,133**	**11,900**	**16,033**	**0**	**16,033**	**-34.7 %**
	Net Expenditure over Income	**-517**	**-4,133**	**11,900**	**16,033**			

Continued on Page No 6

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
802	Democratic Rep'n & Mgmt							
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0 %
4009	TRAVEL	0	0	50	50		50	0.0 %
4024	SUBSCRIPTIONS	0	0	200	200		200	0.0 %
4028	ELECTION COSTS	0	4,204	5,400	1,196		1,196	77.9 %
4033	NEWSLETTER	0	2,647	3,000	354		354	88.2 %
4065	MEETING COSTS	0	80	200	120		120	40.0 %
	Democratic Rep'n & Mgmt :- Expenditure	**0**	**6,930**	**9,100**	**2,170**	**0**	**2,170**	**76.2 %**
	Net Expenditure over Income	**0**	**6,930**	**9,100**	**2,170**			
803	Civic Expenses							
4066	CHAIRMANS ALLOWANCE	50	50	950	900		900	5.3 %
	Civic Expenses :- Expenditure	**50**	**50**	**950**	**900**	**0**	**900**	**5.3 %**
	Net Expenditure over Income	**50**	**50**	**950**	**900**			
901	Central Services							
4001	SALARIES & WAGES	8,329	75,039	103,136	28,097		28,097	72.8 %
4005	HR Costs-Service level agr'mnt	0	6,615	7,500	885		885	88.2 %
4007	COURSES/CONFERENCES	0	75	250	175		175	30.0 %
4008	TRAINING	211	571	500	-71		-71	114.2 %
4009	TRAVEL	0	16	200	184		184	8.1 %
4010	OTHER STAFF COSTS	0	236	2,000	1,764		1,764	11.8 %
4020	SUNDRY OFFICE & IT COSTS	171	1,910	4,000	2,090		2,090	47.8 %
4021	TELEPHONE & FAX	162	378	600	222		222	62.9 %
4022	POSTAGE	57	553	1,000	447		447	55.3 %
4023	STATIONERY/PRINTING	0	630	1,200	570		570	52.5 %
4024	SUBSCRIPTIONS	0	1,742	2,000	258		258	87.1 %
4026	PHOTOCOPY CHARGES	0	1,208	4,000	2,792		2,792	30.2 %
4027	OFFICE EQUIPMENT	0	99	500	401		401	19.8 %
4051	BANK CHARGES	10	173	500	327		327	34.6 %
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0 %
4057	AUDIT FEES	0	-687	3,300	3,987		3,987	-20.8 %
4058	ACCOUNTANCY FEES	1,034	7,686	12,000	4,314		4,314	64.0 %
4060	OTHER PROF FEES	0	3,006	2,000	-1,006		-1,006	150.3 %
	Central Services :- Expenditure	**9,975**	**99,248**	**145,686**	**46,438**	**0**	**46,438**	**68.1 %**
1001	RENT RECEIVED	0	0	2	-2			0.0 %
1080	MISCELLANEOUS INCOME	0	517	0	517			0.0 %
	Central Services :- Income	**0**	**517**	**2**	**515**			**25842.8**
	Net Expenditure over Income	**9,975**	**98,731**	**145,684**	**46,953**			

Continued on Page No 7

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
902	Outside Services							
4001	SALARIES & WAGES	7,123	58,108	84,450	26,342		26,342	68.8 %
4006	PROTECTIVE CLOTHING	0	435	500	65		65	87.0 %
4008	TRAINING	0	0	1,000	1,000		1,000	0.0 %
4025	INSURANCE	0	0	200	200		200	0.0 %
4036	PROPERTY MAINTCE	116	1,017	1,500	483		483	67.8 %
4037	GROUNDS MAINTENANCE	0	1,324	2,500	1,176		1,176	52.9 %
4040	EQUIPMENT & SMALL TOOLS	0	687	2,000	1,313		1,313	34.3 %
4041	EQUIPMENT HIRE	62	880	500	-380		-380	176.1 %
4042	EQUIPMENT MAINTCE	0	2,732	4,500	1,768		1,768	60.7 %
4044	VEHICLE FUEL,OIL & MAINT	947	2,132	4,000	1,868		1,868	53.3 %
	Outside Services :- Expenditure	**8,247**	**67,315**	**101,150**	**33,835**	**0**	**33,835**	**66.6 %**
1064	Third Party Fee Income	0	0	4,800	-4,800			0.0 %
	Outside Services :- Income	**0**	**0**	**4,800**	**-4,800**			**0.0 %**
	Net Expenditure over Income	**8,247**	**67,315**	**96,350**	**29,035**			
909	Capital & Projects							
4054	LOAN INTEREST PWLB	0	906	3,756	2,850		2,850	24.1 %
4055	LOAN CAPITAL REPAID	0	6,095	12,347	6,252		6,252	49.4 %
4903	CAP IT Upgrading	345	345	0	-345		-345	0.0 %
4964	CAP - Website	0	2,260	0	-2,260		-2,260	0.0 %
4972	CAP - Pavilion Refurbishment	0	34,056	0	-34,056		-34,056	0.0 %
4973	Skittle alley Refurbishment	0	21,775	0	-21,775		-21,775	0.0 %
4992	FUNDING FROM R CAP FUND	-345	-58,437	0	58,437		58,437	0.0 %
4993	TFR TO ROLLING CAPITAL FUND	0	25,000	25,000	0		0	100.0 %
	Capital & Projects :- Expenditure	**0**	**32,001**	**41,103**	**9,102**	**0**	**9,102**	**77.9 %**
1077	GRANTS RECEIVED	0	1,500	0	1,500			0.0 %
	Capital & Projects :- Income	**0**	**1,500**	**0**	**1,500**			
	Net Expenditure over Income	**0**	**30,501**	**41,103**	**10,602**			
998	Precept & Interest							
1075	PRECEPT SUPPORT GRANT	0	21,519	21,519	0			100.0 %
1076	PRECEPT	0	646,151	646,151	0			100.0 %
1090	INTEREST RECEIVED	1	8	500	-492			1.6 %
	Precept & Interest :- Income	**1**	**667,678**	**668,170**	**-492**			**99.9 %**
	Net Expenditure over Income	**-1**	**-667,678**	**-668,170**	**-492**			

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 8

A/c	Account Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,201,790	1,227,267	974,523
11	LEASEHOLD LAND & BUILDINGS	25,000	5,000	20,000
21	VEHICLES & EQUIPMENT	509,512	417,801	91,711
41	INFRASTRUCTURE ASSET	183,421	171,378	12,043
61	COMMUNITY ASSETS	61,372	22,902	38,470
	Total Fixed Assets	**2,981,095**	**1,844,348**	**1,136,747**
	Current Assets			
105	VAT CONTROL	-201		
116	STAFF ADVANCES	1,112		
120	STOCK - BAR	4,282		
121	STOCK - LEISURE	561		
200	BANK ACCOUNT-GENERAL	381,104		
201	BANK IMPREST WAGES AC	29,148		
215	POOL TAKINGS CASHBOOK	0		
216	BAR TAKINGS CASHBOOK	0		
220	PETTY CASH - OFFICE	170		
221	PETTY CASH - BAR	740		
225	FLOAT - BAR	900		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	700		
250	CHANGE CONTROL AC	-495		
	Total Current Assets		**418,121**	
	Current Liabilities			
500	TRADE CREDITORS	3,685		
520	NET WAGES CONTROL	362		
525	PAYE AND NI DUE	16,739		
526	SUPERANNUATION DUE	5,648		
527	UNION FEES DUE	7		
	Total Current Liabilities		**26,442**	
	Net Current Assets			**391,679**
	Total Assets less Current Liablities			**1,528,426**
	Long Term Liabilities			
389	Deferred Grants Unapplied	2,597		
390	Deferred Grants Applied	1,462,506		
391	Deferred Grants Released	-1,053,009		
401	PWLB Loan 486814	70,239		
	Total Long Term Liabilities		**482,333**	
	Total Assets less Total Liablities			**1,046,093**
	Represented By :-			
300	CURRENT YEAR FUND	281,253		
310	GENERAL FUND	95,279		
315	ROLLING CAPITAL FUND	1,435		
324	EMR Allotments	4,961		
325	EMR 4 Towns Play Association	300		

A/c	Account Description	Actual	
328	EMR Elections	5,855	
330	CAPITAL FINANCE ACCOUNT	657,011	
	Total Equity		**1,046,093**

FEEDBACK: To Date – 12th December 2017

F.3577: 85 Mortimer Road Filton Bristol South Gloucestershire BS347LG - Demolition of existing garage. Erection of replacement garage with new access onto Nutfield Grove – *Approve with conditions*

30 Conygre Grove Filton Bristol South Gloucestershire BS34 7DP - Extensions and alterations to existing dwelling to form 3no flats with access and associated works - *Approve with Conditions*

F.3568: Filton Avenue Post Office Shop 550 Filton Avenue Horfield South Gloucestershire BS7 0QG - Change of use from Post Office and dwelling house (Sui Generis) to separate flexible use (Class A1) retail, (Class A2) financial and (Class B1a) Offices unit and (Class C4) HMO. As defined in the Town and Country Planning (Use Classes) Act 1987 (as amended). - *Approve with Conditions*

520A Filton Avenue Horfield South Gloucestershire BS7 0QE - Installation of rear dormer to provide enlargement to existing loft conversion. - *Approve with Conditions*

43 Wades Road Filton Bristol South Gloucestershire BS34 7EB - Application for a certificate of lawfulness for the proposed installation of a rear dormer to facilitate loft conversion - *Approve with Conditions*

SCHEDULE OF PLANNING APPLICATIONS JANUARY 2018

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3590	PT17/5682/RVC	**East Works Site, Gloucester Road North, Filton, South Gloucestershire, BS34 7BQ** - Variation of condition 5 attached to planning permission PT16/5502/RVC to add revised landscaping plans	02/01/2018	
F.3591	PT17/5729/PNH	**61 Mortimer Road Filton Bristol South Gloucestershire BS34 7LG** - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 5.6 metres, for which the maximum height would be 3.7 metres and for which the height of the eaves would be 2.7 metres.	04/01/2018	
F.3592	PT17/5692/F	**6 New Road Stoke Gifford Bristol South Gloucestershire BS34 8QW** - Erection of two storey side extension to form 2 no. semi-detached dwellings and associated works.	05/01/2018	
F.3593	PT17/5651/ADV	**Filton House Golf Course Lane Filton South Gloucestershire BS34 7QS** - Consent to display 2no flag signs and erect 2no flagpoles.	09/01/2018	
F.3594	PT17/5478/F	**77 Northville Road Filton Bristol South Gloucestershire BS7 0RJ** - Installation of 1no rear dormer and removal of chimney to facilitate loft conversion.	09/01/2018	
F.3595	PT17/5780/F	**806 Filton Avenue Filton Bristol South Gloucestershire BS34 7HA** - Erection of two storey side extension and single storey rear extension to form additional living accommodation with installation of new front door to front of property (retrospective).	18/01/2018	
F.3596	PT17/5430/F	**764 Filton Avenue Filton Bristol** - Creation of new vehicular access.	18/01/2018	
F.3597	PT17/4691/F	**10 Kenmore Crescent Filton Bristol South Gloucestershire BS7 0TN** - Demolition of existing garage. Erection of single storey side and rear extension to from additional living accommodation and garage. Installation of rear and side dormer to create loft conversion. Amendment to previously approved scheme PT16/0311/F.	25/01/2018	

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 9th January 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - D. Collins (Chair), K. Briffett, M. Chaudhry, A. Kenyon, A. Monk, E. Seymour, R. Taylor, A Tink & J. Tucker,

ALSO PRESENT: N. Bibi (Town Council Support Officer), L. Reuben (Town Clerk)
APOLOGIES: Cllrs: - B. Mead

1327. APOLOGIES FOR ABSENCE: Apologies were noted.

1328. DECLARATION OF INTEREST: None

1329. PRESENTATION FROM MARK DAVIES – CCLA PUBLIC SECTOR DEPOSIT FUND: Mark Davies informed those present that the Public Sector Development Fund (PSDF) was launched in 2011 to mitigate risk. The three main points taken into account by the PSDF were security, liquidity and yield. Priority for the Council would be security and accessibility above return.
Mr Davies explained that the PSDF would invest the money in around thirty different banks so that the risk would be divided far wider than the Council could achieve investing the money on its own. He also said that only Banks with F1 ratings were used, only sterling accounts, and with as ethical investments as possible.
Each month, the Council would receive a dividend payment from the CCLA, minus a management fee of 0.08%.
Mr Davies also talked briefly about the Property Fund, but explained that this was for long term investment purposes.

1330. MINUTES: The minutes of the meeting held Tuesday 14th November 2017 were approved as an accurate record.

1331. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: None.

1332. PUBLIC QUESTIONS: There were none received.

1333. PRECEPT REQUIREMENT – REVISED BUDGET FIGURES 2018/19: It was noted that the precept increase was proposed at £6.36 per year (or 12 pence per week), which was less than 3%.
On the previous proposal to look at the possibility of employing an additional streetcleaner, it was suggested to push the precept up 7% to fund this.

ACTION: ***The Town Clerk to look into capital costs of a vehicle for a streetcleaner and on-costs with an update for the next finance meeting.***

Cllr Scott put forward the motion to approve the proposed increase. This was seconded by Cllr Monk. Those in favour: Cllrs Chaudhry, Monk, Seymour, Taylor and Collins. Those against: Cllrs Tink, Tucker, Kenyon, Briffett.

Cllr Tink put forward the motion not to increase the precept. This was seconded by Cllr Kenyon. Those in favour: Cllrs Tucker, Kenyon, Briffett. Those against: Cllrs Chaudhry, Monk, Scott, Seymour, Taylor and Collins.

1334. MANAGERS' REPORTS: Managers reports noted,
i) Councillors said they would like the Clerk to invite Scott Fessey to present in more detail at the next Finance meeting the figures on page 3 of the Leisure centre Manager's report.

ii) Noted
iii) It was requested by Council to pass on their thanks to the Bar team for the good results achieved over the Christmas and New Year period.

ACTION: ***The Town Clerk to pass on thanks to the Bar staff from the Council.***

iv) The Clerk updated Council that there had not been a lot of interest in The Hatch and that it was considered by those who had shown interest that the rent was too high.
It was queried whether there should be seasonal rents. It was agreed that the situation should be readdressed in Spring and that the Council don't need to feel obliged to stick to previous decisions if the situation has now changed.

1334. INCOME AND EXPENDITURE REPORTS: The Clerk commented that regarding the play area equipment, a better price for the roundabout had been obtained, and there was also £1000 in grant money received from Tesco's which went towards the project.
It was confirmed that the Festival would be going ahead on Sunday 8th July.
Council was also informed that there was now a new tenant in the Steward's Flat.

At the recent internal audit, the auditor had said that the Chair of both Full Council and Finance need to check the Bank statements are in line with the Bank reconciliations.

ACTION: ***Cllrs Scott and Collins to come to the Council Office to check and sign the bank statements and bank reconciliations monthly from this date onward.***

The internal auditor had also raised that bank signatories needed to be updated and it was agreed that Cllr Ian Scott(Chair) and Naomi Bibi (TCSO) be added to the accounts.
ACTION : ***The Town Clerk to complete change of account signatory forms with the bank. Remove ex councillors and add the two new signatories.***

1335. BALANCE SHEET: Noted.

1336. PLANNING APPLICATIONS:

i) Feedback 12th December 2017 to date:

F.3577: 85 Mortimer Road Filton Bristol South Gloucestershire BS347LG - Demolition of existing garage. Erection of replacement garage with new access onto Nutfield Grove – *Approve with conditions*

30 Conygre Grove Filton Bristol South Gloucestershire BS34 7DP - Extensions and alterations to existing dwelling to form 3no flats with access and associated works - *Approve with Conditions*

F.3568: Filton Avenue Post Office Shop 550 Filton Avenue Horfield South Gloucestershire BS7 0QG - Change of use from Post Office and dwelling house (Sui Generis) to separate flexible use (Class A1) retail, (Class A2) financial and (Class B1a) Offices unit and (Class C4) HMO. As defined in the Town and Country Planning (Use Classes) Act 1987 (as amended). - *Approve with Conditions*

520A Filton Avenue Horfield South Gloucestershire BS7 0QE - Installation of rear dormer to provide enlargement to existing loft conversion. - *Approve with Conditions*

43 Wades Road Filton Bristol South Gloucestershire BS34 7EB - Application for a certificate of lawfulness for the proposed installation of a rear dormer to facilitate loft conversion - *Approve with Conditions*

ii) Current Planning Applications: See Attached.

1336. Boundary lines : The Clerk updated councillors that a letter had been received from a resident regarding a piece of disputed land; The resident wants to sell his property but is unable to until the land dispute is resolved and boundary lines clarified. It was agreed by Council, in line with the suggestion by the Council's solicitor, to allow the resident to make an offer to the Council to buy the stretch of land from the Council.

ACTION: The Town Clerk to contact the resident to say the Council would be interested in selling the piece of land, and that they should make an offer and also cover the Council's legal expenses incurred. An update should be provided in a confidential session at the next Full Council Meeting.

The Chair closed the meeting at 21:20

FILTON TOWN COUNCIL

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Town Clerk : Lesley Reuben
Tel: 01454 866698

Finance Committee – All Town Council Members
8th February 2018

Dear Member

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Tuesday 13th February at 7.p.m.** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

L.A.Reuben
Town Clerk.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 9th January 2018 *(pages 1-3)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Questions – none received
6. Managers reports:-
   i) ***Leisure Centre Manager to present his report*** (*pages 4&5*)
   ii) Grounds and Maintenance Manager (*page 6*)
   iii) Bar Report (*page 7*)
7. Internal Audit Report (page 8-14)
8. Income and Expenditure Reports – *December 2017 (pages 15-23)*
9. Balance Sheet – for information *(pages 24&25)*
10. Planning Applications:-
    i) Current Planning Applications 2018 & feedback*(page 26)*

11. *Confidential Session – public to be excluded*
   1. Severnside TV Group – update on situation

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 9th January 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - D. Collins (Chair), K. Briffett, M. Chaudhry, A. Kenyon, A. Monk, E. Seymour, R. Taylor, A Tink & J. Tucker,

ALSO PRESENT: N. Bibi (Town Council Support Officer), L. Reuben (Town Clerk)

APOLOGIES: Cllrs: - B. Mead

1327. APOLOGIES FOR ABSENCE: Apologies were noted.

1328. DECLARATION OF INTEREST: None

1329. PRESENTATION FROM MARK DAVIES – CCLA PUBLIC SECTOR DEPOSIT FUND: Mark Davies informed those present that the Public Sector Development Fund (PSDF) was launched in 2011 to mitigate risk. The three main points taken into account by the PSDF were security, liquidity and yield. Priority for the Council would be security and accessibility above return.

Mr Davies explained that the PSDF would invest the money in around thirty different banks so that the risk would be divided far wider than the Council could achieve investing the money on its own. He also said that only Banks with F1 ratings were used, only sterling accounts, and with as ethical investments as possible.

Each month, the Council would receive a dividend payment from the CCLA, minus a management fee of 0.08%.

Mr Davies also talked briefly about the Property Fund, but explained that this was for long term investment purposes.

1330. MINUTES: The minutes of the meeting held Tuesday 14th November 2017 were approved as an accurate record.

1331. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: None.

1332. PUBLIC QUESTIONS: There were none received.

1333. PRECEPT REQUIREMENT – REVISED BUDGET FIGURES 2018/19: It was noted that the precept increase was proposed at £6.36 per year (or 12 pence per week), which was less than 3%.

On the previous proposal to look at the possibility of employing an additional streetcleaner, it was suggested to push the precept up 7% to fund this.

<u>ACTION:</u> The Town Clerk to look into capital costs of a vehicle for a streetcleaner and on-costs with an update for the next finance meeting.

Cllr Scott put forward the motion to approve the proposed increase. This was seconded by Cllr Monk. Those in favour: Cllrs Chaudhry, Monk, Seymour, Taylor and Collins. Those against: Cllrs Tink, Tucker, Kenyon, Briffett.

Cllr Tink put forward the motion not to increase the precept. This was seconded by Cllr Kenyon. Those in favour: Cllrs Tucker, Kenyon, Briffett. Those against: Cllrs Chaudhry, Monk, Scott, Seymour, Taylor and Collins.

1334. MANAGERS' REPORTS: Managers reports noted,

i) Councillors said they would like the Clerk to invite Scott Fessey to present in more detail at the next Finance meeting the figures on page 3 of the Leisure centre Manager's report.

\

ii) Noted

iii) It was requested by Council to pass on their thanks to the Bar team for the good results achieved over the Christmas and New Year period.

ACTION:* *The Town Clerk to pass on thanks to the Bar staff from the Council.

iv) The Clerk updated Council that there had not been a lot of interest in The Hatch and that it was considered by those who had shown interest that the rent was too high.

It was queried whether there should be seasonal rents. It was agreed that the situation should be readdressed in Spring and that the Council don't need to feel obliged to stick to previous decisions if the situation has now changed.

1334. INCOME AND EXPENDITURE REPORTS: The Clerk commented that regarding the play area equipment, a better price for the roundabout had been obtained, and there was also £1000 in grant money received from Tesco's which went towards the project.

It was confirmed that the Festival would be going ahead on Sunday 8th July. Council was also informed that there was now a new tenant in the Steward's Flat.

At the recent internal audit, the auditor had said that the Chair of both Full Council and Finance need to check the Bank statements are in line with the Bank reconciliations.

ACTION:* *Cllrs Scott and Collins to come to the Council Office to check and sign the bank statements and bank reconciliations monthly from this date onward.

The internal auditor had also raised that bank signatories needed to be updated and it was agreed that Cllr Ian Scott(Chair) and Naomi Bibi (TCSO) be added to the accounts.

ACTION :* *The Town Clerk to complete change of account signatory forms with the bank. Remove ex councillors and add the two new signatories.

1335. BALANCE SHEET: Noted.

1336. PLANNING APPLICATIONS:

i) Feedback 12th December 2017 to date:

F.3577: 85 Mortimer Road Filton Bristol South Gloucestershire BS347LG - Demolition of existing garage. Erection of replacement garage with new access onto Nutfield Grove – *Approve with conditions*

30 Conygre Grove Filton Bristol South Gloucestershire BS34 7DP - Extensions and alterations to existing dwelling to form 3no flats with access and associated works - *Approve with Conditions*

F.3568: Filton Avenue Post Office Shop 550 Filton Avenue Horfield South Gloucestershire BS7 0QG - Change of use from Post Office and dwelling house (Sui Generis) to separate flexible use (Class A1) retail, (Class A2) financial and (Class B1a) Offices unit and (Class C4) HMO. As defined in the Town and Country Planning (Use Classes) Act 1987 (as amended). - *Approve with Conditions*

520A Filton Avenue Horfield South Gloucestershire BS7 0QE - Installation of rear dormer to provide enlargement to existing loft conversion. - *Approve with Conditions*

43 Wades Road Filton Bristol South Gloucestershire BS34 7EB - Application for a certificate of lawfulness for the proposed installation of a rear dormer to facilitate loft conversion - *Approve with Conditions*

ii) Current Planning Applications: See Attached.

1336. Boundary lines : The Clerk updated councillors that a letter had been received from a resident regarding a piece of disputed land; The resident wants to sell his property but is unable to until the land dispute is resolved and boundary lines clarified. It was agreed by Council, in line with the suggestion by the Council's solicitor, to allow the resident to make an offer to the Council to buy the stretch of land from the Council.

ACTION: The Town Clerk to contact the resident to say the Council would be interested in selling the piece of land, and that they should make an offer and also cover the Council's legal expenses incurred. An update should be provided in a confidential session at the next Full Council Meeting.

The Chair closed the meeting at 21:20

FSLC report February 2018:

Team summary:

- Supervisors – No concerns, George Tovey has settled really well into the job role. He will receive his probationary review this month.
- Lifeguards – We still have two full time lifeguard roles vacant. We are awaiting one new fulltime lifeguard to start this month (awaiting DBS checks) We have two new zero hour lifeguards started.
- Reception – No concerns.
- Swimming team – The new supervisors and Administrator have now settled in and are looking at changes and improvements to the Swim School. One of the main areas tasked is communication with parents of our learners, as well as areas we can generate extra income.

Training & Development:

- We are planning lots of CPDS for our teachers as well as various courses to help out staff members.

New Developments:

- We have reviewed our opening times and made amendments to allow us to open daily for our Dawn dippers sessions. We have reduced the hours at the weekends to compensate.
- We would like CoursePro to be introduced as soon as possible to allow us to manage the swim school more professionally. This would cost approximately £2,000 per year. (I am happy to discuss in more detail with the council in the February meeting.)
- We are looking at ideas to possibly change/renovate the 5 a side courts due to the lack of use. Ideas are still being investigated.
- We will be hosting a training course in March to enable us to offer new swimming parties, more information will be included in Marchs report.
- The swim team are looking at different aquafit classes to see if there is demand for evening classes.

Events & Operations:

- There will be an offer on our softplay throughout the winter to encourage parents and children in there when the weather is inclement.
- We will be offering swimming crash courses and a lifeguard course during the February School half term.

Scott Fessey
Leisure Centre Manager

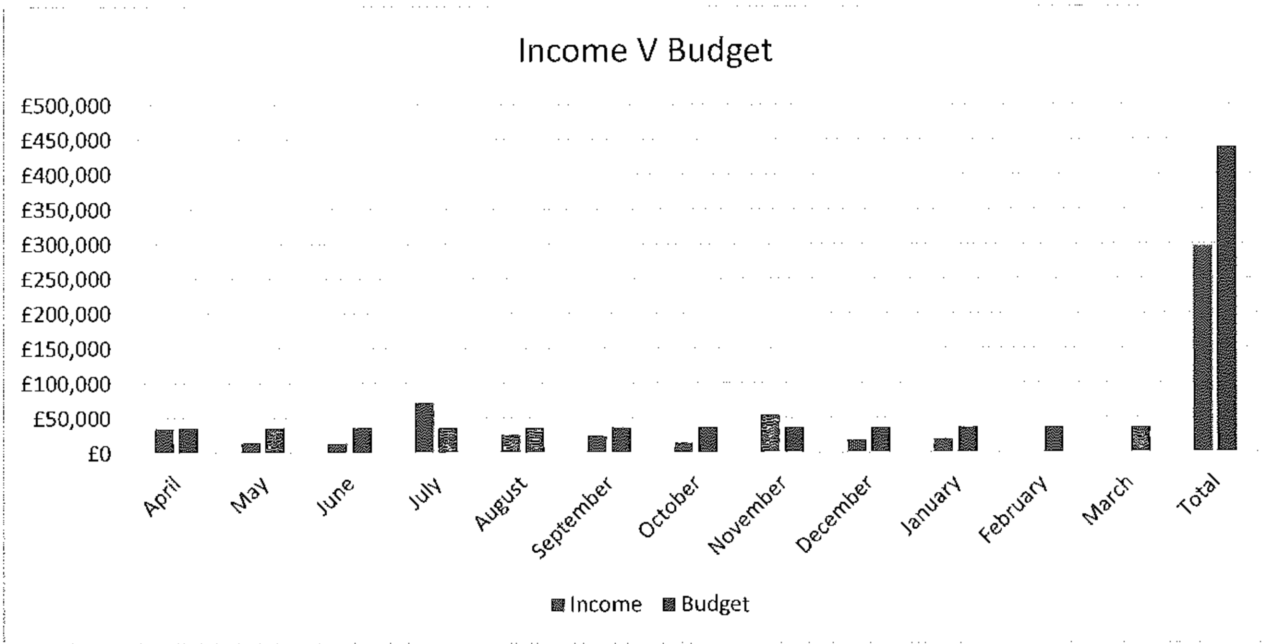
<u>FSLC report February 2018:</u>

*Till income vs budget:

2017/2018

	P1	P2	P3	P4	P5	P6
Till Income	£35,936	£15,032	£14,409	£71,896	£25,876	£25,304
Budget	**£36,591**	**£36,591**	**£36,591**	**£36,591**	**£36,591**	**£36,591**
Cumulative Income	£35,936	£50,968	£65,377	£137,273	£163,149	£188,453
Cumulative Budget	£36,591	£73,182	£109,773	£146,364	£182,955	£219,546
Difference	£655	£22,214	-£44,396	-£9,091	-£19,806	-£31,093

	P7	P8	P9	P10	P11	P12
Till Income	£14,395	£54,673	£18,880	£20,423		
Budget	**£36,591**	**£36,591**	**£36,591**	**£36,591**	**£36,591**	**£36,591**
Cumulative Income	£202,488	£257,161	£276,041	£296,464		
Cumulative Budget	£256,137	£292,728	£329,319	£365,910	£402,501	£439,092
Difference	-£53,649	-£35,567	-£53,278	-£69,446		



*** Does not include any BACS payments**

***Does not include money transferred for lessons from 2016/17**

GROUNDS AND MAINTENANCE REPORT JANUARY 2018

A belated Happy New Year to the council, I hope this year will be a very positive one .I have enclosed the figures for the month and they are on course as always but we can always do better.

JOBS 36

GROUNDS 7 = 20%

MAINTENANCE 7 = 20%

LEISURE CENTRE 15 = 41%

RATEPAYERS 2 = 5%

OFFICE 5 = 14%

IN HOUSE 34 = 95%

SUB- CONTRACTOR 2 = 5%

ON TIME 33 = 91%

OVER 3= 9%

TRAINING

We are at present waiting for two members of staff to go on a tree study course at Blaise Castle in February .This will give staff a better understanding of the management of trees on our site .This will run along with a chainsaw/felling course they completed back last year .The investment in that course has started to bear fruit as we will be removing a problem tree on our Millennium Green site and disposing of it .I got some quotes for the work and we will be able to complete the work ourselves therefore making a £700 saving to the council compared to what a sub-contractor would of charged.

PITCHES

Due to the recent weather the grounds team are working extremely hard to get football pitches playable for games and I would like to thank them for their hard work.

CAR PARK

As I stated in my last report I have been getting quotes for the resurfacing and re marking of the council .I have received one quote and it is with the Town Clerk.

Many thanks for all your support

Neil Palmer

Grounds and Maintenance Manager
Filton Town Council

BAR REPORT JANUARY 1ST- 31ST

STAFFING - Staff have been very good helping out with holidays etc.

INCOME AND EXPENDITURE - Takings for January has been good with £12,796.95 being taken to date, with drinks income looking healthy at £11,674.54 and food £367.50 .Machine at £113.36 and £641.55 snooker and badminton. Income and expenditure remains under control and under budget.

PROMOTIONS & EVENTS -
Real ale sales are improving and house doubles are proving popular, Quiz nights are still being well represented with money being raised for Great western air ambulance. The Ratepayers Arms is also entered into the Worlds biggest pub quiz on Sunday 4th march which will also be to raise money for Great western air ambulance.

Kind Regards

Debra Holman
Bar Manager

South Gloucestershire Council

Strictly Private and Confidential
Mrs Lesley Reuben
Clerk to Filton Town Council
Filton Sports and Leisure Centre
Elm Park
Filton
South Gloucestershire
BS34 7PS

Date: 26th January 2018
Your Ref:
Our Ref: SGIAS/MB/1043/011
Enquiries to: Maria Bowes
Telephone: (01454) 865434
Email: Maria.Bowes@southglos.gov.uk

Dear Lesley

Internal Audit Review – 4th & 5th January 2018

I can confirm that the annual audit of Filton Town Council's accounts by Maria Bowes has now been completed.

The objective of the audit was to provide an independent opinion on the appropriateness of the financial control procedures operated in the Council. Maria examined these procedures and was pleased to form the opinion that they are of a **Reliable** standard.

The auditor was pleased to find:

- There are regular (monthly) meetings of the Council and Finance & General Purposes Committee. Financial reports are provided to every Finance & General Purposes Committee and are direct from the accounting system. All supporting documentation to the minutes is retained on file;
- The annual Budget is agreed formally, timely at Full Council and the Precept was evidenced to be calculated on known and anticipated expenditure needs against known and anticipated income;
- Supporting documentation is retained to support both income and expenditure transactions;
- Quotations are evidenced to be sought for high value purchases;
- Income is held securely prior to collection for banking by Loomis.

There were 4 Matters Arising and these have been brought forward to the accompanying Action Plan.

Please find enclosed various Appendices. Appendix 1 describes our standard audit opinions. Appendix 2 describes our key control objectives, illustrating the areas examined during the course of the audit for your information. Appendix 3 is a Quality Control Questionnaire and I would be grateful if you would complete this and return it to Justine Poulton, Audit Manager. Your answers to this questionnaire, which shall of course be treated as confidential, will help to ensure that the service provided to you meets the highest standards and is relevant to your needs.

I have arranged for an invoice to be issued for the fee of £690 plus VAT for the work we have undertaken this year, at the 2017/18 rate of £230 per day plus VAT. This equates to three days' work, as per our agreement to provide the Council with Internal Audit Services, and includes the day at year end.

In conclusion, I would like to thank you for the help and courtesy during the course of the audit. Should you require any further advice or assistance on any aspect of the report, please do not hesitate to contact Maria on the above telephone number.

Yours sincerely

Justine Poulton
Audit Manager

Encs

Appendix 1

Key to our Audit Opinions

The following table describes our standard audit opinions.

High Standard	Reliable Standard	Improvements Required
Full reliance can be placed on the arrangements operating.	There are very few significant matters arising from the audit.	Existing procedures need to be improved in order to ensure that they are fully reliable.
Only minor recommendations have been made.	Recommendations made serve to strengthen what are reasonably reliable procedures.	Extensive recommendations have been made but the issues are not of such a significance to represent a major risk to the Council.

