FILTON TOWN COUNCIL

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
3rd January 2019

Dear Member

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Tuesday 8th January 2019 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 13th November 2018 *(page 1-2)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Questions – none received
6. Income and Expenditure Reports Month 8 *(pages 3-12)*
7. Balance Sheet – Month 8 for information *(pages 13-14)*
8. Outside Hut – proposal from FACE (page 15)
9. Community Plan update
10. Council supplying more defibrillators in Filton (*pages 16-25)*

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.

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

Summary Income & Expenditure by Budget Heading 20/12/2018

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	62,168	483,264	665,751	182,487		182,487	72.6 %
	Income	1,582	20,196	34,683	-14,487			58.2 %
102 Leisure Centre - Swimming Pool	Expenditure	9,427	56,744	106,650	49,906		49,906	53.2 %
	Income	29,632	266,298	401,200	-134,902			66.4 %
103 Leisure Centre - Pool Vending								
	Income	46	638	2,000	-1,362			31.9 %
104 Leisure Centre - Bar	Expenditure	13,631	116,178	157,443	41,265		41,265	73.8 %
	Income	12,759	105,005	175,600	-70,595			59.8 %
105 Leisure Centre - Indoor Sports	Expenditure	931	4,857	17,000	12,143		12,143	28.6 %
	Income	834	7,309	12,950	-5,641			56.4 %
106 Leisure Centre - Outdoor Sport	Expenditure	0	553	2,000	1,447		1,447	27.6 %
	Income	859	2,840	9,100	-6,260			31.2 %
201 Playing Fields	Expenditure	82	2,697	4,750	2,053		2,053	56.8 %
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	3	223	775	552		552	28.8 %
	Income	722	732	600	132			121.9 %
301 Roads & Highways	Expenditure	0	1,662	3,200	1,538		1,538	51.9 %
302 Community Development	Expenditure	100	23,081	30,800	7,719		7,719	74.9 %
	Income	0	3,331	2,500	831			133.2 %
801 Corporate Management	Expenditure	-533	-4,267	-6,400	-2,133		-2,133	66.7 %
802 Democratic Rep'n & Mgmt	Expenditure	250	1,750	9,600	7,850		7,850	18.2 %
803 Civic Expenses	Expenditure	0	1,025	950	-75		-75	107.9 %
901 Central Services	Expenditure	11,570	87,774	151,496	63,722		63,722	57.9 %
	Income	0	0	2	-2			0.5 %
902 Outside Services	Expenditure	6,111	61,627	105,500	43,874		43,874	58.4 %
998 Precept & Interest								
	Income	137	687,309	687,058	251			100.0 %
909 Capital & Projects	Expenditure	0	32,171	41,103	8,932		8,932	78.3 %

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Summary Income & Expenditure by Budget Heading 20/12/2018

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	103,740	870,111	1,293,118	423,007	0	423,007	67.3 %
	Income	46,571	1,093,658	1,327,193	-233,536			82.4 %
	Net Expenditure over Income	57,169	-223,547	-34,075	189,472			

		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	50,070	378,580	519,604	141,024		141,024	72.9 %
4003	COST OF TRAINING COURSES	0	345	1,000	655		655	34.5 %
4006	PROTECTIVE CLOTHING	20	1,072	1,000	-72		-72	107.2 %
4008	TRAINING	150	318	1,000	682		682	31.8 %
4011	RATES	5,012	40,098	51,450	11,352		11,352	77.9 %
4012	WATER RATES	120	903	2,500	1,597		1,597	36.1 %
4014	ELECTRICITY	3,230	4,128	3,000	-1,128		-1,128	137.6 %
4015	GAS	268	1,446	8,500	7,054		7,054	17.0 %
4016	JANITORIAL	240	2,922	4,200	1,278		1,278	69.6 %
4017	HEALTH & SAFETY	0	408	1,000	592		592	40.8 %
4018	REFUSE DISPOSAL	578	4,454	7,000	2,546		2,546	63.6 %
4021	TELEPHONE & FAX	265	1,501	1,200	-301		-301	125.1 %
4023	STATIONERY/PRINTING	127	1,980	1,200	-780		-780	165.0 %
4025	INSURANCE	0	10,972	12,600	1,628		1,628	87.1 %
4026	PHOTOCOPY CHARGES	92	92	0	-92		-92	0.0 %
4030	RECRUITMENT ADVTG	0	397	800	403		403	49.6 %
4032	PUBLICITY	204	1,369	3,500	2,131		2,131	39.1 %
4035	SECURITY COSTS	541	3,404	7,200	3,796		3,796	47.3 %
4036	PROPERTY MAINTCE	405	7,523	10,000	2,477		2,477	75.2 %
4038	MAINTENANCE CTRCTS	82	4,582	12,247	7,665		7,665	37.4 %
4039	MISC EXPS, XMAS DECORATIONS	0	100	0	-100		-100	0.0 %
4040	EQUIPMENT & SMALL TOOLS	0	2,401	2,000	-401		-401	120.1 %
4042	EQUIPMENT MAINTCE	0	634	0	-634		-634	0.0 %
4046	CLEANING CONTRACT	0	497	0	-497		-497	0.0 %
4051	BANK CHARGES	344	3,310	4,500	1,190		1,190	73.6 %
4052	BANK INTEREST	0	-3	0	3		3	0.0 %
4056	LEGAL FEES	0	77	0	-77		-77	0.0 %
4069	Irrecoverable VAT	0	8,965	10,000	1,035		1,035	89.7 %
4115	LICENCES	320	584	250	-334		-334	233.6 %
	Leisure Centre - General :- Expenditure	**62,070**	**483,060**	**665,751**	**182,691**	**0**	**182,691**	**72.6 %**
4103	PURCHASES FOR RESALE	98	204	0	-204		-204	0.0 %
	Leisure Centre - General :- Direct Expenditure	**98**	**204**	**0**	**-204**	**0**	**-204**	
1001	RENT RECEIVED	0	3,167	1,583	1,584			200.0 %
1010	Pavillion Hire	421	4,888	3,000	1,888			162.9 %
1011	HALL BLOCK BOOKINGS	309	1,993	4,500	-2,507			44.3 %
1013	EQUIPMENT HIRE INCOME	0	24	100	-76			24.0 %
1054	Softplay Income	763	7,721	24,000	-16,279			32.2 %
1055	Go Karts Income	0	44	0	44			0.0 %
1080	MISCELLANEOUS INCOME	88	2,029	1,500	529			135.3 %

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1095	INSURANCE CLAIM	0	330	0	330			0.0 %
	Leisure Centre - General :- Income	**1,582**	**20,196**	**34,683**	**-14,487**			**58.2 %**
	Net Expenditure over Income	**60,586**	**463,069**	**631,068**	**167,999**			
102	Leisure Centre - Swimming Pool							
4001	SALARIES & WAGES	0	25	0	-25		-25	0.0 %
4002	TEMPORARY & CASUAL STAFF	100	100	0	-100		-100	0.0 %
4007	COURSES/CONFERENCES	0	130	0	-130		-130	0.0 %
4008	TRAINING	589	1,817	3,000	1,183		1,183	60.6 %
4010	OTHER STAFF COSTS	0	15	0	-15		-15	0.0 %
4012	WATER RATES	1,149	8,063	12,000	3,937		3,937	67.2 %
4014	ELECTRICITY	0	15,560	25,000	9,440		9,440	62.2 %
4015	GAS	2,387	12,985	36,500	23,515		23,515	35.6 %
4017	HEALTH & SAFETY	404	926	1,000	74		74	92.6 %
4020	SUNDRY OFFICE & IT COSTS	0	2,835	0	-2,835		-2,835	0.0 %
4024	SUBSCRIPTIONS	85	85	150	65		65	56.7 %
4036	PROPERTY MAINTCE	0	4,125	1,000	-3,125		-3,125	412.5 %
4038	MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0 %
4040	EQUIPMENT & SMALL TOOLS	0	2,480	1,500	-980		-980	165.3 %
4041	EQUIPMENT HIRE	0	0	500	500		500	0.0 %
4042	EQUIPMENT MAINTCE	4,080	4,738	12,000	7,262		7,262	39.5 %
4120	POOL CHEMICALS	278	4,056	4,500	444		444	90.1 %
4125	POOL PURCHASES NOT FOR	161	940	2,500	1,560		1,560	37.6 %
4992	FUNDING FROM R CAP FUND	0	-5,670	0	5,670		5,670	0.0 %
	Leisure Centre - Swimming Pool :- Expenditure	**9,234**	**53,210**	**100,650**	**47,440**	**0**	**47,440**	**52.9 %**
4103	PURCHASES FOR RESALE	192	3,534	6,000	2,466		2,466	58.9 %
	Leisure Centre - Swimming Pool :- Direct Expenditure	**192**	**3,534**	**6,000**	**2,466**	**0**	**2,466**	**58.9 %**
1012	Bouncy Castle Parties	0	1,996	2,000	-4			99.8 %
1014	SWIMMING - CASUAL HIRE	0	545	0	545			0.0 %
1020	SWIMMING - PUBLIC	3,917	40,308	102,000	-61,693			39.5 %
1021	SWIMMING - LESSONS	19,741	195,268	225,000	-29,732			86.8 %
1022	SWIMMING - SCHOOLS	48	5,901	12,000	-6,099			49.2 %
1023	SWIMMING - CLUBS	4,375	8,674	18,500	-9,826			46.9 %
1024	SALES (STOCK) POOL	670	4,066	12,000	-7,934			33.9 %
1025	Pool Parties	75	1,438	3,500	-2,063			41.1 %
1026	One to One Lessons	322	2,730	12,000	-9,270			22.8 %
1027	Aqua Fit	508	3,747	6,200	-2,453			60.4 %
1028	Lifeguard Courses	0	1,942	7,000	-5,058			27.7 %
1080	MISCELLANEOUS INCOME	0	-160	1,000	-1,160			-16.0 %

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1099	TILL DISCREPANCIES	-25	-156	0	-156			0.0 %
	Leisure Centre - Swimming Pool :- Income	**29,632**	**266,298**	**401,200**	**-134,902**			**66.4 %**
	Net Expenditure over Income	**-20,205**	**-209,554**	**-294,550**	**-84,996**			
103	Leisure Centre - Pool Vending							
1030	Vending Machine Income	46	638	2,000	-1,362			31.9 %
	Leisure Centre - Pool Vending :- Income	**46**	**638**	**2,000**	**-1,362**			**31.9 %**
	Net Expenditure over Income	**-46**	**-638**	**-2,000**	**-1,362**			
104	Leisure Centre - Bar							
4001	SALARIES & WAGES	5,984	61,509	78,743	17,234		17,234	78.1 %
4006	PROTECTIVE CLOTHING	0	0	550	550		550	0.0 %
4011	RATES	0	126	0	-126		-126	0.0 %
4014	ELECTRICITY	0	12	0	-12		-12	0.0 %
4032	PUBLICITY	0	0	100	100		100	0.0 %
4036	PROPERTY MAINTCE	0	2,095	2,000	-95		-95	104.8 %
4038	MAINTENANCE CTRCTS	0	305	500	195		195	61.0 %
4040	EQUIPMENT & SMALL TOOLS	0	281	400	119		119	70.2 %
4041	EQUIPMENT HIRE	923	3,135	5,000	1,865		1,865	62.7 %
4051	BANK CHARGES	79	554	700	146		146	79.1 %
4060	OTHER PROF FEES	100	600	1,200	600		600	50.0 %
4104	BAR SUNDRIES	125	793	600	-193		-193	132.2 %
4110	PROMOTIONS	300	460	0	-460		-460	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	**7,512**	**70,555**	**91,693**	**21,138**	**0**	**21,138**	**76.9 %**
4101	PURCHASES - WET STOCK	5,599	40,239	60,750	20,511		20,511	66.2 %
4102	PURCHASES - DRY STOCK	396	5,260	5,000	-260		-260	105.2 %
4109	PURCHASES - CAFE	124	124	0	-124		-124	0.0 %
	Leisure Centre - Bar :- Direct Expenditure	**6,119**	**45,623**	**65,750**	**20,127**	**0**	**20,127**	**69.4 %**
1001	RENT RECEIVED	725	4,866	17,100	-12,234			28.5 %
1031	MACHINE INCOME	69	1,192	1,500	-308			79.5 %
1032	Tickets	0	0	500	-500			0.0 %
1040	BAR INCOME - LOUNGE	11,615	89,387	140,000	-50,613			63.8 %
1041	BAR INCOME - HALL	0	6,315	12,500	-6,185			50.5 %
1049	CAFE INCOME	330	2,485	4,000	-1,515			62.1 %
1056	FUNCTION ROOM HIRE	17	785	0	785			0.0 %
1099	TILL DISCREPANCIES	4	-25	0	-25			0.0 %
	Leisure Centre - Bar :- Income	**12,759**	**105,005**	**175,600**	**-70,595**			**59.8 %**
	Net Expenditure over Income	**872**	**11,173**	**-18,157**	**-29,330**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
105	Leisure Centre - Indoor Sports							
4014	ELECTRICITY	931	4,597	12,000	7,403		7,403	38.3 %
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	**931**	**4,857**	**17,000**	**12,143**	**0**	**12,143**	**28.6 %**
1050	BADMINTON FEES	216	1,607	3,000	-1,393			53.6 %
1051	SNOOKER FEES	460	3,498	7,200	-3,702			48.6 %
1052	PARTY ROOM HIRE	150	2,154	2,500	-346			86.2 %
1053	SKITTLE ALLEY	8	50	250	-200			20.0 %
	Leisure Centre - Indoor Sports :- Income	**834**	**7,309**	**12,950**	**-5,641**			**56.4 %**
	Net Expenditure over Income	**97**	**-2,452**	**4,050**	**6,502**			
106	Leisure Centre - Outdoor Sport							
4014	ELECTRICITY	0	553	2,000	1,447		1,447	27.6 %
	Leisure Centre - Outdoor Sport :- Expenditure	**0**	**553**	**2,000**	**1,447**	**0**	**1,447**	**27.6 %**
1060	GRASS INCOME	828	2,933	8,500	-5,567			34.5 %
1061	OUTSIDE COURTS	0	-155	500	-655			-31.1 %
1063	Petanque Income	31	63	100	-38			62.5 %
	Leisure Centre - Outdoor Sport :- Income	**859**	**2,840**	**9,100**	**-6,260**			**31.2 %**
	Net Expenditure over Income	**-859**	**-2,287**	**-7,100**	**-4,813**			
201	Playing Fields							
4012	WATER RATES	82	1,178	2,500	1,322		1,322	47.1 %
4037	GROUNDS MAINTENANCE	0	1,269	2,250	981		981	56.4 %
4115	LICENCES	0	250	0	-250		-250	0.0 %
	Playing Fields :- Expenditure	**82**	**2,697**	**4,750**	**2,053**	**0**	**2,053**	**56.8 %**
	Net Expenditure over Income	**82**	**2,697**	**4,750**	**2,053**			
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**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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	187	250	63		63	74.9 %
4013	RENT	0	0	275	275		275	0.0 %
4018	REFUSE DISPOSAL	3	4	0	-4		-4	0.0 %
4037	GROUNDS MAINTENANCE	0	31	250	219		219	12.5 %
	Allotments :- Expenditure	**3**	**223**	**775**	**552**	**0**	**552**	**28.8 %**
1001	RENT RECEIVED	722	732	600	132			121.9 %
	Allotments :- Income	**722**	**732**	**600**	**132**			**121.9 %**
	Net Expenditure over Income	**-719**	**-509**	**175**	**684**			
301	Roads & Highways							
4037	GROUNDS MAINTENANCE	0	120	0	-120		-120	0.0 %
4080	STREET CARE (ex S Glos)	0	1,542	3,200	1,658		1,658	48.2 %
	Roads & Highways :- Expenditure	**0**	**1,662**	**3,200**	**1,538**	**0**	**1,538**	**51.9 %**
	Net Expenditure over Income	**0**	**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	4,280	4,000	-280		-280	107.0 %
4707	GRANTS - YOUTH PROVISION	0	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	100	4,945	6,500	1,555		1,555	76.1 %
4720	CHRISTMAS ACTIVITIES	0	500	3,500	3,000		3,000	14.3 %
4725	FILTON FESTIVAL	0	6,756	6,500	-256		-256	103.9 %
	Community Development :- Expenditure	**100**	**23,081**	**30,800**	**7,719**	**0**	**7,719**	**74.9 %**
1077	GRANTS RECEIVED	0	975	0	975			0.0 %
1082	Filton Festival	0	2,356	2,500	-144			94.2 %
	Community Development :- Income	**0**	**3,331**	**2,500**	**831**			**133.2 %**
	Net Expenditure over Income	**100**	**19,750**	**28,300**	**8,550**			