Internal Audit
2017/18

Appendix 2
The Control Environment

Filton Town Council

Key Control Objectives:		Achieved?
A.	Appropriate accounting records have been kept properly throughout the year.	Yes
B.	The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	Yes
C.	The council assessed the significant risks to achieving objectives and reviewed the adequacy of arrangements to manage these.	Partially
D.	The annual precept requirement resulted from an adequate budgetary process; progress against budget was regularly monitored; and reserves were appropriate.	Yes
E.	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	Yes
F.	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes
G.	Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Yes
H.	Asset and investment registers were complete and accurate and properly maintained.	Yes
I.	Periodic and year-end bank account reconciliations are properly carried out.	Yes
J.	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	To be tested at year end
K.	Trust funds (including charitable) The council met its responsibilities as a trustee.	N/A

26 January 2018

Internal Audit Plan
2017/2018

No.	Matters Arising from Review	Potential Consequence	Recommendations & Management Comment (Where Applicable)	Responsible Officer, Proposed Timescale and Priority
1.	**High Priority Recommendations**			
1.1	The Standing Orders refer to full tendering in excess of £60,000. However, the Financial Regulations refer to 'sealed tenders' and 'invitation to tender' for contracts valued at £25,000 or more.	Member and Staff confusion as to which is the correct level for tendering. Reputational Risk.	The Council should confirm at which level they require full tendering to be undertaken. The document/s should then be updated to reflect the agreed level to avoid any further confusion and re-approved at Full Council. It is understood that the stated figure of £25,000 came from the Public Contracts Regulations 2015 as being the present level at which contracts should be advertised on the Contract Finder website. However, it is not necessary to adopt full tendering at this lower level, and the Council should set a sensible level for full tendering within EU thresholds (please refer to the gov.uk website for present levels as these change from time to time).	Full Council and Clerk March 2018

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No.	Matters Arising from Review	Potential Consequence	Recommendations & Management Comment (Where Applicable)	Responsible Officer, Proposed Timescale and Priority
1.2	The Auditor was pleased to note the Council are going to update the bank mandate adding more Councillor signatories because there were just the remaining 2 Councillors on the present one and they mentioned it is proving problematic to obtain 2 Councillor signatories eg if one of the 2 were away. Of the other two Councillors on the mandate, one is deceased and one is no longer a Councillor.	Difficulties in having sufficient Councillors available to sign cheques. Technically the ex Councillor could still sign a Filton Council cheque, if he had the means and intent to do so, and this would not be questioned by the bank. Potential for unauthorised purchasing / fraud.	The mandate should now be updated as soon as possible. Signatories who are no longer a Councillor / member of Staff should always be removed from the mandate as soon as possible after leaving. **Management Comment** (Lesley Reuben, Clerk, 18/01/18) All in hand – Nat West now amended. Co-op is more complex so just waiting for an extra signature.	Councillors and Office Staff As soon as possible

No.	Matters Arising from Review	Potential Consequence	Recommendations & Management Comment (Where Applicable)	Responsible Officer, Proposed Timescale and Priority
2.	**Medium Priority Recommendations**			
2.1	The Auditor identified a small typo in the Finance & General Purposes (F&GP) minutes: the minutes of 12th September 2017 had been 'approved' at the subsequent two meetings - the second approval in the November minutes should be for the October 2017 meeting. Also recent F&GP minutes had not been signed in the Minutes Book.	Technically the October minutes have not been approved and are still in draft and any items agreed therein could be argued to be not binding.	The November 2017 F&GP minutes should be reissued with the correct date on for the minutes of the last meeting approval. If in fact the October minutes were not actually approved at the November meeting, and for some reason the September ones were indeed approved a second time, the October minutes should be formally approved at the next meeting now.	Clerk and Support Officers From now on

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Summary Income & Expenditure by Budget Heading 31/12/2017

Month No : 9

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
101 Leisure Centre - General	Expenditure	52,731	486,718	626,468	139,750		139,750	77.7 %
	Income	2,642	21,444	31,700	-10,256			67.6 %
102 Leisure Centre - Swimming Pool	Expenditure	8,345	65,702	107,850	42,148		42,148	60.9 %
	Income	15,788	303,092	392,800	-89,708			77.2 %
103 Leisure Centre - Pool Vending								
	Income	185	1,453	1,800	-347			80.7 %
104 Leisure Centre - Bar	Expenditure	7,952	98,237	151,405	53,168		53,168	64.9 %
	Income	12,466	119,898	175,800	-55,902			68.2 %
105 Leisure Centre - Indoor Sports	Expenditure	963	10,627	23,500	12,873		12,873	45.2 %
	Income	782	8,482	12,800	-4,318			66.3 %
106 Leisure Centre - Outdoor Sport	Expenditure	0	799	3,000	2,201		2,201	26.6 %
	Income	342	4,287	9,100	-4,813			47.1 %
201 Playing Fields	Expenditure	105	1,408	4,250	2,842		2,842	33.1 %
	Income	0	0	65	-65			0.0 %
202 Play Areas	Expenditure	52	417	2,500	2,083		2,083	16.7 %
203 Millennium Green	Expenditure	0	504	500	-4		-4	100.8 %
	Income	0	0	1,500	-1,500			0.0 %
204 Allotments	Expenditure	0	320	775	455		455	41.3 %
	Income	0	820	1,600	-780			51.2 %
301 Roads & Highways	Expenditure	0	1,542	3,200	1,658		1,658	48.2 %
302 Community Development	Expenditure	0	19,888	34,300	14,413		14,413	58.0 %
	Income	0	1,714	2,500	-786			68.6 %
801 Corporate Management	Expenditure	-517	-4,650	11,900	16,550		16,550	-39.1 %
802 Democratic Rep'n & Mgmt	Expenditure	250	7,180	9,100	1,920		1,920	78.9 %
803 Civic Expenses	Expenditure	0	50	950	900		900	5.3 %
901 Central Services	Expenditure	11,136	110,384	145,686	35,302		35,302	75.8 %
	Income	0	517	2	515			25842.8 %
902 Outside Services	Expenditure	8,499	75,814	101,150	25,336		25,336	75.0 %
	Income	0	0	4,800	-4,800			0.0 %
998 Precept & Interest								
	Income	1	667,679	668,170	-491			99.9 %
909 Capital & Projects	Expenditure	8,051	40,052	41,103	1,051		1,051	97.4 %
	Income	1,000	2,500	0	2,500			0.0 %

Continued on Page 2

4:09 PM

Summary Income & Expenditure by Budget Heading 31/12/2017

Month No : 9

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
INCOME - EXPENDITURE TOTALS	Expenditure	**97,567**	**914,994**	**1,267,637**	**352,643**	**0**	**352,643**	**72.2 %**
	Income	**33,207**	**1,131,887**	**1,302,637**	**-170,750**			**86.9 %**
	Net Expenditure over Income	**64,361**	**-216,892**	**-35,000**	**181,892**			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	Leisure Centre - General							
4001	SALARIES & WAGES	39,650	377,950	485,643	107,693		107,693	77.8 %
4003	COST OF TRAINING COURSES	850	2,088	1,700	-388		-388	122.8 %
4006	PROTECTIVE CLOTHING	0	1,161	1,500	339		339	77.4 %
4008	TRAINING	480	748	1,000	252		252	74.8 %
4011	RATES	4,945	45,130	61,850	16,720		16,720	73.0 %
4012	WATER RATES	112	1,342	2,500	1,158		1,158	53.7 %
4014	ELECTRICITY	0	850	4,000	3,150		3,150	21.2 %
4015	GAS	383	2,783	8,000	5,217		5,217	34.8 %
4016	JANITORIAL	0	3,021	4,000	979		979	75.5 %
4017	HEALTH & SAFETY	0	741	1,200	459		459	61.7 %
4018	REFUSE DISPOSAL	431	4,866	5,800	934		934	83.9 %
4021	TELEPHONE & FAX	233	562	1,200	638		638	46.9 %
4023	STATIONERY/PRINTING	80	572	1,000	428		428	57.2 %
4025	INSURANCE	0	12,309	12,000	-309		-309	102.6 %
4030	RECRUITMENT ADVTG	0	944	500	-444		-444	188.8 %
4032	PUBLICITY	0	2,525	3,500	975		975	72.1 %
4035	SECURITY COSTS	539	4,881	7,000	2,119		2,119	69.7 %
4036	PROPERTY MAINTCE	2,636	10,975	9,500	-1,475		-1,475	115.5 %
4038	MAINTENANCE CTRCTS	480	6,217	7,500	1,283		1,283	82.9 %
4039	MISC EXPS, XMAS DECORATIONS	500	500	0	-500		-500	0.0 %
4040	EQUIPMENT & SMALL TOOLS	0	1,888	2,500	612		612	75.5 %
4042	EQUIPMENT MAINTCE	495	864	0	-864		-864	0.0 %
4051	BANK CHARGES	733	3,472	4,500	1,028		1,028	77.2 %
4056	LEGAL FEES	185	185	0	-185		-185	0.0 %
4115	LICENCES	0	75	75	0		0	100.0 %
4992	FUNDING FROM R CAP FUND	0	-782	0	782		782	0.0 %
	Leisure Centre - General :- Expenditure	**52,731**	**485,868**	**626,468**	**140,600**	**0**	**140,600**	**77.6 %**
4103	PURCHASES FOR RESALE	0	850	0	-850		-850	0.0 %
	Leisure Centre - General :- Direct Expenditure	**0**	**850**	**0**	**-850**	**0**	**-850**	
1001	RENT RECEIVED	251	-1,064	0	-1,064			0.0 %
1010	Pavillion Hire	409	2,843	4,000	-1,157			71.1 %
1011	HALL BLOCK BOOKINGS	63	4,596	4,500	96			102.1 %
1013	EQUIPMENT HIRE INCOME	3	56	100	-44			55.5 %
1054	Softplay Income	553	11,531	22,500	-10,969			51.2 %
1080	MISCELLANEOUS INCOME	1,365	3,482	600	2,882			580.4 %
	Leisure Centre - General :- Income	**2,642**	**21,444**	**31,700**	**-10,256**			**67.6 %**
	Net Expenditure over Income	50,090	465,275	594,768	129,493			

Continued on Page No 2

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
102	Leisure Centre - Swimming Pool							
4008	TRAINING	0	2,595	3,000	405		405	86.5 %
4010	OTHER STAFF COSTS	0	104	250	146		146	41.6 %
4012	WATER RATES	1,081	7,903	13,000	5,097		5,097	60.8 %
4014	ELECTRICITY	2,041	13,718	28,000	14,282		14,282	49.0 %
4015	GAS	4,185	17,945	35,000	17,055		17,055	51.3 %
4017	HEALTH & SAFETY	0	709	1,200	491		491	59.1 %
4024	SUBSCRIPTIONS	0	359	400	41		41	89.8 %
4036	PROPERTY MAINTCE	0	946	500	-446		-446	189.2 %
4040	EQUIPMENT & SMALL TOOLS	0	1,605	2,000	395		395	80.3 %
4041	EQUIPMENT HIRE	34	420	0	-420		-420	0.0 %
4042	EQUIPMENT MAINTCE	227	10,820	10,000	-820		-820	108.2 %
4120	POOL CHEMICALS	397	2,811	5,000	2,189		2,189	56.2 %
4125	POOL PURCHASES NOT FOR	0	1,873	1,000	-873		-873	187.3 %
	Leisure Centre - Swimming Pool :- Expenditure	**7,965**	**61,809**	**99,350**	**37,541**	**0**	**37,541**	**62.2 %**
4103	PURCHASES FOR RESALE	380	3,893	8,500	4,607		4,607	45.8 %
	Leisure Centre - Swimming Pool :- Direct Expenditure	**380**	**3,893**	**8,500**	**4,607**	**0**	**4,607**	**45.8 %**
1012	Bouncy Castle Parties	0	1,771	2,500	-729			70.8 %
1020	SWIMMING - PUBLIC	2,296	51,340	108,000	-56,660			47.5 %
1021	SWIMMING - LESSONS	12,851	205,476	200,000	5,476			102.7 %
1022	SWIMMING - SCHOOLS	0	7,185	15,000	-7,815			47.9 %
1023	SWIMMING - CLUBS	0	7,074	21,500	-14,426			32.9 %
1024	SALES (STOCK) POOL	191	6,121	13,000	-6,879			47.1 %
1025	Pool Parties	200	1,187	6,000	-4,813			19.8 %
1026	One to One Lessons	85	17,024	14,000	3,024			121.6 %
1027	Aqua Fit	191	3,795	6,000	-2,205			63.3 %
1028	Lifeguard Courses	0	2,778	6,200	-3,422			44.8 %
1080	MISCELLANEOUS INCOME	0	0	600	-600			0.0 %
1099	TILL DISCREPANCIES	-25	-660	0	-660			0.0 %
	Leisure Centre - Swimming Pool :- Income	**15,788**	**303,092**	**392,800**	**-89,708**			**77.2 %**
	Net Expenditure over Income	**-7,443**	**-237,390**	**-284,950**	**-47,560**			
103	Leisure Centre - Pool Vending							
1030	Vending Machine Income	185	1,453	1,800	-347			80.7 %
	Leisure Centre - Pool Vending :- Income	**185**	**1,453**	**1,800**	**-347**			**80.7 %**
	Net Expenditure over Income	**-185**	**-1,453**	**-1,800**	**-347**			

Continued on Page No 3

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
104	Leisure Centre - Bar							
4001	SALARIES & WAGES	5,715	52,116	70,355	18,239		18,239	74.1 %
4006	PROTECTIVE CLOTHING	0	248	550	302		302	45.1 %
4032	PUBLICITY	0	0	100	100		100	0.0 %
4036	PROPERTY MAINTCE	0	565	2,000	1,435		1,435	28.2 %
4038	MAINTENANCE CTRCTS	0	305	350	45		45	87.1 %
4040	EQUIPMENT & SMALL TOOLS	0	12	400	388		388	2.9 %
4041	EQUIPMENT HIRE	178	4,271	5,000	729		729	85.4 %
4051	BANK CHARGES	82	644	700	56		56	92.0 %
4060	OTHER PROF FEES	100	900	1,200	300		300	75.0 %
4104	BAR SUNDRIES	0	51	600	549		549	8.5 %
4110	PROMOTIONS	0	300	2,500	2,200		2,200	12.0 %
4115	LICENCES	0	482	900	418		418	53.5 %
4116	GAMING MACHINE DUTY	0	552	1,000	448		448	55.2 %
	Leisure Centre - Bar :- Expenditure	**6,075**	**60,446**	**85,655**	**25,209**	**0**	**25,209**	**70.6 %**
4101	PURCHASES - WET STOCK	1,716	34,057	60,750	26,693		26,693	56.1 %
4102	PURCHASES - DRY STOCK	161	3,733	5,000	1,267		1,267	74.7 %
	Leisure Centre - Bar :- Direct Expenditure	**1,876**	**37,791**	**65,750**	**27,959**	**0**	**27,959**	**57.5 %**
1001	RENT RECEIVED	0	7,704	16,800	-9,096			45.9 %
1031	MACHINE INCOME	106	1,032	2,400	-1,368			43.0 %
1032	Tickets	617	794	500	294			158.8 %
1040	BAR INCOME - LOUNGE	11,274	99,301	140,000	-40,699			70.9 %
1041	BAR INCOME - HALL	0	5,994	12,500	-6,506			48.0 %
1049	CAFE INCOME	470	3,024	3,600	-576			84.0 %
1056	FUNCTION ROOM HIRE	0	1,709	0	1,709			0.0 %
1099	TILL DISCREPANCIES	0	342	0	342			0.0 %
	Leisure Centre - Bar :- Income	**12,466**	**119,898**	**175,800**	**-55,902**			**68.2 %**
	Net Expenditure over Income	**-4,514**	**-21,662**	**-24,395**	**-2,733**			
105	Leisure Centre - Indoor Sports							
4014	ELECTRICITY	963	9,409	17,000	7,591		7,591	55.3 %
4036	PROPERTY MAINTCE	0	1,218	5,000	3,782		3,782	24.4 %
4038	MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0 %
4040	EQUIPMENT & SMALL TOOLS	0	0	500	500		500	0.0 %
	Leisure Centre - Indoor Sports :- Expenditure	**963**	**10,627**	**23,500**	**12,873**	**0**	**12,873**	**45.2 %**
1050	BADMINTON FEES	102	1,291	3,500	-2,209			36.9 %
1051	SNOOKER FEES	568	5,058	7,200	-2,142			70.3 %
1052	PARTY ROOM HIRE	113	2,005	2,000	5			100.2 %

Continued on Page No 4

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1053	SKITTLE ALLEY	0	128	100	28			128.0 %
	Leisure Centre - Indoor Sports :- Income	**782**	**8,482**	**12,800**	**-4,318**			**66.3 %**
	Net Expenditure over Income	181	**2,145**	**10,700**	**8,555**			
106	Leisure Centre - Outdoor Sport							
4014	ELECTRICITY	0	799	3,000	2,201		2,201	26.6 %
	Leisure Centre - Outdoor Sport :- Expenditure	**0**	**799**	**3,000**	**2,201**	**0**	**2,201**	**26.6 %**
1060	GRASS INCOME	342	4,144	8,000	-3,856			51.8 %
1061	OUTSIDE COURTS	0	112	1,000	-888			11.2 %
1063	Petanque Income	0	31	100	-69			31.3 %
	Leisure Centre - Outdoor Sport :- Income	**342**	**4,287**	**9,100**	**-4,813**			**47.1 %**
	Net Expenditure over Income	**-342**	**-3,488**	**-6,100**	**-2,612**			
201	Playing Fields							
4001	SALARIES & WAGES	0	-257	0	257		257	0.0 %
4012	WATER RATES	105	1,666	2,000	334		334	83.3 %
4037	GROUNDS MAINTENANCE	0	0	2,250	2,250		2,250	0.0 %
	Playing Fields :- Expenditure	**105**	**1,408**	**4,250**	**2,842**	**0**	**2,842**	**33.1 %**
1001	RENT RECEIVED	0	0	65	-65			0.0 %
	Playing Fields :- Income	**0**	**0**	**65**	**-65**			**0.0 %**
	Net Expenditure over Income	105	**1,408**	**4,185**	**2,777**			
202	Play Areas							
4037	GROUNDS MAINTENANCE	52	116	1,500	1,384		1,384	7.8 %
4042	EQUIPMENT MAINTCE	0	301	1,000	699		699	30.1 %
	Play Areas :- Expenditure	**52**	**417**	**2,500**	**2,083**	**0**	**2,083**	**16.7 %**
	Net Expenditure over Income	**52**	417	**2,500**	**2,083**			
203	Millennium Green							
4037	GROUNDS MAINTENANCE	0	504	500	-4		-4	100.8 %
	Millennium Green :- Expenditure	**0**	**504**	**500**	**-4**	**0**	**-4**	**100.8 %**
1001	RENT RECEIVED	0	0	1,500	-1,500			0.0 %
	Millennium Green :- Income	**0**	**0**	**1,500**	**-1,500**			**0.0 %**
	Net Expenditure over Income	**0**	**504**	**-1,000**	**-1,504**			

Continued on Page No 5

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
204	Allotments							
4012	WATER RATES	0	320	250	-70		-70	128.0 %
4013	RENT	0	0	275	275		275	0.0 %
4037	GROUNDS MAINTENANCE	0	0	250	250		250	0.0 %
	Allotments :- Expenditure	**0**	**320**	775	**455**	**0**	**455**	**41.3 %**
1001	RENT RECEIVED	0	820	1,600	-780			51.2 %
	Allotments :- Income	**0**	**820**	**1,600**	**-780**			**51.2 %**
	Net Expenditure over Income	0	**-500**	**-825**	**-325**			
301	Roads & Highways							
4080	STREET CARE (ex S Glos)	0	1,542	3,200	1,658		1,658	48.2 %
	Roads & Highways :- Expenditure	**0**	**1,542**	**3,200**	**1,658**	**0**	**1,658**	**48.2 %**
	Net Expenditure over Income	0	**1,542**	**3,200**	**1,658**			
302	Community Development							
4700	GRANTS - PERMITTED	0	598	0	-598		-598	0.0 %
4701	GRANTS - N BRISTOL ADVICE	0	1,000	500	-500		-500	200.0 %
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	4,000	4,000	0		0	100.0 %
4707	GRANTS - YOUTH PROVISION	0	5,000	10,000	5,000		5,000	50.0 %
4708	GRANTS - COMM'Y PARTNERSHIP	0	3,500	3,500	0		0	100.0 %
4711	GRANTS - S137 GENERAL	0	0	6,500	6,500		6,500	0.0 %
4720	CHRISTMAS ACTIVITIES	0	0	3,500	3,500		3,500	0.0 %
4725	FILTON FESTIVAL	0	6,388	5,000	-1,388		-1,388	127.8 %
4999	TFR FR EARMARKED RSV	0	-598	0	598		598	0.0 %
	Community Development :- Expenditure	**0**	**19,888**	**34,300**	**14,413**	**0**	**14,413**	**58.0 %**
1082	Filton Festival	0	1,714	2,500	-786			68.6 %
	Community Development :- Income	**0**	**1,714**	**2,500**	**-786**			**68.6 %**
	Net Expenditure over Income	0	**18,173**	**31,800**	**13,627**			
801	Corporate Management							
4004	PENSION DEFICIT	-517	-4,650	1,900	6,550		6,550	-244.7
4069	Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0 %
	Corporate Management :- Expenditure	**-517**	**-4,650**	**11,900**	**16,550**	0	**16,550**	**-39.1 %**
	Net Expenditure over Income	**-517**	**-4,650**	**11,900**	**16,550**			

Continued on Page No 6

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
802	Democratic Rep'n & Mgmt							
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0 %
4009	TRAVEL	0	0	50	50		50	0.0 %
4024	SUBSCRIPTIONS	0	0	200	200		200	0.0 %
4028	ELECTION COSTS	0	4,204	5,400	1,196		1,196	77.9 %
4033	NEWSLETTER	250	2,897	3,000	104		104	96.6 %
4065	MEETING COSTS	0	80	200	120		120	40.0 %
	Democratic Rep'n & Mgmt :- Expenditure	**250**	**7,180**	**9,100**	**1,920**	**0**	**1,920**	**78.9 %**
	Net Expenditure over Income	**250**	**7,180**	**9,100**	**1,920**			
803	Civic Expenses							
4066	CHAIRMANS ALLOWANCE	0	50	950	900		900	5.3 %
	Civic Expenses :- Expenditure	**0**	**50**	**950**	**900**	**0**	**900**	**5.3 %**
	Net Expenditure over Income	**0**	**50**	**950**	**900**			
901	Central Services							
4001	SALARIES & WAGES	9,212	84,251	103,136	18,885		18,885	81.7 %
4005	HR Costs-Service level agr'mnt	0	6,615	7,500	885		885	88.2 %
4007	COURSES/CONFERENCES	0	75	250	175		175	30.0 %
4008	TRAINING	0	571	500	-71		-71	114.2 %
4009	TRAVEL	0	16	200	184		184	8.1 %
4010	OTHER STAFF COSTS	0	236	2,000	1,764		1,764	11.8 %
4020	SUNDRY OFFICE & IT COSTS	171	2,082	4,000	1,918		1,918	52.0 %
4021	TELEPHONE & FAX	160	537	600	63		63	89.6 %
4022	POSTAGE	0	553	1,000	447		447	55.3 %
4023	STATIONERY/PRINTING	0	630	1,200	570		570	52.5 %
4024	SUBSCRIPTIONS	0	1,742	2,000	258		258	87.1 %
4026	PHOTOCOPY CHARGES	577	1,785	4,000	2,215		2,215	44.6 %
4027	OFFICE EQUIPMENT	0	99	500	401		401	19.8 %
4051	BANK CHARGES	15	187	500	313		313	37.5 %
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0 %
4057	AUDIT FEES	0	-687	3,300	3,987		3,987	-20.8 %
4058	ACCOUNTANCY FEES	1,001	8,687	12,000	3,313		3,313	72.4 %
4060	OTHER PROF FEES	0	3,006	2,000	-1,006		-1,006	150.3 %
	Central Services :- Expenditure	**11,136**	**110,384**	**145,686**	**35,302**	**0**	**35,302**	**75.8 %**
1001	RENT RECEIVED	0	0	2	-2			0.0 %
1080	MISCELLANEOUS INCOME	0	517	0	517			0.0 %
	Central Services :- Income	**0**	**517**	**2**	**515**			**25842.8**
	Net Expenditure over Income	**11,136**	**109,867**	**145,684**	**35,817**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
902	Outside Services							
4001	SALARIES & WAGES	7,268	65,376	84,450	19,074		19,074	77.4 %
4006	PROTECTIVE CLOTHING	0	435	500	65		65	87.0 %
4008	TRAINING	0	0	1,000	1,000		1,000	0.0 %
4025	INSURANCE	0	0	200	200		200	0.0 %
4036	PROPERTY MAINTCE	173	1,190	1,500	310		310	79.4 %
4037	GROUNDS MAINTENANCE	1,058	2,382	2,500	118		118	95.3 %
4040	EQUIPMENT & SMALL TOOLS	0	687	2,000	1,313		1,313	34.3 %
4041	EQUIPMENT HIRE	0	880	500	-380		-380	176.1 %
4042	EQUIPMENT MAINTCE	0	2,732	4,500	1,768		1,768	60.7 %
4044	VEHICLE FUEL,OIL & MAINT	0	2,132	4,000	1,868		1,868	53.3 %
	Outside Services :- Expenditure	**8,499**	**75,814**	**101,150**	**25,336**	**0**	**25,336**	**75.0 %**
1064	Third Party Fee Income	0	0	4,800	-4,800			0.0 %
	Outside Services :- Income	**0**	**0**	**4,800**	**-4,800**			**0.0 %**
	Net Expenditure over Income	8,499	75,814	96,350	20,536			
909	Capital & Projects							
4054	LOAN INTEREST PWLB	1,800	2,706	3,756	1,050		1,050	72.0 %
4055	LOAN CAPITAL REPAID	6,251	12,347	12,347	0		0	100.0 %
4903	CAP IT Upgrading	658	1,003	0	-1,003		-1,003	0.0 %
4964	CAP - Website	0	2,260	0	-2,260		-2,260	0.0 %
4972	CAP - Pavilion Refurbishment	0	34,056	0	-34,056		-34,056	0.0 %
4973	CAP-Play Equipment	0	21,775	0	-21,775		-21,775	0.0 %
4992	FUNDING FROM R CAP FUND	-658	-59,095	0	59,095		59,095	0.0 %
4993	TFR TO ROLLING CAPITAL FUND	0	25,000	25,000	0		0	100.0 %
	Capital & Projects :- Expenditure	**8,051**	**40,052**	**41,103**	**1,051**	**0**	**1,051**	**97.4 %**
1077	GRANTS RECEIVED	1,000	2,500	0	2,500			0.0 %
	Capital & Projects :- Income	**1,000**	**2,500**	**0**	**2,500**			
	Net Expenditure over Income	7,051	37,552	41,103	3,551			
998	Precept & Interest							
1075	PRECEPT SUPPORT GRANT	0	21,519	21,519	0			100.0 %
1076	PRECEPT	0	646,151	646,151	0			100.0 %
1090	INTEREST RECEIVED	1	9	500	-491			1.8 %
	Precept & Interest :- Income	**1**	**667,679**	**668,170**	**-491**			**99.9 %**
	Net Expenditure over Income	-1	-667,679	-668,170	-491			

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 9 31st December 2017

A/c	Account Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,201,790	1,227,267	974,523
11	LEASEHOLD LAND & BUILDINGS	25,000	5,000	20,000
21	VEHICLES & EQUIPMENT	509,512	417,801	91,711
41	INFRASTRUCTURE ASSET	183,421	171,378	12,043
61	COMMUNITY ASSETS	61,372	22,902	38,470
	Total Fixed Assets	**2,981,095**	**1,844,348**	**1,136,747**
	Current Assets			
105	VAT CONTROL	19		
116	STAFF ADVANCES	1,220		
120	STOCK - BAR	4,282		
121	STOCK - LEISURE	561		
200	BANK ACCOUNT-GENERAL	311,491		
201	BANK IMPREST WAGES AC	37,518		
215	POOL TAKINGS CASHBOOK	0		
216	BAR TAKINGS CASHBOOK	0		
220	PETTY CASH - OFFICE	170		
221	PETTY CASH - BAR	901		
225	FLOAT - BAR	900		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	700		
250	CHANGE CONTROL AC	-10		
	Total Current Assets		**357,853**	
	Current Liabilities			
500	TRADE CREDITORS	8,256		
520	NET WAGES CONTROL	362		
525	PAYE AND NI DUE	16,379		
526	SUPERANNUATION DUE	6,188		
527	UNION FEES DUE	7		
	Total Current Liabilities		**31,192**	
	Net Current Assets			**326,660**
	Total Assets less Current Liablities			**1,463,407**
	Long Term Liabilities			
389	Deferred Grants Unapplied	2,597		
390	Deferred Grants Applied	1,462,506		
391	Deferred Grants Released	-1,053,009		
401	PWLB Loan 486814	63,987		
	Total Long Term Liabilities		**476,081**	
	Total Assets less Total Liablities			**987,326**
	Represented By :-			
300	CURRENT YEAR FUND	216,892		
310	GENERAL FUND	95,279		
315	ROLLING CAPITAL FUND	777		
324	EMR Allotments	4,961		
325	EMR 4 Towns Play Association	300		

Filton Town Council 2017/18

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 9 31st December 2017

A/c	Account Description	Actual	
328	EMR Elections	5,855	
330	CAPITAL FINANCE ACCOUNT	663,263	
	Total Equity		**987,326**

SCHEDULE OF PLANNING APPLICATIONS FEBRUARY 2018

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3611	PT18/0198/F	**756 Filton Avenue Filton Bristol South Gloucestershire BS34 7HD** - Creation of new vehicular access and new driveway.	15th Feb 18	
F.3612	PT18/0306/ADV	**Selco Selco Builders Warehouse Unit F1, Gipsy Patch Lane Little Stoke** - Display of 1no internally illuminated static freestanding totem sign, 3no internally illuminated fascia signs and 17no nonilluminated fascia signs.	16th Feb 18	
F.3613	PT18/0388/CLP	**9 Park Road Filton Bristol South Gloucestershire BS7 0RH** - Certificate of lawfulness for the proposed installation of a rear dormer to facilitate loft conversion.	16th Feb 18	
F.3614	PT18/0113/F	**25 Broncksea Road Filton Bristol South Gloucestershire BS7 0SE** - Erection of two storey side/rear extension to facilitate conversion of 1no. dwelling into 5 no. flats with associated works.	20th Feb 18	
F.3615	PT18/0507/F	**25 Broncksea Road Filton Bristol South Gloucestershire BS7 0SE** - Erection of 1 no. dwelling with new access and associated works.	22nd Feb 18	

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FEEDBACK: 24th January 2018 - To Date

F.3596: 764 Filton Avenue Filton Bristol - Creation of new vehicular access. - *Approve with Conditions*

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS
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Town Clerk : Lesley Reuben
Tel: 01454 866698

Finance & General Purposes Committee – All Town Council Members
8th March 2018

Dear Member

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Tuesday 13th March at 7.p.m.** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

L.A.Reuben
Town Clerk.

A G E N D A

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 13th February 2018 & 14th November 2017 (as per the internal audit) *(pages 1-2)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Questions – none received
6. Bus Shelter – Church Road *(page 3)*
7. Managers reports:-
   i) Grounds and Maintenance Manager (*Appendix 1*) (Neil Palmer to present)
   ii) Bar Report (*page 4*)
   iii) Leisure Centre Managers Report *(pages 5-6)*
8. Budget report and Income and Expenditure Reports – *Including answers to questions from previous meeting on 13th February 2018 (pages 7-19)*
9. Balance Sheet – for information *(pages 20-21)*
10. Grant Application – St.Vallier FC *(pages 22-25)*
11. Planning Applications:-
    i) Current Planning Applications 2018 & feedback *(page 26-27)*

12. *Confidential Session – public to be excluded*

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 13th February 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I. Scott, (Chair), D. Collins, K. Briffett, M. Chaudhry, A. Kenyon, E. Seymour, R. Taylor, A Tink, J. Tucker & B. Mead

ALSO PRESENT: B. Morgan (Town Council Support Officer), L. Reuben (Town Clerk)
APOLOGIES: Cllrs: - A. Monk

1337. APOLOGIES FOR ABSENCE: Apologies were noted.

1338. DECLARATION OF INTEREST: K. Briffett (Conygre House)

1339. MINUTES: The minutes of the meeting held Tuesday 9th January 2018 were approved as an accurate record.

1340. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: None.

1341. PUBLIC QUESTIONS: At the chairs discretion, members of the public were allowed to speak about their concerns on one of the planning application s to be discussed. Concerns were noted by the council and to be taken into account when deciding on said planning applications (PT18/0113/F & PT18/0507/F)

1342. MANAGERS' REPORTS: Managers reports noted,
i) Leisure Centre Manager presented his report, asking council to consider funds to help with automisation of swim school due to its continued expansion. Online system to reduce admin and increase accessibility for parents. Proposed, seconded & passed unanimously.
ii) Grounds and Maintenance report - Noted
iii) Bar Managers Report - noted

1343. INTERNAL AUDIT REPORT: Noted, minutes with wrong date on, October 2017 FGP to be recirculated next meeting.

1344. INCOME AND EXPENDITURE REPORTS:
Questions about various specifics of I&E reports noted and to be reported back at next meeting. Miscalleneous income (1080), tickets (1032), Bar & lounge (1040), party room hire (1052), other prof fees (4060), & equipment hire (4040)

1345. BALANCE SHEET: Noted. (Depreciation of land value to be checked)

1346. COMMUNITY PLAN: Suggested that councillors become representatives in next stage of Community Plan, inviting the public into action groups covering a variety of topics important to Filton. Decisions of councillors choices noted.

1347. PLANNING APPLICATIONS:

i) <u>FEEDBACK: 24th January 2018 - To Date</u>

F.3596: 764 Filton Avenue Filton Bristol - Creation of new vehicular access. - *Approve with Conditions*

ii) Current Planning Applications: See Attached.

1348. Confidential Session: Severnside TV Group

The Town Clerk reported on the Group that had used loft space for an aerial and transmitter equipment. Although they had an exemplary record causing no problems at all in the last 30 years, it was deemed that this space was no longer appropriate for this type of equipment for many reasons but predominately on health and safety grounds. It was agreed to find them alternative space to occupy with a fire proof cabinet(provided by them) at ground level and to ask for 3 years income and expenditure accounts to be able to assess the charge applicable.

The Chair closed the meeting at 21:45

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS
Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk
Town Clerk : Lesley Reuben
Tel: 01454 866698

Finance & General Purposes Committee – All Town Council Members
05th July 2018

Dear Member

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Tuesday 10th July 2018 at 7.p.m.** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

L.A.Reuben
Town Clerk.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 8th May 2018 *(page 1)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Questions – none received
6. Managers reports:-
7. Grounds and Maintenance Manager *(pages 2-6)*
8. Bar Report *(page 7)*
9. Leisure Centre Managers Report *(pages 8-9)*
10. Income and Expenditure Reports *(pages 10-18)*
11. Balance Sheet – for information *(19-20)*
12. Filton Youth Centre Provision
13. Filton Festival feedback (21-23)

CONFIDENTIAL SESSION – press and public to be excluded

14. Filton Community Association (24-26)

Please note the July Full Council meeting will be held at Bethany Hall.

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 12th June 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I Scott (Chair), B Mead (Vice Chair),K. Briffett, D. Collins, A. Doyle, A. Kenyon, D. Layade, A. Monk, E. Seymour, A Tink

ALSO PRESENT: N. Gould (Town Council Support Officer - Minutes)

APOLOGIES: Cllrs: - M. Chaudhry R. Taylor, J. Tucker

1380. APOLOGIES FOR ABSENCE: There were no apologies received but Cllrs; Chaudhry, Taylor and Tucker were not present.

1381. DECLARATION OF INTEREST: Cllr Kenyon declared a personal interest in the Twinning Association and Cllr Scott declared a personal interest in the Football Association.

1382. MINUTES: The minutes of the meeting held Tuesday 08th May 2018 were approved as an accurate record.

1383. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

1384. PUBLIC QUESTIONS: None received.

1385. MANAGERS' REPORTS:

i) Grounds and Maintenance Manager's Report – Noted.

ii) Bar Manger's Report – Cllrs discussed the skittle alley, it was noted that the skittle teams may not be interested in the alley because of the position of the new doors, after a short discussion a motion was **Agreed:** unanimously; to instruct the Clerk to contact a few different skittle teams, assess the problem with the doors, and ascertain whether if the problem is fixed the teams will use the alley, an update to be bought back to the next Finance Meeting.

Action: Town Clerk

iii) Leisure Centre Manager's Report – A Councillor asked if more detail could be given about the meeting with Rovers Football Club.

1386. BUDGET REPORT AND INCOME AND EXPENDITURE REPORTS:

- 4040-104 (Equipment & Small Tools) – Why is this budget 98.1% in month 1?
- 1001- 901 (Rent Received) – Councillors asked if the Community Association had been sent their annual invoice?

1387. BALANCE SHEET: Councillors asked what 389 (Deferred Grants Unapplied) was being spent on, The Town Clerk confirmed that the money had been allocated against a project.

1388. GRANT APPLICATIONS: See attached schedule.

Cllrs Monk, Scott, Mead and Tink leave the meeting at 7.55pm

1389. PLANNING APPLICATIONS: Meeting not quorate so deffered to next meeting.

FEEDBACK: Meeting not quorate so deffered to next meeting

The Chair closed the meeting at 8.00pm

GROUNDS AND MAINTENANCE REPORT JULY 2018

A very busy time at the moment preparing quotes and summer maintenance on the grounds .We also have to factor in staff leave, so with this in mind I am happy with the job figures for the month.

JOBS 40

GROUNDS 8 = 20%

RATEPAYERS ARMS 3 = 8%

MAINTENANCE 6 = 15%

OFFICE 2 = 5%

LEISURE CENTRE 21 = 52%

ON TIME 37 = 92%

OVER 3 = 8%

IN HOUSE 36= 90%

SUB- CONTRACTORS 4 = 10%

FESTIVAL

We are at present working full on for the festival ,regarding grounds and the surrounding areas .We are also in the process of checking and ordering all equipment for the day

UPDATE WORK TO RATEPAYERS

Sorry for the long drawn out process regarding the quotes for the work to the pub toilets .I am waiting for two companies although they have expressed a need for drawings for the work. They have a spec but I do feel drawings would help especially if there are changes made during the build .Problem is getting drawings will be at a cost financially so I will await the council's approval. I have also added two quotes for the decking to the Ratepayers .Our own quote to keep it in house has come out the same as the Broad oak quote .I also have included the quote for metal safety railings around it which have to be added to the cost should council proceed

ALLOTMENT UPDATE

We are awaiting just one quote for the work .In the meantime my team have cleared the entrance and surrounding area so to make it easier when work starts .

UPDATE AIR HANDLING UNIT

Again this is a very drawn out process but it has to be done right .I am in constant touch with the company who assure me they will have a proposal to put before yourselves next month .

A very big thank you to the Town clerk and yourselves for the constant support shown to myself and my team.

Neil Palmer

Grounds and Maintenance Manager

Filton Town Council

Quotation

Reference 73
Date 26th May 2018

broad oak landscapes

To **Niel palmer**
Filton leisure centre
elm park
bs347ps

broad oak landscapes
25 felix road
bs50jp

Mobile: 07762005833
Email:
broadoaklandscapesbristol@gmail.com

Hi Niel
Thank you for the opportunity to quote for work at the above address, I have the pleasure of providing you with the following quotation.
Please feel free to contact me with any questions you have.

Anti slip decking

4.2 x4.2 m of antislip softwood decking to be installed at rear of building.

Fitted on a treated timber subframe.

With ramp access and step on side.

All waste to be disposed of on site.

£1,850.00

Standard decking

4.2 x4.2 m of standard softwood decking to be installed at rear of building.

Fitted on a treated timber subframe.

With ramp access and step on side.

All waste to be disposed of on site.

£1,200.00

Notes

Hi Niel,

Here is your quote as discussed.I have given you a price for the standard and the antislip options.

Regards
Alex

4

Greenside Landscaping Ltd

26th May 2018

Filton Town Council.

Quotation for the supply and install of decking area to the front of the Ratepayers Arms approx. 20m2.

All labour, materials and waste removal..............Total £1400 + vat @ 20%

The Cottage, Hortham Lane, Almondsbury, Bristol, BS32 4JP
Tel: 01454 250648 Mob: 07980 384321 Website: www.greenside-landscaping.co.uk
Email: paulbradburn@hotmail.com
VAT Reg Number: 216588096

Bank Account: HSBC Account number: 61492675 Sort code: 404441
Please ignore any emails stating we have changed our bank account.

Established 1981

C & R Fencing Ltd

Unit 11 Bakers Park
Cater Road, Bristol BS13 7TT
Tel: 0117 946 5323
Fax: 0117 964 7549
Email: info@crfencing.co.uk
Web: www.crfencing.co.uk

QUOTATION REF: TP/28917

12 June 2018

Filton Town Council
Elm Park, Filton,
South Gloucestershire,
BS34 7PS
For the attention of Mr N Palmer

Dear Neil,

Further to your conversation with Gary Maundrill (GM Engineering), I now take pleasure in quoting for your requirements as follows:

SITE: SAFETY RAILINGS FOR THE NEW RAISED PATIO PLATFORM AT FILTON SPORT AND LEISURE CENTRE, FILTON

We are to supply and erect on two sides approximately 9.5m of vertical bar railings with bolt down posts.

Specification
Posts: 40x40mm SHS with 100x100mm bolt down base plates.
Rails: 40x10mm flat bar top and bottom.
Vertical bars: 12mm Solid Square steel pitched at 100mm centres.

Finish: Galvanised to BS EN ISO 1461 and PPC to RAL 9005.

SUM PRICE **£778.00**

TERMS 30 DAYS NETT PLUS VAT @ STANDARD RATE.

Clear all arisings upon completion.

Any change in detail may affect the price.
We recommend that the customer should ascertain whether planning permission is required for any fencing projects before placement of order.
The price is valid for 30 days only from date of quotation.
If you wish to proceed with the works, please provide us with your official order or written instruction on company headed paper.

Yours faithfully,

Tony Plant
Contracts Manager

Accredited Contractor
Constructionline
Part of Capita plc
Member
afi
Association of Fencing Industries
SafeContractor
APPROVED
exor
APPROVED

BAR REPORT JUNE 1ST – 30TH

STAFFING - Staff have been very good helping out with covering holidays and preparing for Filton festival.

INCOME AND EXPENDITURE - Takings for June has been very good, with £16,713.51 being taken to date, with drinks income looking good at £15,748.23 and food at £310.40.Machine Income £187.38 and £467.50 for snooker badminton etc . Income and expenditure remains under control and under budget.

PROMOTIONS & EVENTS -
Real ale sales are starting to slow down because of the hot weather house doubles are proving popular, Quiz nights are still being well represented with money being raised for Great western air ambulance. Bingo nights are restarting on Thursday the 19th July so hoping it takes off well.

IMPROVEMENTS
We are awaiting a decision on the refurbishment to the toilets and also the decision on the decking so customers can sit outside.

Kind Regards

Debra Holman
Bar Manager

FSLC report July 2018:

Team summary:

- Supervisors – Nothing new to report.
- Lifeguards – We now have new full time lifeguards started, this will now enable us to man the facility with more stability.
- Reception – Now back up to full compliment.
- Swimming team – Nothing new to report.

Training & Development:

- Our Swim Supervisor (Kelly Holden) has now completed her Monofin course which will enable us to offer bespoke Mermaid parties and courses. This will be unique to the area, and will also generate added income to the centre. Our next sessions will be throughout the School Summer Holidays, we expect these sessions to sell out quite quickly.

New Developments:

- We are looking at ideas to possibly change/renovate the 5 a side courts** due to the lack of use. One of the suggestions is to turn them into over flow parking to help ease the congestion we have especially on the weekends. (it would be great to get the Councils feedback on this if possible)
  - Update** We have had the Community Manager from Bristol Rovers Community Trust visit and they would like to help improve the courts and football changing rooms. They are looking at applying for grants through the F.A. The courts have now been measured up and we are waiting feedback from the Trust.
- Dementia friendly swimming has now been launched. We are working closely with local charities and care homes to encourage more users with Dementia.
- Junior American football training sessions will be starting in June using the field.
- We are working closely with BraMS (local MS Centre) to introduce and host a weekly therapy session.

Events & Operations:

- We have now finalised our School Summer holidays activities these include:

  - Swimming lesson crash courses and masterclasses (inc deaf friendly lessons)
  - Pool lifeguard Qualification course
  - Rookie Lifeguard taster sessions
  - Pool inflatable (3 weeks)
  - Badge distance day
  - Mermaid (fin2fit) sessions
  - 4 towns playgroup (hosting for 2 weeks)

  We will be offering reduced rates for our softplay and public swimming during the quieter periods to encourage usage throughout the holidays.

Scott Fessey
Leisure Centre Manager

FSLC report July 2018:

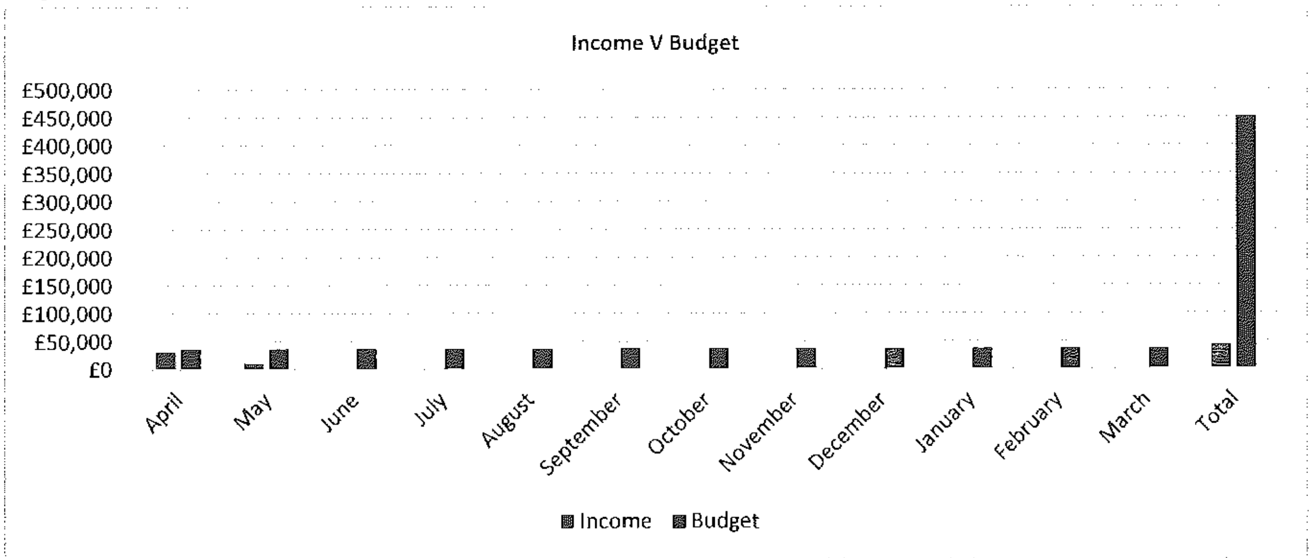
*Till income vs budget:

2017/2018

	P1	P2	P3	P4	P5	P6
Till Income	£31,725	£9,950	£10,730**			
Budget	**£37,569**	**£37,569**	**£37,569**	**£37,569**	**£37,569**	**£37,569**
Cumulative Income	£31,725	£41,675	£ 52,405			
Cumulative Budget	£37,569	£75,138	£112,707			
Difference	-£8,832	(£33,463)	(£60,302)			

	P7	P8	P9	P10	P11	P12
Till Income						
Budget	**£37,569**	**£37,569**	**£37,569**	**£37,569**	**£37,569**	**£37,569**
Cumulative Income						
Cumulative Budget						
Difference						

**Income to date 26th June 18



		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	Leisure Centre - General							
4001	SALARIES & WAGES	0	50,199	485,643	435,444		435,444	10.3 %
4003	COST OF TRAINING COURSES	0	0	1,700	1,700		1,700	0.0 %
4006	PROTECTIVE CLOTHING	68	68	1,500	1,432		1,432	4.5 %
4008	TRAINING	0	0	1,000	1,000		1,000	0.0 %
4011	RATES	5,012	10,026	61,850	51,824		51,824	16.2 %
4012	WATER RATES	132	250	2,500	2,250		2,250	10.0 %
4014	ELECTRICITY	0	487	4,000	3,513		3,513	12.2 %
4015	GAS	378	944	8,000	7,056		7,056	11.8 %
4016	JANITORIAL	390	573	4,000	3,427		3,427	14.3 %
4017	HEALTH & SAFETY	39	110	1,200	1,090		1,090	9.2 %
4018	REFUSE DISPOSAL	510	1,016	5,800	4,784		4,784	17.5 %
4021	TELEPHONE & FAX	181	417	1,200	783		783	34.8 %
4023	STATIONERY/PRINTING	217	485	1,000	515		515	48.5 %
4025	INSURANCE	0	0	12,000	12,000		12,000	0.0 %
4030	RECRUITMENT ADVTG	397	397	500	103		103	79.4 %
4032	PUBLICITY	250	250	3,500	3,250		3,250	7.1 %
4035	SECURITY COSTS	477	607	7,000	6,393		6,393	8.7 %
4036	PROPERTY MAINTCE	1,427	1,686	9,500	7,814		7,814	17.7 %
4038	MAINTENANCE CTRCTS	0	68	7,500	7,432		7,432	0.9 %
4039	MISC EXPS, XMAS DECORATIONS	0	50	0	-50		-50	0.0 %
4040	EQUIPMENT & SMALL TOOLS	970	1,741	2,500	759		759	69.6 %
4042	EQUIPMENT MAINTCE	10	10	0	-10		-10	0.0 %
4051	BANK CHARGES	413	1,924	4,500	2,576		2,576	42.8 %
4052	BANK INTEREST	0	-3	0	3		3	0.0 %
4056	LEGAL FEES	0	77	0	-77		-77	0.0 %
4115	LICENCES	0	0	75	75		75	0.0 %
	Leisure Centre - General :- Expenditure	**10,870**	**71,382**	**626,468**	**555,086**	**0**	**555,086**	**11.4 %**
1010	Pavillion Hire	538	1,187	4,000	-2,813			29.7 %
1011	HALL BLOCK BOOKINGS	88	585	4,500	-3,915			13.0 %
1013	EQUIPMENT HIRE INCOME	5	7	100	-93			7.2 %
1054	Softplay Income	758	1,923	22,500	-20,577			8.5 %
1080	MISCELLANEOUS INCOME	27	91	600	-509			15.2 %
	Leisure Centre - General :- Income	**1,415**	**3,794**	**31,700**	**-27,906**			**12.0 %**
	Net Expenditure over Income	**9,455**	**67,589**	**594,768**	**527,179**			
102	Leisure Centre - Swimming Pool							
4008	TRAINING	119	119	3,000	2,881		2,881	4.0 %
4010	OTHER STAFF COSTS	0	15	250	235		235	6.0 %

Continued on Page No 2

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4012	WATER RATES	1,266	2,404	13,000	10,596		10,596	18.5 %
4014	ELECTRICITY	0	2,025	28,000	25,975		25,975	7.2 %
4015	GAS	2,620	3,134	35,000	31,866		31,866	9.0 %
4017	HEALTH & SAFETY	64	64	1,200	1,136		1,136	5.3 %
4020	SUNDRY OFFICE & IT COSTS	2,835	2,835	0	-2,835		-2,835	0.0 %
4024	SUBSCRIPTIONS	0	0	400	400		400	0.0 %
4036	PROPERTY MAINTCE	842	992	500	-492		-492	198.5 %
4040	EQUIPMENT & SMALL TOOLS	320	689	2,000	1,311		1,311	34.4 %
4042	EQUIPMENT MAINTCE	202	202	10,000	9,798		9,798	2.0 %
4120	POOL CHEMICALS	469	628	5,000	4,372		4,372	12.6 %
4125	POOL PURCHASES NOT FOR	74	456	1,000	544		544	45.6 %
	Leisure Centre - Swimming Pool :- Expenditure	**8,811**	**13,564**	**99,350**	**85,786**	**0**	**85,786**	**13.7 %**
4103	PURCHASES FOR RESALE	698	977	8,500	7,523		7,523	11.5 %
	Leisure Centre - Swimming Pool :- Direct Expenditure	**698**	**977**	**8,500**	**7,523**	**0**	**7,523**	**11.5 %**
1012	Bouncy Castle Parties	417	908	2,500	-1,592			36.3 %
1014	SWIMMING - CASUAL HIRE	0	545	0	545			0.0 %
1020	SWIMMING - PUBLIC	5,111	10,248	108,000	-97,752			9.5 %
1021	SWIMMING - LESSONS	2,688	19,444	200,000	-180,556			9.7 %
1022	SWIMMING - SCHOOLS	40	6,826	15,000	-8,174			45.5 %
1023	SWIMMING - CLUBS	119	4,411	21,500	-17,089			20.5 %
1024	SALES (STOCK) POOL	345	822	13,000	-12,178			6.3 %
1025	Pool Parties	75	275	6,000	-5,725			4.6 %
1026	One to One Lessons	225	465	14,000	-13,535			3.3 %
1027	Aqua Fit	491	1,016	6,000	-4,984			16.9 %
1028	Lifeguard Courses	17	17	6,200	-6,183			0.3 %
1080	MISCELLANEOUS INCOME	0	0	600	-600			0.0 %
1099	TILL DISCREPANCIES	-17	-117	0	-117			0.0 %
	Leisure Centre - Swimming Pool :- Income	**9,509**	**44,860**	**392,800**	**-347,940**			**11.4 %**
	Net Expenditure over Income	**-1**	**-30,319**	**-284,950**	**-254,631**			
103	Leisure Centre - Pool Vending							
1030	Vending Machine Income	123	156	1,800	-1,644			8.7 %
	Leisure Centre - Pool Vending :- Income	**123**	**156**	**1,800**	**-1,644**			**8.7 %**
	Net Expenditure over Income	**-123**	**-156**	**-1,800**	**-1,644**			
104	Leisure Centre - Bar							
4001	SALARIES & WAGES	0	10,812	70,355	59,543		59,543	15.4 %
4006	PROTECTIVE CLOTHING	0	0	550	550		550	0.0 %

Continued on Page No 3

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4016	JANITORIAL	9	9	0	-9		-9	0.0 %
4032	PUBLICITY	0	0	100	100		100	0.0 %
4036	PROPERTY MAINTCE	1,314	1,389	2,000	611		611	69.4 %
4038	MAINTENANCE CTRCTS	149	149	350	201		201	42.6 %
4040	EQUIPMENT & SMALL TOOLS	0	393	400	7		7	98.1 %
4041	EQUIPMENT HIRE	427	427	5,000	4,573		4,573	8.5 %
4051	BANK CHARGES	71	155	700	545		545	22.1 %
4060	OTHER PROF FEES	100	200	1,200	1,000		1,000	16.7 %
4104	BAR SUNDRIES	155	155	600	445		445	25.8 %
4110	PROMOTIONS	0	0	2,500	2,500		2,500	0.0 %
4115	LICENCES	0	0	900	900		900	0.0 %
4116	GAMING MACHINE DUTY	172	172	1,000	828		828	17.2 %
	Leisure Centre - Bar :- Expenditure	**2,397**	**13,860**	**85,655**	**71,795**	**0**	**71,795**	**16.2 %**
4101	PURCHASES - WET STOCK	4,338	8,333	60,750	52,417		52,417	13.7 %
4102	PURCHASES - DRY STOCK	2,306	2,610	5,000	2,390		2,390	52.2 %
	Leisure Centre - Bar :- Direct Expenditure	**6,644**	**10,944**	**65,750**	**54,806**	**0**	**54,806**	**16.6 %**
1001	RENT RECEIVED	624	1,310	16,800	-15,490			7.8 %
1031	MACHINE INCOME	245	422	2,400	-1,978			17.6 %
1032	Tickets	0	0	500	-500			0.0 %
1040	BAR INCOME - LOUNGE	11,174	22,642	140,000	-117,359			16.2 %
1041	BAR INCOME - HALL	442	879	12,500	-11,621			7.0 %
1049	CAFE INCOME	315	611	3,600	-2,989			17.0 %
1099	TILL DISCREPANCIES	-7	-13	0	-13			0.0 %
	Leisure Centre - Bar :- Income	**12,794**	**25,851**	**175,800**	**-149,949**			**14.7 %**
	Net Expenditure over Income	**-3,753**	**-1,048**	**-24,395**	**-23,347**			
105	Leisure Centre - Indoor Sports							
4014	ELECTRICITY	834	1,742	17,000	15,258		15,258	10.2 %
4036	PROPERTY MAINTCE	193	260	5,000	4,740		4,740	5.2 %
4038	MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0 %
4040	EQUIPMENT & SMALL TOOLS	0	0	500	500		500	0.0 %
	Leisure Centre - Indoor Sports :- Expenditure	**1,027**	**2,003**	**23,500**	**21,497**	**0**	**21,497**	**8.5 %**
1050	BADMINTON FEES	219	501	3,500	-2,999			14.3 %
1051	SNOOKER FEES	588	1,193	7,200	-6,008			16.6 %
1052	PARTY ROOM HIRE	175	413	2,000	-1,588			20.6 %
1053	SKITTLE ALLEY	0	17	100	-83			16.7 %
	Leisure Centre - Indoor Sports :- Income	**981**	**2,123**	**12,800**	**-10,677**			**16.6 %**
	Net Expenditure over Income	**46**	**-120**	**10,700**	**10,820**			

Continued on Page No 4

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
106	Leisure Centre - Outdoor Sport							
4014	ELECTRICITY	0	62	3,000	2,938		2,938	2.1 %
	Leisure Centre - Outdoor Sport :- Expenditure	**0**	**62**	**3,000**	**2,938**	**0**	**2,938**	**2.1 %**
1060	GRASS INCOME	577	1,393	8,000	-6,607			17.4 %
1061	OUTSIDE COURTS	0	0	1,000	-1,000			0.0 %
1063	Petanque Income	0	0	100	-100			0.0 %
	Leisure Centre - Outdoor Sport :- Income	**577**	**1,393**	**9,100**	**-7,707**			**15.3 %**
	Net Expenditure over Income	**-577**	**-1,332**	**-6,100**	**-4,768**			
201	Playing Fields							
4012	WATER RATES	84	148	2,000	1,852		1,852	7.4 %
4037	GROUNDS MAINTENANCE	198	455	2,250	1,795		1,795	20.2 %
	Playing Fields :- Expenditure	**282**	**603**	**4,250**	**3,647**	**0**	**3,647**	**14.2 %**
1001	RENT RECEIVED	0	0	65	-65			0.0 %
	Playing Fields :- Income	**0**	**0**	**65**	**-65**			**0.0 %**
	Net Expenditure over Income	**282**	**603**	**4,185**	**3,582**			
202	Play Areas							
4037	GROUNDS MAINTENANCE	0	0	1,500	1,500		1,500	0.0 %
4042	EQUIPMENT MAINTCE	511	511	1,000	490		490	51.1 %
	Play Areas :- Expenditure	**511**	**511**	**2,500**	**1,990**	**0**	**1,990**	**20.4 %**
	Net Expenditure over Income	**511**	**511**	**2,500**	**1,990**			
203	Millennium Green							
4037	GROUNDS MAINTENANCE	0	0	500	500		500	0.0 %
	Millennium Green :- Expenditure	**0**	**0**	**500**	**500**	**0**	**500**	**0.0 %**
1001	RENT RECEIVED	0	0	1,500	-1,500			0.0 %
	Millennium Green :- Income	**0**	**0**	**1,500**	**-1,500**			**0.0 %**
	Net Expenditure over Income	**0**	**0**	**-1,000**	**-1,000**			
204	Allotments							
4012	WATER RATES	0	86	250	164		164	34.4 %
4013	RENT	0	0	275	275		275	0.0 %
4037	GROUNDS MAINTENANCE	0	0	250	250		250	0.0 %
	Allotments :- Expenditure	**0**	**86**	**775**	**689**	**0**	**689**	**11.1 %**

Continued on Page No 5

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1001	RENT RECEIVED	0	0	1,600	-1,600			0.0 %
	Allotments :- Income	**0**	**0**	**1,600**	**-1,600**			**0.0 %**
	Net Expenditure over Income	**0**	**86**	**-825**	**-911**			
301	Roads & Highways							
4080	STREET CARE (ex S Glos)	0	0	3,200	3,200		3,200	0.0 %
	Roads & Highways :- Expenditure	**0**	**0**	**3,200**	**3,200**	**0**	**3,200**	**0.0 %**
	Net Expenditure over Income	**0**	**0**	**3,200**	**3,200**			
302	Community Development							
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	4,000	4,000		4,000	0.0 %
4707	GRANTS - YOUTH PROVISION	0	0	10,000	10,000		10,000	0.0 %
4708	GRANTS - COMM'Y PARTNERSHIP	0	0	3,500	3,500		3,500	0.0 %
4711	GRANTS - S137 GENERAL	0	0	6,500	6,500		6,500	0.0 %
4720	CHRISTMAS ACTIVITIES	0	0	3,500	3,500		3,500	0.0 %
4725	FILTON FESTIVAL	350	409	5,000	4,591		4,591	8.2 %
	Community Development :- Expenditure	**350**	**409**	**34,300**	**33,891**	**0**	**33,891**	**1.2 %**
1077	GRANTS RECEIVED	975	975	0	975			0.0 %
1082	Filton Festival	110	110	2,500	-2,390			4.4 %
	Community Development :- Income	**1,085**	**1,085**	**2,500**	**-1,415**			**43.4 %**
	Net Expenditure over Income	**-735**	**-676**	**31,800**	**32,476**			
801	Corporate Management							
4004	PENSION DEFICIT	0	-533	1,900	2,433		2,433	-28.1 %
4069	Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0 %
	Corporate Management :- Expenditure	**0**	**-533**	**11,900**	**12,433**	**0**	**12,433**	**-4.5 %**
	Net Expenditure over Income	**0**	**-533**	**11,900**	**12,433**			
802	Democratic Rep'n & Mgmt							
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0 %
4009	TRAVEL	0	0	50	50		50	0.0 %
4024	SUBSCRIPTIONS	0	0	200	200		200	0.0 %
4028	ELECTION COSTS	0	0	5,400	5,400		5,400	0.0 %

Continued on Page No 6

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4033	NEWSLETTER	0	250	3,000	2,750		2,750	8.3 %
4065	MEETING COSTS	0	0	200	200		200	0.0 %
	Democratic Rep'n & Mgmt :- Expenditure	**0**	**250**	**9,100**	**8,850**	**0**	**8,850**	**2.7 %**
	Net Expenditure over Income	**0**	**250**	**9,100**	**8,850**			
803	Civic Expenses							
4066	CHAIRMANS ALLOWANCE	81	827	950	123		123	87.0 %
	Civic Expenses :- Expenditure	**81**	**827**	**950**	**123**	**0**	**123**	**87.0 %**
	Net Expenditure over Income	**81**	**827**	**950**	**123**			
901	Central Services							
4001	SALARIES & WAGES	0	8,838	103,136	94,298		94,298	8.6 %
4005	HR Costs-Service level agr'mnt	7,000	7,000	7,500	500		500	93.3 %
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0 %
4008	TRAINING	0	0	500	500		500	0.0 %
4009	TRAVEL	0	0	200	200		200	0.0 %
4010	OTHER STAFF COSTS	18	18	1,000	982		982	1.8 %
4016	JANITORIAL	-183	0	0	0		0	0.0 %
4020	SUNDRY OFFICE & IT COSTS	471	643	4,000	3,357		3,357	16.1 %
4021	TELEPHONE & FAX	0	0	600	600		600	0.0 %
4022	POSTAGE	57	179	1,000	821		821	17.9 %
4023	STATIONERY/PRINTING	114	114	1,200	1,086		1,086	9.5 %
4024	SUBSCRIPTIONS	35	35	2,000	1,965		1,965	1.8 %
4026	PHOTOCOPY CHARGES	0	0	4,000	4,000		4,000	0.0 %
4027	OFFICE EQUIPMENT	0	0	500	500		500	0.0 %
4040	EQUIPMENT & SMALL TOOLS	0	898	0	-898		-898	0.0 %
4051	BANK CHARGES	11	11	500	489		489	2.1 %
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0 %
4057	AUDIT FEES	0	0	3,300	3,300		3,300	0.0 %
4058	ACCOUNTANCY FEES	0	770	12,000	11,230		11,230	6.4 %
4060	OTHER PROF FEES	0	0	3,000	3,000		3,000	0.0 %
	Central Services :- Expenditure	**7,523**	**18,505**	**145,686**	**127,181**	**0**	**127,181**	**12.7 %**
1001	RENT RECEIVED	0	0	2	-2			0.0 %
	Central Services :- Income	**0**	**0**	**2**	**-2**			**0.0 %**
	Net Expenditure over Income	**7,523**	**18,505**	**145,684**	**127,179**			

Continued on Page No 7

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
902	Outside Services							
4001	SALARIES & WAGES	0	7,180	84,450	77,270		77,270	8.5 %
4006	PROTECTIVE CLOTHING	0	0	500	500		500	0.0 %
4008	TRAINING	0	0	1,000	1,000		1,000	0.0 %
4025	INSURANCE	0	0	200	200		200	0.0 %
4036	PROPERTY MAINTCE	102	319	1,500	1,181		1,181	21.2 %
4037	GROUNDS MAINTENANCE	1,522	1,702	2,500	798		798	68.1 %
4040	EQUIPMENT & SMALL TOOLS	46	54	2,000	1,946		1,946	2.7 %
4041	EQUIPMENT HIRE	119	119	500	381		381	23.8 %
4042	EQUIPMENT MAINTCE	47	47	4,500	4,453		4,453	1.0 %
4044	VEHICLE FUEL,OIL & MAINT	1,129	1,129	4,000	2,871		2,871	28.2 %
	Outside Services :- Expenditure	**2,964**	**10,550**	**101,150**	**90,600**	**0**	**90,600**	**10.4 %**
1064	Third Party Fee Income	0	0	4,800	-4,800			0.0 %
	Outside Services :- Income	**0**	**0**	**4,800**	**-4,800**			**0.0 %**
	Net Expenditure over Income	**2,964**	**10,550**	**96,350**	**85,800**			
909	Capital & Projects							
4054	LOAN INTEREST PWLB	1,640	1,640	3,756	2,116		2,116	43.7 %
4055	LOAN CAPITAL REPAID	6,412	6,412	12,347	5,935		5,935	51.9 %
4903	CAP IT Upgrading	2,175	2,175	0	-2,175		-2,175	0.0 %
4992	FUNDING FROM R CAP FUND	-2,175	-2,175	0	2,175		2,175	0.0 %
4993	TFR TO ROLLING CAPITAL FUND	0	25,000	25,000	0		0	100.0 %
	Capital & Projects :- Expenditure	**8,051**	**33,051**	**41,103**	**8,052**	**0**	**8,052**	**80.4 %**
	Net Expenditure over Income	**8,051**	**33,051**	**41,103**	**8,052**			
998	Precept & Interest							
1075	PRECEPT SUPPORT GRANT	0	0	21,519	-21,519			0.0 %
1076	PRECEPT	0	343,529	646,151	-302,622			53.2 %
1090	INTEREST RECEIVED	3	3	500	-497			0.5 %
	Precept & Interest :- Income	**3**	**343,532**	**668,170**	**-324,638**			**51.4 %**
	Net Expenditure over Income	**-3**	**-343,532**	**-668,170**	**-324,638**			

Filton Town Council 2018/19

Summary Income & Expenditure by Budget Heading 31st May 2018

Month No : 2

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
101 Leisure Centre - General	Expenditure	10,870	71,382	626,468	555,086		555,086	11.4 %
	Income	1,415	3,794	31,700	-27,906			12.0 %
102 Leisure Centre - Swimming Pool	Expenditure	9,509	14,541	107,850	93,309		93,309	13.5 %
	Income	9,509	44,860	392,800	-347,940			11.4 %
103 Leisure Centre - Pool Vending								
	Income	123	156	1,800	-1,644			8.7 %
104 Leisure Centre - Bar	Expenditure	9,040	24,803	151,405	126,602		126,602	16.4 %
	Income	12,794	25,851	175,800	-149,949			14.7 %
105 Leisure Centre - Indoor Sports	Expenditure	1,027	2,003	23,500	21,497		21,497	8.5 %
	Income	981	2,123	12,800	-10,677			16.6 %
106 Leisure Centre - Outdoor Sport	Expenditure	0	62	3,000	2,938		2,938	2.1 %
	Income	577	1,393	9,100	-7,707			15.3 %
201 Playing Fields	Expenditure	282	603	4,250	3,647		3,647	14.2 %
	Income	0	0	65	-65			0.0 %
202 Play Areas	Expenditure	511	511	2,500	1,990		1,990	20.4 %
203 Millennium Green	Expenditure	0	0	500	500		500	0.0 %
	Income	0	0	1,500	-1,500			0.0 %
204 Allotments	Expenditure	0	86	775	689		689	11.1 %
	Income	0	0	1,600	-1,600			0.0 %
301 Roads & Highways	Expenditure	0	0	3,200	3,200		3,200	0.0 %
302 Community Development	Expenditure	350	409	34,300	33,891		33,891	1.2 %
	Income	1,085	1,085	2,500	-1,415			43.4 %
801 Corporate Management	Expenditure	0	-533	11,900	12,433		12,433	-4.5 %
802 Democratic Rep'n & Mgmt	Expenditure	0	250	9,100	8,850		8,850	2.7 %
803 Civic Expenses	Expenditure	81	827	950	123		123	87.0 %
901 Central Services	Expenditure	7,523	18,505	145,686	127,181		127,181	12.7 %
	Income	0	0	2	-2			0.0 %
902 Outside Services	Expenditure	2,964	10,550	101,150	90,600		90,600	10.4 %
	Income	0	0	4,800	-4,800			0.0 %
998 Precept & Interest								
	Income	3	343,532	668,170	-324,638			51.4 %
909 Capital & Projects	Expenditure	8,051	33,051	41,103	8,052		8,052	80.4 %

Continued on Page 2

Summary Income & Expenditure by Budget Heading 31st May 2018

Month No : 2

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
INCOME - EXPENDITURE TOTALS	Expenditure	50,208	177,049	1,267,637	1,090,588	0	1,090,588	14.0 %
	Income	26,487	422,793	1,302,637	-879,844			32.5 %
	Net Expenditure over Income	23,721	-245,745	-35,000	210,745			

Filton Town Council 2018/19

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 2   31st May 2018

A/c	Account Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,201,790	1,324,835	876,955
11	LEASEHOLD LAND & BUILDINGS	25,000	5,500	19,500
21	VEHICLES & EQUIPMENT	516,515	461,711	54,804
41	INFRASTRUCTURE ASSET	183,421	174,847	8,574
61	COMMUNITY ASSETS	61,372	24,968	36,404
	Total Fixed Assets	**2,988,098**	**1,991,861**	**996,237**
	Current Assets			
100	TRADE DEBTORS	13,639		
105	VAT CONTROL	472		
110	PREPAYMENTS	10,972		
116	STAFF ADVANCES	290		
120	STOCK - BAR	4,308		
121	STOCK - LEISURE	847		
200	BANK ACCOUNT-GENERAL	332,721		
201	BANK IMPREST WAGES AC	50,257		
220	PETTY CASH - OFFICE	81		
221	PETTY CASH - BAR	350		
225	FLOAT - BAR	900		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	865		
250	CHANGE CONTROL AC	-90		
	Total Current Assets		**415,711**	
	Current Liabilities			
500	TRADE CREDITORS	1,610		
510	ACCRUED EXPENSES	10,377		
512	ACCRUED LOAN INTEREST	880		
520	NET WAGES CONTROL	-31,225		
525	PAYE AND NI DUE	8,504		
528	A of E CONTROL	403		
560	INCOME IN ADVANCE	69,409		
	Total Current Liabilities		**59,959**	
	Net Current Assets			**355,752**
	Total Assets less Current Liablities			**1,351,989**
	Long Term Liabilities			
389	Deferred Grants Unapplied	2,597		
390	Deferred Grants Applied	1,466,506		
391	Deferred Grants Released	-1,136,928		
401	PWLB Loan 486814	57,576		
	Total Long Term Liabilities		**389,751**	
	Total Assets less Total Liablities			**962,239**
	Represented By :-			
300	CURRENT YEAR FUND	245,745		
310	GENERAL FUND	71,191		
315	ROLLING CAPITAL FUND	23,909		

A/c	Account Description	Actual	
324	EMR Allotments	4,961	
325	EMR 4 Towns Play Association	300	
328	EMR Elections	7,051	
330	CAPITAL FINANCE ACCOUNT	609,083	
	Total Equity		**962,239**

Dear Darryll, Ian, and Lesley (copied to our chair and treasurer, and other Filton SG councillors for information)

Good afternoon.

I am writing to you collectively as chair, chair of finance, and town clerk of Filton Town Council on behalf of FACE, a Filton youth and community charity providing work with children, young people, families, and vulnerable adults.

As I'm sure you are aware, Filton is no longer classed a priority neighbourhood, and therefore from April 2019 youth work funding will not be guaranteed for this area at all.

South Glos youth work funding is being commissioned differently and there is currently a tender process going on to decide how the youth offer is allocated across South Glos.

We currently have a half-time youth work post and 6 sessional youth work posts funded by the current South Glos. Council budget (equating to around £43,000 - around 30% of our overall income) which runs a youth work evening on Wednesdays for age 12-18, one session on Fridays for age 11-13, some outreach work, school holiday activities, monthly youth drop-ins at Abbeywood School, youth work time for community events and meetings such as consultations, action planning, etc as well as contributing towards my time and the wider oncosts of the charity to sustain our work.

This funding is no longer available in the 2019+ budgets and the offer within the tendering process is lower than is currently funded across the authority.

The 2 evening clubs, outreach work, and the wider impact of FACE's provision are obviously under a great deal of threat through this funding going, which obviously leaves us currently trying to work out what we do in the future!

I am currently working with youth provider colleagues across this area to put forward a partnership application to secure youth work across our "Lot" which includes Filton, Patchway, the Stokes areas, Thornbury, and all the surrounding rural areas. There is only £107,000 on offer between 6 existing providers. The only protected work is 2 nights' provision in Patchway and one night for young people with learning difficulties and disabilities; equating to around £50,000 of that money straight away. All other work is subject to change and colleagues are all understandably fighting to keep their own interests and own clubs running.

I am fighting to try to maintain something for Filton, and at the most I think this may be funding to keep one evening open with some sessional staff, this would be the Wednesday evening for 12-18 years. (I am attending a meeting next Wednesday where I will know exactly what if any funding may be designated to Filton). Best case scenario with £15,000 allocated, this looks like it would mean in the region of a drop of £28,000 for us, and we would therefore lose our Friday night provision which currently sees 40 young people per week aged 10-13 coming through our doors and any holiday provision.

We currently receive £5000 from the Town Council, (thank you very much!) which is used for facilitating Filton Youth Council and providing Duke of Edinburgh's awards groups as required, plus some of this funding is used currently to top up our Friday evening provision to enable us to provide a group for 7-9 year olds - which is our fastest growing group and we have a waiting list now as we have reached full safe capacity.

I am currently looking at all our budgets and how we may align work, drop things that aren't working so well, or scaling back on what we can to preserve the valuable children's and youth work we provide, as well as putting together funding applications to grants and trusts to support our work moving forward.

We are looking to increase our subs and consulting with parents and members about a new 'Friends of FACE' membership scheme to increase income and ownership; but we do not wish cost to become a barrier to the often disadvantaged and disengaged families we are trying to provide a service for.

We are also working with a CVS associate currently who is helping us to prepare a fundraising strategy and preparing an Impact Report for us which will be great for evidencing our work to funders and businesses to hopefully to gain more income.

Current funding from FTC proposal:

In order to preserve our younger youth group for 7-9 year olds, which as I say is attended by 45 children every week and has a waiting list, I propose that from September 2018 we use the full current £5000 grant to fund this work on Friday evenings.

I propose to stop running the Filton Youth Council as its current format, and to create an open Filton Youth Forum once a month, which may be attended by town councillors, and will align itself with the community action plan and gain young people's voice and influence in a better way to effect change and grow the relationship between young people and the town council. I will lead on this work in the first instance in order that our other budgets may be preserved as much as possible for open access youth and children's work.

We will put a hold on any DofE work which cannot be covered under our general Wednesday night provision - provided that this work maintains funding within the South Glos Partnership bid, otherwise it will be dropped completely.

Future funding from FTC:

I am writing essentially to ask if there is any way the Town Council would be able to provide more funding for youth work in the future?

If we are able to preserve one evening of provision within the South Glos Partnership we are expecting this to be to the tune of £15,000. We will still be losing in the region of £28,000. I'm not silly, I know that this is an incredible amount of money that the town council would not be able to fund.

However, I wonder if any budget may be found to help out?

It costs around **£15,000** to run an evening of youth work - and this is what we would be looking to find in addition to enable us to keep our Friday evening session for 10-13 year olds open from April 2019. If we do not find guarantee of this money by December 2018, we will need to give redundancy notices to our 4 staff and notice to parents and members that the evening will be closing in March 2019. We obviously wish to avoid this if possible.

I would welcome the opportunity to work with the town council to see if there is anything that can be done to prevent youth and children's services being cut in Filton and to diminish the work that FACE does in the community.

We pride ourselves on being flexible and able to respond to the needs of the families with which we work, but this funding cut is going to be a serious blow to us and our ability to be responsive and meet needs as we do currently. This will mean redundancies, and potentially lowering hours for key staff (myself included!), with a knock-on effect of course that FACE will not be able to provide anything like what is currently provided to the local community.

I look forward to hearing from you and any ideas or suggestions as we move forward in this new world of not being a protected priority neighbourhood.

Many thanks for your time,

Debbie

Debbie Teml, Charity Director

FACE - Foundation for Active Community Engagement.

Registered charity no. 1156904.

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 13th March 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I. Scott, (Chair), K. Briffett, M. Chaudhry, D. Collins, A. Doyle, A. Kenyon, A. Monk, E. Seymour, R. Taylor, A Tink, J. Tucker
ALSO PRESENT: L. Reuben (Town Clerk), N. Bibi (Town Council Support Officer)
APOLOGIES: Cllrs: - B. Mead

1349. APOLOGIES FOR ABSENCE: Apologies were noted.

1350. DECLARATION OF INTEREST: M. Chaudhry declared an interest on an item on the planning schedule.

1351. MINUTES: The minutes of the meeting held Tuesday 13th February 2018 were approved as an accurate record.

1352. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: None.

1353. PUBLIC QUESTIONS: None received.

1354. BUS SHELTER – CHURCH ROAD: The Town Clerk raised the question as to whether the bus shelter on Church road could be removed given that it is costing the Council to maintain it, and yet it is not now used as is not on a bus route.
Councillors voted all in favour of removing the bus shelter.

1355. MANAGERS' REPORTS:

i) Grounds and Maintenance Manager (Appendix 1). The Grounds and Maintenance Manager updated councillors on the situation with trees throughout the Council's open spaces. He said that a formal tree report had been conducted and that grounds staff were undergoing training as a commitment to maintaining the trees (which would also ultimately reduce costs by avoiding having to contract out work), and also general safety.
He explained that these were precautionary measures that must now be taken given that two trees had already come down in Millennium Green.
He asked that Council would also commit to this and requested for money to be made available for the necessary work. He said that £1.5k was needed for urgent work, but that a total figure of £5k was needed. This was not an annual cost prediction, but rather initial one-off costs only.
It was agreed to use £1.5k from unused 2017/18 budget, and to allocate the remaining required £3.5k from 2018/19 reserves.
<u>ACTION:</u> Grounds and Maintenance Manager to look into the cost of hiring equipment rather than buying all equipment.
The Town Clerk asked him to update councillors on the Plant Room. He advised that a lot of patching and repairing had taken place over the years and that the Plant Room was now in dire need of modernisation with some parts of equipment dating back to the 1970s. He said that it was possible to purchase heat exchangers now that recycled air.
<u>ACTION:</u> Grounds and Maintenance Manager to find out the cost of such heat exchangers as well as what the return value could be for the Council / Leisure Centre.
Cllr Scott said that the community needed to decide where they wanted to invest the money and so once the Grounds and Maintenace Manager had gathered the information, the public would be able to decide.

ii) Bar Manager's Report – Noted.

iii) Leisure Centre Manager's Report – Noted.

1356. BUDGET REPORT AND INCOME AND EXPENDITURE REPORTS: Concerns were raised regarding the £11k over spend on salaries, but the Clerk said this was justified because it was comparative with the additional income generated. The Town Clerk provided an update on The Hatch by informing councillors that a couple had come forward with the proposal that the Council fit kitchen units, provide a grill, microwave and fridge-freezer, have a three-month lead-in rent free, and a monthly rent of £400 which could be reviewed in 12 months.
The motion was put forward by Cllr Monk to allow the Clerk to proceed as she sees fit. This was seconded by Cllr Tucker. Motion passed all in favour.
It was noted that if The Hatch re-opens, St Vallier's FC need to be notified that they will no longer be permitted to sell teas and coffees on a Saturday morning.
ACTION: Town Clerk to provide update at next Full Council meeting.

1357. BALANCE SHEET: Noted.

1358. GRANT APPLICATION – ST VALLIER FC: The Clerk explained that the previous St Vallier's grant request application had been withheld due to operational issues which had since been resolved. The club are looking for a £500 grant which the council has remaining in its grant budget.
Councillors voted all in favour of awarding the grant.
ACTION: Cheque plus notification letter to be issued to St Vallier's FC.

1359. PLANNING APPLICATIONS:

FEEDBACK: 23rd February 2018 - To Date

PT17/5478/F (F.3594) - 77 Northville Road Filton Bristol South Gloucestershire BS7 0RJ - Installation of 1no rear dormer and removal of chimney to facilitate loft conversion. - *Approve with Conditions.*

PT17/4691/F (F.3597) - 10 Kenmore Crescent Filton Bristol South Gloucestershire BS7 0TN - Demolition of existing garage. Erection of single storey side and rear extension to from additional living accommodation and garage. Installation of rear and side dormer to create loft conversion. Amendment to previously approved scheme PT16/0311/F. - *Approve with Conditions*.

PT18/0324/PNH (F.3610) - Erection of single storey rear extension, which would extendbeyond the rear wall of the original house by 4.2 metres, for which the maximum height would be 3.65 metres and for which the height of the eaves would be 2.4 metres. - *No Objection*.

PT18/0059/F (F.3602) - 884 Filton Avenue Filton Bristol South Gloucestershire BS34 7AY - Erection of front porch. - *Approve with Conditions*.

PT14/3867/O - Former Filton Airfield Filton South Gloucestershire - Mixed use development on 143.73 hectares of land comprising: residential development for up to 2,675 dwellings and apartments (comprising 2,635 x Use Class C3 and 40 x Live Work Units - Sui Generis); 24ha of stand-alone employment land(comprising up to 12ha Use Class B1a and a minimum of 12ha Use Class B1b/c, B2) ; 120 Bed Hotel up to 3,800 sqm (Use Class C1); Rail Station (0.45ha Use Class Sui Generis);Education provision to include a Secondary School (8.31ha), 2no. Primary Schools (total 5ha) and 2 no. Childrens Nurseries(total 0.8ha) (all Use ClassD1);Community Centre incorporating Library, Built Sports facilities and Doctors surgery up to 3,400sqm (Use Classes D1 & D2);Dental Surgery up to 800sqm; (UseClass D1); 70 Bed Extra Care Facility up to 12,500sqm (Use Class C2); Shops/Financial Services/Food and Drink facilities upto 4,787sqm (Use Classes A1, A2, A3, A4 and A5) – comprising Retail Supermarket up to 2,787sqm gross maximum (Use ClassA1); Business Offices up to 500sqm (Use Class B1) together with; supporting infrastructure and facilities including demolition, ground works and remediation, highways, utilities, landscaping, sustainable urban drainage system, wildlife water basins and public open space. Outline application including access, with all other matters reserved. - *Approved - S106 Signed*.

PT17/5864/F (F.3604) - Fairways Southmead Road Filton Bristol South Gloucestershire - **Fairways Southmead Road Filton Bristol South Gloucestershire -** Erection of two storey front extension and first floor front extension with balcony to form annexe ancillary to main dwelling. Installation of window on side elevation. - *Refusal*.

ii) Current Planning Applications: See Attached.