Continued on Page No 6

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
801	Corporate Management							
4004	PENSION DEFICIT	-533	-4,267	-6,400	-2,133		-2,133	66.7 %
	Corporate Management :- Expenditure	**-533**	**-4,267**	**-6,400**	**-2,133**	**0**	**-2,133**	**66.7 %**
	Net Expenditure over Income	**-533**	**-4,267**	**-6,400**	**-2,133**			
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	1,750	3,500	1,750		1,750	50.0 %
4065	MEETING COSTS	0	0	200	200		200	0.0 %
	Democratic Rep'n & Mgmt :- Expenditure	**250**	**1,750**	**9,600**	**7,850**	**0**	**7,850**	**18.2 %**
	Net Expenditure over Income	**250**	**1,750**	**9,600**	**7,850**			
803	Civic Expenses							
4066	CHAIRMANS ALLOWANCE	0	199	950	751		751	20.9 %
4072	CHAIRMANS ALLOW (PRIOR YR)	0	827	0	-827		-827	0.0 %
	Civic Expenses :- Expenditure	**0**	**1,025**	**950**	**-75**	**0**	**-75**	**107.9 %**
	Net Expenditure over Income	**0**	**1,025**	**950**	**-75**			
901	Central Services							
4001	SALARIES & WAGES	8,721	65,882	107,946	42,064		42,064	61.0 %
4005	HR Costs-Service level agr'mnt	0	7,000	7,000	0		0	100.0 %
4007	COURSES/CONFERENCES	0	40	250	210		210	16.0 %
4008	TRAINING	25	-195	500	695		695	-39.0 %
4009	TRAVEL	0	0	200	200		200	0.0 %
4010	OTHER STAFF COSTS	0	32	3,500	3,468		3,468	0.9 %
4020	SUNDRY OFFICE & IT COSTS	171	2,344	4,000	1,656		1,656	58.6 %
4021	TELEPHONE & FAX	0	499	600	101		101	83.2 %
4022	POSTAGE	119	660	750	90		90	88.1 %
4023	STATIONERY/PRINTING	48	685	1,200	515		515	57.1 %
4024	SUBSCRIPTIONS	0	200	2,000	1,800		1,800	10.0 %
4026	PHOTOCOPY CHARGES	0	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	93	991	0	-991		-991	0.0 %

Continued on Page No 7

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4043	VEHICLE LEASING	0	210	0	-210		-210	0.0 %
4051	BANK CHARGES	159	580	250	-330		-330	231.9 %
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0 %
4057	AUDIT FEES	0	-690	3,300	3,990		3,990	-20.9 %
4058	ACCOUNTANCY FEES	2,234	8,223	12,000	3,777		3,777	68.5 %
4060	OTHER PROF FEES	0	45	3,000	2,955		2,955	1.5 %
	Central Services :- Expenditure	**11,570**	**87,774**	**151,496**	**63,722**	**0**	**63,722**	**57.9 %**
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	**11,570**	**87,774**	**151,494**	**63,720**			
902	Outside Services							
4001	SALARIES & WAGES	5,563	53,230	90,500	37,270		37,270	58.8 %
4006	PROTECTIVE CLOTHING	0	159	500	341		341	31.8 %
4008	TRAINING	0	-60	1,000	1,060		1,060	-6.0 %
4036	PROPERTY MAINTCE	239	770	1,500	730		730	51.3 %
4037	GROUNDS MAINTENANCE	53	3,342	2,500	-842		-842	133.7 %
4040	EQUIPMENT & SMALL TOOLS	33	2,221	2,000	-221		-221	111.1 %
4041	EQUIPMENT HIRE	0	119	500	381		381	23.8 %
4042	EQUIPMENT MAINTCE	223	623	4,500	3,877		3,877	13.9 %
4044	VEHICLE FUEL,OIL & MAINT	0	1,222	2,500	1,278		1,278	48.9 %
	Outside Services :- Expenditure	**6,111**	**61,626**	**105,500**	**43,874**	**0**	**43,874**	**58.4 %**
	Net Expenditure over Income	**6,111**	**61,626**	**105,500**	**43,874**			
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	0	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	0	-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	0	-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**			

Continued on Page No 8

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
998	Precept & Interest							
1075	PRECEPT SUPPORT GRANT	0	12,058	12,058	0			100.0 %
1076	PRECEPT	0	675,000	675,000	0			100.0 %
1090	INTEREST RECEIVED	137	251	0	251			0.0 %
	Precept & Interest :- Income	**137**	**687,309**	**687,058**	**251**			**100.0 %**
	Net Expenditure over Income	**-137**	**-687,309**	**-687,058**	**251**			

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 8

A/c	Account Description	Actual			Budget			Variance
	Fixed Assets	Asset Value	Depreciation	Net Value	Asset Value	Depreciation	Net Value	
1	FREEHOLD LAND & BUILDINGS	2,201,790	1,324,835	876,955	0	0	0	2,201,790
11	LEASEHOLD LAND & BUILDINGS	25,000	5,500	19,500	0	0	0	25,000
21	VEHICLES & EQUIPMENT	516,515	461,711	54,804	0	0	0	516,515
41	INFRASTRUCTURE ASSET	183,421	174,847	8,574	0	0	0	183,421
61	COMMUNITY ASSETS	61,372	24,968	36,404	0	0	0	61,372
	Total Fixed Assets	**2,988,098**	**1,991,861**	**996,237**	**0**	**0**	**0**	**2,988,098**
	Current Assets							
105	VAT CONTROL	-11,102			0			-11,102
107	GAMING DUTY CONTROL	116			0			116
115	OTHER DEBTORS	5,015			0			5,015
116	STAFF ADVANCES	-100			0			-100
120	STOCK - BAR	4,308			0			4,308
121	STOCK - LEISURE	847			0			847
199	Provision For Doubtful Debtor	-5,015			0			-5,015
200	BANK ACCOUNT-GENERAL	76,974			0			76,974
201	BANK IMPREST WAGES AC	35,188			0			35,188
220	PETTY CASH - OFFICE	199			0			199
221	PETTY CASH - BAR	494			0			494
225	FLOAT - BAR	900			0			900
226	FLOAT - GAMBLING MACHINE	100			0			100
230	FLOAT - POOL	865			0			865
245	CCLA Public Sector Investment	250,000			0			250,000
250	CHANGE CONTROL AC	-90			0			-90
	Total Current Assets		**358,697**			**0**		**358,697**
	Current Liabilities							
500	TRADE CREDITORS	13,839			0			13,839
520	NET WAGES CONTROL	-300			0			-300
525	PAYE AND NI DUE	17,686			0			17,686
526	SUPERANNUATION DUE	8,635			0			8,635
527	UNION FEES DUE	8			0			8
528	A of E CONTROL	403			0			403
	Total Current Liabilities		**40,270**			**0**		**40,270**
	Net Current Assets			**318,427**			**0**	**318,427**
	Total Assets less Current Liablities			**1,314,664**			**0**	
	Long Term Liabilities							
389	Deferred Grants Unapplied	2,597			0			2,597
390	Deferred Grants Applied	1,466,506			0			1,466,506
391	Deferred Grants Released	-1,136,928			0			-1,136,928
401	PWLB Loan 486814	57,576			0			57,576
	Total Long Term Liabilities		**389,751**			**0**		**389,751**
	Total Assets less Total Liablities			**924,913**			**0**	
	Represented By :-							
300	CURRENT YEAR FUND	223,347			260,365			-37,018
310	GENERAL FUND	70,314			0			70,314

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 8

A/c	Account Description	Actual		Budget		Variance
315	ROLLING CAPITAL FUND	14,818		0		14,818
325	EMR 4 Towns Play Association	300		0		300
328	EMR Elections	7,051		0		7,051
330	CAPITAL FINANCE ACCOUNT	609,083		0		609,083
	Total Equity		**924,913**		**260,365**	**664,548**

Lesley Reuben

From:	Debbie Teml <debbie@facefilton.org.uk>
Sent:	18 December 2018 20:16
To:	Lesley Reuben
Subject:	The Hatch
Follow Up Flag:	Follow up
Flag Status:	Completed

Hi Lesley,
As you know we had a trustees meeting where we discussed the 'Hatch' outside kiosk again on Thursday.

The trustees would love to take the opportunity to start a social enterprise project; training and employing adults with learning and social disabilities, however at the moment they don't feel we have enough money to fund the rent and have enough to make it viable through the winter months. We know that you want someone in there sooner rather than later, and we don't want to miss the opportunity.

We have had a crowdfunding bid running for a few months now, and have around £450 raised through this and an individual donation. We were unsuccessful in a large grant application but still have a number of small applications in for consideration and are working with South Glos Council Community Learning Team to look at accessing free and commissioned training.

We are looking into access to a new or used coffee machine and the budget for basic equipment needed, crockery/cutlery, take away cups, etc and have drawn up an initial business plan to get started.