1360. Confidential Session: Severnside TV Group

The Town Clerk reported that there was a provisional agreement with the group who had been using the loft space for an aerial and transmitter equipment. The suggestion was that the group could be given a filing cabinet for their equipment and would pay the sum of £50p/a, as well as electrical charges incurred (a meter would be installed to measure usage). They had in the interim come off-air. Cllr Scott moved to accept this suggestion and was seconded by Cllr Taylor. The motion was approved all in favour.

The Chair closed the meeting at 21:40

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS
Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk
Town Clerk : Lesley Reuben
Tel: 01454 866698

Finance & General Purposes Committee – All Town Council Members
5th April 2018

Dear Member

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Tuesday 10th April 2018 at 7.p.m.** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

L.A.Reuben
Town Clerk.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 13th March 2018 *(pages 1-4)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Questions – none received
6. Managers reports:-
   i) Grounds and Maintenance Manager *(pages 5-6)*
   ii) Bar Report *(page 7)*
   iii) Leisure Centre Managers Report *(pages 8-9)*
7. Budget report and Income and Expenditure Reports *(pages 10-18)*
8. Balance Sheet – for information *(pages 19-20)*
9. Planning Applications:-
   i) Current Planning Applications 2018 & feedback*(page 21-22)*

10. *Confidential Session – public to be excluded*

1. Staff contracts update

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 13th March 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I. Scott, (Chair), K. Briffett, M. Chaudhry, D. Collins, A. Doyle, A. Kenyon, A. Monk, E. Seymour, R. Taylor, A Tink, J. Tucker
ALSO PRESENT: L. Reuben (Town Clerk), N. Bibi (Town Council Support Officer)
APOLOGIES: Cllrs: - B. Mead

1349. APOLOGIES FOR ABSENCE: Apologies were noted.

1350. DECLARATION OF INTEREST: M. Chaudhry declared an interest on an item on the planning schedule.

1351. MINUTES: The minutes of the meeting held Tuesday 13th February 2018 were approved as an accurate record.

1352. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: None.

1353. PUBLIC QUESTIONS: None received.

1354. BUS SHELTER – CHURCH ROAD: The Town Clerk raised the question as to whether the bus shelter on Church road could be removed given that it is costing the Council to maintain it, and yet it is not now used as is not on a bus route.
Councillors voted all in favour of removing the bus shelter.

1355. MANAGERS' REPORTS:
i) Grounds and Maintenance Manager (Appendix 1). Neil Palmer updated councillors on the situation with trees throughout the Council's open spaces. He said that a formal tree report had been conducted and that grounds staff were undergoing training as a commitment to maintaining the trees (which would also ultimately reduce costs by avoiding having to contract out work), and also general safety.
He explained that these were precautionary measures that must now be taken given that two trees had already come down in Millennium Green.
He asked that Council would also commit to this and requested for money to be made available for the necessary work. He said that £1.5k was needed for urgent work, but that a total figure of £5k was needed. This was not an annual cost prediction, but rather initial one-off costs only.
It was agreed to use £1.5k from unused 2017/18 budget, and to allocate the remaining required £3.5k from 2018/19 reserves.
<u>ACTION:</u> Neil Palmer to look into the cost of hiring equipment rather than buying all equipment.
The Town Clerk asked Neil Palmer to update councillors on the Plant Room. He advised that a lot of patching and repairing had taken place over the years and that the Plant Room was now in dire need of modernisation with some parts of equipment dating back to the 1970s. He said that it was possible to purchase heat exchangers now that recycled air.
<u>ACTION:</u> Neil Palmer to find out the cost of such heat exchangers as well as what the return value could be for the Council / Leisure Centre.
Cllr Scott said that the community needed to decide where they wanted to invest the money and so once Neil Palmer had gathered the information, the public would be able to decide.
ii) Bar Manger's Report – Noted.
iii) Leisure Centre Manager's Report – Noted.

1356. BUDGET REPORT AND INCOME AND EXPENDITURE REPORTS: Concerns were raised regarding the £11k over spend on salaries, but the Clerk said this was justified because it was comparative with the additional income generated. The Town Clerk provided an update on The Hatch by informing councillors that a couple had come forward with the proposal that the Council fit kitchen units, provide a grill, microwave and fridge-freezer, have a three-month lead-in rent free, and a monthly rent of £400 which could be reviewed in 12 months.
The motion was put forward by Cllr Monk to allow the Clerk to proceed as she sees fit. This was seconded by Cllr Tucker. Motion passed all in favour.
It was noted that if The Hatch re-opens, St Vallier's FC need to be notified that they will no longer be permitted to sell teas and coffees on a Saturday morning.
ACTION: Town Clerk to provide update at next Full Council meeting.

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1358. GRANT APPLICATION – ST VALLIER FC: The Clerk explained that the previous St Vallier's grant request application had been withheld due to operational issues which had since been resolved. The club are looking for a £500 grant which the council has remaining in its grant budget.
Councillors voted all in favour of awarding the grant.
ACTION: Cheque plus notification letter to be issued to St Vallier's FC.

1359. PLANNING APPLICATIONS:

FEEDBACK: 23rd February 2018 - To Date

PT17/5478/F (F.3594) - 77 Northville Road Filton Bristol South Gloucestershire BS7 0RJ - Installation of 1no rear dormer and removal of chimney to facilitate loft conversion. - *Approve with Conditions.*

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PT18/0324/PNH (F.3610) - Erection of single storey rear extension, which would extendbeyond the rear wall of the original house by 4.2 metres, for which the maximum height would be 3.65 metres and for which the height of the eaves would be 2.4 metres. - *No Objection.*

PT18/0059/F (F.3602) - 884 Filton Avenue Filton Bristol South Gloucestershire BS34 7AY - Erection of front porch. - *Approve with Conditions.*

PT14/3867/O - Former Filton Airfield Filton South Gloucestershire - Mixed use development on 143.73 hectares of land comprising: residential development for up to 2,675 dwellings and apartments (comprising 2,635 x Use Class C3 and 40 x Live Work Units - Sui Generis); 24ha of stand-alone employment land(comprising up to 12ha Use Class B1a and a minimum of 12ha Use Class B1b/c, B2) ; 120 Bed Hotel up to 3,800 sqm (Use Class C1); Rail Station (0.45ha Use Class Sui Generis);Education provision to include a Secondary School (8.31ha), 2no. Primary Schools (total 5ha) and 2 no. Childrens Nurseries(total 0.8ha) (all Use ClassD1);Community Centre incorporating Library, Built Sports facilities and Doctors surgery up to 3,400sqm (Use Classes D1 & D2);Dental Surgery up to 800sqm; (UseClass D1); 70 Bed

Extra Care Facility up to 12,500sqm (Use Class C2); Shops/Financial Services/Food and Drink facilities upto 4,787sqm (Use Classes A1, A2, A3, A4 and A5) – comprising Retail Supermarket up to 2,787sqm gross maximum (Use ClassA1); Business Offices up to 500sqm (Use Class B1) together with; supporting infrastructure and facilities including demolition, ground works and remediation, highways, utilities, landscaping, sustainable urban drainage system, wildlife water basins and public open space. Outline application including access, with all other matters reserved. - *Approved - S106 Signed.*

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ii) Current Planning Applications: See Attached.

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The Town Clerk reported that there was a provisional agreement with the group who had been using the loft space for an aerial and transmitter equipment. The suggestion was that the group could be given a filing cabinet for their equipment and would pay the sum of £50p/a, as well as electrical charges incurred (a meter would be installed to measure usage). They had in the interim come off-air. Cllr Scott moved to accept this suggestion and was seconded by Cllr Taylor. The motion was approved all in favour.

The Chair closed the meeting at 21:40

SCHEDULE OF PLANNING APPLICATIONS MARCH 2018

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3625	PT18/1146/O	**41 Fourth Avenue Filton Bristol South Gloucestershire BS7 0RN** - Demolition of existing garage and erection of 1no detached dwelling and associated works (Outline) all matters reserved.	2nd Apr	Concern over access to proposed property from actual road, rather than via back lane.
F.3626	PT18/0829/F	**Lanes Dairy Rectory Lane Filton South Gloucestershire BS34 7BF** - Erection of a first floor side extension to form 2no additional bedrooms. Change of use of ground floor from Class B2 (general industry) to 8no bedroom House in Multiple Occupancy (sui generis). As defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	4th Apr	Concerns over inadequate parking and overdevelopment of the area.
F.3627	PT18/0851/F	**17 Charlton Avenue Filton Bristol South Gloucestershire BS34 7QX** - Erection of two storey side extension and single storey rear extension to form additional living accommodation.	4th Apr	EXPIRED
F.3628	PT18/0766/F	**Unit H1A Horizon 38 Bolingbroke Way Filton Bristol BS34 6FE** - Erection of sprinkler pump house and installation of water storage tank adjacent to existing warehouse building (Retrospective).	5th Apr	No Objections
F.3629	PT18/1297/PNH	**14 Canberra Grove Filton Bristol South Gloucestershire BS34 7DH** - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 4.3 metres, for which the maximum height would be 3.86 metres and for which the height of the eaves would be 2.91 metres.	11th Apr	No Objections
4 F.3630	PT18/0718/F	**72 Eighth Avenue** - Erection of two storey side extension to provide additional living accommodation.	30th March	No Objections

Grounds and Maintenance Report March 2018

With spring coming I'm expecting the job numbers to steadily rise for the Grounds Jobs

Total Jobs 30

Leisure centre 12=40%

Ratepayers 2=7%

Grounds 8=26%

Maintenance 6=20%

Office 2=7%

On time 27=90%

Over 3=10%

In House 26=86%

Sub-Contractors 4=145

Tree Work

We are currently working though the jobs that we can do in house under our current level of training.

Boules Square

We completed a renovation of the grounds surrounding the area and we are going to reseed cleared areas when we do the football pitch repairs.

The Hatch

We are currently refurbishing the Hatch ready for reopening at Easter.

Rubbish

As the weather gets nicer the rubbish will be getting worse, so we will be increasing our litter picking and bin empting

Mark Hoskins

Senior Groundsmen

BAR REPORT MARCH 1^{ST}- 31st

STAFFING - Staff have been very good helping out with holidays etc.

INCOME AND EXPENDITURE - Takings for March has been very good, with £15,928.87 being taken to date, with drinks income looking healthy at £14,422.55 and food an amazing £686.22 due to the fact we had a few buffets this month.£820.00 snooker badminton and skittle alley. Income and expenditure remains under control and under budget.

PROMOTIONS & EVENTS -
Real ale sales are improving and house doubles are proving popular, Quiz nights are still being well represented with money being raised for Great western air ambulance. Don't forget The Ratepayers Arms is also entered into the Worlds biggest pub quiz on Sunday 8th April so please come along and enjoy a fun evening to help raise money for a great cause Great western air ambulance.

Kind Regards

Debra Holman
Bar Manager

FSLC report April 2018:

Team summary:

- Supervisors – George Tovey has successfully passed his six months probationary review and is now a full time Leisure Supervisor. We have now added three relief Supervisors to the team to ensure there is always adequate cover.
- Lifeguards – We now have new full time lifeguards started, this will now enable us to man the facility with more stability.
- Reception – We have one of our contracted Reception team off on long term sick. (Ongoing)
- Swimming team – The new supervisors and Administrator have now settled in and are looking at changes and improvements to the Swim School. One of the main areas tasked is communication with parents of our learners, as well as areas we can generate extra income. (Ongoing)

Training & Development:

- Our lifeguard who was doing his Trainer Assessor (Lifeguard trainer) has successfully passed. He will now be able to carry out courses to add income to the centre.
- Our Swim Supervisor has now completed her Monofin course which will enable us to offer bespoke Mermaid parties and courses. This will be unique to the area, and will also generate added income to the centre. We will be trialling the courses in May school holidays and I will report back the council on its success.

New Developments:

- We have reviewed our opening times and made amendments to allow us to open daily for our Dawn dippers sessions. This has been well received with our regulars and new customers are now using the facilities
- Course Pro (swim school booking tool) is now in the process of being set up. We are awaiting to hear of install and training dates. (We will be going live in April.)
- **We are looking at ideas to possibly change/renovate the 5 a side courts due to the lack of use. One of the suggestions is to turn them into over flow parking to help ease the congestion we have especially on the weekends. (it would be great to get the Councils feedback on this if possible)**

Events & Operations:

- We will be looking at planning for the School Summer holidays, we are looking offering crash courses in swimming as well as masterclasses, the pool inflatable, rookie lifeguard taster classes, National Pool Lifeguard Qualification and mermaid/Monofin sessions.
- We have received a grant from the NDCS charity (£396) to offer swimming crash course for up to 15 deaf students. This will be running at Easter and through the school summer holidays. (Ongoing)

Scott Fessey
Leisure Centre Manager

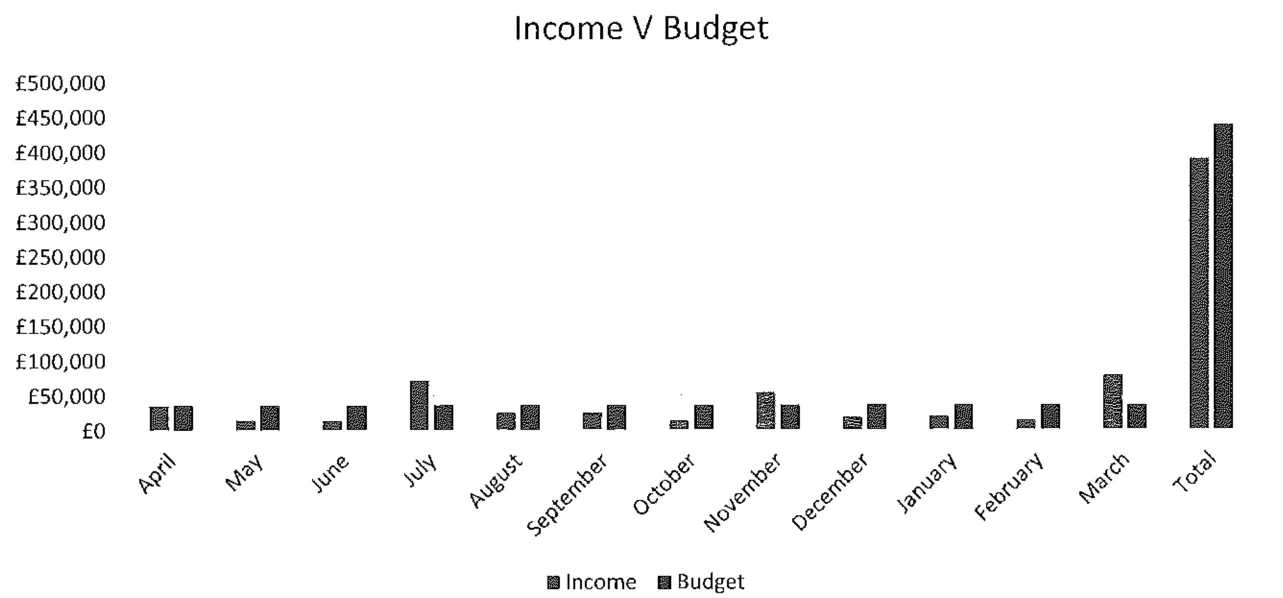
FSLC report April 2018:

Till income vs budget:

2017/2018

	P1	P2	P3	P4	P5	P6
Till Income	£35,936	£15,032	£14,409	£71,896	£25,876	£25,304
Budget	**£36,591**	**£36,591**	**£36,591**	**£36,591**	**£36,591**	**£36,591**
Cumulative Income	£35,936	£50,968	£65,377	£137,273	£163,149	£188,453
Cumulative Budget	£36,591	£73,182	£109,773	£146,364	£182,955	£219,546
Difference	£655	£22,214	-£44,396	-£9,091	-£19,806	-£31,093

	P7	P8	P9	P10	P11	P12
Till Income	£14,395	£54,673	£18,880	£20,423	£14,508	£79,123
Budget	**£36,591**	**£36,591**	**£36,591**	**£36,591**	**£36,591**	**£36,591**
Cumulative Income	£202,488	£257,161	£276,041	£296,464	£310,792	£389,915
Cumulative Budget	£256,137	£292,728	£329,319	£365,910	£402,501	£439,092
Difference	-£53,649	-£35,567	-£53,278	-£69,446	(£91,709)	(£49,177)



*** Does not include any BACS payments**

***Does not include money transferred for lessons from 2016/17**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	Leisure Centre - General							
4001	SALARIES & WAGES	44,515	460,248	485,643	25,395		25,395	94.8 %
4003	COST OF TRAINING COURSES	-180	2,233	1,700	-533		-533	131.4 %
4006	PROTECTIVE CLOTHING	0	1,482	1,500	18		18	98.8 %
4008	TRAINING	0	748	1,000	252		252	74.8 %
4010	OTHER STAFF COSTS	0	-226	0	226		226	0.0 %
4011	RATES	4,945	55,020	61,850	6,830		6,830	89.0 %
4012	WATER RATES	106	1,448	2,500	1,052		1,052	57.9 %
4014	ELECTRICITY	0	850	4,000	3,150		3,150	21.2 %
4015	GAS	502	4,643	8,000	3,357		3,357	58.0 %
4016	JANITORIAL	-538	3,981	4,000	19		19	99.5 %
4017	HEALTH & SAFETY	61	802	1,200	398		398	66.9 %
4018	REFUSE DISPOSAL	439	5,838	5,800	-38		-38	100.7 %
4021	TELEPHONE & FAX	18	598	1,200	602		602	49.8 %
4023	STATIONERY/PRINTING	82	976	1,000	24		24	97.6 %
4025	INSURANCE	0	12,309	12,000	-309		-309	102.6 %
4030	RECRUITMENT ADVTG	-400	544	500	-44		-44	108.8 %
4032	PUBLICITY	454	3,379	3,500	121		121	96.5 %
4035	SECURITY COSTS	574	6,015	7,000	985		985	85.9 %
4036	PROPERTY MAINTCE	420	15,042	9,500	-5,542		-5,542	158.3 %
4037	GROUNDS MAINTENANCE	0	140	0	-140		-140	0.0 %
4038	MAINTENANCE CTRCTS	684	7,225	7,500	275		275	96.3 %
4039	MISC EXPS, XMAS DECORATIONS	0	500	0	-500		-500	0.0 %
4040	EQUIPMENT & SMALL TOOLS	-71	3,324	2,500	-824		-824	133.0 %
4042	EQUIPMENT MAINTCE	0	1,099	0	-1,099		-1,099	0.0 %
4051	BANK CHARGES	291	4,058	4,500	442		442	90.2 %
4056	LEGAL FEES	0	185	0	-185		-185	0.0 %
4115	LICENCES	0	75	75	0		0	100.0 %
4992	FUNDING FROM R CAP FUND	0	-782	0	782		782	0.0 %
	Leisure Centre - General :- Expenditure	**51,901**	**591,756**	**626,468**	**34,712**	**0**	**34,712**	**94.5 %**
4103	PURCHASES FOR RESALE	0	850	0	-850		-850	0.0 %
	Leisure Centre - General :- Direct Expenditure	**0**	**850**	**0**	**-850**	**0**	**-850**	
1001	RENT RECEIVED	0	-1,023	0	-1,023			0.0 %
1010	Pavillion Hire	527	3,963	4,000	-37			99.1 %
1011	HALL BLOCK BOOKINGS	298	5,275	4,500	775			117.2 %
1013	EQUIPMENT HIRE INCOME	4	63	100	-37			63.4 %
1054	Softplay Income	1,037	14,698	22,500	-7,802			65.3 %
1080	MISCELLANEOUS INCOME	236	2,080	600	1,480			346.6 %
	Leisure Centre - General :- Income	**2,101**	**25,057**	**31,700**	**-6,643**			**79.0 %**
	Net Expenditure over Income	**49,800**	**567,549**	**594,768**	**27,219**			

Continued on Page No 2

Filton Town Council 2017/18

Detailed Income & Expenditure by Budget Heading 28th February 2018

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
102	Leisure Centre - Swimming Pool							
4008	TRAINING	213	2,888	3,000	112		112	96.3 %
4010	OTHER STAFF COSTS	0	104	250	146		146	41.6 %
4012	WATER RATES	1,234	10,001	13,000	2,999		2,999	76.9 %
4014	ELECTRICITY	1,969	15,687	28,000	12,313		12,313	56.0 %
4015	GAS	2,555	23,262	35,000	11,738		11,738	66.5 %
4017	HEALTH & SAFETY	0	709	1,200	491		491	59.1 %
4024	SUBSCRIPTIONS	0	359	400	41		41	89.8 %
4036	PROPERTY MAINTCE	0	946	500	-446		-446	189.2 %
4040	EQUIPMENT & SMALL TOOLS	202	2,233	2,000	-233		-233	111.7 %
4041	EQUIPMENT HIRE	204	624	0	-624		-624	0.0 %
4042	EQUIPMENT MAINTCE	81	10,901	10,000	-901		-901	109.0 %
4120	POOL CHEMICALS	401	3,376	5,000	1,624		1,624	67.5 %
4125	POOL PURCHASES NOT FOR	0	2,057	1,000	-1,057		-1,057	205.7 %
	Leisure Centre - Swimming Pool :- Expenditure	**6,859**	**73,147**	**99,350**	**26,203**	**0**	**26,203**	**73.6 %**
4103	PURCHASES FOR RESALE	680	5,504	8,500	2,996		2,996	64.8 %
	Leisure Centre - Swimming Pool :- Direct Expenditure	**680**	**5,504**	**8,500**	**2,996**	**0**	**2,996**	**64.8 %**
1012	Bouncy Castle Parties	179	2,438	2,500	-62			97.5 %
1020	SWIMMING - PUBLIC	4,729	60,747	108,000	-47,253			56.2 %
1021	SWIMMING - LESSONS	953	214,768	200,000	14,768			107.4 %
1022	SWIMMING - SCHOOLS	4,036	11,617	15,000	-3,383			77.4 %
1023	SWIMMING - CLUBS	4,360	11,755	21,500	-9,745			54.7 %
1024	SALES (STOCK) POOL	496	7,198	13,000	-5,802			55.4 %
1025	Pool Parties	175	1,812	6,000	-4,188			30.2 %
1026	One to One Lessons	155	17,334	14,000	3,334			123.8 %
1027	Aqua Fit	322	4,536	6,000	-1,464			75.6 %
1028	Lifeguard Courses	613	3,595	6,200	-2,605			58.0 %
1080	MISCELLANEOUS INCOME	0	0	600	-600			0.0 %
1099	TILL DISCREPANCIES	-10	-584	0	-584			0.0 %
	Leisure Centre - Swimming Pool :- Income	**16,007**	**335,216**	**392,800**	**-57,584**			**85.3 %**
	Net Expenditure over Income	**-8,468**	**-256,565**	**-284,950**	**-28,385**			
103	Leisure Centre - Pool Vending							
1030	Vending Machine Income	122	1,707	1,800	-93			94.8 %
	Leisure Centre - Pool Vending :- Income	**122**	**1,707**	**1,800**	**-93**			**94.8 %**
	Net Expenditure over Income	**-122**	**-1,707**	**-1,800**	**-93**			

Continued on Page No 3

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
104	Leisure Centre - Bar							
4001	SALARIES & WAGES	6,399	64,221	70,355	6,134		6,134	91.3 %
4006	PROTECTIVE CLOTHING	0	248	550	302		302	45.1 %
4032	PUBLICITY	0	0	100	100		100	0.0 %
4036	PROPERTY MAINTCE	72	667	2,000	1,334		1,334	33.3 %
4038	MAINTENANCE CTRCTS	0	305	350	45		45	87.1 %
4040	EQUIPMENT & SMALL TOOLS	4	25	400	375		375	6.3 %
4041	EQUIPMENT HIRE	952	5,375	5,000	-375		-375	107.5 %
4051	BANK CHARGES	62	777	700	-77		-77	111.0 %
4060	OTHER PROF FEES	200	1,100	1,200	100		100	91.7 %
4104	BAR SUNDRIES	0	132	600	468		468	22.1 %
4110	PROMOTIONS	0	300	2,500	2,200		2,200	12.0 %
4115	LICENCES	0	482	900	418		418	53.5 %
4116	GAMING MACHINE DUTY	136	688	1,000	312		312	68.8 %
	Leisure Centre - Bar :- Expenditure	**7,824**	**74,320**	**85,655**	**11,335**	**0**	**11,335**	**86.8 %**
4101	PURCHASES - WET STOCK	4,471	48,987	60,750	11,763		11,763	80.6 %
4102	PURCHASES - DRY STOCK	384	5,284	5,000	-284		-284	105.7 %
	Leisure Centre - Bar :- Direct Expenditure	**4,855**	**54,271**	**65,750**	**11,479**	**0**	**11,479**	**82.5 %**
1001	RENT RECEIVED	75	7,854	16,800	-8,946			46.8 %
1031	MACHINE INCOME	220	1,365	2,400	-1,035			56.9 %
1032	Tickets	0	794	500	294			158.8 %
1040	BAR INCOME - LOUNGE	11,568	120,603	140,000	-19,397			86.1 %
1041	BAR INCOME - HALL	0	5,994	12,500	-6,506			48.0 %
1049	CAFE INCOME	286	3,626	3,600	26			100.7 %
1056	FUNCTION ROOM HIRE	0	1,721	0	1,721			0.0 %
1099	TILL DISCREPANCIES	0	345	0	345			0.0 %
	Leisure Centre - Bar :- Income	**12,149**	**142,301**	**175,800**	**-33,499**			**80.9 %**
	Net Expenditure over Income	**530**	**-13,710**	**-24,395**	**-10,685**			
105	Leisure Centre - Indoor Sports							
4014	ELECTRICITY	925	10,426	17,000	6,574		6,574	61.3 %
4036	PROPERTY MAINTCE	0	1,218	5,000	3,782		3,782	24.4 %
4038	MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0 %
4040	EQUIPMENT & SMALL TOOLS	0	0	500	500		500	0.0 %
	Leisure Centre - Indoor Sports :- Expenditure	**925**	**11,644**	**23,500**	**11,856**	**0**	**11,856**	**49.6 %**
1050	BADMINTON FEES	182	1,665	3,500	-1,835			47.6 %
1051	SNOOKER FEES	673	6,271	7,200	-929			87.1 %
1052	PARTY ROOM HIRE	163	2,617	2,000	617			130.9 %

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1053	SKITTLE ALLEY	8	153	100	53			153.0 %
	Leisure Centre - Indoor Sports :- Income	**1,025**	**10,706**	**12,800**	**-2,094**			**83.6 %**
	Net Expenditure over Income	**-99**	**938**	**10,700**	**9,762**			
106	Leisure Centre - Outdoor Sport							
4014	ELECTRICITY	0	799	3,000	2,201		2,201	26.6 %
	Leisure Centre - Outdoor Sport :- Expenditure	**0**	**799**	**3,000**	**2,201**	**0**	**2,201**	**26.6 %**
1060	GRASS INCOME	868	6,395	8,000	-1,605			79.9 %
1061	OUTSIDE COURTS	0	175	1,000	-825			17.5 %
1063	Petanque Income	0	63	100	-38			62.5 %
	Leisure Centre - Outdoor Sport :- Income	**868**	**6,632**	**9,100**	**-2,468**			**72.9 %**
	Net Expenditure over Income	**-868**	**-5,833**	**-6,100**	**-267**			
201	Playing Fields							
4001	SALARIES & WAGES	0	-257	0	257		257	0.0 %
4012	WATER RATES	120	1,829	2,000	171		171	91.5 %
4037	GROUNDS MAINTENANCE	1,790	1,790	2,250	460		460	79.6 %
	Playing Fields :- Expenditure	**1,910**	**3,362**	**4,250**	**888**	**0**	**888**	**79.1 %**
1001	RENT RECEIVED	0	0	65	-65			0.0 %
	Playing Fields :- Income	**0**	**0**	**65**	**-65**			**0.0 %**
	Net Expenditure over Income	**1,910**	**3,362**	**4,185**	**823**			
202	Play Areas							
4037	GROUNDS MAINTENANCE	0	116	1,500	1,384		1,384	7.8 %
4042	EQUIPMENT MAINTCE	0	301	1,000	699		699	30.1 %
	Play Areas :- Expenditure	**0**	**417**	**2,500**	**2,083**	**0**	**2,083**	**16.7 %**
	Net Expenditure over Income	**0**	**417**	**2,500**	**2,083**			
203	Millennium Green							
4037	GROUNDS MAINTENANCE	0	504	500	-4		-4	100.8 %
	Millennium Green :- Expenditure	**0**	**504**	**500**	**-4**	**0**	**-4**	**100.8 %**
1001	RENT RECEIVED	0	0	1,500	-1,500			0.0 %
	Millennium Green :- Income	**0**	**0**	**1,500**	**-1,500**			**0.0 %**
	Net Expenditure over Income	**0**	**504**	**-1,000**	**-1,504**			

Continued on Page No 5

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
204	Allotments							
4012	WATER RATES	0	416	250	-166		-166	166.3 %
4013	RENT	275	275	275	0		0	100.0 %
4037	GROUNDS MAINTENANCE	0	0	250	250		250	0.0 %
	Allotments :- Expenditure	**275**	**691**	**775**	**84**	**0**	**84**	**89.1 %**
1001	RENT RECEIVED	0	820	1,600	-780			51.2 %
	Allotments :- Income	**0**	**820**	**1,600**	**-780**			**51.2 %**
	Net Expenditure over Income	**275**	**-129**	**-825**	**-696**			
301	Roads & Highways							
4080	STREET CARE (ex S Glos)	0	1,542	3,200	1,658		1,658	48.2 %
	Roads & Highways :- Expenditure	**0**	**1,542**	**3,200**	**1,658**	**0**	**1,658**	**48.2 %**
	Net Expenditure over Income	**0**	**1,542**	**3,200**	**1,658**			
302	Community Development							
4700	GRANTS - PERMITTED	0	598	0	-598		-598	0.0 %
4701	GRANTS - N BRISTOL ADVICE	0	1,000	500	-500		-500	200.0 %
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	4,000	4,000	0		0	100.0 %
4707	GRANTS - YOUTH PROVISION	0	10,000	10,000	0		0	100.0 %
4708	GRANTS - COMM'Y PARTNERSHIP	0	3,500	3,500	0		0	100.0 %
4711	GRANTS - S137 GENERAL	0	3,000	6,500	3,500		3,500	46.2 %
4720	CHRISTMAS ACTIVITIES	0	4,311	3,500	-811		-811	123.2 %
4725	FILTON FESTIVAL	0	7,020	5,000	-2,020		-2,020	140.4 %
4999	TFR FR EARMARKED RSV	0	-598	0	598		598	0.0 %
	Community Development :- Expenditure	**0**	**32,831**	**34,300**	**1,469**	**0**	**1,469**	**95.7 %**
1082	Filton Festival	0	1,714	2,500	-786			68.6 %
	Community Development :- Income	**0**	**1,714**	**2,500**	**-786**			**68.6 %**
	Net Expenditure over Income	**0**	**31,117**	**31,800**	**683**			
801	Corporate Management							
4004	PENSION DEFICIT	-517	-5,683	1,900	7,583		7,583	-299.1
4069	Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0 %
	Corporate Management :- Expenditure	**-517**	**-5,683**	**11,900**	**17,583**	**0**	**17,583**	**-47.8 %**
	Net Expenditure over Income	**-517**	**-5,683**	**11,900**	**17,583**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
802	Democratic Rep'n & Mgmt							
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0 %
4009	TRAVEL	0	0	50	50		50	0.0 %
4024	SUBSCRIPTIONS	0	0	200	200		200	0.0 %
4028	ELECTION COSTS	0	4,204	5,400	1,196		1,196	77.9 %
4033	NEWSLETTER	250	3,647	3,000	-647		-647	121.6 %
4065	MEETING COSTS	0	80	200	120		120	40.0 %
	Democratic Rep'n & Mgmt :- Expenditure	**250**	**7,930**	**9,100**	**1,170**	**0**	**1,170**	**87.1 %**
	Net Expenditure over Income	**250**	**7,930**	**9,100**	**1,170**			
803	Civic Expenses							
4066	CHAIRMANS ALLOWANCE	0	50	950	900		900	5.3 %
	Civic Expenses :- Expenditure	**0**	**50**	**950**	**900**	**0**	**900**	**5.3 %**
	Net Expenditure over Income	**0**	**50**	**950**	**900**			
901	Central Services							
4001	SALARIES & WAGES	9,086	102,399	103,136	737		737	99.3 %
4005	HR Costs-Service level agr'mnt	0	6,615	7,500	885		885	88.2 %
4007	COURSES/CONFERENCES	0	75	250	175		175	30.0 %
4008	TRAINING	310	923	500	-423		-423	184.7 %
4009	TRAVEL	0	16	200	184		184	8.1 %
4010	OTHER STAFF COSTS	25	268	1,000	732		732	26.8 %
4020	SUNDRY OFFICE & IT COSTS	171	2,238	4,000	1,762		1,762	56.0 %
4021	TELEPHONE & FAX	0	750	600	-150		-150	125.0 %
4022	POSTAGE	0	561	1,000	439		439	56.1 %
4023	STATIONERY/PRINTING	0	635	1,200	565		565	52.9 %
4024	SUBSCRIPTIONS	151	2,241	2,000	-241		-241	112.0 %
4026	PHOTOCOPY CHARGES	0	1,785	4,000	2,215		2,215	44.6 %
4027	OFFICE EQUIPMENT	153	252	500	248		248	50.4 %
4051	BANK CHARGES	10	239	500	261		261	47.8 %
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0 %
4057	AUDIT FEES	0	3	3,300	3,297		3,297	0.1 %
4058	ACCOUNTANCY FEES	770	10,226	12,000	1,774		1,774	85.2 %
4060	OTHER PROF FEES	0	3,156	3,000	-156		-156	105.2 %
	Central Services :- Expenditure	**10,676**	**132,384**	**145,686**	**13,302**	**0**	**13,302**	**90.9 %**
1001	RENT RECEIVED	0	0	2	-2			0.0 %
1080	MISCELLANEOUS INCOME	0	517	0	517			0.0 %
	Central Services :- Income	**0**	**517**	**2**	**515**			**25842.8**
	Net Expenditure over Income	**10,676**	**131,867**	**145,684**	**13,817**			

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Month No : 11

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
902	Outside Services							
4001	SALARIES & WAGES	7,123	79,622	84,450	4,828		4,828	94.3 %
4006	PROTECTIVE CLOTHING	0	435	500	65		65	87.0 %
4008	TRAINING	0	0	1,000	1,000		1,000	0.0 %
4025	INSURANCE	0	0	200	200		200	0.0 %
4036	PROPERTY MAINTCE	0	3,140	1,500	-1,640		-1,640	209.4 %
4037	GROUNDS MAINTENANCE	0	2,382	2,500	118		118	95.3 %
4040	EQUIPMENT & SMALL TOOLS	9	696	2,000	1,304		1,304	34.8 %
4041	EQUIPMENT HIRE	0	248	500	252		252	49.5 %
4042	EQUIPMENT MAINTCE	0	2,732	4,500	1,768		1,768	60.7 %
4044	VEHICLE FUEL,OIL & MAINT	12	2,165	4,000	1,835		1,835	54.1 %
	Outside Services :- Expenditure	**7,145**	**91,420**	**101,150**	**9,730**	**0**	**9,730**	**90.4 %**
1064	Third Party Fee Income	0	0	4,800	-4,800			0.0 %
1095	INSURANCE CLAIM	0	1,200	0	1,200			0.0 %
	Outside Services :- Income	**0**	**1,200**	**4,800**	**-3,600**			**25.0 %**
	Net Expenditure over Income	**7,145**	**90,220**	**96,350**	**6,130**			
909	Capital & Projects							
4054	LOAN INTEREST PWLB	0	2,706	3,756	1,050		1,050	72.0 %
4055	LOAN CAPITAL REPAID	0	12,347	12,347	0		0	100.0 %
4903	CAP IT Upgrading	0	1,003	0	-1,003		-1,003	0.0 %
4964	CAP - Website	0	2,260	0	-2,260		-2,260	0.0 %
4972	CAP - Pavilion Refurbishment	245	33,749	0	-33,749		-33,749	0.0 %
4973	CAP-Play Equipment	0	27,775	0	-27,775		-27,775	0.0 %
4992	FUNDING FROM R CAP FUND	0	-58,543	0	58,543		58,543	0.0 %
4993	TFR TO ROLLING CAPITAL FUND	0	25,000	25,000	0		0	100.0 %
	Capital & Projects :- Expenditure	**245**	**46,297**	**41,103**	**-5,194**	**0**	**-5,194**	**112.6 %**
1077	GRANTS RECEIVED	0	4,000	0	4,000			0.0 %
	Capital & Projects :- Income	**0**	**4,000**	**0**	**4,000**			
	Net Expenditure over Income	**245**	**42,297**	**41,103**	**-1,194**			
998	Precept & Interest							
1075	PRECEPT SUPPORT GRANT	0	21,519	21,519	0			100.0 %
1076	PRECEPT	0	646,151	646,151	0			100.0 %
1090	INTEREST RECEIVED	2	14	500	-486			2.8 %
	Precept & Interest :- Income	**2**	**667,684**	**668,170**	**-486**			**99.9 %**
	Net Expenditure over Income	**-2**	**-667,684**	**-668,170**	**-486**			

Filton Town Council 2017/18

Summary Income & Expenditure by Budget Heading 28th February 2018

Month No : 11

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
101 Leisure Centre - General	Expenditure	51,901	592,606	626,468	33,862		33,862	94.6 %
	Income	2,101	25,057	31,700	-6,643			79.0 %
102 Leisure Centre - Swimming Pool	Expenditure	7,539	78,651	107,850	29,199		29,199	72.9 %
	Income	16,007	335,216	392,800	-57,584			85.3 %
103 Leisure Centre - Pool Vending								
	Income	122	1,707	1,800	-93			94.8 %
104 Leisure Centre - Bar	Expenditure	12,679	128,591	151,405	22,814		22,814	84.9 %
	Income	12,149	142,301	175,800	-33,499			80.9 %
105 Leisure Centre - Indoor Sports	Expenditure	925	11,644	23,500	11,856		11,856	49.6 %
	Income	1,025	10,706	12,800	-2,094			83.6 %
106 Leisure Centre - Outdoor Sport	Expenditure	0	799	3,000	2,201		2,201	26.6 %
	Income	868	6,632	9,100	-2,468			72.9 %
201 Playing Fields	Expenditure	1,910	3,362	4,250	888		888	79.1 %
	Income	0	0	65	-65			0.0 %
202 Play Areas	Expenditure	0	417	2,500	2,083		2,083	16.7 %
203 Millennium Green	Expenditure	0	504	500	-4		-4	100.8 %
	Income	0	0	1,500	-1,500			0.0 %
204 Allotments	Expenditure	275	691	775	84		84	89.1 %
	Income	0	820	1,600	-780			51.2 %
301 Roads & Highways	Expenditure	0	1,542	3,200	1,658		1,658	48.2 %
302 Community Development	Expenditure	0	32,831	34,300	1,469		1,469	95.7 %
	Income	0	1,714	2,500	-786			68.6 %
801 Corporate Management	Expenditure	-517	-5,683	11,900	17,583		17,583	-47.8 %
802 Democratic Rep'n & Mgmt	Expenditure	250	7,930	9,100	1,170		1,170	87.1 %
803 Civic Expenses	Expenditure	0	50	950	900		900	5.3 %
901 Central Services	Expenditure	10,676	132,384	145,686	13,302		13,302	90.9 %
	Income	0	517	2	515			25842.8 %
902 Outside Services	Expenditure	7,145	91,420	101,150	9,730		9,730	90.4 %
	Income	0	1,200	4,800	-3,600			25.0 %
998 Precept & Interest								
	Income	2	667,684	668,170	-486			99.9 %
909 Capital & Projects	Expenditure	245	46,297	41,103	-5,194		-5,194	112.6 %
	Income	0	4,000	0	4,000			0.0 %