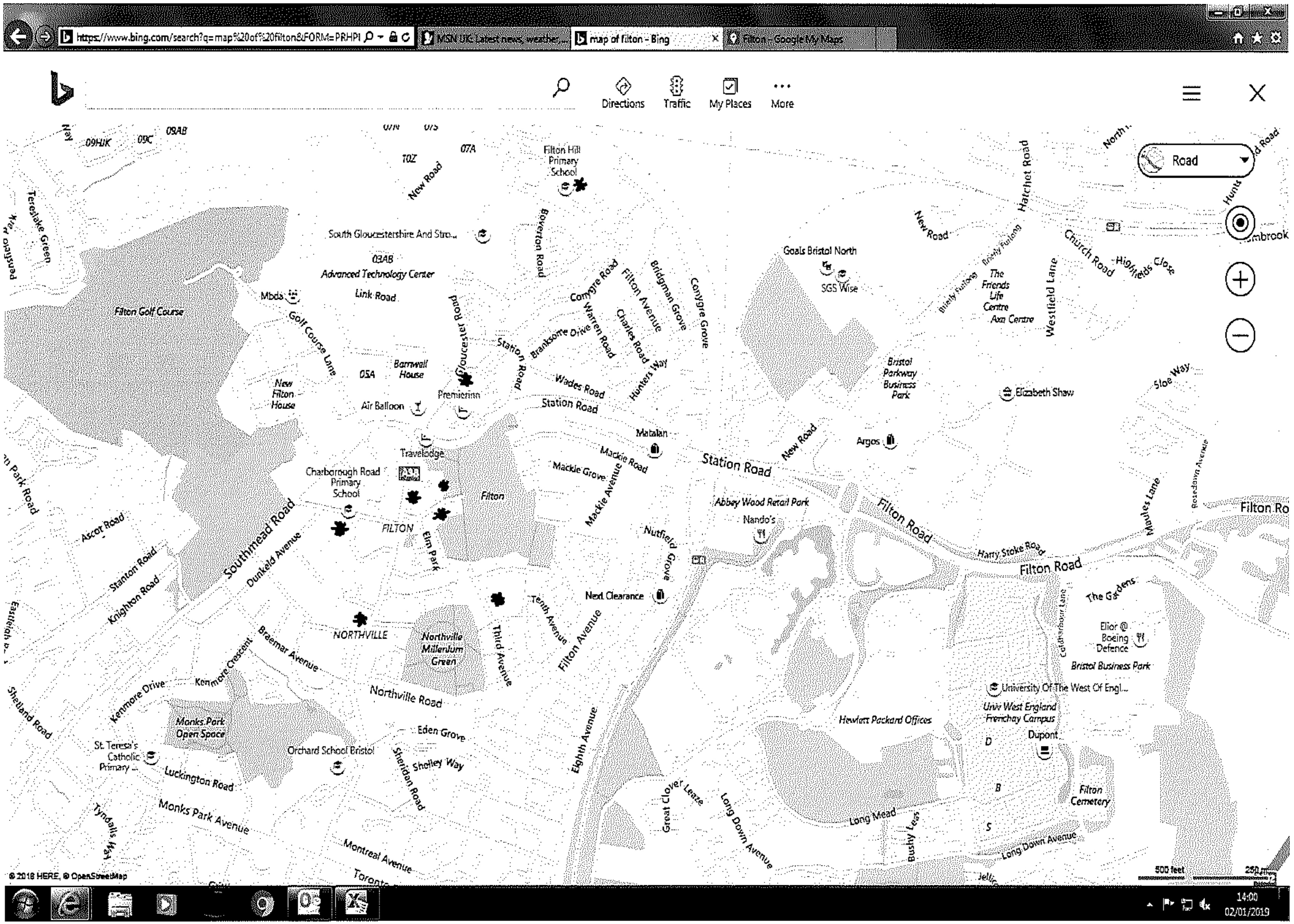
The trustees have instructed me to ask the council whether they would consider us being able to use the Hatch rent-free for 6 months in order to set up and get the project running without too much risk during this time. We would then be in a much better position to know that the project has legs.

We would look to cater for the football / passers by and park users on Saturdays and Sundays Jan-March with hot drinks, bacon baps, and cakes (and possibly during half term week if weather is OK) and then by April we would look to have longer opening hours and a bigger menu to hopefully grow and develop a viable project to cover costs.

If you could let me know the councils thoughts on this and we will do our best to open as soon as we can in the New Year.

Many thanks,
Debbie

Debbie Teml
Charity Director
FACE @ Elm Park, Filton, BS34 7PS
0117 9691938, 07511 985130
Registered charity number 1156904.
www.facefilton.org.uk



* = DIFIBRILLATOR LOCATION.

Carla Westcott

From: PCS-UK <newsletter@primarycaresupplies.uk>
Sent: 03 January 2019 09:45
To: Lesley Reuben
Subject: Defibrillator for your community

PRIMARY CARE Supplies

Community Defibrillator Campaign

Be part of over 2000 communities who have already installed our Rescue SAM defibrillator; providing their residents a vital-life line should anyone become a victim of sudden cardiac arrest.

We want to help communities like yours have access to a high quality defibrillator - at an affordable price.

Call 0845 862 9500 or click on any of the buttons below.

I'm Interested. Please Contact Me >

View Our Website >

This year, Shobrooke Parish Council purchased and installed our Rescue SAM Defibrillator.

They opted for our outdoor package that included a heated cabinet and installed it in an unused BT telephone box.

Shobrooke is situated in a remote part of Devon with around 500 people living in the area with the nearest A&E 35 minutes away.

According to the British Heart Foundation, 30,000 people a year suffer from Cardiac arrest out of hospital. Sadly, only 1 in 10 survive.

When a person suffers from Cardiac Arrest, for every second that goes by waiting for an ambulance, their chances of survival decreases.

So it's important to act quick, especially for communities in rural areas where ambulance response times are potentially longer.

The Rescue SAM is a high-specification defibrillator. We purchase in large quantities in order make extra savings. Instead of profiting on the savings we make, we pass these on to you, so more communities like Shobrooke can make available a publicly available life line.

We would like to thank Shobrooke Parish Council for allowing us to use these pictures.

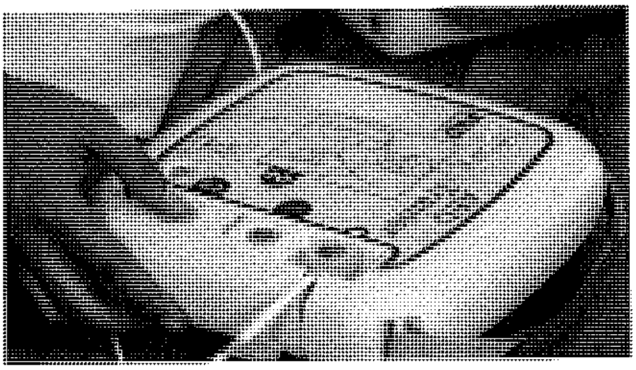
Let us help your community with an affordable defibrillator.

Call us today on 0845 862 9500

Join our nation of life savers

By learning these life saving skills

Apply for a public access defibrillator



You can play a vital role in helping save lives in your local community by applying online for funding to have a Public Access Defibrillator (PAD) and Call Push Rescue training kit community package in your area.

After calling 999 and performing cardiopulmonary resuscitation (CPR), using a defibrillator is the best way to increase the chances of someone surviving a cardiac arrest.

How to apply

1. If you wish to apply for a public access defibrillator you must create an account and submit the online form.
2. Your application will then be reviewed by our team
3. We will then contact you if your application has been successful or not.

Before you submit your application, you might want to contact your local NHS ambulance service, who may be able to advise on a suitable model, location and cabinet for the public access defibrillator.

If your application is approved, you will need to make a donation of £600 towards the cost of the package. However, you do not need to start fundraising for this amount before your application has been approved.

For any questions about funding please contact us on 0131 561 3363 or email us.

APPLY ONLINE NOW

Successful application requirements

- The defibrillator must be freely accessible to the public 24/7 and be placed externally in an **unlocked and un-coded cabinet**
- There must be a clear need for the device (e.g. a location with high footfall or in a rural area)
- There must be a commitment to train the local community to use the Call Push Rescue training kit provided.

Groups which can't apply

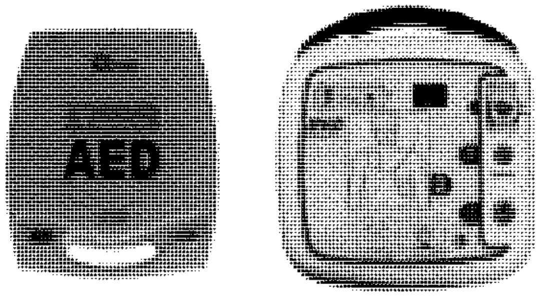
Unfortunately, we're unable to provide funding to the following groups:

- GP surgeries
- Dental practices
- Schools and colleges
- Military organisations
- Police
- Private or commercial companies
- Community First Responders (unless they are applying for a public access defibrillator in their local community).

You can only apply for funding for one defibrillator per organisation, and the applications can only apply to new PADs, not replacement ones.

What you will receive

When your application is accepted, you'll receive a PAD. The models available are the iPAD SP1 and the ZOLL AED Plus (pictured below). We do not provide cabinets to store the defibrillator. Please see our full statement on cabinets in our Guide to



defibrillators.

We'll also provide you with our Call Push Rescue training kit. This contains equipment to train up to 10 people at a time in life saving CPR skills. Training is delivered by watching our educational film and sessions take around 30 minutes.

APPLY ONLINE NOW

Other ways to get equipment

Secondary schools are eligible to apply for our free Call Push Rescue training kit to teach students life saving skills.

If you're interested in making your business a company of lifesavers, our corporate partnerships team would love to hear from you.

Beat heartbreak forever

Get in touch

Contact us

Fundraising & events: **0300 330 3322**

Heart Helpline - for medical enquiries: **0300 330 3311**

Phone lines are open 9am to 5pm,
Monday to Friday

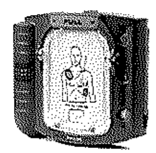
For all other enquiries please see our **Contact Us** page

Work for us

0800 612 6304
support@thedefibpad.co.uk

Automated External Defibrillators with FREE Next Working Day Delivery

All of the defibrillators in this sections are in stock and available for FREE next working day delivery.



Add to compare

Philips HeartStart HS1 Defibrillator Unit - Semi-Automatic

Manufactured by one of the largest electronics manufacturers, the HS1 defibrillator provides step-by-step voice prompts and features an information button to give extra guidance.

- Semi-automatic operation
- Defibrillator warranty: 8 years
- Battery stand-by life: 4 years
- Electrode pad life: 18 months

23 Customer Reviews

£799.00 ex VAT
£958.80 inc VAT

VIEW PRODUCT

Add to compare

Physio-Control Lifepak CR Plus Defibrillator Unit - Semi-Automatic

The Physio-Control Lifepak CR Plus semi-automatic defibrillator enhances the victim's chances of survival by escalating the energy shock level to an industry leading 360J when needed.

- Semi-automatic operation
- Defibrillator warranty: 8 years
- Battery stand-by life: 2 years
- Electrode pad life: 2 years

4 Customer Reviews

Save 7%
Now £824.00 ex VAT
£988.80 inc VAT

VIEW PRODUCT

Add to compare

Physio-Control Lifepak CR Plus Defibrillator Unit - Fully Automatic

The fully automatic Physio-Control Lifepak CR Plus defibrillator takes pressure off the responder by automatically delivering a shock (if needed) and providing clear guidance voice prompts throughout.

- Fully automatic operation
- Defibrillator warranty: 8 years
- Battery stand-by life: 2 years
- Electrode pad life: 2 years

35 Customer Reviews

£824.00 ex VAT
£988.80 inc VAT

VIEW PRODUCT

Live Customer Support

Dedicated live online customer support from our in-house experts

Operators Online

FREE Reminder Services

To let you know when its time to replace your batteries and electrode pads

More Information

FREE Replacement Pads

If your defib is used to treat a patient in an emergency

More Information

23

24

☐ Add to compare

Defibtech Lifeline AED Defibrillator Unit - Semi-Automatic

The only semi-automatic defibrillator available with an optional high capacity battery, Defibtech Lifeline AED's provide great value for money. Voice prompts on these units are supported by text & LED display.

- Semi-automatic operation
- Defibrillator warranty: 8 years
- Battery stand-by life: Up to 5 or 7 year options
- Electrode pad life: 2 years

9 Customer Reviews

Save 8%
Now £825.00 ex VAT
£990.00 inc VAT

VIEW PRODUCT

☐ Add to compare

HeartSine Samaritan PAD 350P Defibrillator Unit - Semi-Automatic

Produced by world leaders in public access defibrillators, the semi-automatic HeartSine Samaritan PAD 350P comes from the only manufacturer to offer a 10 year warranty.

- Semi-automatic operation
- Defibrillator warranty: 10 years
- Battery stand-by life: 4 years
- Electrode pad life: 4 years

3 Customer Reviews

£899.00 ex VAT
£1,078.80 inc VAT

VIEW PRODUCT

☐ Add to compare

HeartSine Samaritan PAD 360P Defibrillator Unit - Fully Automatic

The fully automatic HeartSine Samaritan PAD 360P defibrillator automatically delivers a life saving shock if needed, and its durable design carries the industry's highest protection rating against dust and moisture.

- Fully automatic operation
- Defibrillator warranty: 10 years
- Battery stand-by life: 4 years
- Electrode pad life: 4 years

4 Customer Reviews

£899.00 ex VAT
£1,078.80 inc VAT

VIEW PRODUCT

☐ Add to compare

Mediana HeartOn A15 Defibrillator Unit - Semi-Automatic

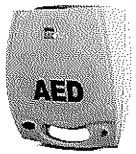
This semi-automatic defibrillator features a handy mode switch to quickly change from adult to paediatric operation without having to change electrode pads or insert a separate key.

- Semi-automatic operation
- Defibrillator warranty: 5 years
- Battery stand-by life: 5 years
- Electrode pad life: 2 years

3 Customer Reviews

£916.00 ex VAT
£1,099.20 inc VAT

VIEW PRODUCT



☐ Add to compare

Zoll AED Plus Defibrillator Unit - Fully Automatic

The Zoll AED Plus fully automatic defibrillator has the benefit of Real CPR Help feedback technology, and features a specially designed lid to use under the patient's shoulders to help maintain an open airway.

- Fully automatic operation
- Defibrillator warranty: 7 years
- Battery stand-by life: 5 years
- Electrode pad life: 5 years

26 Customer Reviews

£948.00 ex VAT
£1,137.60 inc VAT

VIEW PRODUCT

25

☐ Add to compare

Defibtech Lifeline Auto Defibrillator Unit - Fully Automatic

The Defibtech Lifeline Auto defibrillator uses fully automatic operation and supports the responder through clear voice and LED display instructions. Unique optional standard or high capacity battery available.

- Fully automatic operation
- Defibrillator warranty: 8 years
- Battery stand-by life: Up to 5 or 7 year options
- Electrode pad life: 2 years

15 Customer Reviews

£964.00 ex VAT
£1,156.80 inc VAT

VIEW PRODUCT

☐ Add to compare

Primedic HeartSave PAD Defibrillator Unit - Semi-Automatic

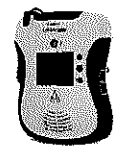
The semi-automatic Primedic HeartSave PAD defibrillator supports the responder using an active LED pictogram, and features a paediatric button so that defib treatment can be changed quickly when needed.

- Semi-automatic operation
- Defibrillator warranty: 6 years
- Battery stand-by life: 3 years
- Electrode pad life: 3 years

1 Customer Reviews

Save 5%
Now £1,041.00 ex VAT
£1,249.20 inc VAT

VIEW PRODUCT



☐ Add to compare

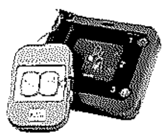
Defibtech Lifeline View Defibrillator Unit - Semi-Automatic

The Defibtech Lifeline View semi-automatic defibrillator is the first defibrillator to feature a colour display screen that shows rescuers what to do in the event of an emergency with detailed, interactive videos.

- Semi-automatic operation
- Defibrillator warranty: 5 years
- Battery stand-by life: 4 years
- Electrode pad life: 2 years

£1,199.00 ex VAT
£1,438.80 inc VAT

VIEW PRODUCT



☐ Add to compare

Philips HeartStart FRx Defibrillator Unit - Semi-Automatic

The Philips HeartStart FRx is a robust defibrillator that has been designed for use in harsh environments and can survive a 1 metre drop onto a concrete floor.

- Semi-automatic operation
- Defibrillator warranty: 8 years
- Battery stand-by life: 4 years
- Electrode pad life: 2 years

3 Customer Reviews

£1,145.00 ex VAT
£1,374.00 inc VAT

VIEW PRODUCT

☐ Add to compare

HeartSine Samaritan PAD 500P Defibrillator Unit - Semi-Automatic

The HeartSine Samaritan PAD 500P defibrillator uses advanced technology to determine the effectiveness of administered compressions with a CPR advisor giving visual and voice prompts based on cardiac output.

- Semi-automatic operation
- Defibrillator warranty: 10 years
- Battery stand-by life: 4 years
- Electrode pad life: 4 years

1 Customer Reviews

£999.00 ex VAT
£1,198.80 inc VAT

VIEW PRODUCT

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 8th January 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

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

ALSO PRESENT: L Reuben (Town Clerk) and C Westcott (Administrator)
APOLOGIES: Cllrs: - B. Mead and A Doyle
NON ATTENDANCE: - None

1432. APOLOGIES FOR ABSENCE: Councillors Mead and Doyle

1433. DECLARATION OF INTEREST: There were none.

1434. MINUTES: The minutes of the meeting held Tuesday 13th November 2018 were approved as an accurate record. (Cllrs A Tink and J Tucker to be added as attended)

1435. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA:

- Community Plan Meeting scheduled for Thursday 10th January at the Doug Daniels Pavilion.
- Works starting on the stewards flat roof 9th January 2019.

1436. PUBLIC QUESTIONS: There were none.

1437. INCOME AND EXPENDITURE REPORTS:
- Leisure Centre salaries are over budget / procedures in place already to reduce

Councillor Dammy Layade arrived 7.07 pm

- **101-4023** Stationary- Over budget
- **101-4103** Purchases for resale - Under budget
- **101-1054** Soft Play income – Under
- **4051** Bank Charges

<u>Action – FTC to look at other banks</u>

1438. BALANCE SHEET: The document was noted.

1439. OUTSIDE HUT –Proposal from FACE
- The Face proposal for using the hatch starting with opening weekends January to March and then progressing if successful . The discussion included issues such as opening times, clientele, rent fees, other parties running it.
  It was proposed that FACE would have the Hatch rent free for 3 months with a review after then to see how successful it was.
  Vote was unanimous FOR the project to go ahead

1440. COMMUNITY PLAN UPDATE
- Community Plan Meeting scheduled for Thursday 10th January at the Doug Daniels Pavilion. The possibility of a Green Space leaflet discussed but agreed will wait until Community Plan meeting for further information.

1441. COUNCIL SUPPLYING MORE DEFRIBRILLATORS IN FILTON :
- Filton Chest and Heart Committee are keen for Filton Town Council to fund more defibrillators in the area. Agreed that they will look at this in the new financial year. Information included with agenda pack

1442. CONFIDENTIAL SESSION:

- The Town Clerk informed the councillors of current financial situation. More information to be discussed at the Full Town Council Meeting when the accountant will attend.

The Chair closed the meeting at 8.10 pm

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
7th February 2019

Dear Member

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Tuesday 12th February 2019 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 08th January 2019 *(page 1-3)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Questions – none received
6. Income and Expenditure Reports **Month 9** *(pages 4-5)*
7. Balance Sheet – **Month 9** for information *(pages 6-7)*
8. Internal Audit – renewal of services (pages 8-14)
9. Managers Reports (tabled)
10. Community Plan update

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 8th January 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

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

ALSO PRESENT: L Reuben (Town Clerk) and C Westcott (Administrator)

APOLOGIES: Cllrs: - B. Mead and A Doyle

NON ATTENDANCE: - None

1432. APOLOGIES FOR ABSENCE: Councillors Mead and Doyle

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1442. CONFIDENTIAL SESSION:

- The Town Clerk informed the councillors of current financial situation. More information to be discussed at the Full Town Council Meeting when the accountant will attend.

The Chair closed the meeting at 8.10 pm

Summary Income & Expenditure by Budget Heading 22/01/2019

Month No : 9 Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
101 Leisure Centre - General	Expenditure	659,678	531,985	665,751	133,766		133,766	79.9 %
	Income	27,695	21,921	34,683	-12,762			63.2 %
102 Leisure Centre - Swimming Pool	Expenditure	85,648	70,566	106,650	36,084		36,084	66.2 %
	Income	411,802	300,953	401,200	-100,247			75.0 %
103 Leisure Centre - Pool Vending								
	Income	1,818	624	2,000	-1,376			31.2 %
104 Leisure Centre - Bar	Expenditure	141,169	130,087	157,443	27,356		27,356	82.6 %
	Income	156,805	118,198	175,600	-57,402			67.3 %
105 Leisure Centre - Indoor Sports	Expenditure	12,537	9,195	17,000	7,805		7,805	54.1 %
	Income	11,918	7,900	12,950	-5,050			61.0 %
106 Leisure Centre - Outdoor Sport	Expenditure	799	553	2,000	1,447		1,447	27.6 %
	Income	6,932	3,225	9,100	-5,875			35.4 %
201 Playing Fields	Expenditure	3,501	2,788	4,750	1,962		1,962	58.7 %
202 Play Areas	Expenditure	417	1,236	2,000	765		765	61.8 %
203 Millennium Green	Expenditure	504	0	500	500		500	0.0 %
	Income	1,500	0	1,500	-1,500			0.0 %
204 Allotments	Expenditure	691	593	775	182		182	76.5 %
	Income	820	788	600	188			131.3 %
301 Roads & Highways	Expenditure	2,313	2,433	3,200	767		767	76.0 %
302 Community Development	Expenditure	36,852	23,291	30,800	7,509		7,509	75.6 %
	Income	1,714	3,331	2,500	831			133.2 %
801 Corporate Management	Expenditure	-6,200	-4,800	-6,400	-1,600		-1,600	75.0 %
802 Democratic Rep'n & Mgmt	Expenditure	7,930	2,000	9,600	7,600		7,600	20.8 %
803 Civic Expenses	Expenditure	50	1,325	950	-375		-375	139.5 %
901 Central Services	Expenditure	147,557	97,542	151,496	53,954		53,954	64.4 %
	Income	517	0	2	-2			0.5 %
902 Outside Services	Expenditure	98,809	73,021	105,500	32,479		32,479	69.2 %
	Income	1,200	0	0	0			0.0 %
998 Precept & Interest								
	Income	667,687	687,498	687,058	440			100.1 %
909 Capital & Projects	Expenditure	46,297	40,222	41,103	881		881	97.9 %
	Income	4,000	0	0	0			0.0 %

Continued on Page 2

Summary Income & Expenditure by Budget Heading 22/01/2019

Month No : 9

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
INCOME - EXPENDITURE TOTALS	Expenditure	1,238,553	982,037	1,293,118	311,081	0	311,081	75.9 %
	Income	1,294,407	1,144,439	1,327,193	-182,754			86.2 %
	Net Expenditure over Income	-55,854	-162,403	-34,075	128,328			

Date :- 06/02/2019

Time :- 12:45 PM

Filton Town Council

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 9

A/c	Account Description	Actual			Budget			Variance
	Fixed Assets	Asset Value	Depreciation	Net Value	Asset Value	Depreciation	Net Value	
1	FREEHOLD LAND & BUILDINGS	2,201,790	1,324,835	876,955	0	0	0	2,201,790
11	LEASEHOLD LAND & BUILDINGS	25,000	5,500	19,500	0	0	0	25,000
21	VEHICLES & EQUIPMENT	516,515	461,711	54,804	0	0	0	516,515
41	INFRASTRUCTURE ASSET	183,421	174,847	8,574	0	0	0	183,421
61	COMMUNITY ASSETS	61,372	24,968	36,404	0	0	0	61,372
	Total Fixed Assets	**2,988,098**	**1,991,861**	**996,237**	**0**	**0**	**0**	**2,988,098**
	Current Assets							
105	VAT CONTROL	781			0			781
107	GAMING DUTY CONTROL	116			0			116
115	OTHER DEBTORS	5,015			0			5,015
116	STAFF ADVANCES	-380			0			-380
120	STOCK - BAR	4,308			0			4,308
121	STOCK - LEISURE	847			0			847
199	Provision For Doubtful Debtor	-5,015			0			-5,015
200	BANK ACCOUNT-GENERAL	11,973			0			11,973
201	BANK IMPREST WAGES AC	75,454			0			75,454
220	PETTY CASH - OFFICE	8			0			8
221	PETTY CASH - BAR	350			0			350
225	FLOAT - BAR	900			0			900
226	FLOAT - GAMBLING MACHINE	100			0			100
230	FLOAT - POOL	865			0			865
245	CCLA Public Sector Investment	200,000			0			200,000
250	CHANGE CONTROL AC	-90			0			-90
	Total Current Assets		**295,231**			**0**		**295,231**
	Current Liabilities							
500	TRADE CREDITORS	7,990			0			7,990
525	PAYE AND NI DUE	18,038			0			18,038
526	SUPERANNUATION DUE	8,675			0			8,675
527	UNION FEES DUE	8			0			8
528	A of E CONTROL	403			0			403
	Total Current Liabilities		**35,114**			**0**		**35,114**
	Net Current Assets			**260,117**			0	**260,117**
	Total Assets less Current Liablities			**1,256,354**			**0**	
	Long Term Liabilities							
389	Deferred Grants Unapplied	2,597			0			2,597
390	Deferred Grants Applied	1,466,506			0			1,466,506
391	Deferred Grants Released	-1,136,928			0			-1,136,928
401	PWLB Loan 486814	51,000			0			51,000
	Total Long Term Liabilities		**383,175**			**0**		**383,175**
	Total Assets less Total Liablities			**873,180**			**0**	
	Represented By :-							
300	CURRENT YEAR FUND	162,203			211,741			-49,538
310	GENERAL FUND	70,314			0			70,314
315	ROLLING CAPITAL FUND	17,653			0			17,653

Filton Town Council

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 9

A/c	Account Description	Actual		Budget		Variance
325	EMR 4 Towns Play Association	300		0		300
328	EMR Elections	7,051		0		7,051
330	CAPITAL FINANCE ACCOUNT	615,659		0		615,659
	Total Equity		**873,180**		**211,741**	**661,439**

Dear Lesley

Thank you for contracting with South Gloucestershire Council for your Internal Audit Service for the past 3 years, and previously.

The present 3 year contract is now due to expire and I am emailing to ascertain your interest in engaging in a new contract with South Gloucestershire Internal Audit Services. It is envisaged that the contract will run for 3 years but will be reviewed annually, with a 3 month notice period from either party should the decision be taken not to renew our services.

The revised rate for 2019/20 will be £250 per day plus VAT. **This will not affect the contracted work for Financial Year 2018/19, including the 2018/19 Year End work undertaken after the Year End, which will remain at the lower rate of £235 plus VAT per day.** In future years, the charge will be uplifted annually in line with APT&C pay awards.

The contract should be passed to your Councillors for their review and agreement. Please could I request that you and your Councillors read the contract carefully and come back to me if you have any queries or require any further information. If you are in agreement with the contract please could I request that it is signed on behalf of Filton Town Council and returned in pdf format by email to myself; either signed by hand and then scanned as a pdf document, or signed by means of an electronic signature. We will then sign the contract on behalf of South Gloucestershire Council Internal Audit Services and email you a copy of the contract signed by both parties for your own records.

We look forward to continuing to provide Internal Audit Services for you.

With kindest regards
Maria
Senior Audit Officer
South Gloucestershire Internal Audit Services

Filton Town Council

Brief for the Provision of Internal Audit Services by South Gloucestershire Council Internal Audit Service

Introduction

Like all organisations providing services to the public, Filton Town Council is committed to maintaining high standards of stewardship of public funds. South Gloucestershire Council Internal Audit Services will work in partnership with the Town Council to provide independent assurance that arrangements are in place to ensure the Council's resources are being properly used to meet agreed objectives.