Continued on Page 2

Filton Town Council 2017/18

Summary Income & Expenditure by Budget Heading 28th February 2018

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
INCOME - EXPENDITURE TOTALS	Expenditure	93,027	1,124,037	1,267,637	143,600	0	143,600	88.7 %
	Income	32,274	1,197,553	1,302,637	-105,084			91.9 %
	Net Expenditure over Income	60,753	-73,517	-35,000	38,517			

Date :- 22/03/2018

Time :- 3:47 PM

Filton Town Council 2017/18

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 11 28th February 2018

A/c	Account Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,201,790	1,227,267	974,523
11	LEASEHOLD LAND & BUILDINGS	25,000	5,000	20,000
21	VEHICLES & EQUIPMENT	509,512	417,801	91,711
41	INFRASTRUCTURE ASSET	183,421	171,378	12,043
61	COMMUNITY ASSETS	61,372	22,902	38,470
	Total Fixed Assets	**2,981,095**	**1,844,348**	**1,136,747**
	Current Assets			
105	VAT CONTROL	1,454		
120	STOCK - BAR	4,282		
121	STOCK - LEISURE	561		
200	BANK ACCOUNT-GENERAL	157,890		
201	BANK IMPREST WAGES AC	54,163		
215	POOL TAKINGS CASHBOOK	0		
216	BAR TAKINGS CASHBOOK	0		
220	PETTY CASH - OFFICE	16		
221	PETTY CASH - BAR	350		
225	FLOAT - BAR	900		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	865		
250	CHANGE CONTROL AC	-10		
	Total Current Assets		**220,570**	
	Current Liabilities			
500	TRADE CREDITORS	10,812		
520	NET WAGES CONTROL	362		
525	PAYE AND NI DUE	18,658		
526	SUPERANNUATION DUE	6,894		
527	UNION FEES DUE	7		
	Total Current Liabilities		**36,734**	
	Net Current Assets			**183,836**
	Total Assets less Current Liablities			**1,320,583**
	Long Term Liabilities			
389	Deferred Grants Unapplied	2,597		
390	Deferred Grants Applied	1,462,506		
391	Deferred Grants Released	-1,053,009		
401	PWLB Loan 486814	63,987		
	Total Long Term Liabilities		**476,081**	
	Total Assets less Total Liablities			**844,502**
	Represented By :-			
300	CURRENT YEAR FUND	73,517		
310	GENERAL FUND	95,279		
315	ROLLING CAPITAL FUND	1,329		
324	EMR Allotments	4,961		
325	EMR 4 Towns Play Association	300		
328	EMR Elections	5,855		

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 11 28th February 2018

A/c	Account Description	Actual	
330	CAPITAL FINANCE ACCOUNT	663,263	
	Total Equity		**844,502**

FEEDBACK: 17th March 2018 - To Date

PT16/4963/F (F.3574) 818 Filton Avenue Filton Bristol South Gloucestershire BS34 7AP - Erection of single storey and two storey side and rear extensions to extend the existing shop unit and create 2no. additional flats with associated works (Resubmission of PT16/0345/F). - **Approved - S106 Signed.**

PT18/0938/PNH (F.3622) 58 Conygre Road Filton Bristol South Gloucestershire BS34 7DB - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 3.74 metres, for which the maximum height would be 4 metres and for which the height of the eaves would be 2.3 metres – **Refusal**

PT18/0358/F (F.3618) 13 Clyde Grove Filton Bristol South Gloucestershire BS34 7RL - Erection of single storey front extension to form extension to existing garage. - **Approve with Conditions.**

PT18/0388/CLP (F.3613) 9 Park Road Filton Bristol South Gloucestershire BS7 0RH - Certificate of lawfulness for the proposed installation of a rear dormer to facilitate loft conversion. - **Approve with Conditions.**

PT17/2302/PNH - 67 Wallscourt Road Filton Bristol South Gloucestershire BS34 7NP - Erection of rear extension, which would extend beyond the rear wall of the original house by 5 metres, for which the maximum height would be 3.575 metres and for which the height of the eaves would be 3 metres – **No Objection**

PT17/2230/F - 43 Conygre Grove Filton Bristol South Gloucestershire BS34 7DN - Erection of two storey side and single rear extension to provide additional living accommodation. – **Approve with conditions**

PT17/1749/F - 678 Filton Avenue Filton Bristol South Gloucestershire BS34 7JY - ERECTION OF A SINGLE STOREY REAR EXTENSION TO CREATE ADDITIONAL LIVING ACCOMMODATION – **Approve with conditions**

PT17/2667/PNH - 65 Wallscourt Road Filton Bristol South Gloucestershire BS34 7NP - The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.1m, for which the maximum height would be 3.65m, and for which the height of the eaves would be 2.7m. – **No Objection**

PT17/2410/F - 114 Lower House Crescent Filton Bristol South Gloucestershire BS34 7DL - Demolition of existing rear lean-to extension and erection of single storey rear extension to form additional living accommodation. – **Approve with conditions**

SCHEDULE OF PLANNING APPLICATIONS APRIL 2018

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3631	PT18/1290/CLP	**1 Kenmore Drive Filton Bristol South Gloucestershire BS7 0TS** - Installation of hip to gable extension and rear dormer to facilitate loft conversion.	12-04-2018	
F.3632	PT18/1316/PNH	**85 Conygre Road Filton Bristol South Gloucestershire BS34 7DG** - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 5.0 metres, for which the maximum height would be 3.35 metres and for which the height of the eaves would be 2.5 metres.	24-04-2018	

22

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 10th April 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I. Scott, (Chair), K. Briffett, M. Chaudhry, D. Collins, A. Doyle, A. Kenyon, A. Layade, A. Monk, E. Seymour, R. Taylor, A Tink, J. Tucker

ALSO PRESENT: L. Reuben (Town Clerk), N. Bibi (Town Council Support Officer - Minutes)

APOLOGIES: Cllrs: - B. Mead, A. Monk, R. Taylor, A. Tink, J. Tucker

1361. APOLOGIES FOR ABSENCE: Apologies were noted.

1362. DECLARATION OF INTEREST: None.

1363. MINUTES: The minutes of the meeting held Tuesday 13th March 2018 were approved as an accurate record.

1364. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: Council and public were updated with regards to Planning Application PT18/0829/F (Lanes Dairy), as per an email received by Robert Walsh at South Glos planning, that the HMO on the first floor does not currently have a licence because it is not required to have one until later on in the year. The Town Clerk updated Council and public that the Hatch was now open and operating under the new name “Elm Eats”. There were queries over the opening hours and the Clerk said she didn’t think these had been finalised yet as it had only been their first week of business.

1365. PUBLIC QUESTIONS: None received.

1366. MANAGERS’ REPORTS:

i) Grounds and Maintenance Manager’s Report – Noted.
ii) Bar Manger’s Report – Noted.
iii) Leisure Centre Manager’s Report – Noted.

1367. BUDGET REPORT AND INCOME AND EXPENDITURE REPORTS:
There were queries raised over the following:

101-4036 Property Maintenance: The Clerk said the original budget may have been incorrect.

101-4003 Training Courses: The Clerk advised that there would be income to match this as there are courses run by the Leisure Centre which people pay to take (e.g. people training to be lifeguards).
Likewise, overspend on salaries is comparative to income.

102-4125 Pool Purchases Not for Resale: There were queries whether there was income to offset this.

104-1032 Tickets: It was noted that it was positive that here there was more income than expected.

105-4014 Electricity: It was noted that this amount was low. The Clerk advised this was probably due to being coded incorrectly.

106-4014 Electricity: Again, it was noted that this amount was low. The Clerk advised this was probably due to being coded incorrectly.

204-4012 Water Rates: It was suggested that the Clerk investigate whether there was a water leak as these rates seemed very high.

801-4004 Pension Deficit: It was advised that this deficit was in line with public sector deficit, and that consequently staff and council would also be required to pay a higher percentage to bridge the gap.

901-4008 Training: Higher than usual due to office staff completing CiLCA training.

902-4036 Property Maintenance: Seemed unusually high.

901 on Page 17 of agenda: Query this.

1 on Page 19 of the agenda: Query over Depreciation of Freehold Land and Buildings.

The overall comments were that income to date is higher than expenditure to date, which is positive.

1368. BALANCE SHEET: Noted.

1369. PLANNING APPLICATIONS:

FEEDBACK: 17th March 2018 - To Date

PT16/4963/F (F.3574) 818 Filton Avenue Filton Bristol South Gloucestershire BS34 7AP - Erection of single storey and two storey side and rear extensions to extend the existing shop unit and create 2no. additional flats with associated works (Resubmission of PT16/0345/F). - **Approved - S106 Signed.**

PT18/0938/PNH (F.3622) 58 Conygre Road Filton Bristol South Gloucestershire BS34 7DB - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 3.74 metres, for which the maximum height would be 4 metres and for which the height of the eaves would be 2.3 metres – **Refusal**

PT18/0358/F (F.3618) 13 Clyde Grove Filton Bristol South Gloucestershire BS34 7RL - Erection of single storey front extension to form extension to existing garage. - **Approve with Conditions.**

PT18/0388/CLP (F.3613) 9 Park Road Filton Bristol South Gloucestershire BS7 0RH - Certificate of lawfulness for the proposed installation of a rear dormer to facilitate loft conversion. - **Approve with Conditions.**

PT17/2302/PNH - 67 Wallscourt Road Filton Bristol South Gloucestershire BS34 7NP - Erection of rear extension, which would extend beyond the rear wall of the original house by 5 metres, for which the maximum height would be 3.575 metres and for which the height of the eaves would be 3 metres – **No Objection**

PT17/2230/F - 43 Conygre Grove Filton Bristol South Gloucestershire BS34 7DN - Erection of two storey side and single rear extension to provide additional living accommodation. – **Approve with conditions**

PT17/1749/F - 678 Filton Avenue Filton Bristol South Gloucestershire BS34 7JY - ERECTION OF A SINGLE STOREY REAR EXTENSION TO CREATE ADDITIONAL LIVING ACCOMMODATION – **Approve with conditions**

PT17/2667/PNH - 65 Wallscourt Road Filton Bristol South Gloucestershire BS34 7NP - The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.1m, for which the maximum height would be 3.65m, and for which the height of the eaves would be 2.7m. – **No Objection**

PT17/2410/F - 114 Lower House Crescent Filton Bristol South Gloucestershire BS34 7DL - Demolition of existing rear lean-to extension and erection of single storey rear extension to form additional living accommodation. **– Approve with conditions**

1370. CONFIDENTIAL SESSION – PUBLIC EXCLUDED: The Clerk updated Council that work was being done across the whole site with regards to moving staff from zero hours contracts to permanent contracts. To date, all bar staff had opted to go onto permanent contracts and none would remain on zero hours.

The Chair closed the meeting at 19:50

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS
Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk
Town Clerk : Lesley Reuben
Tel: 01454 866698

Finance & General Purposes Committee – All Town Council Members
3rd May 2018

Dear Member

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Tuesday 8th May 2018 at** **7.p.m.** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

LAReuben .

L.A.Reuben
Town Clerk.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 10th April 2018 *(pages 1-2)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Questions – none received
6. Managers reports:-
   i) Grounds and Maintenance Manager *(pages 3)*
   ii) Bar Report *(page 4)*
   iii) Leisure Centre Managers Report *(pages 5-6)*
7. Budget report and Income and Expenditure Reports(No report this month as M12)
8. Balance Sheet – for information *(as above)*
9. Planning Applications:-
   i) Current Planning Applications 2018 & feedback*(page 7-8)*

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 10th April 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I. Scott, (Chair), K. Briffett, M. Chaudhry, D. Collins, A. Doyle, A. Kenyon, A. Layade, A. Monk, E. Seymour, R. Taylor, A Tink, J. Tucker

ALSO PRESENT: L. Reuben (Town Clerk), N. Bibi (Town Council Support Officer - Minutes)

APOLOGIES: Cllrs: - B. Mead, A. Monk, R. Taylor, A. Tink, J. Tucker

1361. APOLOGIES FOR ABSENCE: Apologies were noted.

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1363. MINUTES: The minutes of the meeting held Tuesday 13th March 2018 were approved as an accurate record.

1364. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: Council and public were updated with regards to Planning Application PT18/0829/F (Lanes Dairy), as per an email received by Robert Walsh at South Glos planning, that the HMO on the first floor does not currently have a licence because it is not required to have one until later on in the year. The Town Clerk updated Council and public that the Hatch was now open and operating under the new name "Elm Eats". There were queries over the opening hours and the Clerk said she didn't think these had been finalised yet as it had only been their first week of business.

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PT18/0388/CLP (F.3613) 9 Park Road Filton Bristol South Gloucestershire BS7 0RH - Certificate of lawfulness for the proposed installation of a rear dormer to facilitate loft conversion. - **Approve with Conditions.**

PT17/2302/PNH - 67 Wallscourt Road Filton Bristol South Gloucestershire BS34 7NP - Erection of rear extension, which would extend beyond the rear wall of the original house by 5 metres, for which the maximum height would be 3.575 metres and for which the height of the eaves would be 3 metres – **No Objection**

PT17/2230/F - 43 Conygre Grove Filton Bristol South Gloucestershire BS34 7DN - Erection of two storey side and single rear extension to provide additional living accommodation. – **Approve with conditions**

PT17/1749/F - 678 Filton Avenue Filton Bristol South Gloucestershire BS34 7JY - ERECTION OF A SINGLE STOREY REAR EXTENSION TO CREATE ADDITIONAL LIVING ACCOMMODATION – **Approve with conditions**

PT17/2667/PNH - 65 Wallscourt Road Filton Bristol South Gloucestershire BS34 7NP - The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.1m, for which the maximum height would be 3.65m, and for which the height of the eaves would be 2.7m. – **No Objection**

PT17/2410/F - 114 Lower House Crescent Filton Bristol South Gloucestershire BS34 7DL - Demolition of existing rear lean-to extension and erection of single storey rear extension to form additional living accommodation. – **Approve with conditions**

1370. CONFIDENTIAL SESSION – PUBLIC EXCLUDED: The Clerk updated Council that work was being done across the whole site with regards to moving staff from zero hours contracts to permanent contracts. To date, all bar staff had opted to go onto permanent contracts and none would remain on zero hours.

The Chair closed the meeting at 19:50

GROUNDS AND MAINTENANCE REPORT APRIL 2018

JOB FIGURES FOR THE MONTH

JOBS 47

LEISURE CENTRE 20 = 43%

RATEPAYERS ARMS 5 = 10%

MAINTENANCE 10 = 20%

GROUNDS 8= 18%

OFFICE 4 = 9%

JOBS ON TIME 43 = 91%

OVER 4 = 9%

IN HOUSE 44 = 93%

SUB- CONTRACTORS 3 = 7%

RATEPAYERS TOILETS UPDATE

Now the new budget is in place I have organised meetings with various local builders to discuss the refurbishment of the Ratepayers toilets .I will be writing a schedule for the work and when this is completed I will be getting various builders to provide quotes for the work.

TREE WORK UPDATE

I have now logged and photographed all the trees that correspond with our tree survey and this will prove to be invaluable .After my recent meeting with the council I agree that some of the equipment asked for by myself (Large Chainsaw) will be better hired when needed.

PLANT ROOM UPDATE

We are still planning various cost effective changes to the plant room in an effort to bring it up to date .I have already sourced a scheme where we can get 70% of the cost reclaimed due to it being energy efficient .When all this work is finished and we have a price I will present it to council .

Many thanks for all the supports this month

Neil Palmer

Grounds and Maintenance Manager

BAR REPORT 1ST- 30TH APRIL

STAFFING - Staff have been very good helping out with covering holidays sickness etc.

INCOME AND EXPENDITURE - Takings for April has been very good, with £15,616.31 being taken to date, with drinks income looking healthy at £14,267.69 and food at £355.00.Machine Income £177.32 and £816.30 for snooker badminton etc. Income and expenditure remains under control and under budget.

PROMOTIONS & EVENTS -
Real ale sales are improving and house doubles are proving popular, Quiz nights are still being well represented with money being raised for Great western air ambulance. The world's biggest pub quiz went very well on Sunday 8th April raising £42.00 for Great Western Air Ambulance .A very big thank you to Howard Bowker for being the Quiz master.

Kind Regards

Debra Holman
Bar Manager

FSLC report May 2018:

Team summary:

- Supervisors – Nothing new to report.
- Lifeguards – We now have new full time lifeguards started, this will now enable us to man the facility with more stability.
- Reception – We have one of our contracted Reception team off on long term sick. (Ongoing due back in May)
- Swimming team – The new supervisors and Administrator have now settled in and are looking at changes and improvements to the Swim School. We have successfully recruited three new members to our swim team to help with the increase in lessons.

Training & Development:

- Our Swim Supervisors (Kelly Holden) has now completed her Monofin course which will enable us to offer bespoke Mermaid parties and courses. This will be unique to the area, and will also generate added income to the centre. UPDATE we are offering two trial days on 30th May and 1st June. This will enable us to gauge feedback from the sessions with regards our future planning.

New Developments:

- Course Pro (swim school booking tool) is now in the process of being set up. We have received two training days on the system and are now in the process of setting up courses etc. We will then have a data transfer process added to move student information across to the system. As part of this process we are carrying out an exercise to ensure all email addresses are correct and on the system.
- We are looking to get involved in the 'Drowning Prevention week' as part of the RLSS National scheme.
- We are looking at ideas to possibly change/renovate the 5 a side courts due to the lack of use. One of the suggestions is to turn them into over flow parking to help ease the congestion we have especially on the weekends. (it would be great to get the Councils feedback on this if possible)

Events & Operations:

- We will be looking at planning for the School Summer holidays, we are looking offering crash courses in swimming as well as masterclasses, the pool inflatable, rookie lifeguard taster classes, National Pool Lifeguard Qualification and mermaid/Monofin sessions. This has now been finalised and will be on sale in June.
- We have received a grant from the NDCS charity (£396) to offer swimming crash course for up to 15 deaf students. This will be running at Easter and through the school summer holidays. (Ongoing)

Scott Fessey
Leisure Centre Manager

FSLC report May 2018:

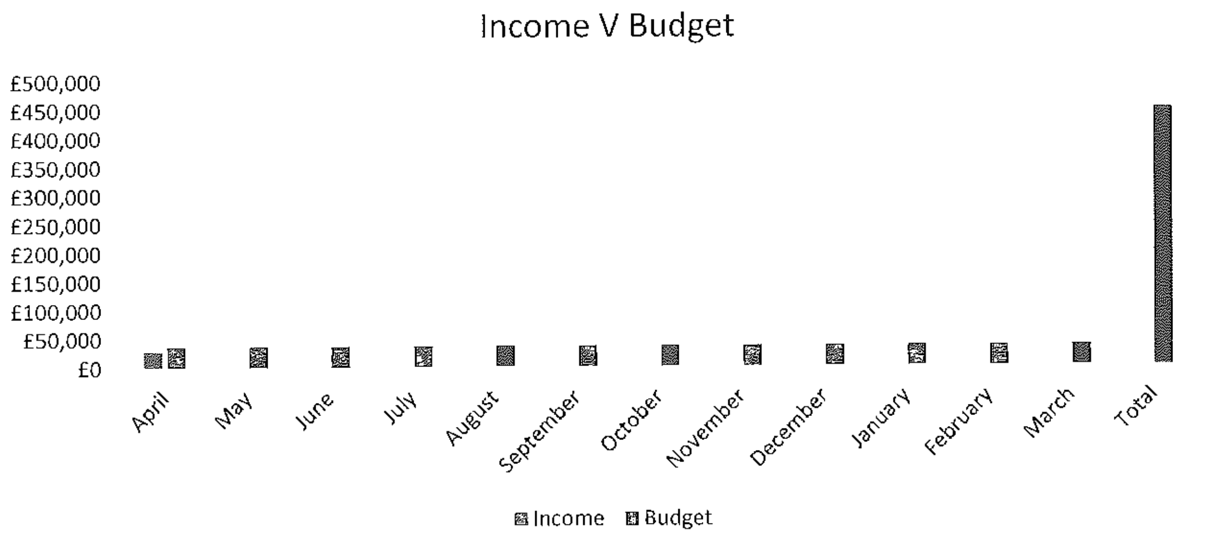
*Till income vs budget:

2017/2018

	P1	P2	P3	P4	P5	P6
Till Income	£28,737**					
Budget	**£37,569**	**£37,569**	**£37,569**	**£37,569**	**£37,569**	**£37,569**
Cumulative Income	£37,569					
Cumulative Budget	£37,569					
Difference	-£8,832					

	P7	P8	P9	P10	P11	P12
Till Income						
Budget	**£37,569**	**£37,569**	**£37,569**	**£37,569**	**£37,569**	**£37,569**
Cumulative Income						
Cumulative Budget						
Difference						

**Income to date 24th April



*** Does not include any BACS payments**

***Does not include money transferred for lessons from 2017/18**

SCHEDULE OF PLANNING APPLICATIONS MAY 2018

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3638	**PT18/1745/F**	**26 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ -** Change of use from mixed retail and residential (sui generis) to separate retail unit (Class A1) and residential unit (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (As Amended).	**11th May 2018**	
F.3639	**PT18/1853/PNH**	**54 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ -** Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 8 metres, for which the maximum height would be 4 metres and for which the height of the eaves would be 4 metres.	**14th May 2018**	
F.3640	**PT18/1853/PNH**	**54 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ -** Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 8 metres, for which the maximum height would be 4 metres and for which the height of the eaves would be 4 metres.	**14th May 2018**	
F.3641	**PT18/1847/F**	**Whittle House Rolls Royce Site Gloucester Road North Filton South Gloucestershire -** Installation of Emergency Generator	**18th May 2018**	7

FEEDBACK: 24th April 2018 – 02nd May 2018

PT18/1297/PNH - 14 Canberra Grove Filton Bristol South Gloucestershire BS34 7DH - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 4.3 metres, for which the maximum height would be 3.86 metres and for which the height of the eaves would be 2.91 metres. – ***No Objection***

PT18/1146/O - 41 Fourth Avenue Filton Bristol South Gloucestershire BS7 0RN - Demolition of existing garage and erection of 1no detached dwelling and associated works (Outline) all matters reserved. – ***Refused***

PT18/0766/F - Unit H1A Horizon 38 Bolingbroke Way Filton Bristol BS34 6FE - Erection of sprinkler pump house and installation of water storage tank adjacent to existing arehouse building (Retrospective). – ***Approved with conditions***

PT18/0718/F - 72 Eighth Avenue Filton Bristol South Gloucestershire BS7 0QT - Erection of two storey side extension to provide additional living accommodation. – ***Refused***

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 08th May 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - K. Briffett, M. Chaudhry, D. Collins, A. Doyle, A. Kenyon, A. Layade, A. Monk, E. Seymour,

ALSO PRESENT: N. Gould (Town Council Support Officer - Minutes)
APOLOGIES: Cllrs: - I Scott (Chair), B. Mead, R. Taylor, A. Tink, J. Tucker

1371. APOLOGIES FOR ABSENCE: Apologies were noted.

1372. DECLARATION OF INTEREST: Cllr Briffett declared a personal interest in Conygre House.

1373. MINUTES: The minutes of the meeting held Tuesday 10th April 2018 were approved as an accurate record.

1374. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

1375. PUBLIC QUESTIONS: None received.

1376. MANAGERS' REPORTS:
- **i)** Grounds and Maintenance Manager's Report – Noted.
- **ii)** Bar Manger's Report – Noted.
- **iii)** Leisure Centre Manager's Report – Noted.

1377. BUDGET REPORT AND INCOME AND EXPENDITURE REPORTS:
No reports this month.

1378. BALANCE SHEET: No report this month.

1379. PLANNING APPLICATIONS: See attached schedule

<u>FEEDBACK: 20th April 2018 - To Date</u>

PT18/0453/F - 11 Boverton Road Filton Bristol South Gloucestershire BS34 7AH - Demolition of existing conservatory and garage. Erection of a two storey side and a single storey rear extension to form attached garage and additional living accommodation. Installation of decking, creation of new vehicular access and erection of new 1.8 metre high boundary fence. *- Approve with Conditions.*

PT17/5533/MW - Viridor Waste Management Northway Gloucester Road North, Filton South Gloucestershire - Demolition of existing building. Erection of replacement waste transfer building and associated works. *- Approve with Conditions.*

PT18/0850/F - 54 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ - Erection of first floor extension to form additional living accommodation. - *Approve with Conditions.*

PT17/5682/RVC - East Works Site, Gloucester Road North, Filton, South Gloucestershire, BS34 7BQ - Variation of condition 5 attached to planning permission PT16/5502/RVC to add revised landscaping plans. - *Approve with Conditions.*

PT18/0097/F - Adjacent To 11B Ventnor Road Filton Bristol South Gloucestershire BS34 7HF - Erection of 1no. attached dwelling and associated works. - *Refusal.*

The Chair closed the meeting at 19:40

original

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS
Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk
Town Clerk : Lesley Reuben
Tel: 01454 866698

Finance & General Purposes Committee – All Town Council Members
07th June 2018

Dear Member

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Tuesday 12th June 2018 at 7.p.m.** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

LAReuben

L.A.Reuben
Town Clerk.

AGENDA

1. Election of Chair and Declaration of Acceptance of Office
2. Election of Vice Chair and Declaration of Acceptance of Office
3. Apologies for Absence
4. Declarations of Interest
5. To approve the Minutes of the meeting held 8th May 2018 *(pages 1-2)*
6. Matters of report arising from the minutes not otherwise covered by the Agenda
7. Public Questions – none received
8. Managers reports:-
   i) Grounds and Maintenance Manager *(pages 3-4)*
   ii) Bar Report *(page 5)*
   iii) Leisure Centre Managers Report *(pages 6-7)*
9. Income and Expenditure Reports *(pages 8-14)*
10. Balance Sheet – for information *(15-16)*
11. Grant Applications :- *(so far:- Above & Beyond, MS Therapy Centre, Citizens advice, Twinning, & Community Nice Again Events) (page 17)*
12. Planning Applications:-
    i) Current Planning Applications 2018 & feedback*(page 18-19)*

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- **ii)** Bar Manger's Report – Noted.
- **iii)** Leisure Centre Manager's Report – Noted.

1377. BUDGET REPORT AND INCOME AND EXPENDITURE REPORTS:
No reports this month.

1378. BALANCE SHEET: No report this month.

1379. PLANNING APPLICATIONS: See attached schedule

FEEDBACK: 20th April 2018 - To Date

PT18/0453/F - 11 Boverton Road Filton Bristol South Gloucestershire BS34 7AH - Demolition of existing conservatory and garage. Erection of a two storey side and a single storey rear extension to form attached garage and additional living accommodation. Installation of decking, creation of new vehicular access and erection of new 1.8 metre high boundary fence. - *Approve with Conditions.*

PT17/5533/MW - Viridor Waste Management Northway Gloucester Road North, Filton South Gloucestershire - Demolition of existing building. Erection of replacement waste transfer building and associated works. - *Approve with Conditions.*

PT18/0850/F - 54 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ - Erection of first floor extension to form additional living accommodation. - *Approve with Conditions.*

PT17/5682/RVC - East Works Site, Gloucester Road North, Filton, South Gloucestershire, BS34 7BQ - Variation of condition 5 attached to planning permission PT16/5502/RVC to add revised landscaping plans. - *Approve with Conditions.*

PT18/0097/F - Adjacent To 11B Ventnor Road Filton Bristol South Gloucestershire BS34 7HF - Erection of 1no. attached dwelling and associated works. - *Refusal.*

The Chair closed the meeting at 19:40

SCHEDULE OF PLANNING APPLICATIONS MAY 2018

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3638	**PT18/1745/F**	**26 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ -** Change of use from mixed retail and residential (sui generis) to separate retail unit (Class A1) and residential unit (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (As Amended).	**11th May 2018**	**No Objection**
F.3639	**PT18/1853/PNH**	**54 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ -** Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 8 metres, for which the maximum height would be 4 metres and for which the height of the eaves would be 4 metres.	**14th May 2018**	**Not Able to comment due to it being a Filton Councillors house**
F.3641	**PT18/1847/F**	**Whittle House Rolls Royce Site Gloucester Road North Filton South Gloucestershire -** Installation of Emergency Generator	**18th May 2018**	**No Objection**

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GROUNDS AND MAINTENANCE REPORT MAY 2018

A busy time at the moment regarding maintenance and grounds. We are dealing with quotes for various projects that we have in the pipeline along with getting grounds ready for the football season and of course the festival, we are also in the holiday season for staff so at times are not at full capacity.

JOBS 35

LEISURE CENTRE 20 = 57%

MAINTENANCE 6 = 17%

GROUNDS 5 = 14%

OFFICE 2 = 6%

RATEPAYERS 2 = 6%

ON TIME 31 = 88%

GONE OVER 4 = 12%

ON SITE 32 =91%

SUB-CONTRACTORS 3 = 9%

Happy with figures but as always room for improvement particularly with jobs on time and also jobs kept in house.

RATEPAYERS

I am at present getting quotes for the refit of the Ratepayers toilets, I apologise for the delay and I am chasing the companies up. I will hopefully have all the quotes for the next report.

I have also enclosed two quotes for some decking outside the Ratepayers .I am also awaiting a quote for some railings to go around it but the company have given me an estimated cost which I have enclosed which will be added to the decking cost.

GROUNDS WORK

We are at present preparing the pitches for next season and also concentrating on the site particularly with the Festival on the horizon.

ALLOTMENT

Again I am awaiting all the quotes for the new access point at the Station Road allotments .I will also be presenting some quotes for clearing some of the site .Obviously if the clearance quotes don't fit in with our budget we will take on the work ourselves.

Thanks again to the Council and Town Clerk for their continued support.

Neil Palmer

Grounds and Maintenance Manager

Filton Town Council

BAR REPORT May1ST- 31st

STAFFING - Staff have been very good helping out with covering holidays sickness etc.

INCOME AND EXPENDITURE - Takings for May has been good, with £15,303.00 being taken to date, with drinks income looking good at £13,916.56 and food at £336.50.Machine Income £250.49 and £799.45 for snooker badminton etc . Income and expenditure remains under control and under budget.

PROMOTIONS & EVENTS -
Real ale sales are improving and house doubles are proving popular, Quiz nights are still being well represented with money being raised for Great western air ambulance.
Kind Regards

Debra Holman
Bar Manager

FSLC report June 2018:

Team summary:

- Supervisors – Nothing new to report.
- Lifeguards – We now have new full time lifeguards started, this will now enable us to man the facility with more stability.
- Reception – We have one of our contracted Reception team off on long term sick. (Ongoing, due back this month)
- Swimming team – The new supervisors and Administrator have now settled in and are looking at changes and improvements to the Swim School.

Training & Development:

- Our Swim Supervisors (Kelly Holden) has now completed her Monofin course which will enable us to offer bespoke Mermaid parties and courses. This will be unique to the area, and will also generate added income to the centre. (We will be looking at offering Children's parties and lessons in the near future, once the trial sessions have been completed.)

New Developments:

- We are looking at ideas to possibly change/renovate the 5 a side courts** due to the lack of use. One of the suggestions is to turn them into over flow parking to help ease the congestion we have especially on the weekends. (it would be great to get the Councils feedback on this if possible)
  - Update** We have had the Community Manager from Bristol Rovers Community Trust visit and they would like to help improve the courts and football changing rooms. They are looking at applying for grants through the F.A. I will update as soon as possible.**
- We have agreed for Robins Day Nursery to hire the Party room three days a week from now, they will be using the room to host their younger children and are looking at using us as a permanent venue in the future. This will increase the revenue of the Party room quite significantly.

Events & Operations:

- We will be looking at planning for the School Summer holidays, we are looking offering crash courses in swimming as well as masterclasses, the pool inflatable, rookie lifeguard taster classes, National Pool Lifeguard Qualification and mermaid/Monofin sessions. This has now sold out**

Scott Fessey
Leisure Centre Manager

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<u>FSLC report June 2018:</u>

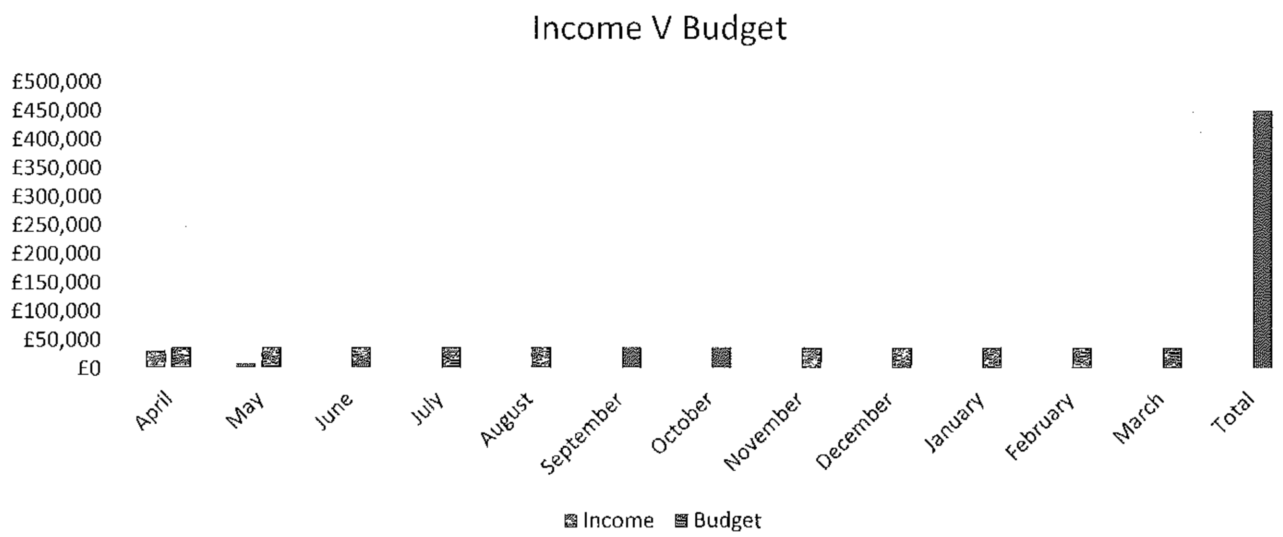
Till income vs budget:

2017/2018

	P1	P2	P3	P4	P5	P6
Till Income	£31,725	£9,950**				
Budget	**£37,569**	**£37,569**	**£37,569**	**£37,569**	**£37,569**	**£37,569**
Cumulative Income	£37,569	£41,675				
Cumulative Budget	£37,569	£75,138				
Difference	-£8,832	(£33,463)				

	P7	P8	P9	P10	P11	P12
Till Income						
Budget	**£37,569**	**£37,569**	**£37,569**	**£37,569**	**£37,569**	**£37,569**
Cumulative Income						
Cumulative Budget						
Difference						

***Income to date 26th May 2018*



*** Does not include any BACS payments**

***Does not include money transferred for lessons from 2017/18**

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	Leisure Centre - General						
4001	SALARIES & WAGES	50,199	485,643	435,444		435,444	10.3 %
4003	COST OF TRAINING COURSES	0	1,700	1,700		1,700	0.0 %
4006	PROTECTIVE CLOTHING	0	1,500	1,500		1,500	0.0 %
4008	TRAINING	0	1,000	1,000		1,000	0.0 %
4011	RATES	5,014	61,850	56,836		56,836	8.1 %
4012	WATER RATES	118	2,500	2,382		2,382	4.7 %
4014	ELECTRICITY	487	4,000	3,513		3,513	12.2 %
4015	GAS	566	8,000	7,434		7,434	7.1 %
4016	JANITORIAL	183	4,000	3,817		3,817	4.6 %
4017	HEALTH & SAFETY	71	1,200	1,129		1,129	5.9 %
4018	REFUSE DISPOSAL	506	5,800	5,294		5,294	8.7 %
4021	TELEPHONE & FAX	236	1,200	964		964	19.7 %
4023	STATIONERY/PRINTING	269	1,000	731		731	26.9 %
4025	INSURANCE	0	12,000	12,000		12,000	0.0 %
4030	RECRUITMENT ADVTG	0	500	500		500	0.0 %
4032	PUBLICITY	0	3,500	3,500		3,500	0.0 %
4035	SECURITY COSTS	130	7,000	6,870		6,870	1.9 %
4036	PROPERTY MAINTCE	259	9,500	9,241		9,241	2.7 %
4038	MAINTENANCE CTRCTS	68	7,500	7,432		7,432	0.9 %
4039	MISC EXPS, XMAS DECORATIONS	50	0	-50		-50	0.0 %
4040	EQUIPMENT & SMALL TOOLS	770	2,500	1,730		1,730	30.8 %
4051	BANK CHARGES	1,511	4,500	2,989		2,989	33.6 %
4052	BANK INTEREST	-3	0	3		3	0.0 %
4056	LEGAL FEES	77	0	-77		-77	0.0 %
4115	LICENCES	0	75	75		75	0.0 %
	Leisure Centre - General :- Expenditure	**60,512**	**626,468**	**565,956**	**0**	**565,956**	**9.7 %**
1010	Pavillion Hire	649	4,000	-3,351			16.2 %
1011	HALL BLOCK BOOKINGS	497	4,500	-4,003			11.1 %
1013	EQUIPMENT HIRE INCOME	3	100	-98			2.5 %
1054	Softplay Income	1,165	22,500	-21,335			5.2 %
1080	MISCELLANEOUS INCOME	65	600	-535			10.8 %
	Leisure Centre - General :- Income	**2,378**	**31,700**	**-29,322**			**7.5 %**
	Net Expenditure over Income	**58,134**	**594,768**	**536,634**			
102	Leisure Centre - Swimming Pool						
4008	TRAINING	0	3,000	3,000		3,000	0.0 %
4010	OTHER STAFF COSTS	15	250	235		235	6.0 %
4012	WATER RATES	1,139	13,000	11,861		11,861	8.8 %

Continued on Page No 2

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4014	ELECTRICITY	2,025	28,000	25,975		25,975	7.2 %
4015	GAS	514	35,000	34,486		34,486	1.5 %
4017	HEALTH & SAFETY	0	1,200	1,200		1,200	0.0 %
4024	SUBSCRIPTIONS	0	400	400		400	0.0 %
4036	PROPERTY MAINTCE	150	500	350		350	30.0 %
4040	EQUIPMENT & SMALL TOOLS	369	2,000	1,631		1,631	18.4 %
4042	EQUIPMENT MAINTCE	0	10,000	10,000		10,000	0.0 %
4120	POOL CHEMICALS	160	5,000	4,840		4,840	3.2 %
4125	POOL PURCHASES NOT FOR	381	1,000	619		619	38.1 %
	Leisure Centre - Swimming Pool :- Expenditure	**4,753**	**99,350**	**94,597**	**0**	**94,597**	**4.8 %**
4103	PURCHASES FOR RESALE	279	8,500	8,221		8,221	3.3 %
	Leisure Centre - Swimming Pool :- Direct Expenditure	**279**	**8,500**	**8,221**	**0**	**8,221**	**3.3 %**
1012	Bouncy Castle Parties	492	2,500	-2,008			19.7 %
1014	SWIMMING - CASUAL HIRE	545	0	545			0.0 %
1020	SWIMMING - PUBLIC	5,137	108,000	-102,863			4.8 %
1021	SWIMMING - LESSONS	16,757	200,000	-183,243			8.4 %
1022	SWIMMING - SCHOOLS	6,786	15,000	-8,214			45.2 %
1023	SWIMMING - CLUBS	4,292	21,500	-17,208			20.0 %
1024	SALES (STOCK) POOL	477	13,000	-12,523			3.7 %
1025	Pool Parties	200	6,000	-5,800			3.3 %
1026	One to One Lessons	240	14,000	-13,760			1.7 %
1027	Aqua Fit	525	6,000	-5,475			8.8 %
1028	Lifeguard Courses	0	6,200	-6,200			0.0 %
1080	MISCELLANEOUS INCOME	0	600	-600			0.0 %
1099	TILL DISCREPANCIES	-100	0	-100			0.0 %
	Leisure Centre - Swimming Pool :- Income	**35,350**	**392,800**	**-357,450**			**9.0 %**
	Net Expenditure over Income	**-30,318**	**-284,950**	**-254,632**			
103	Leisure Centre - Pool Vending						
1030	Vending Machine Income	33	1,800	-1,767			1.8 %
	Leisure Centre - Pool Vending :- Income	**33**	**1,800**	**-1,767**			**1.8 %**
	Net Expenditure over Income	**-33**	**-1,800**	**-1,767**			
104	Leisure Centre - Bar						
4001	SALARIES & WAGES	10,812	70,355	59,543		59,543	15.4 %
4006	PROTECTIVE CLOTHING	0	550	550		550	0.0 %
4032	PUBLICITY	0	100	100		100	0.0 %
4036	PROPERTY MAINTCE	75	2,000	1,925		1,925	3.8 %

Continued on Page No 3

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4038	MAINTENANCE CTRCTS	0	350	350		350	0.0 %
4040	EQUIPMENT & SMALL TOOLS	393	400	7		7	98.1 %
4041	EQUIPMENT HIRE	0	5,000	5,000		5,000	0.0 %
4051	BANK CHARGES	83	700	617		617	11.9 %
4060	OTHER PROF FEES	100	1,200	1,100		1,100	8.3 %
4104	BAR SUNDRIES	0	600	600		600	0.0 %
4110	PROMOTIONS	0	2,500	2,500		2,500	0.0 %
4115	LICENCES	0	900	900		900	0.0 %
4116	GAMING MACHINE DUTY	0	1,000	1,000		1,000	0.0 %
	Leisure Centre - Bar :- Expenditure	**11,463**	**85,655**	**74,192**	**0**	**74,192**	**13.4 %**
4101	PURCHASES - WET STOCK	3,995	60,750	56,755		56,755	6.6 %
4102	PURCHASES - DRY STOCK	305	5,000	4,695		4,695	6.1 %
	Leisure Centre - Bar :- Direct Expenditure	**4,300**	**65,750**	**61,450**	**0**	**61,450**	**6.5 %**
1001	RENT RECEIVED	686	16,800	-16,114			4.1 %
1031	MACHINE INCOME	177	2,400	-2,223			7.4 %
1032	Tickets	0	500	-500			0.0 %
1040	BAR INCOME - LOUNGE	11,468	140,000	-128,532			8.2 %
1041	BAR INCOME - HALL	437	12,500	-12,063			3.5 %
1049	CAFE INCOME	296	3,600	-3,304			8.2 %
1099	TILL DISCREPANCIES	-7	0	-7			0.0 %
	Leisure Centre - Bar :- Income	**13,057**	**175,800**	**-162,743**			**7.4 %**
	Net Expenditure over Income	**2,706**	**-24,395**	**-27,101**			
105	Leisure Centre - Indoor Sports						
4014	ELECTRICITY	909	17,000	16,091		16,091	5.3 %
4036	PROPERTY MAINTCE	67	5,000	4,933		4,933	1.3 %
4038	MAINTENANCE CTRCTS	0	1,000	1,000		1,000	0.0 %
4040	EQUIPMENT & SMALL TOOLS	0	500	500		500	0.0 %
	Leisure Centre - Indoor Sports :- Expenditure	**976**	**23,500**	**22,524**	**0**	**22,524**	**4.2 %**
1050	BADMINTON FEES	283	3,500	-3,217			8.1 %
1051	SNOOKER FEES	605	7,200	-6,595			8.4 %
1052	PARTY ROOM HIRE	238	2,000	-1,763			11.9 %
1053	SKITTLE ALLEY	17	100	-83			16.7 %
	Leisure Centre - Indoor Sports :- Income	**1,142**	**12,800**	**-11,658**			**8.9 %**
	Net Expenditure over Income	**-166**	**10,700**	**10,866**			

Continued on Page No 4

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
106	Leisure Centre - Outdoor Sport						
4014	ELECTRICITY	62	3,000	2,938		2,938	2.1 %
	Leisure Centre - Outdoor Sport :- Expenditure	**62**	**3,000**	**2,938**	**0**	**2,938**	**2.1 %**
1060	GRASS INCOME	817	8,000	-7,183			10.2 %
1061	OUTSIDE COURTS	0	1,000	-1,000			0.0 %
1063	Petanque Income	0	100	-100			0.0 %
	Leisure Centre - Outdoor Sport :- Income	**817**	**9,100**	**-8,283**			**9.0 %**
	Net Expenditure over Income	**-755**	**-6,100**	**-5,345**			
201	Playing Fields						
4012	WATER RATES	64	2,000	1,936		1,936	3.2 %
4037	GROUNDS MAINTENANCE	257	2,250	1,993		1,993	11.4 %
	Playing Fields :- Expenditure	**321**	**4,250**	**3,929**	**0**	**3,929**	**7.6 %**
1001	RENT RECEIVED	0	65	-65			0.0 %
	Playing Fields :- Income	**0**	**65**	**-65**			**0.0 %**
	Net Expenditure over Income	**321**	**4,185**	**3,864**			
202	Play Areas						
4037	GROUNDS MAINTENANCE	0	1,500	1,500		1,500	0.0 %
4042	EQUIPMENT MAINTCE	0	1,000	1,000		1,000	0.0 %
	Play Areas :- Expenditure	**0**	**2,500**	**2,500**	**0**	**2,500**	**0.0 %**
	Net Expenditure over Income	**0**	**2,500**	**2,500**			
203	Millennium Green						
4037	GROUNDS MAINTENANCE	0	500	500		500	0.0 %
	Millennium Green :- Expenditure	**0**	**500**	**500**	**0**	**500**	**0.0 %**
1001	RENT RECEIVED	0	1,500	-1,500			0.0 %
	Millennium Green :- Income	**0**	**1,500**	**-1,500**			**0.0 %**
	Net Expenditure over Income	**0**	**-1,000**	**-1,000**			
204	Allotments						
4012	WATER RATES	86	250	164		164	34.4 %
4013	RENT	0	275	275		275	0.0 %
4037	GROUNDS MAINTENANCE	0	250	250		250	0.0 %
	Allotments :- Expenditure	**86**	**775**	**689**	**0**	**689**	**11.1 %**

Continued on Page No 5

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1001	RENT RECEIVED	0	1,600	-1,600			0.0 %
	Allotments :- Income	**0**	**1,600**	**-1,600**			**0.0 %**
	Net Expenditure over Income	**86**	**-825**	**-911**			
301	Roads & Highways						
4080	STREET CARE (ex S Glos)	0	3,200	3,200		3,200	0.0 %
	Roads & Highways :- Expenditure	**0**	**3,200**	**3,200**	**0**	**3,200**	**0.0 %**
	Net Expenditure over Income	**0**	**3,200**	**3,200**			
302	Community Development						
4701	GRANTS - N BRISTOL ADVICE	0	500	500		500	0.0 %
4702	GRANTS - TWINNING ASS'N	0	300	300		300	0.0 %
4703	GRANTS - FOUR TOWNS TPT	0	1,000	1,000		1,000	0.0 %
4706	GRANTS - Four Towns Play Assoc	0	4,000	4,000		4,000	0.0 %
4707	GRANTS - YOUTH PROVISION	0	10,000	10,000		10,000	0.0 %
4708	GRANTS - COMM'Y PARTNERSHIP	0	3,500	3,500		3,500	0.0 %
4711	GRANTS - S137 GENERAL	0	6,500	6,500		6,500	0.0 %
4720	CHRISTMAS ACTIVITIES	0	3,500	3,500		3,500	0.0 %
4725	FILTON FESTIVAL	59	5,000	4,941		4,941	1.2 %
	Community Development :- Expenditure	**59**	**34,300**	**34,241**	**0**	**34,241**	**0.2 %**
1082	Filton Festival	0	2,500	-2,500			0.0 %
	Community Development :- Income	**0**	**2,500**	**-2,500**			**0.0 %**
	Net Expenditure over Income	**59**	**31,800**	**31,741**			
801	Corporate Management						
4004	PENSION DEFICIT	-533	1,900	2,433		2,433	-28.1 %
4069	Irrecoverable VAT	0	10,000	10,000		10,000	0.0 %
	Corporate Management :- Expenditure	**-533**	**11,900**	**12,433**	**0**	**12,433**	**-4.5 %**
	Net Expenditure over Income	**-533**	**11,900**	**12,433**			
802	Democratic Rep'n & Mgmt						
4007	COURSES/CONFERENCES	0	250	250		250	0.0 %
4009	TRAVEL	0	50	50		50	0.0 %
4024	SUBSCRIPTIONS	0	200	200		200	0.0 %
4028	ELECTION COSTS	0	5,400	5,400		5,400	0.0 %
4033	NEWSLETTER	250	3,000	2,750		2,750	8.3 %

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4065	MEETING COSTS	0	200	200		200	0.0 %
	Democratic Rep'n & Mgmt :- Expenditure	**250**	**9,100**	**8,850**	**0**	**8,850**	**2.7 %**
	Net Expenditure over Income	**250**	**9,100**	**8,850**			
803	Civic Expenses						
4066	CHAIRMANS ALLOWANCE	746	950	204		204	78.5 %
	Civic Expenses :- Expenditure	**746**	**950**	**204**	**0**	**204**	**78.5 %**
	Net Expenditure over Income	**746**	**950**	**204**			
901	Central Services						
4001	SALARIES & WAGES	8,838	103,136	94,298		94,298	8.6 %
4005	HR Costs-Service level agr'mnt	0	7,500	7,500		7,500	0.0 %
4007	COURSES/CONFERENCES	0	250	250		250	0.0 %
4008	TRAINING	0	500	500		500	0.0 %
4009	TRAVEL	0	200	200		200	0.0 %
4010	OTHER STAFF COSTS	0	1,000	1,000		1,000	0.0 %
4016	JANITORIAL	183	0	-183		-183	0.0 %
4020	SUNDRY OFFICE & IT COSTS	171	4,000	3,829		3,829	4.3 %
4021	TELEPHONE & FAX	0	600	600		600	0.0 %
4022	POSTAGE	122	1,000	878		878	12.2 %
4023	STATIONERY/PRINTING	0	1,200	1,200		1,200	0.0 %
4024	SUBSCRIPTIONS	0	2,000	2,000		2,000	0.0 %
4026	PHOTOCOPY CHARGES	0	4,000	4,000		4,000	0.0 %
4027	OFFICE EQUIPMENT	0	500	500		500	0.0 %
4040	EQUIPMENT & SMALL TOOLS	898	0	-898		-898	0.0 %
4051	BANK CHARGES	0	500	500		500	0.0 %
4056	LEGAL FEES	0	1,000	1,000		1,000	0.0 %
4057	AUDIT FEES	0	3,300	3,300		3,300	0.0 %
4058	ACCOUNTANCY FEES	770	12,000	11,230		11,230	6.4 %
4060	OTHER PROF FEES	0	3,000	3,000		3,000	0.0 %
	Central Services :- Expenditure	**10,982**	**145,686**	**134,704**	**0**	**134,704**	**7.5 %**
1001	RENT RECEIVED	0	2	-2			0.0 %
	Central Services :- Income	**0**	**2**	**-2**			**0.0 %**
	Net Expenditure over Income	**10,982**	**145,684**	**134,702**			
902	Outside Services						
4001	SALARIES & WAGES	7,180	84,450	77,270		77,270	8.5 %

Continued on Page No 7

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4006	PROTECTIVE CLOTHING	0	500	500		500	0.0 %
4008	TRAINING	0	1,000	1,000		1,000	0.0 %
4025	INSURANCE	0	200	200		200	0.0 %
4036	PROPERTY MAINTCE	217	1,500	1,283		1,283	14.5 %
4037	GROUNDS MAINTENANCE	180	2,500	2,320		2,320	7.2 %
4040	EQUIPMENT & SMALL TOOLS	8	2,000	1,992		1,992	0.4 %
4041	EQUIPMENT HIRE	0	500	500		500	0.0 %
4042	EQUIPMENT MAINTCE	0	4,500	4,500		4,500	0.0 %
4044	VEHICLE FUEL,OIL & MAINT	0	4,000	4,000		4,000	0.0 %
	Outside Services :- Expenditure	**7,585**	**101,150**	**93,565**	**0**	**93,565**	**7.5 %**
1064	Third Party Fee Income	0	4,800	-4,800			0.0 %
	Outside Services :- Income	**0**	**4,800**	**-4,800**			**0.0 %**
	Net Expenditure over Income	**7,585**	**96,350**	**88,765**			
909	Capital & Projects						
4054	LOAN INTEREST PWLB	0	3,756	3,756		3,756	0.0 %
4055	LOAN CAPITAL REPAID	0	12,347	12,347		12,347	0.0 %
4993	TFR TO ROLLING CAPITAL FUND	0	25,000	25,000		25,000	0.0 %
	Capital & Projects :- Expenditure	**0**	**41,103**	**41,103**	**0**	**41,103**	**0.0 %**
	Net Expenditure over Income	**0**	**41,103**	**41,103**			
998	Precept & Interest						
1075	PRECEPT SUPPORT GRANT	0	21,519	-21,519			0.0 %
1076	PRECEPT	343,529	646,151	-302,622			53.2 %
1090	INTEREST RECEIVED	0	500	-500			0.0 %
	Precept & Interest :- Income	**343,529**	**668,170**	**-324,641**			**51.4 %**
	Net Expenditure over Income	**-343,529**	**-668,170**	**-324,641**			

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 1

A/c	Account Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,201,790	1,227,267	974,523
11	LEASEHOLD LAND & BUILDINGS	25,000	5,000	20,000
21	VEHICLES & EQUIPMENT	509,512	417,801	91,711
41	INFRASTRUCTURE ASSET	183,421	171,378	12,043
61	COMMUNITY ASSETS	61,372	22,902	38,470
	Total Fixed Assets	**2,981,095**	**1,844,348**	**1,136,747**
	Current Assets			
105	VAT CONTROL	441		
116	STAFF ADVANCES	290		
120	STOCK - BAR	4,282		
121	STOCK - LEISURE	561		
200	BANK ACCOUNT-GENERAL	425,994		
201	BANK IMPREST WAGES AC	56,476		
220	PETTY CASH - OFFICE	200		
221	PETTY CASH - BAR	549		
225	FLOAT - BAR	900		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	865		
250	CHANGE CONTROL AC	-10		
	Total Current Assets		**490,647**	
	Current Liabilities			
500	TRADE CREDITORS	742		
520	NET WAGES CONTROL	362		
525	PAYE AND NI DUE	20,965		
526	SUPERANNUATION DUE	8,258		
527	UNION FEES DUE	8		
528	A of E CONTROL	403		
	Total Current Liabilities		**30,738**	
	Net Current Assets			**459,909**
	Total Assets less Current Liablities			**1,596,656**
	Long Term Liabilities			
389	Deferred Grants Unapplied	2,597		
390	Deferred Grants Applied	1,462,506		
391	Deferred Grants Released	-1,053,009		
401	PWLB Loan 486814	63,987		
	Total Long Term Liabilities		**476,081**	
	Total Assets less Total Liablities			**1,120,575**
	Represented By :-			
300	CURRENT YEAR FUND	294,466		
310	GENERAL FUND	150,403		
315	ROLLING CAPITAL FUND	1,329		
324	EMR Allotments	4,961		
325	EMR 4 Towns Play Association	300		
328	EMR Elections	5,855		

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Detailed Balance Sheet (Excluding Stock Movement)

Month No: 1

A/c	Account Description	Actual	
330	CAPITAL FINANCE ACCOUNT	663,263	
	Total Equity		**1,120,575**

Grant Applications 2018

Date	Organisation	Contact	Address	Phone	Chairty No.	Requested	To Spend On
01/06/2018	Above & Beyond	Sarah Pryer	The Abbots House, Blackfriars, Bristol, BS1 2NZ	0117 3700847	229945	£552.00	Fundraising to purchase more visitor chairs for one of Bristol Children's Hospital wards.
11/04/2018	Community Nice Again Events	Nissanne Campbell	Filton Community Centre, Elm Park, Filton, Bristol, BS34 7PS	07917170399	N/A	£1000	To pay towards a community fun day in aid of Alzheimer's awareness.
26/03/2018	Filton Twinning Association	Bernard Duckett	8 Wheathill Close, Keynsham, Bristol, BS31 2HL	0117 9865350	N/A	£1800	In July 2018 Filton Community Association will be hosting 100 guests from the twin towns, The money will pay towards a buffet meal for 150 people.
20/03/2018	Citizens Advice	Rebecca Brown	Citizens Advice Centre, Kennedy Way, Yate, BS37 4DQ	01454 313099	1037480	£2000	The grant will contribute to our volunteer's expenses and training, allowing citizens advice to provide practical advice services over the phone and face to face to Filton residents who choose to come to us for help.
03/04/2018	MS Therapy Centre	Doro Pasantes	Bradbury House, Wheatfield Drive, Bradley Stoke, Bristol, BS32 9DB	01454 628722	801155	£350.00	To continue with the new physiotherapy classes.

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FEEDBACK: 25th May 2018 – 7th June 2018

F.3639 (PT18/1853/PNH) - 54 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ, Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 8 metres, for which the maximum height would be 4 metres and for which the height of the eaves would be 4 metres. - *No objection*

F. 3638 (PT18/1745/F) - 26 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ - Change of use from mixed retail and residential (sui generis) to separate retail unit (Class A1) and residential unit (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (As Amended). - *Approve with conditions*

F. 3641 (PT18/1847/F) - Whittle House Rolls Royce Site Gloucester Road North Filton South Gloucestershire - Installation of Emergency Generator - *Approve with conditions*

SCHEDULE OF PLANNING APPLICATIONS JUNE 2018

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3653	PT18/2343/F 628	**628 Southmead Road Filton Bristol South Gloucestershire BS34 7RF** - Erection of single storey side extension to form residential annexe.	19^{th} Jun 18	
F. 3654	PT18/2362/CLP	**105 Mortimer Road Filton Bristol South Gloucestershire BS34 7LH** - Erection of single storey rear extension and installation of rear dormer to facilitate loft conversion.	21^{st} Jun 18	
F.3655	PT18/2546/PNH	**46 Branksome Drive Filton Bristol South Gloucestershire BS34 7EF** - The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4 metres, for which the maximum height would be 2.3 metres, and for which the height of the eaves would be 2.2 metres.	21^{st} Jun 18	
F.3656	PT18/0986/F	**Land At Gipsy Patch Lane Little Stoke Bristol South Gloucestershire BS34 8LU** - Demolition and construction of new railway bridge to provide widened carriageway, footways and cycle lanes at Gipsy Patch Lane and works to lower the highway beneath.	25^{th} Jun 18	

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Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 12th June 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I Scott (Chair), B Mead (Vice Chair),K. Briffett, D. Collins, A. Doyle, A. Kenyon, D. Layade, A. Monk, E. Seymour, A Tink

ALSO PRESENT: N. Gould (Town Council Support Officer - Minutes)

APOLOGIES: Cllrs: - M. Chaudhry R. Taylor, J. Tucker

1380. APOLOGIES FOR ABSENCE: There were no apologies received but Cllrs; Chaudhry, Taylor and Tucker were not present.

1381. DECLARATION OF INTEREST: Cllr Kenyon declared a personal interest in the Twinning Association and Cllr Scott declared a personal interest in the Football Association.

1382. MINUTES: The minutes of the meeting held Tuesday 08th May 2018 were approved as an accurate record.

1383. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

1384. PUBLIC QUESTIONS: None received.

1385. MANAGERS' REPORTS:

i) Grounds and Maintenance Manager's Report – Noted.

ii) Bar Manger's Report – Cllrs discussed the skittle alley, it was noted that the skittle teams may not be interested in the alley because of the position of the new doors, after a short discussion a motion was **Agreed:** unanimously; to instruct the Clerk to contact a few different skittle teams, assess the problem with the doors, and ascertain whether if the problem is fixed the teams will use the alley, an update to be bought back to the next Finance Meeting.

Action: Town Clerk

iii) Leisure Centre Manager's Report – A Councillor asked if more detail could be given about the meeting with Rovers Football Club.

1386. BUDGET REPORT AND INCOME AND EXPENDITURE REPORTS:

- 4040-104 (Equipment & Small Tools) – Why is this budget 98.1% in month 1?
- 1001- 901 (Rent Received) – Councillors asked if the Community Association had been sent their annual invoice?

1387. BALANCE SHEET: Councillors asked what 389 (Deferred Grants Unapplied) was being spent on, The Town Clerk confirmed that the money had been allocated against a project.

1388. GRANT APPLICATIONS: See attached schedule.

Cllrs Monk, Scott, Mead and Tink leave the meeting at 7.55pm

1389. PLANNING APPLICATIONS: Meeting not quorate so deffered to next meeting.

FEEDBACK: Meeting not quorate so deffered to next meeting

The Chair closed the meeting at 8.00pm

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 10th July 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I Scott (Chair), K. Briffett, D. Collins, A. Doyle, A. Kenyon, E. Seymour, A Tink

ALSO PRESENT: L. Reuben (Town Council), N. Gould (Town Council Support Officer - Minutes)

APOLOGIES: Cllrs: - B. Mead, D Layade, A Monk,

NON ATTENDANCE: - M. Chaudhry, R. Taylor, J. Tucker

1390. APOLOGIES FOR ABSENCE: Councillor Mead, Monk and Layade's apologies were noted.

1391. DECLARATION OF INTEREST: There were none.

1392. MINUTES: The minutes of the meeting held Tuesday 12th June 2018 were approved as an accurate record.

1393. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

1394. PUBLIC QUESTIONS: None received.

1395. MANAGERS' REPORTS:

i) Grounds and Maintenance Manager's Report – A discussion took place regarding the tender process for the refurbishment of the toilets, it was agreed to pay a company to design a specification drawing so sub-contractors can tender against the same drawing.

A short discussion was held about the Bar Decking, Councillors felt that after the update from the accountant on the council finances there should be no spends unless essential maintenance work. The decking can be looked at again in the next financial year.

ii) Bar Manger's Report – The report was noted.

iii) Leisure Centre Manager's Report – Councillors ask that the Leisure Centre Manager produce a report for the next meeting outlining the reasons for last year's income losses.

1396. BUDGET REPORT AND INCOME AND EXPENDITURE REPORTS:

- 4030-101 (Recruitment Advertising) – Why is this budget 79.4% in month 2?
- 4040-101 (Equipment and Small Tools) – Why is this budget so overspent in month 2?
- 4051-101 (Bank Charges) – It was agreed that next year the bank charges budget needs to be increased to cover credit card charges.
- 4036-102 (Property Maintenance) – What has come out of this budget, it is massively overspent.

1397. BALANCE SHEET: The document was noted.

1398. FILTON YOUTH PROVISION: The document received from FACE was discussed; some councillors felt that the town council should not be picking up South Gloucestershire services now that so many cuts were being made. Councillors did note that FACE provided a brilliant service to young people and it would be a shame to loose such a service, it was suggested that a consultation be held to ask residents of Filton whether they would like the Town Council to fund the service which would increase council tax, Councillors asked that Debbie Teml be invited to the Full Council Meeting to present in more detail.

1399. FILTON FESTIVAL: A short update was given; financial figures will be available at the next Full Council Meeting. Councillors passed on their thanks to all staff involved in the day, very positive feedback had been received from stall holders and residents on the day.

CONFIDENTIAL SESSION

1400. COMMUNITY CENTRE: After a discussion about changing the date of the meeting it was ***Agreed*** to move the Finance meeting forward to 6.00pm on 11th September and hold the Public meeting in the Badminton Hall at 7.30pm. It was noted that the community centre members needed to be informed about the new date and Tony Robinson (Charity Commission) needed to be invited. It was also suggested that the chair of the meeting needed to be someone independent, it was ***Agreed*** the office would sort this.

The Chair closed the meeting at 8.15pm

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS
Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk
Town Clerk : Lesley Reuben
Tel: 01454 866698

Finance & General Purposes Committee – All Town Council Members
06th September 2018

Dear Member

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Tuesday 11th September 2018 at 6.00p.m.** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

L.A.Reuben
Town Clerk.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 10th July 2018 *(page 1-2)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda *(page 3)*
5. Public Questions – none received
6. Leisure Centre Manger Report on overspends *(page4)*
7. Income and Expenditure Reports *(pages 5-11)*
8. Balance Sheet – for information *(pages 12-13)*

CONFIDENTIAL SESSION – press and public to be excluded

9. Confidential Staffing Minutes September 2018 (*to be tabled)*

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 10th July 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I Scott (Chair), K. Briffett, D. Collins, A. Doyle, A. Kenyon, E. Seymour, A Tink

ALSO PRESENT: L. Reuben (Town Council), N. Gould (Town Council Support Officer - Minutes)

APOLOGIES: Cllrs: - B. Mead, D Layade, A Monk,

NON ATTENDANCE: - M. Chaudhry, R. Taylor, J. Tucker

1390. APOLOGIES FOR ABSENCE: Councillor Mead, Monk and Layade's apologies were noted.

1391. DECLARATION OF INTEREST: There were none.

1392. MINUTES: The minutes of the meeting held Tuesday 12th June 2018 were approved as an accurate record.

1393. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

1394. PUBLIC QUESTIONS: None received.

1395. MANAGERS' REPORTS:

i) Grounds and Maintenance Manager's Report – A discussion took place regarding the tender process for the refurbishment of the toilets, it was agreed to pay a company to design a specification drawing so sub-contractors can tender against the same drawing.
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The Chair closed the meeting at 8.15pm

FILTON TOWN COUNCIL

Income and Expenditure explanations from previous Finance Committee Meeting

4030 – 101 (Recruitment Advertising) – The Leisure Centre placed a big advert to recruit new swim teachers in month 2.

4040 – 101 (Equipment and Small Tools) – The budget includes payments for; a new chair for reception, a new till (used for the festival and re-booking), a speaker CD player for the music played on pool side, and new furniture for the reception area.

4036 – 102 (Property Maintenance) – A large proportion of this budget has been spent on call outs for the air handling unit, A shower and hand dryer had to be replaced in month 2.

FILTON TOWN COUNCIL

Leisure Centre Report to Finance Committee September 2018

Wages over spend –

Suspension = £1962
Long term sickness = £15021
Small Claims Court Claim = £4000

Total = £20,983

Closure costs (approx. 15 days.)

- 3 Days of heavy snow
- Water supply cut off for 1 day
- Air Handling Unit

Lesson refunds = £1836 per day (lessons) x 15 = £27,540
Staff costs = £1094 per day x 15 = £16,410

Total = £43,950

Combined totals - £64,933

Scott Fessey
Leisure Centre Manager

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	Leisure Centre - General							
4001	SALARIES & WAGES	7,434	134,631	485,643	351,012		351,012	27.7 %
4003	COST OF TRAINING COURSES	75	75	1,700	1,625		1,625	4.4 %
4006	PROTECTIVE CLOTHING	47	565	1,500	935		935	37.7 %
4008	TRAINING	0	0	1,000	1,000		1,000	0.0 %
4011	RATES	5,012	20,050	61,850	41,800		41,800	32.4 %
4012	WATER RATES	127	375	2,500	2,125		2,125	15.0 %
4014	ELECTRICITY	0	487	4,000	3,513		3,513	12.2 %
4015	GAS	165	697	8,000	7,303		7,303	8.7 %
4016	JANITORIAL	277	1,084	4,000	2,916		2,916	27.1 %
4017	HEALTH & SAFETY	44	308	1,200	892		892	25.7 %
4018	REFUSE DISPOSAL	694	2,300	5,800	3,500		3,500	39.7 %
4021	TELEPHONE & FAX	68	180	1,200	1,020		1,020	15.0 %
4023	STATIONERY/PRINTING	379	864	1,000	136		136	86.4 %
4025	INSURANCE	0	10,972	12,000	1,028		1,028	91.4 %
4030	RECRUITMENT ADVTG	0	397	500	103		103	79.4 %
4032	PUBLICITY	0	865	3,500	2,635		2,635	24.7 %
4035	SECURITY COSTS	607	1,697	7,000	5,303		5,303	24.2 %
4036	PROPERTY MAINTCE	196	2,793	9,500	6,707		6,707	29.4 %
4038	MAINTENANCE CTRCTS	34	2,367	7,500	5,133		5,133	31.6 %
4039	MISC EXPS, XMAS DECORATIONS	50	100	0	-100		-100	0.0 %
4040	EQUIPMENT & SMALL TOOLS	646	1,716	2,500	784		784	68.7 %
4042	EQUIPMENT MAINTCE	7	18	0	-18		-18	0.0 %
4046	CLEANING CONTRACT	0	324	0	-324		-324	0.0 %
4051	BANK CHARGES	211	1,235	4,500	3,265		3,265	27.5 %
4052	BANK INTEREST	0	-3	0	3		3	0.0 %
4056	LEGAL FEES	0	77	0	-77		-77	0.0 %
4115	LICENCES	0	0	75	75		75	0.0 %
	Leisure Centre - General :- Expenditure	**16,073**	**184,176**	**626,468**	**442,292**	**0**	**442,292**	**29.4 %**
4103	PURCHASES FOR RESALE	0	93	0	-93		-93	0.0 %
	Leisure Centre - General :- Direct Expenditure	**0**	**93**	**0**	**-93**	**0**	**-93**	
1001	RENT RECEIVED	3,800	3,800	0	3,800			0.0 %
1010	Pavillion Hire	580	2,233	4,000	-1,767			55.8 %
1011	HALL BLOCK BOOKINGS	153	892	4,500	-3,608			19.8 %
1013	EQUIPMENT HIRE INCOME	3	11	100	-89			11.1 %
1054	Softplay Income	650	3,514	22,500	-18,986			15.6 %
1080	MISCELLANEOUS INCOME	895	1,298	600	698			216.3 %
	Leisure Centre - General :- Income	**6,081**	**11,747**	**31,700**	**-19,953**			**37.1 %**
	Net Expenditure over Income	**9,993**	**172,521**	**594,768**	**422,247**			

Continued on Page No 2

Filton Town Council 2018/19

Detailed Income & Expenditure by Budget Heading 31/07/2018

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
102	Leisure Centre - Swimming Pool							
4001	SALARIES & WAGES	25	25	0	-25		-25	0.0 %
4008	TRAINING	375	494	3,000	2,506		2,506	16.5 %
4010	OTHER STAFF COSTS	0	15	250	235		235	6.0 %
4012	WATER RATES	1,080	3,399	13,000	9,601		9,601	26.1 %
4014	ELECTRICITY	926	2,896	28,000	25,104		25,104	10.3 %
4015	GAS	1,930	6,910	35,000	28,090		28,090	19.7 %
4017	HEALTH & SAFETY	120	183	1,200	1,017		1,017	15.3 %
4020	SUNDRY OFFICE & IT COSTS	0	2,835	0	-2,835		-2,835	0.0 %
4024	SUBSCRIPTIONS	0	0	400	400		400	0.0 %
4036	PROPERTY MAINTCE	0	1,114	500	-614		-614	222.7 %
4040	EQUIPMENT & SMALL TOOLS	98	872	2,000	1,128		1,128	43.6 %
4042	EQUIPMENT MAINTCE	0	202	10,000	9,798		9,798	2.0 %
4120	POOL CHEMICALS	931	2,264	5,000	2,736		2,736	45.3 %
4125	POOL PURCHASES NOT FOR	158	614	1,000	386		386	61.4 %
	Leisure Centre - Swimming Pool :- Expenditure	**5,643**	**21,823**	**99,350**	**77,527**	**0**	**77,527**	**22.0 %**
4103	PURCHASES FOR RESALE	550	1,882	8,500	6,618		6,618	22.1 %
	Leisure Centre - Swimming Pool :- Direct Expenditure	**550**	**1,882**	**8,500**	**6,618**	**0**	**6,618**	**22.1 %**
1012	Bouncy Castle Parties	104	1,013	2,500	-1,487			40.5 %
1014	SWIMMING - CASUAL HIRE	0	545	0	545			0.0 %
1020	SWIMMING - PUBLIC	5,732	20,642	108,000	-87,358			19.1 %
1021	SWIMMING - LESSONS	53,212	145,111	200,000	-54,889			72.6 %
1022	SWIMMING - SCHOOLS	0	80	15,000	-14,920			0.5 %
1023	SWIMMING - CLUBS	0	-1,243	21,500	-22,743			-5.8 %
1024	SALES (STOCK) POOL	541	1,748	13,000	-11,252			13.4 %
1025	Pool Parties	200	575	6,000	-5,425			9.6 %
1026	One to One Lessons	185	805	14,000	-13,195			5.8 %
1027	Aqua Fit	379	1,905	6,000	-4,095			31.7 %
1028	Lifeguard Courses	1,025	1,450	6,200	-4,750			23.4 %
1080	MISCELLANEOUS INCOME	0	-160	600	-760			-26.7 %
1099	TILL DISCREPANCIES	-7	-64	0	-64			0.0 %
	Leisure Centre - Swimming Pool :- Income	**61,372**	**172,405**	**392,800**	**-220,395**			**43.9 %**
	Net Expenditure over Income	**-55,180**	**-148,701**	**-284,950**	**-136,249**			
103	Leisure Centre - Pool Vending							
1030	Vending Machine Income	15	244	1,800	-1,556			13.5 %
	Leisure Centre - Pool Vending :- Income	**15**	**244**	**1,800**	**-1,556**			**13.5 %**
	Net Expenditure over Income	**-15**	**-244**	**-1,800**	**-1,556**			

Continued on Page No 3

Filton Town Council 2018/19

Detailed Income & Expenditure by Budget Heading 31/07/2018

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
104	Leisure Centre - Bar							
4001	SALARIES & WAGES	50,201	78,112	70,355	-7,757		-7,757	111.0 %
4006	PROTECTIVE CLOTHING	0	0	550	550		550	0.0 %
4011	RATES	0	126	0	-126		-126	0.0 %
4016	JANITORIAL	0	9	0	-9		-9	0.0 %
4032	PUBLICITY	0	0	100	100		100	0.0 %
4036	PROPERTY MAINTCE	567	1,956	2,000	44		44	97.8 %
4038	MAINTENANCE CTRCTS	0	149	350	201		201	42.6 %
4040	EQUIPMENT & SMALL TOOLS	0	406	400	-6		-6	101.4 %
4041	EQUIPMENT HIRE	315	1,432	5,000	3,568		3,568	28.6 %
4051	BANK CHARGES	89	252	700	448		448	35.9 %
4060	OTHER PROF FEES	0	300	1,200	900		900	25.0 %
4104	BAR SUNDRIES	5	185	600	415		415	30.8 %
4110	PROMOTIONS	0	0	2,500	2,500		2,500	0.0 %
4115	LICENCES	98	98	900	802		802	10.9 %
4116	GAMING MACHINE DUTY	0	345	1,000	655		655	34.5 %
	Leisure Centre - Bar :- Expenditure	**51,275**	**83,369**	**85,655**	**2,286**	**0**	**2,286**	**97.3 %**
4101	PURCHASES - WET STOCK	2,371	14,685	60,750	46,065		46,065	24.2 %
4102	PURCHASES - DRY STOCK	707	3,779	5,000	1,221		1,221	75.6 %
	Leisure Centre - Bar :- Direct Expenditure	**3,079**	**18,464**	**65,750**	**47,286**	**0**	**47,286**	**28.1 %**
1001	RENT RECEIVED	509	2,444	16,800	-14,356			14.5 %
1031	MACHINE INCOME	186	795	2,400	-1,605			33.1 %
1032	Tickets	0	0	500	-500			0.0 %
1040	BAR INCOME - LOUNGE	10,560	46,317	140,000	-93,683			33.1 %
1041	BAR INCOME - HALL	2,535	3,414	12,500	-9,086			27.3 %
1049	CAFE INCOME	416	1,301	3,600	-2,299			36.1 %
1099	TILL DISCREPANCIES	90	61	0	61			0.0 %
	Leisure Centre - Bar :- Income	**14,296**	**54,333**	**175,800**	**-121,467**			**30.9 %**
	Net Expenditure over Income	**40,058**	**47,500**	**-24,395**	**-71,895**			
105	Leisure Centre - Indoor Sports							
4014	ELECTRICITY	0	1,728	17,000	15,272		15,272	10.2 %
4036	PROPERTY MAINTCE	0	260	5,000	4,740		4,740	5.2 %
4038	MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0 %
4040	EQUIPMENT & SMALL TOOLS	0	0	500	500		500	0.0 %
	Leisure Centre - Indoor Sports :- Expenditure	**0**	**1,988**	**23,500**	**21,512**	**0**	**21,512**	**8.5 %**
1050	BADMINTON FEES	143	792	3,500	-2,708			22.6 %
1051	SNOOKER FEES	223	1,775	7,200	-5,425			24.7 %

Continued on Page No 4

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1052	PARTY ROOM HIRE	188	850	2,000	-1,150			42.5 %
1053	SKITTLE ALLEY	0	17	100	-83			16.7 %
	Leisure Centre - Indoor Sports :- Income	**553**	**3,434**	**12,800**	**-9,366**			**26.8 %**
	Net Expenditure over Income	**-553**	**-1,446**	**10,700**	**12,146**			
106	Leisure Centre - Outdoor Sport							
4014	ELECTRICITY	290	290	3,000	2,710		2,710	9.7 %
	Leisure Centre - Outdoor Sport :- Expenditure	**290**	**290**	**3,000**	**2,710**	**0**	**2,710**	**9.7 %**
1060	GRASS INCOME	43	739	8,000	-7,261			9.2 %
1061	OUTSIDE COURTS	14	-166	1,000	-1,166			-16.6 %
1063	Petanque Income	0	0	100	-100			0.0 %
	Leisure Centre - Outdoor Sport :- Income	**57**	**573**	**9,100**	**-8,527**			**6.3 %**
	Net Expenditure over Income	**233**	**-283**	**-6,100**	**-5,817**			
201	Playing Fields							
4012	WATER RATES	75	225	2,000	1,775		1,775	11.3 %
4037	GROUNDS MAINTENANCE	558	1,012	2,250	1,238		1,238	45.0 %
4115	LICENCES	250	250	0	-250		-250	0.0 %
	Playing Fields :- Expenditure	**882**	**1,487**	**4,250**	**2,763**	**0**	**2,763**	**35.0 %**
1001	RENT RECEIVED	0	0	65	-65			0.0 %
	Playing Fields :- Income	**0**	**0**	**65**	**-65**			**0.0 %**
	Net Expenditure over Income	**882**	**1,487**	**4,185**	**2,698**			
202	Play Areas							
4037	GROUNDS MAINTENANCE	109	109	1,500	1,392		1,392	7.2 %
4042	EQUIPMENT MAINTCE	152	662	1,000	338		338	66.2 %
	Play Areas :- Expenditure	**260**	**771**	**2,500**	**1,730**	**0**	**1,730**	**30.8 %**
	Net Expenditure over Income	**260**	**771**	**2,500**	**1,730**			
203	Millennium Green							
4037	GROUNDS MAINTENANCE	0	0	500	500		500	0.0 %
	Millennium Green :- Expenditure	**0**	**0**	**500**	**500**	**0**	**500**	**0.0 %**
1001	RENT RECEIVED	0	0	1,500	-1,500			0.0 %
	Millennium Green :- Income	**0**	**0**	**1,500**	**-1,500**			**0.0 %**
	Net Expenditure over Income	**0**	**0**	**-1,000**	**-1,000**			