The South Gloucestershire Team – Our Commitment to You

Our commitment to you is to provide suitably qualified and experienced staff to undertake high quality audits, based on the Internal Audit Control Objectives as laid out in the Annual Governance and Accountability Return, and subject to our own internal quality assurance processes.

1. Appointment

1.1 The Town Council has appointed South Gloucestershire Internal Audit Services to provide its internal audit services. The current engagement commences on the 1st April 2019. The appointment will be reviewed annually but it is the Council's intention, subject to satisfactory performance, to run the contract for a period of **three years**. Three months' notice will be required from either party if it is not intended to continue with the agreement.

2. Scope

2.1 The internal audit service will consider the adequacy of systems and controls necessary to secure propriety, economy, efficiency and effectiveness in all areas. It will seek to confirm that the Town Council has taken the necessary steps to achieve these objectives.

3. Standards and Approach

3.1 The internal audit service's work shall be performed in accordance with the requirements of any external audit requirements and will comply with the standards set out in the Public Sector Internal Audit Standards (PSIAS).

3.2 The audit approach concentrates on ascertaining, documenting and evaluating internal control procedures and reporting on their adequacy. To achieve this, it is normal practice to discuss procedures with the appropriate staff, record details of the system, and carry out a range of tests in order to confirm that controls are operating in practice.

3.3 The Town Council's external auditors may seek to place reliance upon the work of the internal audit service. Liaison may be necessary for the external auditors to form this opinion and should not normally give rise to additional fees.

4. Access

4.1 The internal audit service will require access to:
the Chair of the Council;
the Clerk / Responsible Finance Officer (both if two separated roles);
the Council's premises, documents, records, information and assets;
its collaborative partners, specifically any organisations where the Council is a sole Trustee.

4.2 The internal audit service is authorised to obtain such information and explanations which the internal audit service considers necessary to fulfil its responsibilities.

5. Reporting

5.1 In order to fulfil its responsibilities to the Town Council, the internal audit service will carry out an annual visit during the year to review the areas as outlined in Appendix 1 and a brief visit at year end to confirm the final accounts.

5.2 At the conclusion of the annual visit, the findings and recommendations will be fully discussed with the Clerk / RFO. An audit report will be issued to the Council, within a month of the audit visit, incorporating all the matters arising and including an action plan for any recommendations.

5.3 The internal audit service will provide an annual assurance statement to the Town Council on the adequacy and effectiveness of the Council's system of internal control, and the extent to which the Council can rely on it. The wording of this statement will be in accordance with the model assurance statement provided by the external auditor (as detailed on the Annual Return).

6. Responsibilities

6.1 It is the responsibility of the Town Council to put in place proper arrangements to ensure the proper conduct of their financial affairs and to monitor the adequacy and effectiveness of those arrangements in practice. This includes the responsibility to implement internal audit recommendations.

6.2 The internal audit service contributes to internal control by examining, evaluating and reporting to the Council on its adequacy and effectiveness.

7. Irregularities, Including Fraud and Corruption

7.1 The Town Council has a responsibility to inform the internal audit service of any suspicions of financial irregularities.

8. Data Protection – including Data Sharing & Storage

8.1 See Contract Conditions Section 8 below.

9. Charging Arrangements

9.1 **The number of days for the audit will not usually exceed the equivalent of 3 or 4 days' work per year. If further work is required, this we would confirm additional charges with you prior to proceeding.**

9.2 **The daily rate charged will be reviewed annually and usually uplifted in line with APT&C pay awards. This includes all the services mentioned in the planning documentation. The rate is inclusive of expenses.**

9.3 Invoices will be rendered, as appropriate, at the end of each audit visit and settlement is expected within twenty-eight working days.

9.4 Any special unforeseen work over and above the approved audit plan, including investigation of irregularities and / or complaints which the internal audit service is asked to carry out, will be charged at the normal daily rate unless the work requires significant involvement of senior staff. In this case the rate will be agreed with the Town Council prior to the work being undertaken.

Filton Town Council

Contract Conditions for the Provision of Internal Audit Services by South Gloucestershire Council Internal Audit Service

1. **Definitions**

1.1 In these conditions:

- 'Auditor' means South Gloucestershire Internal Audit Services;
- 'Contract' means the contract between the Town Council and the auditor consisting of the terms of engagement, these conditions and any other documents specified in the terms of engagement;
- 'Services' shall mean the services set out in the attached Brief.

2. **The Internal Audit Service**

2.1 The auditor shall undertake the Services in a professional and businesslike manner and with reasonable skill, care and diligence and in accordance with the contract.

2.2 The auditor shall provide the Town Council with reports of his work at such intervals and in such form as detailed in the Brief or otherwise as the Town Council may from time to time reasonably require.

2.3 The Town Council reserves the right by notice to the auditor to modify its requirements in relation to the agreement, and any alteration to the contract fee or the completion date, arising by reason of such modification. This shall be agreed between the parties.

3. **Auditor's personnel**

3.1 The auditor shall make available for the purposes of the contract any individuals named in the Brief as key personnel.

4. **Fees and expenses**

4.1 The Town Council shall pay the auditor annual fees as specified.

4.2 Unless otherwise stated in the contract, payment will be made within 28 days of receipt and agreement of invoices. These are produced by South Gloucestershire Council in arrears, for work completed to the satisfaction of the Town Council.

5. **Audit**

5.1 The auditor shall keep and maintain, **at least for two years** after the contract has been completed, records to the satisfaction of the Town Council of the hours worked and costs incurred by the auditor or in connection with any employees of the auditor paid for by the Town Council on a time charge basis. The auditor shall on request afford the Town Council such access to those records as may be required by the Town Council in connection with the contract.

6. Copyright

6.1 All reports and other documents and materials and the copyright or similar protection therein arising out of the performance by the auditor of his duties hereunder are hereby assigned to and shall vest in the Town Council absolutely.

6.2 The provisions of this condition 6 shall apply during the continuance of this contract and after its termination howsoever arising.

7. Indemnities and insurance

7.1 The auditor shall indemnify and keep indemnified the Town Council, its servants and agents against all actions, claims, demands, costs and expenses incurred by or made against the Town Council which arises from any advice given or anything done or omitted to be done under this contract to the extent that such loss, damage or injury is caused by the negligence or other wrongful act of the auditor, his servants or agents.

7.2 The auditor shall effect, with an insurance company or companies acceptable to the Town Council, a policy or policies of insurance covering all the matters which are the subject of the indemnities and undertakings on the part of the auditor contained in this contract in the sum of £100,000, unless otherwise agreed by the Town Council in writing.

7.3 If requested a certificate evidencing the existence of such policies shall be provided by the auditor to the Town Council.

8. Confidentiality and Data Protection

8.1 The auditor shall treat this contract as private and confidential.

8.2 The auditor shall keep secret and not disclose and shall procure that his employees keep secret and do not disclose any information of a confidential nature obtained by him by reason of this contract except information which is in the public domain otherwise than by reason of a breach of this provision.

8.3 The auditor will comply with all applicable requirements of the General Data Protection Regulation (EU 2016/679) and the Data Protection Act 2018. The Town Council acknowledges and agrees that it does not intend to transfer any personal data to the auditor.

8.4 If, at any time, either party believes that it is necessary to transfer any personal data to the other party, both parties agree that prior to any such transfer they shall enter into a data sharing agreement to set out the parties' obligations in relation to any personal data which may be transferred between the parties.

8.5 The provisions of this condition 8 shall apply during the continuance of this contract and after its termination howsoever arising.

9. Assignment and subcontracting

9.1 The auditor shall not assign or sub-contract any portion of the contract without the prior written consent of the Town Council. Sub-contracting any part of the contract shall not relieve the auditor of any obligation or duty attributable to him under the contract or these conditions.

10. **Notice**

10.1 Any notice, given under or pursuant to the contract may be sent by hand or by post or by registered post or by the recorded delivery service, email, facsimile transmission or other means of telecommunication resulting in the receipt of a **written communication in a permanent form** and if so sent or transmitted to the address of the party shown on the purchase order, or to such other address as the party may by notice to the other have substituted therefore, shall be deemed effectively given on the day when in the ordinary course of the means of normal business hours.

11. **Status of contract**

11.1 Nothing in the contract shall have the effect of making the auditor an agent for the Town Council or impact on IR35 regulations.

12. **Headings**

12.1 The headings to conditions shall not affect their interpretation.

13. **Governing law**

13.1 These conditions shall be governed by and construed in accordance with English law and the auditor hereby irrevocably submits to the jurisdiction of the English courts.

Signed: Date:	South Gloucestershire Internal Audit Services
Signed: Date:	For and on behalf of Filton Town Council

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 12th February 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

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

, A Tink

ALSO PRESENT: N Gould (Council Support Officer) and C Westcott (Administrator)
APOLOGIES: Cllrs: - B. Mead
NON ATTENDANCE: - D Layade, A Monk

1443. APOLOGIES FOR ABSENCE: Cllr B Mead

1444. DECLARATION OF INTEREST: There were none.

1445. MINUTES: The minutes of the meeting held Tuesday 8th January were approved as an accurate record after noting that Cllr Tink was present at the meeting.

1446. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: None

1447. PUBLIC QUESTIONS: There were none.

1448. INCOME AND EXPENDITURE REPORTS:

- What are 803 Civic expenses?

Action – Filton Town Council Office

Councillor A Doyle Arrived 7.06pm

- Detailed summary was unable to be printed for the agenda packs. Filton Town Council Office will email to all councillors.

Action- Filton town Council Office

1449. BALANCE SHEET:
The document was noted. Councillors would like budgeted amounts to be visible.

1450. INTERNAL AUDIT: Renewal of Services
Currently using South Gloucestershire Internal Audit Services, They charge £250 per day. Filton Town Council book out two days for them but it is usually completed in 1 day.
Cllr I Scott proposed that we continue to use South Gloucestershire Internal Audit Services. Cllr A Tink Seconded.
Voted unanimous FOR the continuation of using their services

1451. MANAGERS REPORTS:
It was suggested after looking at the reports that the leisure centre projections are too optimistic in the month of July and that the budget should reflect this. Manager Scott Fessey to be invited to next meeting to present price details comparisons of prices with other local centres

1452. COMMUNITY PLAN UPDATE: No update

The Chair closed the meeting at 7.25 pm

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 12th March 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I Scott (Chair), K. Briffett, D Collins, A. Kenyon, D Layade, J Tucker, A Tink, A Monk

ALSO PRESENT: N Gould (Council Support Officer) S Fessey (Leisure Centre Manager)

APOLOGIES: Cllrs: - B. Mead, M Chaudhry, A Doyle

NON ATTENDANCE: - E Seymour

1453. APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

1454. DECLARATION OF INTEREST: There were none.

1455. MINUTES: The minutes of the meeting held Tuesday 12th February were approved as an accurate record.

1456. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

1457. PUBLIC QUESTIONS: There were none received.

1458. INTERNAL AUDIT REPORT: After a short discussion surrounding the increase of prices it was agreed that a full schedule of payments would be submitted to the new Council to review, it was also agreed to check the Financial Regulations to make sure the Clerk has delegated authority to implement price increases.

1459. INCOME AND EXPENDITURE REPORTS: Questions were raised about the following budget codes; it was agreed to report back to the next meeting:

- 1001-101 (Rent Received) what has been coded under this budget?
- 4104 – 104 (Bar Sundries) what is coded here?

Cllr Monk asked if the Leisure Centre manager would look to increase the price of retail stock, it was noted that the Leisure Team were looking to restructure the reception area to increase retail stock.

1460. BALANCE SHEET: The document was noted. The Town Clerk directed councillors to look at the Deferred Grants unapplied, it was previously suggested that this money could be spent on the refurbishment of the recreational toilets. After a short discussion it was proposed and seconded to allow the Deferred Grants Unapplied budget to be spent on the refurbishment of the recreational toilets, this was ***Agreed:*** Unanimously.

1461. FINANCE COMMITTEE FUTURE STRUCTURE: It was noted that "*A Committee of the whole council cannot by definition be a committee of the parent body".* The Town Clerk advised that moving forward the council could agree to hold two council meetings a month where one is specifically for Finance and General Purposes. The alternate option would be to have a Finance Sub Committee, who report back into Full Council. It was agreed to allow the new council to amend the structure at the first meeting in May.

1462. MANAGERS REPORTS:

i) Leisure Centre Manager Report: The Leisure Centre Manager talked through his price comparison document, it was noted that Filton Sports and Leisure Centre was very competitive with its prices and in some cases could increase prices to fall in line with other centres. Concerns were raised from a Councillor about glasses being carried onto pool side from the Bar, the Leisure Centre Manager agreed to investigate this.

ii) Maintenance Managers Report: The report was noted.

1463. COMMUNITY PLAN UPDATE: Councillors were advised that the next Health and Wellbeing meeting was being held on Thursday 14th March at 10am in the Party Room, Filton Sports and Leisure Centre. The contents of the meeting would be mainly around the events leading to Filton Community Festival.

The Chair closed the meeting at 7.50 pm

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

23rd May 2019

Dear Member

A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 28th May 2019 at 7p.m.** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

L.A.Reuben
Town Clerk.