Continued on Page No 5

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
204	Allotments							
4012	WATER RATES	137	137	250	113		113	54.8 %
4013	RENT	0	0	275	275		275	0.0 %
4037	GROUNDS MAINTENANCE	0	0	250	250		250	0.0 %
	Allotments :- Expenditure	**137**	**137**	**775**	**638**	**0**	**638**	**17.7 %**
1001	RENT RECEIVED	0	0	1,600	-1,600			0.0 %
	Allotments :- Income	**0**	**0**	**1,600**	**-1,600**			**0.0 %**
	Net Expenditure over Income	**137**	**137**	**-825**	**-962**			
301	Roads & Highways							
4037	GROUNDS MAINTENANCE	0	120	0	-120		-120	0.0 %
4080	STREET CARE (ex S Glos)	0	771	3,200	2,429		2,429	24.1 %
	Roads & Highways :- Expenditure	**0**	**891**	**3,200**	**2,309**	**0**	**2,309**	**27.8 %**
	Net Expenditure over Income	**0**	**891**	**3,200**	**2,309**			
302	Community Development							
4701	GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0 %
4702	GRANTS - TWINNING ASS'N	0	600	300	-300		-300	200.0 %
4703	GRANTS - FOUR TOWNS TPT	0	0	1,000	1,000		1,000	0.0 %
4706	GRANTS - Four Towns Play Assoc	0	0	4,000	4,000		4,000	0.0 %
4707	GRANTS - YOUTH PROVISION	0	0	10,000	10,000		10,000	0.0 %
4708	GRANTS - COMM'Y PARTNERSHIP	0	3,500	3,500	0		0	100.0 %
4711	GRANTS - S137 GENERAL	0	2,050	6,500	4,450		4,450	31.5 %
4720	CHRISTMAS ACTIVITIES	0	0	3,500	3,500		3,500	0.0 %
4725	FILTON FESTIVAL	5,104	6,132	5,000	-1,132		-1,132	122.6 %
	Community Development :- Expenditure	**5,104**	**12,282**	**34,300**	**22,018**	**0**	**22,018**	**35.8 %**
1077	GRANTS RECEIVED	0	975	0	975			0.0 %
1082	Filton Festival	1,359	1,599	2,500	-901			63.9 %
	Community Development :- Income	**1,359**	**2,574**	**2,500**	74			**102.9 %**
	Net Expenditure over Income	**3,745**	**9,708**	**31,800**	**22,092**			
801	Corporate Management							
4004	PENSION DEFICIT	-533	-2,133	1,900	4,033		4,033	-112.3
4069	Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0 %
	Corporate Management :- Expenditure	**-533**	**-2,133**	**11,900**	**14,033**	**0**	**14,033**	**-17.9 %**
	Net Expenditure over Income	**-533**	**-2,133**	**11,900**	**14,033**			

Continued on Page No 6

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
802	Democratic Rep'n & Mgmt							
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0 %
4009	TRAVEL	0	0	50	50		50	0.0 %
4024	SUBSCRIPTIONS	0	0	200	200		200	0.0 %
4028	ELECTION COSTS	0	0	5,400	5,400		5,400	0.0 %
4033	NEWSLETTER	250	750	3,000	2,250		2,250	25.0 %
4065	MEETING COSTS	0	0	200	200		200	0.0 %
	Democratic Rep'n & Mgmt :- Expenditure	**250**	**750**	**9,100**	**8,350**	**0**	**8,350**	**8.2 %**
	Net Expenditure over Income	**250**	**750**	**9,100**	**8,350**			
803	Civic Expenses							
4066	CHAIRMANS ALLOWANCE	0	0	950	950		950	0.0 %
4072	CHAIRMANS ALLOW (PRIOR YR)	0	827	0	-827		-827	0.0 %
	Civic Expenses :- Expenditure	**0**	**827**	**950**	**123**	**0**	**123**	**87.0 %**
	Net Expenditure over Income	**0**	**827**	**950**	**123**			
901	Central Services							
4001	SALARIES & WAGES	7,578	33,783	103,136	69,353		69,353	32.8 %
4005	HR Costs-Service level agr'mnt	0	7,000	7,500	500		500	93.3 %
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0 %
4008	TRAINING	0	0	500	500		500	0.0 %
4009	TRAVEL	0	0	200	200		200	0.0 %
4010	OTHER STAFF COSTS	0	25	1,000	975		975	2.5 %
4020	SUNDRY OFFICE & IT COSTS	287	1,080	4,000	2,920		2,920	27.0 %
4021	TELEPHONE & FAX	0	162	600	438		438	27.0 %
4022	POSTAGE	65	302	1,000	698		698	30.2 %
4023	STATIONERY/PRINTING	0	332	1,200	868		868	27.7 %
4024	SUBSCRIPTIONS	0	35	2,000	1,965		1,965	1.8 %
4026	PHOTOCOPY CHARGES	0	813	4,000	3,187		3,187	20.3 %
4027	OFFICE EQUIPMENT	0	0	500	500		500	0.0 %
4035	SECURITY COSTS	0	98	0	-98		-98	0.0 %
4040	EQUIPMENT & SMALL TOOLS	0	898	0	-898		-898	0.0 %
4051	BANK CHARGES	39	64	500	436		436	12.9 %
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0 %
4057	AUDIT FEES	0	-2,690	3,300	5,990		5,990	-81.5 %
4058	ACCOUNTANCY FEES	770	3,310	12,000	8,690		8,690	27.6 %
4060	OTHER PROF FEES	0	0	3,000	3,000		3,000	0.0 %
	Central Services :- Expenditure	**8,739**	**45,210**	**145,686**	**100,476**	**0**	**100,476**	**31.0 %**

Continued on Page No 7

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1001	RENT RECEIVED	0	0	2	-2			0.0 %
	Central Services :- Income	**0**	**0**	**2**	**-2**			**0.0 %**
	Net Expenditure over Income	**8,739**	**45,210**	**145,684**	**100,474**			
902	Outside Services							
4001	SALARIES & WAGES	7,389	29,557	84,450	54,893		54,893	35.0 %
4006	PROTECTIVE CLOTHING	0	68	500	432		432	13.6 %
4008	TRAINING	0	0	1,000	1,000		1,000	0.0 %
4025	INSURANCE	0	0	200	200		200	0.0 %
4036	PROPERTY MAINTCE	45	363	1,500	1,137		1,137	24.2 %
4037	GROUNDS MAINTENANCE	74	1,776	2,500	724		724	71.0 %
4040	EQUIPMENT & SMALL TOOLS	0	2,158	2,000	-158		-158	107.9 %
4041	EQUIPMENT HIRE	0	119	500	381		381	23.8 %
4042	EQUIPMENT MAINTCE	120	267	4,500	4,233		4,233	5.9 %
4044	VEHICLE FUEL,OIL & MAINT	0	1,154	4,000	2,846		2,846	28.8 %
	Outside Services :- Expenditure	**7,628**	**35,462**	**101,150**	**65,688**	**0**	**65,688**	**35.1 %**
1064	Third Party Fee Income	0	0	4,800	-4,800			0.0 %
	Outside Services :- Income	**0**	**0**	**4,800**	**-4,800**			**0.0 %**
	Net Expenditure over Income	**7,628**	**35,462**	**96,350**	**60,888**			
909	Capital & Projects							
4054	LOAN INTEREST PWLB	0	759	3,756	2,997		2,997	20.2 %
4055	LOAN CAPITAL REPAID	0	6,412	12,347	5,935		5,935	51.9 %
4903	CAP IT Upgrading	0	2,175	0	-2,175		-2,175	0.0 %
4992	FUNDING FROM R CAP FUND	0	-2,175	0	2,175		2,175	0.0 %
4993	TFR TO ROLLING CAPITAL FUND	0	25,000	25,000	0		0	100.0 %
	Capital & Projects :- Expenditure	**0**	**32,171**	**41,103**	**8,932**	**0**	**8,932**	**78.3 %**
	Net Expenditure over Income	**0**	**32,171**	**41,103**	**8,932**			
998	Precept & Interest							
1075	PRECEPT SUPPORT GRANT	0	0	21,519	-21,519			0.0 %
1076	PRECEPT	0	343,529	646,151	-302,622			53.2 %
1090	INTEREST RECEIVED	2	7	500	-493			1.5 %
	Precept & Interest :- Income	**2**	**343,536**	**668,170**	**-324,634**			**51.4 %**
	Net Expenditure over Income	**-2**	**-343,536**	**-668,170**	**-324,634**			

4:55 PM

Summary Income & Expenditure by Budget Heading 31/07/2018

Month No : 4

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
101 Leisure Centre - General	Expenditure	16,073	184,268	626,468	442,200		442,200	29.4 %
	Income	6,081	11,747	31,700	-19,953			37.1 %
102 Leisure Centre - Swimming Pool	Expenditure	6,193	23,705	107,850	84,145		84,145	22.0 %
	Income	61,372	172,405	392,800	-220,395			43.9 %
103 Leisure Centre - Pool Vending								
	Income	15	244	1,800	-1,556			13.5 %
104 Leisure Centre - Bar	Expenditure	54,354	101,833	151,405	49,572		49,572	67.3 %
	Income	14,296	54,333	175,800	-121,467			30.9 %
105 Leisure Centre - Indoor Sports	Expenditure	0	1,988	23,500	21,512		21,512	8.5 %
	Income	553	3,434	12,800	-9,366			26.8 %
106 Leisure Centre - Outdoor Sport	Expenditure	290	290	3,000	2,710		2,710	9.7 %
	Income	57	573	9,100	-8,527			6.3 %
201 Playing Fields	Expenditure	882	1,487	4,250	2,763		2,763	35.0 %
	Income	0	0	65	-65			0.0 %
202 Play Areas	Expenditure	260	771	2,500	1,730		1,730	30.8 %
203 Millennium Green	Expenditure	0	0	500	500		500	0.0 %
	Income	0	0	1,500	-1,500			0.0 %
204 Allotments	Expenditure	137	137	775	638		638	17.7 %
	Income	0	0	1,600	-1,600			0.0 %
301 Roads & Highways	Expenditure	0	891	3,200	2,309		2,309	27.8 %
302 Community Development	Expenditure	5,104	12,282	34,300	22,018		22,018	35.8 %
	Income	1,359	2,574	2,500	74			102.9 %
801 Corporate Management	Expenditure	-533	-2,133	11,900	14,033		14,033	-17.9 %
802 Democratic Rep'n & Mgmt	Expenditure	250	750	9,100	8,350		8,350	8.2 %
803 Civic Expenses	Expenditure	0	827	950	123		123	87.0 %
901 Central Services	Expenditure	8,739	45,210	145,686	100,476		100,476	31.0 %
	Income	0	0	2	-2			0.0 %
902 Outside Services	Expenditure	7,628	35,462	101,150	65,688		65,688	35.1 %
	Income	0	0	4,800	-4,800			0.0 %
998 Precept & Interest								
	Income	2	343,536	668,170	-324,634			51.4 %
909 Capital & Projects	Expenditure	0	32,171	41,103	8,932		8,932	78.3 %

Continued on Page 2

Summary Income & Expenditure by Budget Heading 31/07/2018

Month No : 4

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
INCOME - EXPENDITURE TOTALS	Expenditure	99,377	439,938	1,267,637	827,699	0	827,699	34.7 %
	Income	83,735	588,846	1,302,637	-713,791			45.2 %
	Net Expenditure over Income	15,642	-148,908	-35,000	113,908			

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 11th September 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I Scott (Chair), K. Briffett, D. Collins, M Chaundry, A. Doyle, A. Kenyon, E. Seymour, A Monk, A Tink

ALSO PRESENT: L. Reuben (Town Council), N. Gould (Town Council Support Officer - Minutes)

APOLOGIES: Cllrs: - B. Mead, D Layade, R Taylor

NON ATTENDANCE: -

1401. APOLOGIES FOR ABSENCE: Councillor Mead, Layade and Taylors apologies were noted.

1402. DECLARATION OF INTEREST: There were none.

1403. MINUTES: The minutes of the meeting held Tuesday 10th July 2018 were approved as an accurate record.

1404. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

1405. PUBLIC QUESTIONS: It was noted that a resident had raised concerns over the Bar Salaries and Wages figure for month 4, it was showing the current month as spending £50,000. The Town Council Support Officer explained that the new accountant had not yet completed the wages allocation, the £50,000 was a data entry mistake, The reports will be rectified to show £50,000 under salaries and wages for Pool and £7000 for salaries and wages in the Bar.

1406. LEISURE CENTRE MANAGERS' REPORTS ON OVERSPENDS: Councillors noted a few discrepancies within the report, it was ***Agreed:*** the Town Clerk to clarify and report back.

1407. INCOME AND EXPENDITURE REPORTS:

- 4023 – 101 (Stationary and Printing) – It was noted that stationary invoices don't always get broken down into correct cost centres, ie pool, office, grounds and bar, it was agreed to do this moving forward.
- 4036 – 102 (Property Maintenance) It was noted again that at Budget time more money needed to be allocated to property maintenance.
- Councillors asked for the Festival figures to be look at.

1408. BALANCE SHEET: The document was noted.

CONFIDENTIAL SESSION

1409. CONFIDENTIAL STAFFING MINUTES 03rd SEPTEMBER 2018: The Minutes on the meeting held 03rd September were noted.
Cllr I Scott proposed the lounge in the Bar be named Howards Lounge; this is following the death of local resident Howard Bowker. After a short discussion Cllr Scott withdrew his proposal, it was then agreed to look at a plaque for the bar and not to rename the lounge.

The Chair closed the meeting at 6.25pm

FILTON TOWN COUNCIL

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Town Clerk : Lesley Reuben
Tel: 01454 866698

Finance & General Purposes Committee – All Town Council Members
4th October 2018

Dear Member

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Tuesday 9th October 2018 at 7p.m.** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

L.A.Reuben
Town Clerk.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 11th September 2018 *(page 1)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda *(page*
5. Public Questions – none received
6. Income and Expenditure Reports *(pages 2-10)*
7. Balance Sheet – for information *(pages 11-12)*
8. FACE – recommendation from full council to discuss in more detail the £12.5k needed to support Friday evening sessions.
9. Community Plan update
10. Capital Projects 2019 – *proposal to reinstate the capital projects working group.*
11. Audit Report (for noting) – *(pages 13-17)*
12. Grant Applications – *(page 18)*

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 11th September 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I Scott (Chair), K. Briffett, D. Collins, M Chaundry, A. Doyle, A. Kenyon, E. Seymour, A Monk, A Tink

ALSO PRESENT: L. Reuben (Town Council), N. Gould (Town Council Support Officer - Minutes)

APOLOGIES: Cllrs: - B. Mead, D Layade, R Taylor

NON ATTENDANCE: -

1401. APOLOGIES FOR ABSENCE: Councillor Mead, Layade and Taylors apologies were noted.

1402. DECLARATION OF INTEREST: There were none.

1403. MINUTES: The minutes of the meeting held Tuesday 10th July 2018 were approved as an accurate record.

1404. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

1405. PUBLIC QUESTIONS: It was noted that a resident had raised concerns over the Bar Salaries and Wages figure for month 4, it was showing the current month as spending £50,000. The Town Council Support Officer explained that the new accountant had not yet completed the wages allocation, the £50,000 was a data entry mistake, The reports will be rectified to show £50,000 under salaries and wages for Pool and £7000 for salaries and wages in the Bar.

1406. LEISURE CENTRE MANAGERS' REPORTS ON OVERSPENDS: Councillors noted a few discrepancies within the report, it was ***Agreed:*** the Town Clerk to clarify and report back.

1407. INCOME AND EXPENDITURE REPORTS:
- 4023 – 101 (Stationary and Printing) – It was noted that stationary invoices don't always get broken down into correct cost centres, ie pool, office, grounds and bar, it was agreed to do this moving forward.
- 4036 – 102 (Property Maintenance) It was noted again that at Budget time more money needed to be allocated to property maintenance.
- Councillors asked for the Festival figures to be look at.

1408. BALANCE SHEET: The document was noted.

CONFIDENTIAL SESSION

1409. CONFIDENTIAL STAFFING MINUTES 03rd SEPTEMBER 2018: The Minutes on the meeting held 03rd September were noted.
Cllr I Scott proposed the lounge in the Bar be named Howards Lounge; this is following the death of local resident Howard Bowker. After a short discussion Cllr Scott withdrew his proposal, it was then agreed to look at a plaque for the bar and not to rename the lounge.

The Chair closed the meeting at 6.25pm

Filton Town Council 2018/19

Detailed Income & Expenditure by Budget Heading 31-08-2018

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	Leisure Centre - General							
4001	SALARIES & WAGES	49,602	227,000	485,643	258,643		258,643	46.7 %
4003	COST OF TRAINING COURSES	270	345	1,700	1,355		1,355	20.3 %
4006	PROTECTIVE CLOTHING	0	565	1,500	935		935	37.7 %
4008	TRAINING	0	0	1,000	1,000		1,000	0.0 %
4011	RATES	5,012	25,062	61,850	36,788		36,788	40.5 %
4012	WATER RATES	138	514	2,500	1,987		1,987	20.5 %
4014	ELECTRICITY	0	487	4,000	3,513		3,513	12.2 %
4015	GAS	161	858	8,000	7,142		7,142	10.7 %
4016	JANITORIAL	501	1,585	4,000	2,415		2,415	39.6 %
4017	HEALTH & SAFETY	0	308	1,200	892		892	25.7 %
4018	REFUSE DISPOSAL	0	2,300	5,800	3,500		3,500	39.7 %
4021	TELEPHONE & FAX	73	253	1,200	947		947	21.1 %
4023	STATIONERY/PRINTING	0	864	1,000	136		136	86.4 %
4025	INSURANCE	0	10,972	12,000	1,028		1,028	91.4 %
4030	RECRUITMENT ADVTG	0	397	500	103		103	79.4 %
4032	PUBLICITY	0	865	3,500	2,635		2,635	24.7 %
4035	SECURITY COSTS	389	2,086	7,000	4,914		4,914	29.8 %
4036	PROPERTY MAINTCE	1,449	4,242	9,500	5,258		5,258	44.6 %
4038	MAINTENANCE CTRCTS	770	3,138	7,500	4,362		4,362	41.8 %
4039	MISC EXPS, XMAS DECORATIONS	0	100	0	-100		-100	0.0 %
4040	EQUIPMENT & SMALL TOOLS	0	1,716	2,500	784		784	68.7 %
4042	EQUIPMENT MAINTCE	0	18	0	-18		-18	0.0 %
4046	CLEANING CONTRACT	0	324	0	-324		-324	0.0 %
4051	BANK CHARGES	1,025	2,260	4,500	2,240		2,240	50.2 %
4052	BANK INTEREST	0	-3	0	3		3	0.0 %
4056	LEGAL FEES	0	77	0	-77		-77	0.0 %
4115	LICENCES	117	117	75	-42		-42	156.0 %
	Leisure Centre - General :- Expenditure	**59,506**	**286,449**	**626,468**	**340,019**	**0**	**340,019**	**45.7 %**
4103	PURCHASES FOR RESALE	0	93	0	-93		-93	0.0 %
	Leisure Centre - General :- Direct Expenditure	**0**	**93**	**0**	**-93**	**0**	**-93**	
1001	RENT RECEIVED	0	3,800	0	3,800			0.0 %
1010	Pavillion Hire	351	2,584	4,000	-1,416			64.6 %
1011	HALL BLOCK BOOKINGS	71	963	4,500	-3,537			21.4 %
1013	EQUIPMENT HIRE INCOME	1	12	100	-88			12.5 %
1054	Softplay Income	888	4,402	22,500	-18,098			19.6 %
1080	MISCELLANEOUS INCOME	39	1,337	600	737			222.8 %
	Leisure Centre - General :- Income	**1,350**	**13,097**	**31,700**	**-18,603**			**41.3 %**
	Net Expenditure over Income	**58,156**	**273,445**	**594,768**	**321,323**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
102	Leisure Centre - Swimming Pool							
4001	SALARIES & WAGES	0	25	0	-25		-25	0.0 %
4008	TRAINING	160	654	3,000	2,346		2,346	21.8 %
4010	OTHER STAFF COSTS	0	15	250	235		235	6.0 %
4012	WATER RATES	1,183	4,583	13,000	8,417		8,417	35.3 %
4014	ELECTRICITY	9,837	12,733	28,000	15,267		15,267	45.5 %
4015	GAS	1,667	8,578	35,000	26,422		26,422	24.5 %
4017	HEALTH & SAFETY	0	183	1,200	1,017		1,017	15.3 %
4020	SUNDRY OFFICE & IT COSTS	0	2,835	0	-2,835		-2,835	0.0 %
4024	SUBSCRIPTIONS	0	0	400	400		400	0.0 %
4036	PROPERTY MAINTCE	756	1,870	500	-1,370		-1,370	374.0 %
4040	EQUIPMENT & SMALL TOOLS	455	1,327	2,000	673		673	66.4 %
4042	EQUIPMENT MAINTCE	0	202	10,000	9,798		9,798	2.0 %
4120	POOL CHEMICALS	438	2,703	5,000	2,297		2,297	54.1 %
4125	POOL PURCHASES NOT FOR	137	751	1,000	249		249	75.1 %
	Leisure Centre - Swimming Pool :- Expenditure	**14,636**	**36,458**	**99,350**	**62,892**	**0**	**62,892**	**36.7 %**
4103	PURCHASES FOR RESALE	273	2,155	8,500	6,345		6,345	25.4 %
	Leisure Centre - Swimming Pool :- Direct Expenditure	**273**	**2,155**	**8,500**	**6,345**	**0**	**6,345**	**25.4 %**
1012	Bouncy Castle Parties	492	1,504	2,500	-996			60.2 %
1014	SWIMMING - CASUAL HIRE	0	545	0	545			0.0 %
1020	SWIMMING - PUBLIC	7,328	27,970	108,000	-80,030			25.9 %
1021	SWIMMING - LESSONS	8,299	153,410	200,000	-46,590			76.7 %
1022	SWIMMING - SCHOOLS	0	80	15,000	-14,920			0.5 %
1023	SWIMMING - CLUBS	4,968	3,724	21,500	-17,776			17.3 %
1024	SALES (STOCK) POOL	460	2,208	13,000	-10,792			17.0 %
1025	Pool Parties	300	875	6,000	-5,125			14.6 %
1026	One to One Lessons	547	1,352	14,000	-12,648			9.7 %
1027	Aqua Fit	464	2,369	6,000	-3,631			39.5 %
1028	Lifeguard Courses	204	1,654	6,200	-4,546			26.7 %
1080	MISCELLANEOUS INCOME	0	-160	600	-760			-26.7 %
1099	TILL DISCREPANCIES	-84	-148	0	-148			0.0 %
	Leisure Centre - Swimming Pool :- Income	**22,977**	**195,382**	**392,800**	**-197,418**			**49.7 %**
	Net Expenditure over Income	**-8,068**	**-156,769**	**-284,950**	**-128,181**			
103	Leisure Centre - Pool Vending							
1030	Vending Machine Income	-7	237	1,800	-1,563			13.2 %
	Leisure Centre - Pool Vending :- Income	**-7**	**237**	**1,800**	**-1,563**			**13.2 %**
	Net Expenditure over Income	**7**	**-237**	**-1,800**	**-1,563**			

Continued on Page No 3

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
104	Leisure Centre - Bar							
4001	SALARIES & WAGES	7,387	42,731	70,355	27,624		27,624	60.7 %
4006	PROTECTIVE CLOTHING	0	0	550	550		550	0.0 %
4011	RATES	0	126	0	-126		-126	0.0 %
4016	JANITORIAL	0	9	0	-9		-9	0.0 %
4032	PUBLICITY	0	0	100	100		100	0.0 %
4036	PROPERTY MAINTCE	125	2,081	2,000	-81		-81	104.0 %
4038	MAINTENANCE CTRCTS	0	149	350	201		201	42.6 %
4040	EQUIPMENT & SMALL TOOLS	0	406	400	-6		-6	101.4 %
4041	EQUIPMENT HIRE	153	1,584	5,000	3,416		3,416	31.7 %
4051	BANK CHARGES	85	337	700	363		363	48.1 %
4060	OTHER PROF FEES	0	300	1,200	900		900	25.0 %
4104	BAR SUNDRIES	0	185	600	415		415	30.8 %
4110	PROMOTIONS	0	0	2,500	2,500		2,500	0.0 %
4115	LICENCES	0	98	900	802		802	10.9 %
4116	GAMING MACHINE DUTY	240	586	1,000	414		414	58.6 %
	Leisure Centre - Bar :- Expenditure	**7,990**	**48,591**	**85,655**	**37,064**	**0**	**37,064**	**56.7 %**
4101	PURCHASES - WET STOCK	3,085	17,770	60,750	42,980		42,980	29.3 %
4102	PURCHASES - DRY STOCK	232	4,011	5,000	989		989	80.2 %
	Leisure Centre - Bar :- Direct Expenditure	**3,317**	**21,781**	**65,750**	**43,969**	**0**	**43,969**	**33.1 %**
1001	RENT RECEIVED	725	3,169	16,800	-13,631			18.9 %
1031	MACHINE INCOME	261	1,057	2,400	-1,343			44.0 %
1032	Tickets	0	0	500	-500			0.0 %
1040	BAR INCOME - LOUNGE	10,404	56,721	140,000	-83,279			40.5 %
1041	BAR INCOME - HALL	1,160	4,574	12,500	-7,926			36.6 %
1049	CAFE INCOME	288	1,589	3,600	-2,011			44.1 %
1099	TILL DISCREPANCIES	-90	-30	0	-30			0.0 %
	Leisure Centre - Bar :- Income	**12,748**	**67,080**	**175,800**	**-108,720**			**38.2 %**
	Net Expenditure over Income	**-1,440**	**3,292**	**-24,395**	**-27,687**			
105	Leisure Centre - Indoor Sports							
4014	ELECTRICITY	1,030	2,757	17,000	14,243		14,243	16.2 %
4036	PROPERTY MAINTCE	0	260	5,000	4,740		4,740	5.2 %
4038	MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0 %
4040	EQUIPMENT & SMALL TOOLS	0	0	500	500		500	0.0 %
	Leisure Centre - Indoor Sports :- Expenditure	**1,030**	**3,018**	**23,500**	**20,482**	**0**	**20,482**	**12.8 %**
1050	BADMINTON FEES	165	957	3,500	-2,543			27.4 %
1051	SNOOKER FEES	395	2,170	7,200	-5,030			30.1 %

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1052	PARTY ROOM HIRE	163	1,013	2,000	-988			50.6 %
1053	SKITTLE ALLEY	0	17	100	-83			16.7 %
	Leisure Centre - Indoor Sports :- Income	**722**	**4,157**	**12,800**	**-8,643**			**32.5 %**
	Net Expenditure over Income	**307**	**-1,139**	**10,700**	**11,839**			
106	Leisure Centre - Outdoor Sport							
4014	ELECTRICITY	0	290	3,000	2,710		2,710	9.7 %
	Leisure Centre - Outdoor Sport :- Expenditure	**0**	**290**	**3,000**	**2,710**	**0**	**2,710**	**9.7 %**
1060	GRASS INCOME	225	964	8,000	-7,036			12.0 %
1061	OUTSIDE COURTS	10	-155	1,000	-1,155			-15.5 %
1063	Petanque Income	31	31	100	-69			31.3 %
	Leisure Centre - Outdoor Sport :- Income	**267**	**839**	**9,100**	**-8,261**			**9.2 %**
	Net Expenditure over Income	**-267**	**-550**	**-6,100**	**-5,550**			
201	Playing Fields							
4012	WATER RATES	736	961	2,000	1,039		1,039	48.0 %
4037	GROUNDS MAINTENANCE	0	1,012	2,250	1,238		1,238	45.0 %
4115	LICENCES	0	250	0	-250		-250	0.0 %
	Playing Fields :- Expenditure	**736**	**2,223**	**4,250**	**2,027**	**0**	**2,027**	**52.3 %**
1001	RENT RECEIVED	0	0	65	-65			0.0 %
	Playing Fields :- Income	**0**	**0**	**65**	**-65**			**0.0 %**
	Net Expenditure over Income	**736**	**2,223**	**4,185**	**1,962**			
202	Play Areas							
4037	GROUNDS MAINTENANCE	0	109	1,500	1,392		1,392	7.2 %
4042	EQUIPMENT MAINTCE	0	662	1,000	338		338	66.2 %
	Play Areas :- Expenditure	**0**	**771**	**2,500**	**1,730**	**0**	**1,730**	**30.8 %**
	Net Expenditure over Income	**0**	**771**	**2,500**	**1,730**			
203	Millennium Green							
4037	GROUNDS MAINTENANCE	0	0	500	500		500	0.0 %
	Millennium Green :- Expenditure	**0**	**0**	**500**	**500**	**0**	**500**	**0.0 %**
1001	RENT RECEIVED	0	0	1,500	-1,500			0.0 %
	Millennium Green :- Income	**0**	**0**	**1,500**	**-1,500**			**0.0 %**
	Net Expenditure over Income	**0**	**0**	**-1,000**	**-1,000**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
204	Allotments							
4012	WATER RATES	0	137	250	113		113	54.8 %
4013	RENT	0	0	275	275		275	0.0 %
4037	GROUNDS MAINTENANCE	0	0	250	250		250	0.0 %
	Allotments :- Expenditure	**0**	**137**	**775**	**638**	**0**	**638**	**17.7 %**
1001	RENT RECEIVED	10	10	1,600	-1,590			0.6 %
	Allotments :- Income	**10**	**10**	**1,600**	**-1,590**			**0.6 %**
	Net Expenditure over Income	**-10**	**127**	**-825**	**-952**			
301	Roads & Highways							
4037	GROUNDS MAINTENANCE	0	120	0	-120		-120	0.0 %
4080	STREET CARE (ex S Glos)	0	771	3,200	2,429		2,429	24.1 %
	Roads & Highways :- Expenditure	**0**	**891**	**3,200**	**2,309**	**0**	**2,309**	**27.8 %**
	Net Expenditure over Income	**0**	**891**	**3,200**	**2,309**			
302	Community Development							
4701	GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0 %
4702	GRANTS - TWINNING ASS'N	0	600	300	-300		-300	200.0 %
4703	GRANTS - FOUR TOWNS TPT	0	0	1,000	1,000		1,000	0.0 %
4706	GRANTS - Four Towns Play Assoc	0	0	4,000	4,000		4,000	0.0 %
4707	GRANTS - YOUTH PROVISION	0	0	10,000	10,000		10,000	0.0 %
4708	GRANTS - COMM'Y PARTNERSHIP	0	3,500	3,500	0		0	100.0 %
4711	GRANTS - S137 GENERAL	0	2,050	6,500	4,450		4,450	31.5 %
4720	CHRISTMAS ACTIVITIES	0	0	3,500	3,500		3,500	0.0 %
4725	FILTON FESTIVAL	624	6,756	5,000	-1,756		-1,756	135.1 %
	Community Development :- Expenditure	**624**	**12,906**	**34,300**	**21,394**	**0**	**21,394**	**37.6 %**
1077	GRANTS RECEIVED	0	975	0	975			0.0 %
1082	Filton Festival	20	1,619	2,500	-881			64.7 %
	Community Development :- Income	**20**	**2,594**	**2,500**	**94**			**103.7 %**
	Net Expenditure over Income	**604**	**10,313**	**31,800**	**21,487**			
801	Corporate Management							
4004	PENSION DEFICIT	0	-2,133	1,900	4,033		4,033	-112.3
4069	Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0 %
	Corporate Management :- Expenditure	**0**	**-2,133**	**11,900**	**14,033**	**0**	**14,033**	**-17.9 %**
	Net Expenditure over Income	**0**	**-2,133**	**11,900**	**14,033**			

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6.

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
802	Democratic Rep'n & Mgmt							
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0 %
4009	TRAVEL	0	0	50	50		50	0.0 %
4024	SUBSCRIPTIONS	0	0	200	200		200	0.0 %
4028	ELECTION COSTS	0	0	5,400	5,400		5,400	0.0 %
4033	NEWSLETTER	250	1,000	3,000	2,000		2,000	33.3 %
4065	MEETING COSTS	0	0	200	200		200	0.0 %
	Democratic Rep'n & Mgmt :- Expenditure	**250**	**1,000**	**9,100**	**8,100**	**0**	**8,100**	**11.0 %**
	Net Expenditure over Income	**250**	**1,000**	**9,100**	**8,100**			
803	Civic Expenses							
4066	CHAIRMANS ALLOWANCE	0	0	950	950		950	0.0 %
4072	CHAIRMANS ALLOW (PRIOR YR)	0	827	0	-827		-827	0.0 %
	Civic Expenses :- Expenditure	**0**	**827**	**950**	**123**	**0**	**123**	**87.0 %**
	Net Expenditure over Income	**0**	**827**	**950**	**123**			
901	Central Services							
4001	SALARIES & WAGES	7,572	41,355	103,136	61,781		61,781	40.1 %
4005	HR Costs-Service level agr'mnt	0	7,000	7,500	500		500	93.3 %
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0 %
4008	TRAINING	0	0	500	500		500	0.0 %
4009	TRAVEL	0	0	200	200		200	0.0 %
4010	OTHER STAFF COSTS	0	25	1,000	975		975	2.5 %
4020	SUNDRY OFFICE & IT COSTS	171	1,251	4,000	2,749		2,749	31.3 %
4021	TELEPHONE & FAX	0	162	600	438		438	26.9 %
4022	POSTAGE	114	416	1,000	584		584	41.6 %
4023	STATIONERY/PRINTING	0	332	1,200	868		868	27.7 %
4024	SUBSCRIPTIONS	0	35	2,000	1,965		1,965	1.8 %
4026	PHOTOCOPY CHARGES	0	813	4,000	3,187		3,187	20.3 %
4027	OFFICE EQUIPMENT	0	0	500	500		500	0.0 %
4035	SECURITY COSTS	0	98	0	-98		-98	0.0 %
4040	EQUIPMENT & SMALL TOOLS	0	898	0	-898		-898	0.0 %
4051	BANK CHARGES	13	77	500	423		423	15.4 %
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0 %
4057	AUDIT FEES	0	-2,690	3,300	5,990		5,990	-81.5 %
4058	ACCOUNTANCY FEES	0	3,310	12,000	8,690		8,690	27.6 %
4060	OTHER PROF FEES	45	45	3,000	2,955		2,955	1.5 %
	Central Services :- Expenditure	**7,915**	**53,126**	**145,686**	**92,560**	**0**	**92,560**	**36.5 %**

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1001	RENT RECEIVED	0	0	2	-2			0.0 %
	Central Services :- Income	**0**	**0**	**2**	**-2**			**0.0 %**
	Net Expenditure over Income	**7,915**	**53,126**	**145,684**	**92,558**			
902	Outside Services							
4001	SALARIES & WAGES	6,924	36,481	84,450	47,969		47,969	43.2 %
4006	PROTECTIVE CLOTHING	0	68	500	432		432	13.6 %
4008	TRAINING	0	0	1,000	1,000		1,000	0.0 %
4025	INSURANCE	0	0	200	200		200	0.0 %
4036	PROPERTY MAINTCE	154	517	1,500	983		983	34.5 %
4037	GROUNDS MAINTENANCE	0	1,776	2,500	724		724	71.0 %
4040	EQUIPMENT & SMALL TOOLS	0	2,158	2,000	-158		-158	107.9 %
4041	EQUIPMENT HIRE	0	119	500	381		381	23.8 %
4042	EQUIPMENT MAINTCE	0	267	4,500	4,233		4,233	5.9 %
4044	VEHICLE FUEL,OIL & MAINT	0	1,154	4,000	2,846		2,846	28.8 %
	Outside Services :- Expenditure	**7,078**	**42,539**	**101,150**	**58,611**	**0**	**58,611**	**42.1 %**
1064	Third Party Fee Income	0	0	4,800	-4,800			0.0 %
	Outside Services :- Income	**0**	**0**	**4,800**	**-4,800**			**0.0 %**
	Net Expenditure over Income	**7,078**	**42,539**	**96,350**	**53,811**			
909	Capital & Projects							
4054	LOAN INTEREST PWLB	0	759	3,756	2,997		2,997	20.2 %
4055	LOAN CAPITAL REPAID	0	6,412	12,347	5,935		5,935	51.9 %
4903	CAP IT Upgrading	0	2,175	0	-2,175		-2,175	0.0 %
4974	CAP - Allotment Works	2,100	2,100	0	-2,100		-2,100	0.0 %
4975	CAP - Toilet Refurbishment	395	395	0	-395		-395	0.0 %
4992	FUNDING FROM R CAP FUND	-395	-2,570	0	2,570		2,570	0.0 %
4993	TFR TO ROLLING CAPITAL FUND	0	25,000	25,000	0		0	100.0 %
	Capital & Projects :- Expenditure	**2,100**	**34,271**	**41,103**	**6,832**	**0**	**6,832**	**83.4 %**
	Net Expenditure over Income	**2,100**	**34,271**	**41,103**	**6,832**			
998	Precept & Interest							
1075	PRECEPT SUPPORT GRANT	0	0	21,519	-21,519			0.0 %
1076	PRECEPT	0	343,529	646,151	-302,622			53.2 %
1090	INTEREST RECEIVED	20	27	500	-473			5.5 %
	Precept & Interest :- Income	**20**	**343,556**	**668,170**	**-324,614**			**51.4 %**
	Net Expenditure over Income	**-20**	**-343,556**	**-668,170**	**-324,614**			

Summary Income & Expenditure by Budget Heading 31-08-2018

Month No : 5

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
101 Leisure Centre - General	Expenditure	59,506	286,542	626,468	339,926		339,926	45.7 %
	Income	1,350	13,097	31,700	-18,603			41.3 %
102 Leisure Centre - Swimming Pool	Expenditure	14,909	38,613	107,850	69,237		69,237	35.8 %
	Income	22,977	195,382	392,800	-197,418			49.7 %
103 Leisure Centre - Pool Vending								
	Income	-7	237	1,800	-1,563			13.2 %
104 Leisure Centre - Bar	Expenditure	11,307	70,372	151,405	81,033		81,033	46.5 %
	Income	12,748	67,080	175,800	-108,720			38.2 %
105 Leisure Centre - Indoor Sports	Expenditure	1,030	3,018	23,500	20,482		20,482	12.8 %
	Income	722	4,157	12,800	-8,643			32.5 %
106 Leisure Centre - Outdoor Sport	Expenditure	0	290	3,000	2,710		2,710	9.7 %
	Income	267	839	9,100	-8,261			9.2 %
201 Playing Fields	Expenditure	736	2,223	4,250	2,027		2,027	52.3 %
	Income	0	0	65	-65			0.0 %
202 Play Areas	Expenditure	0	771	2,500	1,730		1,730	30.8 %
203 Millennium Green	Expenditure	0	0	500	500		500	0.0 %
	Income	0	0	1,500	-1,500			0.0 %
204 Allotments	Expenditure	0	137	775	638		638	17.7 %
	Income	10	10	1,600	-1,590			0.6 %
301 Roads & Highways	Expenditure	0	891	3,200	2,309		2,309	27.8 %
302 Community Development	Expenditure	624	12,906	34,300	21,394		21,394	37.6 %
	Income	20	2,594	2,500	94			103.7 %
801 Corporate Management	Expenditure	0	-2,133	11,900	14,033		14,033	-17.9 %
802 Democratic Rep'n & Mgmt	Expenditure	250	1,000	9,100	8,100		8,100	11.0 %
803 Civic Expenses	Expenditure	0	827	950	123		123	87.0 %
901 Central Services	Expenditure	7,915	53,126	145,686	92,560		92,560	36.5 %
	Income	0	0	2	-2			0.0 %
902 Outside Services	Expenditure	7,078	42,539	101,150	58,611		58,611	42.1 %
	Income	0	0	4,800	-4,800			0.0 %
998 Precept & Interest								
	Income	20	343,556	668,170	-324,614			51.4 %
909 Capital & Projects	Expenditure	2,100	34,271	41,103	6,832		6,832	83.4 %

Continued on Page 2

Summary Income & Expenditure by Budget Heading 31-08-2018

Month No : 5

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
INCOME - EXPENDITURE TOTALS	Expenditure	105,454	545,392	1,267,637	722,245	0	722,245	43.0 %
	Income	38,108	626,953	1,302,637	-675,684			48.1 %
	Net Expenditure over Income	67,347	-81,561	-35,000	46,561			

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 5 31/08/2018

A/c	Account Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,201,790	1,324,835	876,955
11	LEASEHOLD LAND & BUILDINGS	25,000	5,500	19,500
21	VEHICLES & EQUIPMENT	516,515	461,711	54,804
41	INFRASTRUCTURE ASSET	183,421	174,847	8,574
61	COMMUNITY ASSETS	61,372	24,968	36,404
	Total Fixed Assets	**2,988,098**	**1,991,861**	**996,237**
	Current Assets			
105	VAT CONTROL	-2,771		
115	OTHER DEBTORS	5,015		
116	STAFF ADVANCES	-410		
120	STOCK - BAR	4,308		
121	STOCK - LEISURE	847		
199	Provision For Doubtful Debtor	-5,015		
200	BANK ACCOUNT-GENERAL	134,183		
201	BANK IMPREST WAGES AC	39,940		
220	PETTY CASH - OFFICE	300		
221	PETTY CASH - BAR	547		
225	FLOAT - BAR	900		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	865		
245	CCLA Public Sector Investment	50,000		
250	CHANGE CONTROL AC	-90		
	Total Current Assets		**228,717**	
	Current Liabilities			
500	TRADE CREDITORS	8,174		
510	ACCRUED EXPENSES	71,424		
520	NET WAGES CONTROL	-50,881		
525	PAYE AND NI DUE	8,504		
528	A of E CONTROL	403		
	Total Current Liabilities		**37,623**	
	Net Current Assets			**191,094**
	Total Assets less Current Liablities			**1,187,331**
	Long Term Liabilities			
389	Deferred Grants Unapplied	2,597		
390	Deferred Grants Applied	1,466,506		
391	Deferred Grants Released	-1,136,928		
401	PWLB Loan 486814	57,576		
	Total Long Term Liabilities		**389,751**	
	Total Assets less Total Liablities			**797,580**
	Represented By :-			
300	CURRENT YEAR FUND	81,481		
310	GENERAL FUND	71,191		
315	ROLLING CAPITAL FUND	23,514		
324	EMR Allotments	4,961		

11.

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 5 31/08/2018

A/c	Account Description	Actual	
325	EMR 4 Towns Play Association	300	
328	EMR Elections	7,051	
330	CAPITAL FINANCE ACCOUNT	609,083	
	Total Equity		**797,580**

PKF Littlejohn LLP

PKF
Accountants &
business advisers

Ms Lesley Reuben
Filton Town Council
Filton Town Council
Elm Park
Filton
South Gloucestershire
BS34 7PS

Our ref AV0050
Your ref SB03264

Email sba@pkf-littlejohn.com

26 September 2018

Dear Ms Reuben

Filton Town Council
Completion of the limited assurance review for the year ended 31 March 2018

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Filton Town Council for the year ended 31 March 2018. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity.**

Please return the remittance advice with your payment, which should be sent to: **PKF Littlejohn LLP, Ref: Credit control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference AV0050 or Filton Town Council as a reference when paying by BACS.

Timetable for 2018/19

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be no earlier than Monday 10 June 2019, i.e. 10 weeks after the year end.

It is anticipated that the instructions will be sent out during March 2019 in line with current practice, subject to arrangements for the 2018/19 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

In line with the Accounts and Audit Regulations 2015:

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2019, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
    - at the earliest, between Monday 3 June and Friday 12 July 2019; and
    - at the latest, between Monday 1 July and Friday 9 August 2019.

If there are any changes to the above arising from updates to the statutory requirements, you will be notified in good time.

In order to assist you in this process, we plan to include a pro forma template notice with a suggested inspection period on our website, as in previous years. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

FILTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed Yes	Agreed No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*

	Yes	No	N/A	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.			✓	*has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.*

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

F.T.C. 16671)

dated 26/06/2018

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman [signature]

Clerk [signature]

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address
www.filtontowncouncil.gov.uk

Section 2 – Accounting Statements 2017/18 for

FILTON TOWN COUNCIL

	Year ending 31 March 2017 £	Year ending 31 March 2018 £	Notes and guidance: *Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	62,475	142,645	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	631,173	646,151	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	645,998	592,485	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	-738,528	781,723	*Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.*
5. (-) Loan interest/capital repayments	-15,928	-15,933	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	-442,545	-499,039	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	142,645	84,586	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	233,424	202,776	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	2,981,095	2,988,098	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	76,334	63,987	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*The Council acts as sole trustee for and is responsible for managing Trust funds or assets.*
		✓	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[signature]

Date 29/06/18

I confirm that these Accounting Statements were approved by this authority on this date:

26/06/18

and recorded as minute reference:

FTC 1667 iii)

Signed by Chairman of the meeting where approval of the Accounting Statements is given

[signature]

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **Filton Town Council - AV0050**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

- The smaller authority has disclosed that it made proper provision during the year 2017/18 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name			
PKF LITTLEJOHN LLP			
External Auditor Signature		Date	25/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

<u>**Grant Applications 2018 – October 2018**</u>

Date	Organisation	Contact	Address	Phone	Chairty No.	Requested	To Spend On
5.10.18	Volunteer Centre	Barbara Ball	Volunteer Centre The Hub Patchway BS34 5PE	01454 868986	1157061	£250.00	To assist with costs of the running of the centres, including rent, wifi, web hosting and phone charges to enable them to remain a front facing service of Filton
5.10.18	Mortimer Road Allotment	Nigel Massey	44 Mortimer Road Filton Bristol BS34	0117 9790483		£2545.00	To improve fencing, provide dummy cctv cameras and a signage to deter intruders following several break ins.

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS
Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk
Town Clerk : Lesley Reuben
Tel: 01454 866698

Finance & General Purposes Committee – All Town Council Members
8th November 2018

Dear Member

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Tuesday 13th November 2018 at 7p.m.** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

L.A.Reuben
Town Clerk.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 9th October 2018 *(page 1-2)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda *(page*
5. Public Questions – none received
6. Income and Expenditure Reports *(pages 3-11)*
7. Balance Sheet – for information *(pages 12-13)*
8. Community Plan update
9. Capital Projects 2019 – *Date for meeting*

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 09th October 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I Scott (Chair), K. Briffett, D. Collins, M Chaudhry, A. Doyle, A. Kenyon, E. Seymour, A Monk,

ALSO PRESENT: L. Reuben (Town Council), N. Gould (Town Council Support Officer - Minutes)

APOLOGIES: Cllrs: - B. Mead, D Layade, R Taylor

NON ATTENDANCE: - A Tink

1410. APOLOGIES FOR ABSENCE: Councillor Mead, Layade and Taylors apologies were noted.

1411. DECLARATION OF INTEREST: There were none.

1412. MINUTES: The minutes of the meeting held Tuesday 11th September 2018 were approved as an accurate record.

1413. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: *Arising from minute 1407 – Filton Festival* – The Town Council support officer talked through the Festival expenditure code, it was noted that the reason the expenditure was so over, was due to two coding errors, this will be amended by the accountants and will show correctly on next month's I&E reports.

1414. PUBLIC QUESTIONS: There were none.

1415. INCOME AND EXPENDITURE REPORTS:

- 4115-101 (Licences) – Why is this budget so overspent?
- 1054-101 (Soft play Income) – Do parties get coded to soft play income? Ask the Leisure Centre Manager if he is confident the soft play will hit its income target by the end of the financial year.
- 4040-901 (Equipment and Small Tools) – Why is there no budget?
- The Councillors asked if the office could provide an explanation each month as to any codes that were over their percentage average for the month, it was also requested that an explanation be given regarding the income over expenditure on the summary pages.

Action: Town Council Office

1416. BALANCE SHEET: The document was noted.

1417. FACE – *Recommendation from full council to discuss in more detail the 12.5K needed to support Friday evening sessions –* Councillors talked through the financial implications before unanimously agreeing to; Instruct the Clerk to build the £12,500 into next year's budgets, once this has been done allow councillors to see draft budget papers to assess how this will affect council tax increases.

It was proposed, seconded and agreed to allocate any left over money in the S137 grants budget to FACE for the youth provision.

1418. COMMUNITY PLAN: It was noted that a date probably needed to be set to have the document completed. After a short discussion about how to get councillors and residents more involved it was Agreed: to write to all councillors to see who wants to be involved in the community plan and call a councillor meeting from there, an action from the councillor meeting will be to call a public meeting. It was agreed to keep the community plan on the Full Council agenda.

1419. CAPITAL PROJECTS: It was proposed, seconded and Agreed: nem com to reinstate the capital projects working group, Cllrs; A Monk, A Doyle, A Kenyon and D Collins volunteered to sit on the working group.

1420. AUDIT REPORT: The report was noted, Councillors asked the Town Clerk to report back with an answer as to why the notice was filled out incorrectly this year.

1421. GRANT APPLICATIONS:

- **Volunteer Centre** – The Volunteer centre were asking for a grant of £250.00 to assist with the costs of the running of the centres, including rent, wifi, web hosting, and phone charges to enable them to remain a front facing service of Filton. It was proposed, seconded and Agreed: unanimously to fully support this grant and award the Volunteer centre £250.00.
- **Mortimer Road Allotment Association** – The Allotment association were looking for a grant of £2545.00 to improve fencing, provide dummy cctv cameras and a signage to deter intruders following several break ins. The councillors discussed whether the council could get a better price for the equipment, it was also noted that the council would need to establish who owns the fencing that needs replacing, after further discussions it was proposed, seconded and unanimously Agreed: to support the grant upto £2500, after the clerk has investigated who owns the fencing.

Action: Town Clerk

As per the previous proposal it was agreed to award the remaining £1700 left in the grants section 137 budget to FACE.

The Chair closed the meeting at 8.30pm

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	Leisure Centre - General							
4001	SALARIES & WAGES	48,670	275,568	519,604	244,036		244,036	53.0 %
4003	COST OF TRAINING COURSES	0	345	1,000	655		655	34.5 %
4006	PROTECTIVE CLOTHING	0	565	1,000	435		435	56.5 %
4008	TRAINING	98	118	1,000	882		882	11.8 %
4011	RATES	5,012	30,074	51,450	21,376		21,376	58.5 %
4012	WATER RATES	152	666	2,500	1,834		1,834	26.6 %
4014	ELECTRICITY	0	487	3,000	2,513		2,513	16.2 %
4015	GAS	164	1,022	8,500	7,478		7,478	12.0 %
4016	JANITORIAL	387	1,973	4,200	2,227		2,227	47.0 %
4017	HEALTH & SAFETY	52	360	1,000	640		640	36.0 %
4018	REFUSE DISPOSAL	1,090	3,390	7,000	3,610		3,610	48.4 %
4021	TELEPHONE & FAX	65	318	1,200	882		882	26.5 %
4023	STATIONERY/PRINTING	0	864	1,200	336		336	72.0 %
4025	INSURANCE	0	10,972	12,600	1,628		1,628	87.1 %
4030	RECRUITMENT ADVTG	0	397	800	403		403	49.6 %
4032	PUBLICITY	0	865	3,500	2,635		2,635	24.7 %
4035	SECURITY COSTS	389	2,475	7,200	4,725		4,725	34.4 %
4036	PROPERTY MAINTCE	2,447	6,688	10,000	3,312		3,312	66.9 %
4038	MAINTENANCE CTRCTS	71	3,358	12,247	8,889		8,889	27.4 %
4039	MISC EXPS, XMAS DECORATIONS	0	100	0	-100		-100	0.0 %
4040	EQUIPMENT & SMALL TOOLS	193	1,909	2,000	91		91	95.5 %
4042	EQUIPMENT MAINTCE	308	326	0	-326		-326	0.0 %
4046	CLEANING CONTRACT	173	497	0	-497		-497	0.0 %
4051	BANK CHARGES	347	2,607	4,500	1,893		1,893	57.9 %
4052	BANK INTEREST	0	-3	0	3		3	0.0 %
4056	LEGAL FEES	0	77	0	-77		-77	0.0 %
4069	Irrecoverable VAT	8,965	8,965	10,000	1,035		1,035	89.7 %
4115	LICENCES	0	117	250	133		133	46.8 %
	Leisure Centre - General :- Expenditure	**68,583**	**355,099**	**665,751**	**310,652**	**0**	**310,652**	**53.3 %**
4103	PURCHASES FOR RESALE	0	106	0	-106		-106	0.0 %
	Leisure Centre - General :- Direct Expenditure	**0**	**106**	**0**	**-106**	**0**	**-106**	
1001	RENT RECEIVED	0	3,167	1,583	1,584			200.0 %
1010	Pavillion Hire	492	3,076	3,000	76			102.5 %
1011	HALL BLOCK BOOKINGS	432	1,395	4,500	-3,105			31.0 %
1013	EQUIPMENT HIRE INCOME	3	15	100	-85			15.0 %
1054	Softplay Income	1,225	5,626	24,000	-18,374			23.4 %
1080	MISCELLANEOUS INCOME	437	1,774	1,500	274			118.3 %
	Leisure Centre - General :- Income	**2,589**	**15,053**	**34,683**	**-19,630**			**43.4 %**
	Net Expenditure over Income	**65,994**	**340,152**	**631,068**	**290,916**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
102	Leisure Centre - Swimming Pool							
4001	SALARIES & WAGES	0	25	0	-25		-25	0.0 %
4008	TRAINING	75	729	3,000	2,271		2,271	24.3 %
4010	OTHER STAFF COSTS	0	15	0	-15		-15	0.0 %
4012	WATER RATES	1,108	5,690	12,000	6,310		6,310	47.4 %
4014	ELECTRICITY	969	13,702	25,000	11,298		11,298	54.8 %
4015	GAS	0	8,578	36,500	27,922		27,922	23.5 %
4017	HEALTH & SAFETY	0	183	1,000	817		817	18.3 %
4020	SUNDRY OFFICE & IT COSTS	0	2,835	0	-2,835		-2,835	0.0 %
4024	SUBSCRIPTIONS	0	0	150	150		150	0.0 %
4036	PROPERTY MAINTCE	1,571	3,441	1,000	-2,441		-2,441	344.1 %
4038	MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0 %
4040	EQUIPMENT & SMALL TOOLS	576	1,904	1,500	-404		-404	126.9 %
4041	EQUIPMENT HIRE	0	0	500	500		500	0.0 %
4042	EQUIPMENT MAINTCE	456	658	12,000	11,342		11,342	5.5 %
4120	POOL CHEMICALS	794	3,496	4,500	1,004		1,004	77.7 %
4125	POOL PURCHASES NOT FOR	0	751	2,500	1,749		1,749	30.0 %
	Leisure Centre - Swimming Pool :- Expenditure	**5,549**	**42,007**	**100,650**	**58,643**	**0**	**58,643**	**41.7 %**
4103	PURCHASES FOR RESALE	658	2,813	6,000	3,187		3,187	46.9 %
	Leisure Centre - Swimming Pool :- Direct Expenditure	**658**	**2,813**	**6,000**	**3,187**	**0**	**3,187**	**46.9 %**
1012	Bouncy Castle Parties	492	1,996	2,000	-4			99.8 %
1014	SWIMMING - CASUAL HIRE	0	545	0	545			0.0 %
1020	SWIMMING - PUBLIC	3,943	31,913	102,000	-70,087			31.3 %
1021	SWIMMING - LESSONS	11,141	164,551	225,000	-60,449			73.1 %
1022	SWIMMING - SCHOOLS	5,773	5,853	12,000	-6,147			48.8 %
1023	SWIMMING - CLUBS	575	4,299	18,500	-14,201			23.2 %
1024	SALES (STOCK) POOL	467	2,675	12,000	-9,325			22.3 %
1025	Pool Parties	488	1,363	3,500	-2,138			38.9 %
1026	One to One Lessons	565	1,917	12,000	-10,083			16.0 %
1027	Aqua Fit	454	2,823	6,200	-3,377			45.5 %
1028	Lifeguard Courses	0	1,654	7,000	-5,346			23.6 %
1080	MISCELLANEOUS INCOME	0	-160	1,000	-1,160			-16.0 %
1099	TILL DISCREPANCIES	23	-125	0	-125			0.0 %
	Leisure Centre - Swimming Pool :- Income	**23,920**	**219,302**	**401,200**	**-181,898**			**54.7 %**
	Net Expenditure over Income	**-17,714**	**-174,482**	**-294,550**	**-120,068**			
103	Leisure Centre - Pool Vending							
1030	Vending Machine Income	261	498	2,000	-1,502			24.9 %
	Leisure Centre - Pool Vending :- Income	**261**	**498**	**2,000**	**-1,502**			**24.9 %**
	Net Expenditure over Income	**-261**	**-498**	**-2,000**	**-1,502**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
104	Leisure Centre - Bar							
4001	SALARIES & WAGES	6,653	49,384	78,743	29,359		29,359	62.7 %
4006	PROTECTIVE CLOTHING	0	0	550	550		550	0.0 %
4011	RATES	0	126	0	-126		-126	0.0 %
4014	ELECTRICITY	12	12	0	-12		-12	0.0 %
4032	PUBLICITY	0	0	100	100		100	0.0 %
4036	PROPERTY MAINTCE	0	2,081	2,000	-81		-81	104.0 %
4038	MAINTENANCE CTRCTS	305	305	500	195		195	61.0 %
4040	EQUIPMENT & SMALL TOOLS	0	281	400	119		119	70.2 %
4041	EQUIPMENT HIRE	323	2,060	5,000	2,940		2,940	41.2 %
4051	BANK CHARGES	67	403	700	297		297	57.6 %
4060	OTHER PROF FEES	200	500	1,200	700		700	41.7 %
4104	BAR SUNDRIES	0	219	600	381		381	36.4 %
4110	PROMOTIONS	160	160	0	-160		-160	0.0 %
4115	LICENCES	0	98	900	802		802	10.9 %
4116	GAMING MACHINE DUTY	0	586	1,000	414		414	58.6 %
	Leisure Centre - Bar :- Expenditure	**7,719**	**56,215**	**91,693**	**35,478**	**0**	**35,478**	**61.3 %**
4101	PURCHASES - WET STOCK	7,851	25,653	60,750	35,097		35,097	42.2 %
4102	PURCHASES - DRY STOCK	262	4,517	5,000	483		483	90.3 %
	Leisure Centre - Bar :- Direct Expenditure	**8,113**	**30,171**	**65,750**	**35,579**	**0**	**35,579**	**45.9 %**
1001	RENT RECEIVED	725	3,894	17,100	-13,206			22.8 %
1031	MACHINE INCOME	34	1,090	1,500	-410			72.7 %
1032	Tickets	0	0	500	-500			0.0 %
1040	BAR INCOME - LOUNGE	10,689	67,410	140,000	-72,590			48.2 %
1041	BAR INCOME - HALL	543	5,117	12,500	-7,383			40.9 %
1049	CAFE INCOME	278	1,867	4,000	-2,133			46.7 %
1099	TILL DISCREPANCIES	0	-29	0	-29			0.0 %
	Leisure Centre - Bar :- Income	**12,269**	**79,350**	**175,600**	**-96,250**			**45.2 %**
	Net Expenditure over Income	**3,563**	**7,036**	**-18,157**	**-25,193**			
105	Leisure Centre - Indoor Sports							
4014	ELECTRICITY	0	2,757	12,000	9,243		9,243	23.0 %
4036	PROPERTY MAINTCE	0	260	4,000	3,740		3,740	6.5 %
4038	MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0 %
	Leisure Centre - Indoor Sports :- Expenditure	**0**	**3,018**	**17,000**	**13,982**	**0**	**13,982**	**17.8 %**
1050	BADMINTON FEES	198	1,155	3,000	-1,845			38.5 %
1051	SNOOKER FEES	463	2,633	7,200	-4,567			36.6 %
1052	PARTY ROOM HIRE	704	1,717	2,500	-783			68.7 %

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1053	SKITTLE ALLEY	0	17	250	-233			6.7 %
	Leisure Centre - Indoor Sports :- Income	**1,364**	**5,521**	**12,950**	**-7,429**			**42.6 %**
	Net Expenditure over Income	**-1,364**	**-2,503**	**4,050**	**6,553**			
106	Leisure Centre - Outdoor Sport							
4014	ELECTRICITY	0	290	2,000	1,710		1,710	14.5 %
	Leisure Centre - Outdoor Sport :- Expenditure	**0**	**290**	**2,000**	**1,710**	**0**	**1,710**	**14.5 %**
1060	GRASS INCOME	737	1,701	8,500	-6,799			20.0 %
1061	OUTSIDE COURTS	0	-155	500	-655			-31.1 %
1063	Petanque Income	0	31	100	-69			31.3 %
	Leisure Centre - Outdoor Sport :- Income	**737**	**1,577**	**9,100**	**-7,523**			**17.3 %**
	Net Expenditure over Income	**-737**	**-1,287**	**-7,100**	**-5,813**			
201	Playing Fields							
4012	WATER RATES	69	1,030	2,500	1,470		1,470	41.2 %
4037	GROUNDS MAINTENANCE	0	1,012	2,250	1,238		1,238	45.0 %
4115	LICENCES	0	250	0	-250		-250	0.0 %
	Playing Fields :- Expenditure	**69**	**2,292**	**4,750**	**2,458**	**0**	**2,458**	**48.2 %**
	Net Expenditure over Income	**69**	**2,292**	**4,750**	**2,458**			
202	Play Areas							
4037	GROUNDS MAINTENANCE	0	109	1,000	892		892	10.8 %
4042	EQUIPMENT MAINTCE	0	662	1,000	338		338	66.2 %
	Play Areas :- Expenditure	**0**	**771**	**2,000**	**1,230**	**0**	**1,230**	**38.5 %**
	Net Expenditure over Income	**0**	**771**	**2,000**	**1,230**			
203	Millennium Green							
4037	GROUNDS MAINTENANCE	0	0	500	500		500	0.0 %
	Millennium Green :- Expenditure	**0**	**0**	**500**	**500**	**0**	**500**	**0.0 %**
1001	RENT RECEIVED	0	0	1,500	-1,500			0.0 %
	Millennium Green :- Income	**0**	**0**	**1,500**	**-1,500**			**0.0 %**
	Net Expenditure over Income	**0**	**0**	**-1,000**	**-1,000**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
204	Allotments							
4012	WATER RATES	0	137	250	113		113	54.8 %
4013	RENT	0	0	275	275		275	0.0 %
4037	GROUNDS MAINTENANCE	31	31	250	219		219	12.5 %
	Allotments :- Expenditure	**31**	**168**	**775**	**607**	**0**	**607**	**21.7 %**
1001	RENT RECEIVED	0	10	600	-590			1.7 %
	Allotments :- Income	**0**	**10**	**600**	**-590**			**1.7 %**
	Net Expenditure over Income	**31**	**158**	**175**	**17**			
301	Roads & Highways							
4037	GROUNDS MAINTENANCE	0	120	0	-120		-120	0.0 %
4080	STREET CARE (ex S Glos)	771	1,542	3,200	1,658		1,658	48.2 %
	Roads & Highways :- Expenditure	**771**	**1,662**	**3,200**	**1,538**	**0**	**1,538**	**51.9 %**
	Net Expenditure over Income	**771**	**1,662**	**3,200**	**1,538**			
302	Community Development							
4701	GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0 %
4702	GRANTS - TWINNING ASS'N	0	600	300	-300		-300	200.0 %
4703	GRANTS - FOUR TOWNS TPT	0	0	1,000	1,000		1,000	0.0 %
4706	GRANTS - Four Towns Play Assoc	0	0	4,000	4,000		4,000	0.0 %
4707	GRANTS - YOUTH PROVISION	2,500	2,500	5,000	2,500		2,500	50.0 %
4708	GRANTS - COMM'Y PARTNERSHIP	0	3,500	3,500	0		0	100.0 %
4711	GRANTS - S137 GENERAL	0	2,050	6,500	4,450		4,450	31.5 %
4720	CHRISTMAS ACTIVITIES	0	0	3,500	3,500		3,500	0.0 %
4725	FILTON FESTIVAL	0	6,756	6,500	-256		-256	103.9 %
	Community Development :- Expenditure	**2,500**	**15,406**	**30,800**	**15,394**	**0**	**15,394**	**50.0 %**
1077	GRANTS RECEIVED	0	975	0	975			0.0 %
1082	Filton Festival	738	2,356	2,500	-144			94.2 %
	Community Development :- Income	**738**	**3,331**	**2,500**	**831**			**133.2 %**
	Net Expenditure over Income	**1,763**	**12,075**	**28,300**	**16,225**			
801	Corporate Management							
4004	PENSION DEFICIT	-533	-3,200	-6,400	-3,200		-3,200	50.0 %
	Corporate Management :- Expenditure	**-533**	**-3,200**	**-6,400**	**-3,200**	**0**	**-3,200**	**50.0 %**
	Net Expenditure over Income	**-533**	**-3,200**	**-6,400**	**-3,200**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
802	Democratic Rep'n & Mgmt							
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0 %
4009	TRAVEL	0	0	50	50		50	0.0 %
4024	SUBSCRIPTIONS	0	0	200	200		200	0.0 %
4028	ELECTION COSTS	0	0	5,400	5,400		5,400	0.0 %
4033	NEWSLETTER	250	1,250	3,500	2,250		2,250	35.7 %
4065	MEETING COSTS	0	0	200	200		200	0.0 %
	Democratic Rep'n & Mgmt :- Expenditure	**250**	**1,250**	**9,600**	**8,350**	**0**	**8,350**	**13.0 %**
	Net Expenditure over Income	250	1,250	9,600	8,350			
803	Civic Expenses							
4066	CHAIRMANS ALLOWANCE	0	0	950	950		950	0.0 %
4072	CHAIRMANS ALLOW (PRIOR YR)	0	827	0	-827		-827	0.0 %
	Civic Expenses :- Expenditure	**0**	**827**	**950**	**123**	**0**	**123**	**87.0 %**
	Net Expenditure over Income	0	827	950	123			
901	Central Services							
4001	SALARIES & WAGES	7,284	48,638	107,946	59,308		59,308	45.1 %
4005	HR Costs-Service level agr'mnt	0	7,000	7,000	0		0	100.0 %
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0 %
4008	TRAINING	0	-300	500	800		800	-60.0 %
4009	TRAVEL	0	0	200	200		200	0.0 %
4010	OTHER STAFF COSTS	3	32	3,500	3,468		3,468	0.9 %
4020	SUNDRY OFFICE & IT COSTS	91	1,342	4,000	2,658		2,658	33.6 %
4021	TELEPHONE & FAX	167	329	600	271		271	54.8 %
4022	POSTAGE	57	473	750	277		277	63.1 %
4023	STATIONERY/PRINTING	305	637	1,200	563		563	53.1 %
4024	SUBSCRIPTIONS	0	35	2,000	1,965		1,965	1.8 %
4026	PHOTOCOPY CHARGES	359	1,172	3,000	1,828		1,828	39.1 %
4027	OFFICE EQUIPMENT	0	0	500	500		500	0.0 %
4035	SECURITY COSTS	0	98	0	-98		-98	0.0 %
4038	MAINTENANCE CTRCTS	0	0	500	500		500	0.0 %
4040	EQUIPMENT & SMALL TOOLS	0	898	0	-898		-898	0.0 %
4051	BANK CHARGES	184	261	250	-11		-11	104.4 %
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0 %
4057	AUDIT FEES	2,000	-690	3,300	3,990		3,990	-20.9 %
4058	ACCOUNTANCY FEES	1,539	4,849	12,000	7,151		7,151	40.4 %
4060	OTHER PROF FEES	0	45	3,000	2,955		2,955	1.5 %
	Central Services :- Expenditure	**11,989**	**64,818**	**151,496**	**86,678**	**0**	**86,678**	**42.8 %**

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1001	RENT RECEIVED	0	0	2	-2			0.0 %
1080	MISCELLANEOUS INCOME	0	0	0	0			0.0 %
	Central Services :- Income	**0**	**0**	**2**	**-2**			**0.5 %**
	Net Expenditure over Income	**11,989**	**64,818**	**151,494**	**86,676**			
902	Outside Services							
4001	SALARIES & WAGES	5,563	42,104	90,500	48,396		48,396	46.5 %
4006	PROTECTIVE CLOTHING	91	159	500	341		341	31.8 %
4008	TRAINING	0	-60	1,000	1,060		1,060	-6.0 %
4036	PROPERTY MAINTCE	-36	481	1,500	1,019		1,019	32.1 %
4037	GROUNDS MAINTENANCE	473	2,249	2,500	251		251	89.9 %
4040	EQUIPMENT & SMALL TOOLS	30	2,188	2,000	-188		-188	109.4 %
4041	EQUIPMENT HIRE	0	119	500	381		381	23.8 %
4042	EQUIPMENT MAINTCE	0	350	4,500	4,150		4,150	7.8 %
4044	VEHICLE FUEL,OIL & MAINT	36	1,222	2,500	1,278		1,278	48.9 %
	Outside Services :- Expenditure	**6,157**	**48,811**	**105,500**	**56,689**	**0**	**56,689**	**46.3 %**
	Net Expenditure over Income	**6,157**	**48,811**	**105,500**	**56,689**			
909	Capital & Projects							
4054	LOAN INTEREST PWLB	0	759	3,115	2,356		2,356	24.4 %
4055	LOAN CAPITAL REPAID	0	6,412	12,988	6,576		6,576	49.4 %
4903	CAP IT Upgrading	0	2,175	0	-2,175		-2,175	0.0 %
4974	CAP - Allotment Works	5,887	7,987	0	-7,987		-7,987	0.0 %
4975	CAP - Toilet Refurbishment	0	395	0	-395		-395	0.0 %
4992	FUNDING FROM R CAP FUND	-3,027	-5,597	0	5,597		5,597	0.0 %
4993	TFR TO ROLLING CAPITAL FUND	0	25,000	25,000	0		0	100.0 %
4999	TFR FR EARMARKED RSV	-2,861	-4,961	0	4,961		4,961	0.0 %
	Capital & Projects :- Expenditure	**0**	**32,171**	**41,103**	**8,932**	**0**	**8,932**	**78.3 %**
	Net Expenditure over Income	**0**	**32,171**	**41,103**	**8,932**			
998	Precept & Interest							
1075	PRECEPT SUPPORT GRANT	0	12,058	12,058	0			100.0 %
1076	PRECEPT	343,529	675,000	675,000	0			100.0 %
1090	INTEREST RECEIVED	54	81	0	81			0.0 %
	Precept & Interest :- Income	**343,583**	**687,139**	**687,058**	**81**			**100.0 %**
	Net Expenditure over Income	**-343,583**	**-687,139**	**-687,058**	**81**			

Summary Income & Expenditure by Budget Heading 31/10/2018

Month No : 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
101 Leisure Centre - General	Expenditure	68,583	355,205	665,751	310,546		310,546	53.4 %
	Income	2,589	15,053	34,683	-19,630			43.4 %
102 Leisure Centre - Swimming Pool	Expenditure	6,207	44,820	106,650	61,830		61,830	42.0 %
	Income	23,920	219,302	401,200	-181,898			54.7 %
103 Leisure Centre - Pool Vending								
	Income	261	498	2,000	-1,502			24.9 %
104 Leisure Centre - Bar	Expenditure	15,833	86,385	157,443	71,058		71,058	54.9 %
	Income	12,269	79,350	175,600	-96,250			45.2 %
105 Leisure Centre - Indoor Sports	Expenditure	0	3,018	17,000	13,982		13,982	17.8 %
	Income	1,364	5,521	12,950	-7,429			42.6 %
106 Leisure Centre - Outdoor Sport	Expenditure	0	290	2,000	1,710		1,710	14.5 %
	Income	737	1,577	9,100	-7,523			17.3 %
201 Playing Fields	Expenditure	69	2,292	4,750	2,458		2,458	48.2 %
202 Play Areas	Expenditure	0	771	2,000	1,230		1,230	38.5 %
203 Millennium Green	Expenditure	0	0	500	500		500	0.0 %
	Income	0	0	1,500	-1,500			0.0 %
204 Allotments	Expenditure	31	168	775	607		607	21.7 %
	Income	0	10	600	-590			1.7 %
301 Roads & Highways	Expenditure	771	1,662	3,200	1,538		1,538	51.9 %
302 Community Development	Expenditure	2,500	15,406	30,800	15,394		15,394	50.0 %
	Income	738	3,331	2,500	831			133.2 %
801 Corporate Management	Expenditure	-533	-3,200	-6,400	-3,200		-3,200	50.0 %
802 Democratic Rep'n & Mgmt	Expenditure	250	1,250	9,600	8,350		8,350	13.0 %
803 Civic Expenses	Expenditure	0	827	950	123		123	87.0 %
901 Central Services	Expenditure	11,989	64,818	151,496	86,678		86,678	42.8 %
	Income	0	0	2	-2			0.5 %
902 Outside Services	Expenditure	6,157	48,811	105,500	56,689		56,689	46.3 %
998 Precept & Interest								
	Income	343,583	687,139	687,058	81			100.0 %
909 Capital & Projects	Expenditure	0	32,171	41,103	8,932		8,932	78.3 %

Continued on Page 2

Summary Income & Expenditure by Budget Heading 31/10/2018

Month No : 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
INCOME - EXPENDITURE TOTALS	Expenditure	111,856	654,694	1,293,118	638,424	0	638,424	50.6 %
	Income	385,461	1,011,781	1,327,193	-315,412			76.2 %
	Net Expenditure over Income	-273,605	-357,087	-34,075	323,012			

Filton Town Council

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 6

A/c	Account Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,201,790	1,324,835	876,955
11	LEASEHOLD LAND & BUILDINGS	25,000	5,500	19,500
21	VEHICLES & EQUIPMENT	516,515	461,711	54,804
41	INFRASTRUCTURE ASSET	183,421	174,847	8,574
61	COMMUNITY ASSETS	61,372	24,968	36,404
	Total Fixed Assets	**2,988,098**	**1,991,861**	**996,237**
	Current Assets			
105	VAT CONTROL	-12,047		
115	OTHER DEBTORS	5,015		
120	STOCK - BAR	4,308		
121	STOCK - LEISURE	847		
199	Provision For Doubtful Debtor	-5,015		
200	BANK ACCOUNT-GENERAL	410,597		
201	BANK IMPREST WAGES AC	39,854		
220	PETTY CASH - OFFICE	47		
221	PETTY CASH - BAR	350		
225	FLOAT - BAR	900		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	865		
245	CCLA Public Sector Investment	50,000		
250	CHANGE CONTROL AC	-90		
	Total Current Assets		**495,731**	
	Current Liabilities			
500	TRADE CREDITORS	11,590		
520	NET WAGES CONTROL	-300		
525	PAYE AND NI DUE	18,287		
526	SUPERANNUATION DUE	8,107		
527	UNION FEES DUE	8		
528	A of E CONTROL	403		
	Total Current Liabilities		**38,094**	
	Net Current Assets			**457,637**
	Total Assets less Current Liablities			**1,453,874**
	Long Term Liabilities			
389	Deferred Grants Unapplied	2,597		
390	Deferred Grants Applied	1,466,506		
391	Deferred Grants Released	-1,136,928		
401	PWLB Loan 486814	57,576		
	Total Long Term Liabilities		**389,751**	
	Total Assets less Total Liablities			**1,064,123**
	Represented By :-			
300	CURRENT YEAR FUND	356,887		
310	GENERAL FUND	70,314		
315	ROLLING CAPITAL FUND	20,488		
325	EMR 4 Towns Play Association	300		

Filton Town Council

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 6

A/c	Account Description	Actual	
328	EMR Elections	7,051	
330	CAPITAL FINANCE ACCOUNT	609,083	
	Total Equity		1,064,123

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 13th November 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I Scott (Chair), K. Briffett, D. Collins, M Chaudhry, A. Doyle, A. Kenyon, E. Seymour, A Monk, D Layade

ALSO PRESENT: N. Gould (Town Council Support Officer) C. Westcott (Administrator)

APOLOGIES: Cllrs: - B. Mead, R Taylor, L Reuben (Town Council)

NON ATTENDANCE: - None

1422. APOLOGIES FOR ABSENCE: Councillors Mead, Taylor and the Town Clerk's apologies were noted.

1423. DECLARATION OF INTEREST: There were none.

1424. MINUTES: The minutes of the meeting held Tuesday 9th October 2018 were approved as an accurate record.

1425. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA:

- The October explanatory report for income and expenditure will be presented to the Full Council meeting, future reports will be included in the Finance agenda packs.
- Cllrs wanted confirmation the grants from previous minutes have now been given. It was confirmed that they have.
- Cllrs requested an audit report on 2018 grants be completed and bought to the meeting once finished. Questions were raised if we are still able to find out SHE7 grant usage It was Agreed: to contact SHE7 again to establish what the grant had been spent on.

Action – Filton Town Council

1426. PUBLIC QUESTIONS: There were none.

Councillor Monk arrived 7.05pm

1427. INCOME AND EXPENDITURE REPORTS:

- 4036-102 and 4040-102…….. exceeding budget

Action – Filton Town Council

1428. BALANCE SHEET: The document was noted.

1429. COMMUNITY PLAN: Councillors discussed recent Chambers meeting with local businesses. It was stated the 3- 4 local business had turned up even after local advertising. It was suggested that they could invite businesses from different professions to be involved. Councillors to go through feedback and decide on actions needed. It was agreed to keep the community plan on the Full Council agenda.

Councillor John Tucker arrived 7.10 pm

Councillors were given information on the current issues and plans for the land behind Northville Road and the Bulldog Pub, details of the current Conveyance legality and public interest discussed. It was agreed for the residents to form a committee and bring it to Full Town Council.

1430. **CAPITAL PROJECTS:** It was Agreed: to hold the first Capital Projects meeting on Friday 16th November 1pm in the Filton Town Council Offices.

Deleted: ¶

1431. **Emergency Item – Roof Repair Stewards Flat.** It was discussed how the roof is in dis repair and in need of a whole new roof. The tenants are in contract until June 2019. Their personal belongings are being damaged at the moment. After a short discussion It was proposed and seconded to give the Town Clerk delegated authority to spend over £5000 to get the emergency work completed, it was noted that 3 quotes would still need to be received for the work. It was put to the vote and Agreed: unanimously. .

Action- Filton Town Council

The Chair closed the meeting at 7.35 pm