AGENDA

1. Election of Chair
2. Election of Vice Chair
3. Apologies for Absence
4. Declarations of Interest
5. To approve the Minutes of the meeting held 12th March 2019 *(page 1-2)*
6. Matters of report arising from the minutes not otherwise covered by the Agenda
7. Public Participation
8. Income and Expenditure Reports Month 1 *(pages 3-11)*
9. Balance Sheet – Month 1 for information *(pages 12-13)*
10. Managers reports for information:-
    i)Leisure Centre Report, *(pages 14-18)*
    ii)Grounds and Maintenance Manager Report *(pages 19-20)*
    iii) Bar Manager Report *(pages 21)*
11. Community Plan update
12. FACE grant funding – terms needed
13. Bank Signatories – (to reaffirm signatories currently Cllr Collins,Cllr Monk & Cllr Scott)
14. Appointment of committees: - (*Planning, Staffing & Capital Projects)*
15. Defibrillators *(page 22)*
16. Community Liaison Group – terms needed
17. Date for Parish Assembly
18. Leisure Centre Car Park (page 23-31)

Confidential Item

19. Staffing Levels in Filton Sports and Leisure Centre

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 12th March 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I Scott (Chair), K. Briffett, D Collins, A. Kenyon, D Layade, J Tucker, A Tink, A Monk
ALSO PRESENT: N Gould (Council Support Officer) S Fessey (Leisure Centre Manager)
APOLOGIES: Cllrs: - B. Mead, M Chaudhry, A Doyle
NON ATTENDANCE: - E Seymour

1453. **APOLOGIES FOR ABSENCE:** Cllrs apologies were noted.

1454. **DECLARATION OF INTEREST:** There were none.

1455. **MINUTES:** The minutes of the meeting held Tuesday 12th February were approved as an accurate record.

1456. **MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA:** There were none.

1457. **PUBLIC QUESTIONS:** There were none received.

1458. **INTERNAL AUDIT REPORT:** After a short discussion surrounding the increase of prices it was agreed that a full schedule of payments would be submitted to the new Council to review, it was also agreed to check the Financial Regulations to make sure the Clerk has delegated authority to implement price increases.

1459. **INCOME AND EXPENDITURE REPORTS**: Questions were raised about the following budget codes; it was agreed to report back to the next meeting:
- 1001-101 (Rent Received) what has been coded under this budget?
- 4104 – 104 (Bar Sundries) what is coded here?

Cllr Monk asked if the Leisure Centre manager would look to increase the price of retail stock, it was noted that the Leisure Team were looking to restructure the reception area to increase retail stock.

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The Chair closed the meeting at 7.50 pm

Summary Income & Expenditure by Budget Heading 30/04/2019

Month No: 1

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Leisure Centre - General	Income	1,426	1,426	27,433	26,007			5.2%
	Expenditure	49,945	49,945	623,422	573,477		573,477	8.0%
	Movement to/(from) Gen Reserve	(48,519)	(48,519)					
102 Leisure Centre - Swimming Pool	Income	28,133	28,133	374,700	346,567			7.5%
	Expenditure	4,235	4,235	103,400	99,165		99,165	4.1%
	Movement to/(from) Gen Reserve	23,899	23,899					
103 Leisure Centre - Pool Vending	Income	65	65	2,000	1,935			3.3%
104 Leisure Centre - Bar	Income	12,742	12,742	180,200	167,458			7.1%
	Expenditure	14,403	14,403	178,848	164,445		164,445	8.1%
	Movement to/(from) Gen Reserve	(1,661)	(1,661)					
105 Leisure Centre - Indoor Sports	Income	636	636	10,200	9,564			6.2%
	Expenditure	186	186	17,000	16,814		16,814	1.1%
	Movement to/(from) Gen Reserve	449	449					
106 Leisure Centre - Outdoor Sport	Income	515	515	4,915	4,400			10.5%
	Expenditure	(52)	(52)	1,000	1,052		1,052	(5.2%)
	Movement to/(from) Gen Reserve	567	567					
201 Playing Fields	Income	0	0	2,000	2,000			0.0%
	Expenditure	(75)	(75)	4,000	4,075		4,075	(1.9%)
	Movement to/(from) Gen Reserve	75	75					
202 Play Areas	Expenditure	111	111	2,000	1,890		1,890	5.5%
203 Millennium Green	Income	0	0	1,500	1,500			0.0%
	Expenditure	0	0	500	500		500	0.0%
	Movement to/(from) Gen Reserve	0	0					
204 Allotments	Income	0	0	800	800			0.0%
	Expenditure	174	174	775	601		601	22.4%
	Movement to/(from) Gen Reserve	(174)	(174)					
301 Roads & Highways	Expenditure	0	0	3,100	3,100		3,100	0.0%
302 Community Development	Income	0	0	2,500	2,500			0.0%
	Expenditure	540	540	42,800	42,260		42,260	1.3%
	Movement to/(from) Gen Reserve	(540)	(540)					
801 Corporate Management	Expenditure	(550)	(550)	(6,600)	(6,050)		(6,050)	8.3%
802 Democratic Rep'n & Mgmt	Expenditure	274	274	9,000	8,726		8,726	3.0%
803 Civic Expenses	Expenditure	0	0	950	950		950	0.0%
901 Central Services	Income	0	0	2	2			0.0%
	Expenditure	10,640	10,640	156,701	146,061		146,061	6.8%
	Movement to/(from) Gen Reserve	(10,640)	(10,640)					
902 Outside Services	Expenditure	8,480	8,480	104,377	95,897		95,897	8.1%
909 Capital & Projects	Expenditure	2,602	2,602	41,103	38,501		38,501	6.3%
998 Precept & Interest	Income	357,576	357,576	711,126	353,550			50.3%

Continued over page

Summary Income & Expenditure by Budget Heading 30/04/2019

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	401,093	401,093	1,317,376	916,282			30.4%
Expenditure	90,912	90,912	1,282,376	1,191,464	0	1,191,464	7.1%
Net Income over Expenditure	310,181	310,181	35,000	(275,181)			
Movement to/(from) Gen Reserve	310,181	310,181					

Filton Town Council

Detailed Income & Expenditure by Budget Heading 30/04/2019

Cost Centre Report

Month No: 1

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	**Leisure Centre - General**								
1001	RENT RECEIVED	25	25	1,583	1,558			1.6%	
1010	Pavillion Hire	424	424	6,000	5,576			7.1%	
1011	HALL BLOCK BOOKINGS	369	369	2,800	2,431			13.2%	
1013	EQUIPMENT HIRE INCOME	0	0	50	50			0.0%	
1054	Softplay Income	608	608	16,000	15,392			3.8%	
1080	MISCELLANEOUS INCOME	0	0	1,000	1,000			0.0%	
	Leisure Centre - General :- Income	**1,426**	**1,426**	**27,433**	**26,007**			5.2%	0
4001	SALARIES & WAGES	32,150	32,150	473,356	441,206		441,206	6.8%	
4003	COST OF TRAINING COURSES	400	400	1,000	600		600	40.0%	
4006	PROTECTIVE CLOTHING	0	0	1,200	1,200		1,200	0.0%	
4008	TRAINING	0	0	1,200	1,200		1,200	0.0%	
4011	RATES	5,124	5,124	61,950	56,826		56,826	8.3%	
4012	WATER RATES	(170)	(170)	1,600	1,770		1,770	(10.6%)	
4014	ELECTRICITY	0	0	2,000	2,000		2,000	0.0%	
4015	GAS	0	0	4,500	4,500		4,500	0.0%	
4016	JANITORIAL	466	466	4,016	3,550		3,550	11.6%	
4017	HEALTH & SAFETY	0	0	1,250	1,250		1,250	0.0%	
4018	REFUSE DISPOSAL	619	619	7,000	6,381		6,381	8.8%	
4021	TELEPHONE & FAX	(25)	(25)	900	925		925	(2.8%)	
4023	STATIONERY/PRINTING	16	16	2,000	1,984		1,984	0.8%	
4025	INSURANCE	10,028	10,028	11,500	1,472		1,472	87.2%	
4030	RECRUITMENT ADVTG	0	0	1,000	1,000		1,000	0.0%	
4032	PUBLICITY	0	0	6,000	6,000		6,000	0.0%	
4035	SECURITY COSTS	763	763	5,500	4,737		4,737	13.9%	
4036	PROPERTY MAINTCE	80	80	10,000	9,920		9,920	0.8%	
4038	MAINTENANCE CTRCTS	45	45	8,000	7,955		7,955	0.6%	
4039	MISC EXPS, XMAS DECORATIONS	200	200	0	(200)		(200)	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	0	2,500	2,500		2,500	0.0%	
4042	EQUIPMENT MAINTCE	0	0	500	500		500	0.0%	
4046	CLEANING CONTRACT	0	0	1,000	1,000		1,000	0.0%	
4051	BANK CHARGES	149	149	5,000	4,851		4,851	3.0%	
4060	OTHER PROF FEES	100	100	0	(100)		(100)	0.0%	
4069	Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0%	
4115	LICENCES	0	0	450	450		450	0.0%	
	Leisure Centre - General :- Indirect Expenditure	**49,945**	**49,945**	**623,422**	**573,477**	0	**573,477**	8.0%	0
	Movement to/(from) Gen Reserve	(48,519)	(48,519)						

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	**Leisure Centre - Swimming Pool**								
1012	Bouncy Castle Parties	0	0	4,000	4,000			0.0%	
1020	SWIMMING - PUBLIC	4,857	4,857	65,000	60,143			7.5%	
1021	SWIMMING - LESSONS	13,864	13,864	240,000	226,136			5.8%	
1022	SWIMMING - SCHOOLS	7,298	7,298	15,000	7,702			48.7%	
1023	SWIMMING - CLUBS	299	299	15,000	14,701			2.0%	
1024	SALES (STOCK) POOL	336	336	9,000	8,664			3.7%	
1025	Pool Parties	200	200	3,000	2,800			6.7%	
1026	One to One Lessons	71	71	10,000	9,929			0.7%	
1027	Aqua Fit	313	313	6,500	6,188			4.8%	
1028	Lifeguard Courses	875	875	6,000	5,125			14.6%	
1080	MISCELLANEOUS INCOME	0	0	1,200	1,200			0.0%	
1099	TILL DISCREPANCIES	22	22	0	(22)			0.0%	
	Leisure Centre - Swimming Pool :- Income	**28,133**	**28,133**	**374,700**	**346,567**			**7.5%**	**0**
4103	PURCHASES FOR RESALE	0	0	6,000	6,000		6,000	0.0%	
	Leisure Centre - Swimming Pool :- Direct Expenditure	**0**	**0**	**6,000**	**6,000**	**0**	**6,000**	**0.0%**	**0**
4008	TRAINING	105	105	3,000	2,895		2,895	3.5%	
4012	WATER RATES	3,938	3,938	12,000	8,062		8,062	32.8%	
4014	ELECTRICITY	0	0	25,000	25,000		25,000	0.0%	
4015	GAS	0	0	28,000	28,000		28,000	0.0%	
4017	HEALTH & SAFETY	109	109	1,000	891		891	10.9%	
4020	SUNDRY OFFICE & IT COSTS	0	0	2,400	2,400		2,400	0.0%	
4024	SUBSCRIPTIONS	0	0	300	300		300	0.0%	
4036	PROPERTY MAINTCE	0	0	2,500	2,500		2,500	0.0%	
4038	MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	0	2,200	2,200		2,200	0.0%	
4042	EQUIPMENT MAINTCE	60	60	12,500	12,440		12,440	0.5%	
4120	POOL CHEMICALS	23	23	4,500	4,477		4,477	0.5%	
4125	POOL PURCHASES NOT FOR RESALE	0	0	3,000	3,000		3,000	0.0%	
	Leisure Centre - Swimming Pool :- Indirect Expenditure	**4,235**	**4,235**	**97,400**	**93,165**	**0**	**93,165**	**4.3%**	**0**
	Movement to/(from) Gen Reserve	**23,899**	**23,899**						
103	**Leisure Centre - Pool Vending**								
1030	Vending Machine Income	65	65	2,000	1,935			3.3%	
	Leisure Centre - Pool Vending :- Income	**65**	**65**	**2,000**	**1,935**			**3.3%**	**0**
	Movement to/(from) Gen Reserve	**65**	**65**						

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104	**Leisure Centre - Bar**								
1001	RENT RECEIVED	1,450	1,450	13,500	12,050			10.7%	
1031	MACHINE INCOME	0	0	2,000	2,000			0.0%	
1032	Tickets	0	0	700	700			0.0%	
1040	BAR INCOME - LOUNGE	10,259	10,259	145,000	134,741			7.1%	
1041	BAR INCOME - HALL	774	774	13,000	12,226			6.0%	
1049	CAFE INCOME	254	254	4,000	3,746			6.4%	
1056	FUNCTION ROOM HIRE	0	0	2,000	2,000			0.0%	
1099	TILL DISCREPANCIES	5	5	0	(5)			0.0%	
	Leisure Centre - Bar :- Income	**12,742**	**12,742**	**180,200**	**167,458**			**7.1%**	**0**
4101	PURCHASES - WET STOCK	5,071	5,071	58,725	53,654		53,654	8.6%	
4102	PURCHASES - DRY STOCK	249	249	6,000	5,751		5,751	4.1%	
4109	PURCHASES - CAFE	193	193	0	(193)		(193)	0.0%	
	Leisure Centre - Bar :- Direct Expenditure	**5,513**	**5,513**	**64,725**	**59,212**	**0**	**59,212**	**8.5%**	**0**
4001	SALARIES & WAGES	7,788	7,788	93,718	85,930		85,930	8.3%	
4006	PROTECTIVE CLOTHING	0	0	550	550		550	0.0%	
4008	TRAINING	0	0	1,000	1,000		1,000	0.0%	
4032	PUBLICITY	0	0	100	100		100	0.0%	
4036	PROPERTY MAINTCE	0	0	3,000	3,000		3,000	0.0%	
4038	MAINTENANCE CTRCTS	0	0	305	305		305	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	0	400	400		400	0.0%	
4041	EQUIPMENT HIRE	1,102	1,102	6,000	4,898		4,898	18.4%	
4051	BANK CHARGES	0	0	850	850		850	0.0%	
4060	OTHER PROF FEES	0	0	1,200	1,200		1,200	0.0%	
4104	BAR SUNDRIES	0	0	1,000	1,000		1,000	0.0%	
4110	PROMOTIONS	0	0	3,500	3,500		3,500	0.0%	
4115	LICENCES	0	0	1,500	1,500		1,500	0.0%	
4116	GAMING MACHINE DUTY	0	0	1,000	1,000		1,000	0.0%	
	Leisure Centre - Bar :- Indirect Expenditure	**8,890**	**8,890**	**114,123**	**105,233**	**0**	**105,233**	**7.8%**	**0**
	Movement to/(from) Gen Reserve	**(1,661)**	**(1,661)**						
105	**Leisure Centre - Indoor Sports**								
1050	BADMINTON FEES	93	93	2,000	1,907			4.7%	
1051	SNOOKER FEES	430	430	5,000	4,570			8.6%	
1052	PARTY ROOM HIRE	113	113	3,000	2,888			3.8%	
1053	SKITTLE ALLEY	0	0	200	200			0.0%	
	Leisure Centre - Indoor Sports :- Income	**636**	**636**	**10,200**	**9,564**			**6.2%**	**0**
4014	ELECTRICITY	52	52	12,000	11,948		11,948	0.4%	

Continued over page

Detailed Income & Expenditure by Budget Heading 30/04/2019

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 PROPERTY MAINTCE	134	134	4,000	3,866		3,866	3.4%	
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
Leisure Centre - Indoor Sports :- Indirect Expenditure	**186**	**186**	**17,000**	**16,814**	**0**	**16,814**	**1.1%**	**0**
Movement to/(from) Gen Reserve	**449**	**449**						
106 Leisure Centre - Outdoor Sport								
1060 GRASS INCOME	448	448	4,590	4,142			9.8%	
1061 OUTSIDE COURTS	36	36	200	164			17.9%	
1063 Petanque Income	31	31	125	94			25.0%	
Leisure Centre - Outdoor Sport :- Income	**515**	**515**	**4,915**	**4,400**			**10.5%**	**0**
4014 ELECTRICITY	(52)	(52)	1,000	1,052		1,052	(5.2%)	
Leisure Centre - Outdoor Sport :- Indirect Expenditure	**(52)**	**(52)**	**1,000**	**1,052**	**0**	**1,052**	**(5.2%)**	**0**
Movement to/(from) Gen Reserve	**567**	**567**						
201 Playing Fields								
1201 Field Hire Income	0	0	2,000	2,000			0.0%	
Playing Fields :- Income	**0**	**0**	**2,000**	**2,000**			**0.0%**	**0**
4012 WATER RATES	(75)	(75)	1,500	1,575		1,575	(5.0%)	
4037 GROUNDS MAINTENANCE	0	0	2,250	2,250		2,250	0.0%	
4115 LICENCES	0	0	250	250		250	0.0%	
Playing Fields :- Indirect Expenditure	**(75)**	**(75)**	**4,000**	**4,075**	**0**	**4,075**	**(1.9%)**	**0**
Movement to/(from) Gen Reserve	**75**	**75**						
202 Play Areas								
4037 GROUNDS MAINTENANCE	111	111	1,000	890		890	11.1%	
4042 EQUIPMENT MAINTCE	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	**111**	**111**	**2,000**	**1,890**	**0**	**1,890**	**5.5%**	**0**
Movement to/(from) Gen Reserve	**(110)**	**(110)**						
203 Millennium Green								
1001 RENT RECEIVED	0	0	1,500	1,500			0.0%	
Millennium Green :- Income	**0**	**0**	**1,500**	**1,500**			**0.0%**	**0**
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
Millennium Green :- Indirect Expenditure	**0**	**0**	**500**	**500**	**0**	**500**	**0.0%**	**0**
Movement to/(from) Gen Reserve	**0**	**0**						

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Detailed Income & Expenditure by Budget Heading 30/04/2019

Month No: 1 Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204	**Allotments**								
1001	RENT RECEIVED	0	0	800	800			0.0%	
	Allotments :- Income	**0**	**0**	**800**	**800**			**0.0%**	**0**
4012	WATER RATES	95	95	250	155		155	37.9%	
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	79	79	250	171		171	31.6%	
	Allotments :- Indirect Expenditure	**174**	**174**	**775**	**601**	**0**	**601**	**22.4%**	**0**
	Movement to/(from) Gen Reserve	**(174)**	**(174)**						
301	**Roads & Highways**								
4080	STREET CARE (ex S Glos)	0	0	3,100	3,100		3,100	0.0%	
	Roads & Highways :- Indirect Expenditure	**0**	**0**	**3,100**	**3,100**	**0**	**3,100**	**0.0%**	**0**
	Movement to/(from) Gen Reserve	**0**	**0**						
302	**Community Development**								
1082	Filton Festival	0	0	2,500	2,500			0.0%	
	Community Development :- Income	**0**	**0**	**2,500**	**2,500**			**0.0%**	**0**
4701	GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0%	
4702	GRANTS - TWINNING ASS'N	0	0	300	300		300	0.0%	
4703	GRANTS - FOUR TOWNS TPT	0	0	1,000	1,000		1,000	0.0%	
4706	GRANTS - Four Towns Play Assoc	0	0	4,000	4,000		4,000	0.0%	
4707	GRANTS - YOUTH PROVISION	0	0	17,500	17,500		17,500	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	3,000	3,000		3,000	0.0%	
4725	FILTON FESTIVAL	540	540	6,500	5,960		5,960	8.3%	
	Community Development :- Indirect Expenditure	**540**	**540**	**42,800**	**42,260**	**0**	**42,260**	**1.3%**	**0**
	Movement to/(from) Gen Reserve	**(540)**	**(540)**						
801	**Corporate Management**								
4004	PENSION DEFICIT	(550)	(550)	(6,600)	(6,050)		(6,050)	8.3%	
	Corporate Management :- Indirect Expenditure	**(550)**	**(550)**	**(6,600)**	**(6,050)**	**0**	**(6,050)**	**8.3%**	**0**
	Movement to/(from) Gen Reserve	**550**	**550**						
802	**Democratic Rep'n & Mgmt**								
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4009	TRAVEL	0	0	50	50		50	0.0%	

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4024	SUBSCRIPTIONS	0	0	200	200		200	0.0%	
4028	ELECTION COSTS	0	0	5,400	5,400		5,400	0.0%	
4033	NEWSLETTER	274	274	3,000	2,726		2,726	9.1%	
4065	MEETING COSTS	0	0	100	100		100	0.0%	
	Democratic Rep'n & Mgmt :- Indirect Expenditure	**274**	**274**	**9,000**	**8,726**	**0**	**8,726**	**3.0%**	**0**
	Movement to/(from) Gen Reserve	**(274)**	**(274)**						
803	Civic Expenses								
4066	CHAIRMANS ALLOWANCE	0	0	950	950		950	0.0%	
	Civic Expenses :- Indirect Expenditure	**0**	**0**	**950**	**950**	**0**	**950**	**0.0%**	**0**
	Movement to/(from) Gen Reserve	**0**	**0**						
901	Central Services								
1001	RENT RECEIVED	0	0	2	2			0.0%	
	Central Services :- Income	**0**	**0**	**2**	**2**			**0.0%**	**0**
4001	SALARIES & WAGES	9,030	9,030	114,201	105,171		105,171	7.9%	
4005	HR Costs-Service level agr'mnt	0	0	7,350	7,350		7,350	0.0%	
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	25	25	2,500	2,475		2,475	1.0%	
4009	TRAVEL	25	25	200	175		175	12.5%	
4010	OTHER STAFF COSTS	0	0	1,600	1,600		1,600	0.0%	
4020	SUNDRY OFFICE & IT COSTS	201	201	3,000	2,799		2,799	6.7%	
4021	TELEPHONE & FAX	15	15	750	735		735	2.0%	
4022	POSTAGE	73	73	750	677		677	9.8%	
4023	STATIONERY/PRINTING	69	69	800	731		731	8.6%	
4024	SUBSCRIPTIONS	0	0	2,100	2,100		2,100	0.0%	
4026	PHOTOCOPY CHARGES	0	0	2,500	2,500		2,500	0.0%	
4027	OFFICE EQUIPMENT	0	0	500	500		500	0.0%	
4051	BANK CHARGES	38	38	900	862		862	4.2%	
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	1,163	1,163	12,000	10,837		10,837	9.7%	
4060	OTHER PROF FEES	0	0	3,000	3,000		3,000	0.0%	
	Central Services :- Indirect Expenditure	**10,640**	**10,640**	**156,701**	**146,061**	**0**	**146,061**	**6.8%**	**0**
	Movement to/(from) Gen Reserve	**(10,640)**	**(10,640)**						
902	Outside Services								
4001	SALARIES & WAGES	7,512	7,512	91,627	84,115		84,115	8.2%	

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4006 PROTECTIVE CLOTHING	0	0	500	500		500	0.0%	
4008 TRAINING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTCE	826	826	1,500	674		674	55.1%	
4037 GROUNDS MAINTENANCE	0	0	2,500	2,500		2,500	0.0%	
4040 EQUIPMENT & SMALL TOOLS	(8)	(8)	2,000	2,008		2,008	(0.4%)	
4041 EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042 EQUIPMENT MAINTCE	150	150	3,000	2,850		2,850	5.0%	
4044 VEHICLE FUEL,OIL & MAINT	0	0	2,500	2,500		2,500	0.0%	
Outside Services :- Indirect Expenditure	**8,480**	**8,480**	**104,377**	**95,897**	**0**	**95,897**	**8.1%**	**0**
Movement to/(from) Gen Reserve	**(8,480)**	**(8,480)**						
909 Capital & Projects								
4054 LOAN INTEREST PWLB	(695)	(695)	2,441	3,136		3,136	(28.5%)	
4055 LOAN CAPITAL REPAID	0	0	13,662	13,662		13,662	0.0%	
4977 CAP - Sport Equipment	3,297	3,297	0	(3,297)		(3,297)	0.0%	
4993 TFR TO ROLLING CAPITAL FUND	0	0	25,000	25,000		25,000	0.0%	
Capital & Projects :- Indirect Expenditure	**2,602**	**2,602**	**41,103**	**38,501**	**0**	**38,501**	**6.3%**	**0**
Movement to/(from) Gen Reserve	**(2,602)**	**(2,602)**						
998 Precept & Interest								
1075 PRECEPT SUPPORT GRANT	0	0	4,942	4,942			0.0%	
1076 PRECEPT	357,563	357,563	705,184	347,621			50.7%	
1090 INTEREST RECEIVED	13	13	1,000	987			1.3%	
Precept & Interest :- Income	**357,576**	**357,576**	**711,126**	**353,550**			**50.3%**	**0**
Movement to/(from) Gen Reserve	**357,576**	**357,576**						
Grand Totals:- Income	**401,093**	**401,093**	**1,317,376**	**916,282**			**30.4%**	
Expenditure	**90,912**	**90,912**	**1,282,376**	**1,191,464**	**0**	**1,191,464**	**7.1%**	
Net Income over Expenditure	**310,181**	**310,181**	**35,000**	**(275,181)**				
Movement to/(from) Gen Reserve	**310,181**	**310,181**						

Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 30/04/2019

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,210,165	1,422,802	787,363
11	LEASEHOLD LAND & BUILDINGS	25,000	6,000	19,000
21	VEHICLES & EQUIPMENT	521,525	511,151	10,374
41	INFRASTRUCTURE ASSET	191,408	178,550	12,858
61	COMMUNITY ASSETS	61,372	27,034	34,338
	Total Fixed Assets	**3,009,470**	**2,145,537**	**863,933**
	Current Assets			
105	VAT CONTROL	(1,117)		
110	PREPAYMENTS	969		
114	ACCRUED INCOME	17,251		
120	STOCK - BAR	4,340		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	66,804		
201	BANK IMPREST WAGES AC	375,978		
220	PETTY CASH - OFFICE	184		
221	PETTY CASH - BAR	155		
225	FLOAT - BAR	900		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	865		
250	CHANGE CONTROL AC	100		
	Total Current Assets		**467,172**	
	Current Liabilities			
500	TRADE CREDITORS	28,853		
510	ACCRUED EXPENSES	6,280		
525	PAYE AND NI DUE	11,078		
526	SUPERANNUATION DUE	9,335		
527	UNION FEES DUE	8		
530	Half Pay Sick	2,000		
	Total Current Liabilities		**57,554**	
	Net Current Assets			**409,618**
	Total Assets less Current Liabilities			**1,273,551**
	Long Term Liabilities			
389	Deferred Grants Unapplied	4,097		
390	Deferred Grants Applied	1,466,506		
391	Deferred Grants Released	(1,210,315)		
401	PWLB Loan 486814	51,000		
	Total Long Term Liabilities		**311,288**	
	Total Assets less Total Liabilities			**962,264**
	Represented by :-			
300	CURRENT YEAR FUND	310,181		
310	GENERAL FUND	72,917		
315	ROLLING CAPITAL FUND	9,673		

Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 30/04/2019

A/c	Description	Actual	
325	EMR 4 Towns Play Association	300	
328	EMR Elections	12,451	
330	CAPITAL FINANCE ACCOUNT	556,742	
	Total Equity		**962,264**

FSLC report April 2019:

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 reduced the number of reception team members since one of our part time staff team members have left.
- Swimming team – We are actively recruiting new swim teachers due to leavers.

Training & Staff Development:

- No training/development has been completed in April.

New Developments:

- We are working closely with BraMS (local NHS MS Centre) to introduce and host a weekly therapy session. This has now started. As part of these sessions some of our swimming Teachers will be helping in the aqua therapy sessions. We hope this also gives us scope to work with more departments within South Gloucestershire/Bristol. Theses sessions have over 25 attendees and is proving very successful.
- On the back of some comments recently we will be looking at the timetables and club usage over the coming weeks to try to free up some more evening pool time for public swimming sessions.

Events & Operations:

- We have successfully run another NPLQ course with all 9 candidates passing with flying colours.
- We ran our stages based swimming crash courses throughout the Easter holidays which was well attended and proved popular.
- We are liaising with South Glos schools to see if there are any more schools that could come on board for lessons.

Scott Fessey
Leisure Centre Manager

FSLC report April 2019:

Till income vs budget:

2017/2018

	(April) P1	(May) P2	(June) P3	(July) P4	(August) P5	(September) P6
Till Income	£101,134*	£11,825	£11,441	£63,513	£21,141	£21,073
Budget	**£37,569**	**£37,569**	**£37,569**	**£37,569**	**£37,569**	**£37,569**
Cumulative Income	£101,134	£112,959	£124,400	£187,913	£209,054	£230,127
Cumulative Budget	£37,569	£75,138	£112,707	£150,276	£187,845	£225,414
Difference	**£63,565**	**£37,821**	**£11,693**	**£37,637**	**£21,209**	**£4,713**

	(October) P7	(November) P8	(December) P9	(January) P10	(February) P11	(March) P12
Till Income	£20,869	£32,081	£30,115	£31,107	£22,444	£33,859
Budget	**£37,569**	**£37,569**	**£37,569**	**£37,569**	**£37,569**	**£37,569**
Cumulative Income	£250,996	£283,077	£320,646	£351,753	£374,197	£408,050
Cumulative Budget	£262,983	£300,552	£358,215	£395,784	£433,353	£470,922
Difference	**£11,987**	**£17,475**	**£37,569**	**£44,031**	**£59,156**	**-£62,872**

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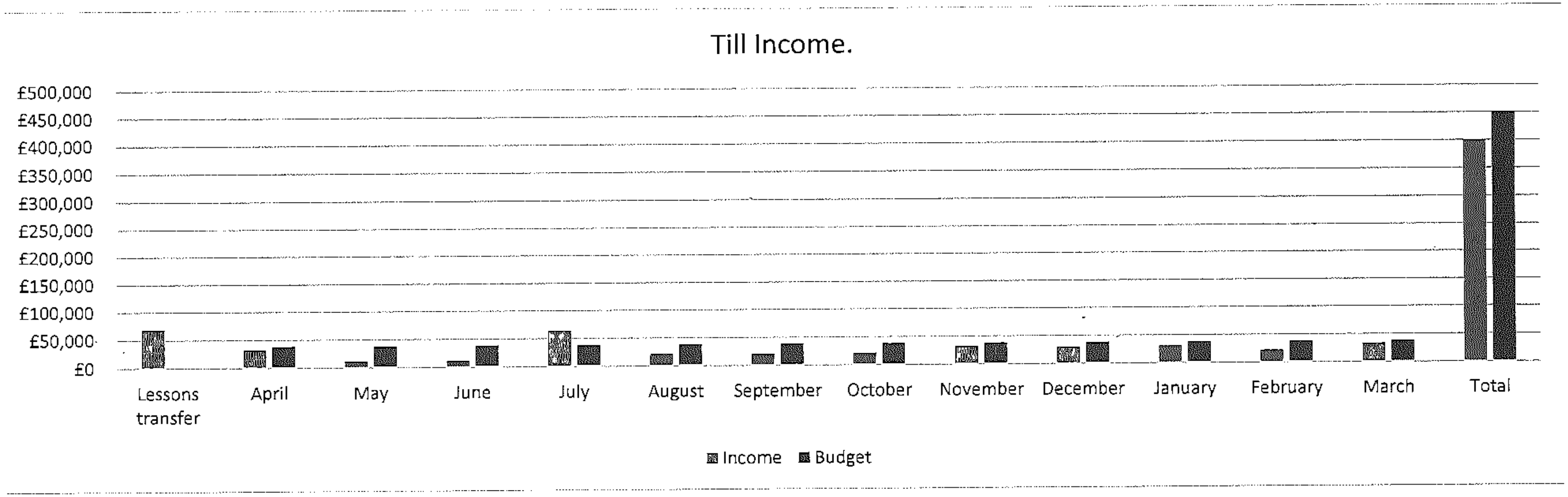
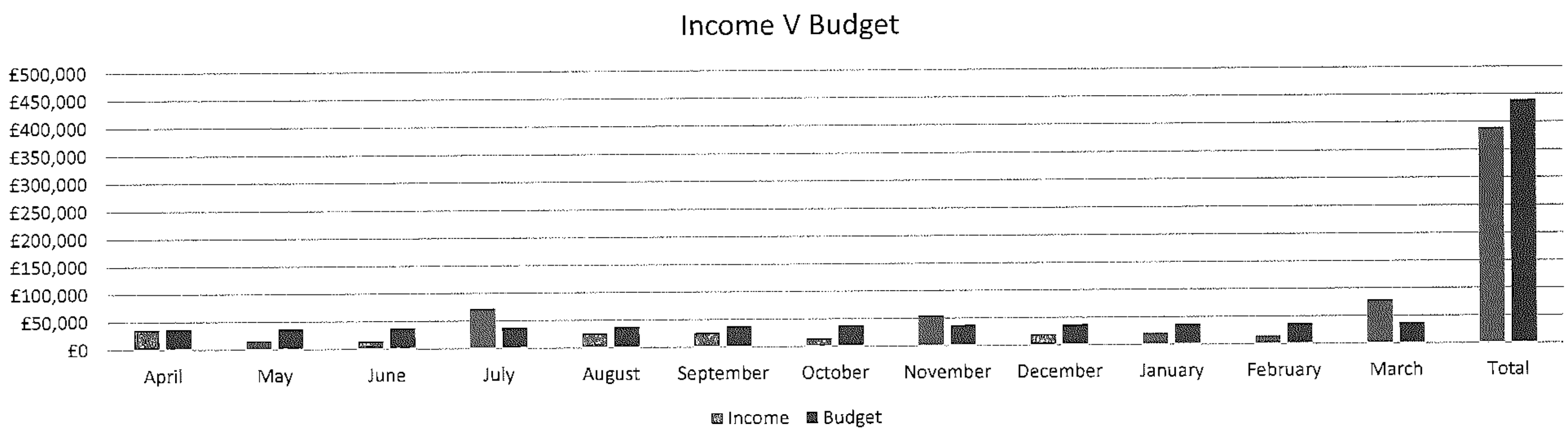
Income tracking graph:



Income Tracking graph 2017/18

Last year:



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Last years income FYI:

****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	£20,243	£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	£296,284	£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

GROUNDS AND MAINTENANCE REPORT APRIL 2019

First of all let me welcome the new councillors to Filton Town Council. We have had a challenging month particularly with holidays and bigger projects but I am happy with the job figures, although they can always be improved.

JOBS 29

POOL 16 = 56%

GROUNDS 7 = 25%

MAINTENANCE 3 = 25%

RATEPAYERS 1 = 3%

OFFICE 2 = 6%

ON TIME 27 = 93%

OVER 2 = 7%

IN HOUSE 28= 97%

SUB CONTRACTOR 1 = 3%

To explain a bit about the figures, these are taken from our worksheet, which are given to us from various departments, included in this are our own planned maintenance jobs and the department they are aligned too .Our aim is to have all jobs finished on time and to keep all of it in house and have no need for the extra expense of sub-contractors. Included in the job sheet is a time frame of when the person who writes the job up would like it finished ,i.e. Day, Month ,Year .We obviously liaise with them depending on staffing what is achievable .Jobs that come from the public arrive through the Council office ..

DISABLED TOILET

We are nearing completion of the disabled toilet in the Ratepayers .The toilet needs to be installed along with the sink .Also I am awaiting the arrival of the door, which will be fitted ASAP.

GROUNDS

The Grounds staff are taking on the refurbishment of some of the pitches at Elm Park .This will also be followed by an overhaul of some of the grounds area, in terms of pruning grass cutting .This also applies to Millennium Square.

LEAK

We experienced a problem this month with water coming into the roof space from a blocked gutter to the reception roof .Although there was water damage this has now been rectified and we will be in the process soon of redecorating some of the areas affected .

Many Thanks for all the support given by the Town Clerk and the council this month

Neil Palmer

Filton Town Council

Grounds and Maintenance Manager

Bar Manager Report 1st April – 28th

Staffing – staff have been working well as a team covering sickness, and my time off from my operation for the past four months so a big thank you to all of them ! Its good to be back.

Income and expenditure – Income for April has been good with £14,453.70 being taken up to the 28th of which £13,612.15 is for drinks income £303.90 for food, and £537.65 for badminton snooker etc.

Promotions and events – Real ales are still going well as are house doubles. Quiz nights are still very popular which are every third Sunday of the month with money raised going to great western air ambulance. We now have bands every month which is proving popular ,are next band is on Friday 24th may and is called Blue Horizon so please come along for a good night.

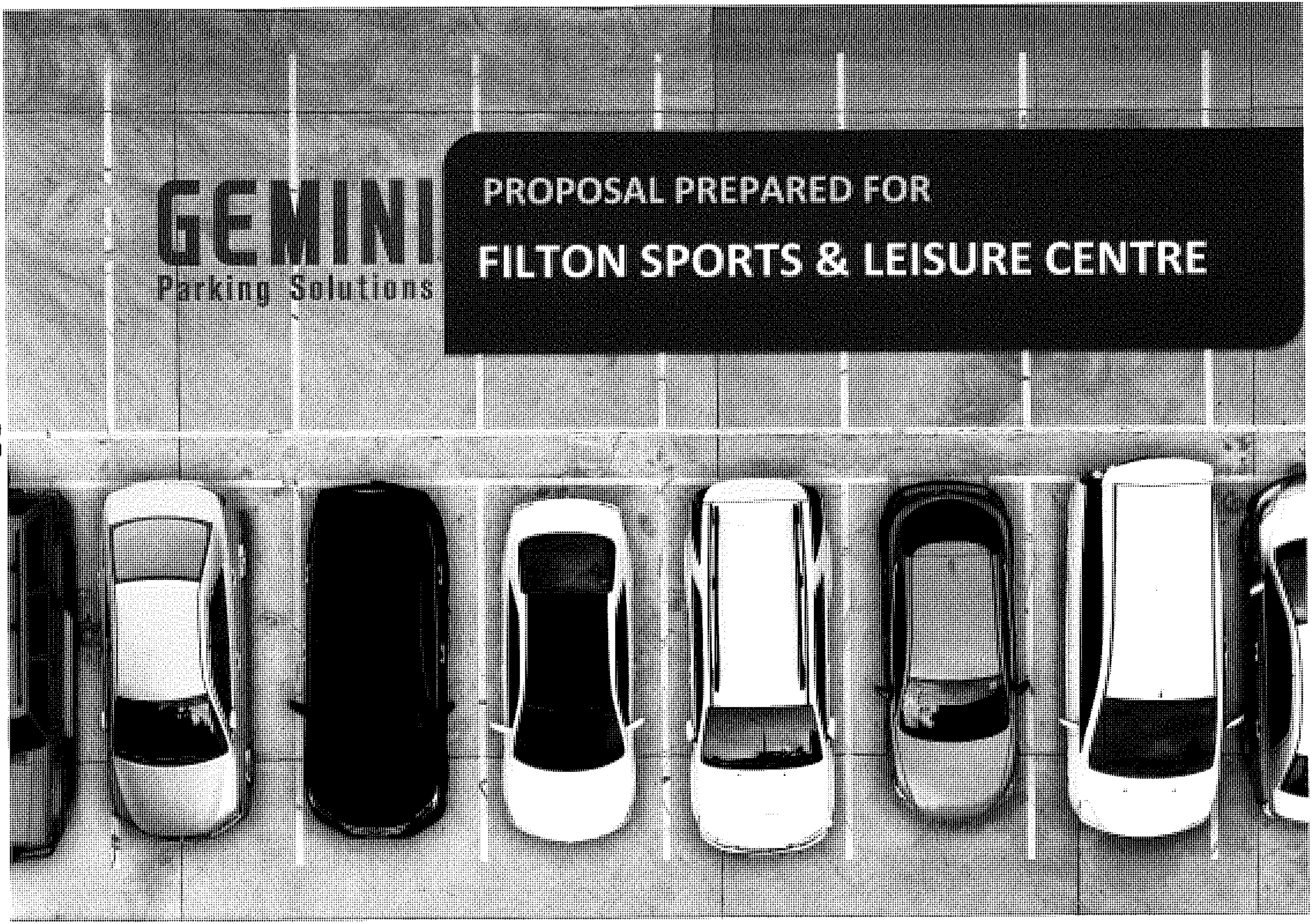
Kind Regards
Debra Holman
Bar Manager

Full Council (Finance) Agenda item 15 - Defibrillators

The Council are able to provide defibrillators – Public Health Act 1936,s234 – Power to provide life-saving appliances.

However, town and parish councils are prohibited from giving grants to Churches (legislation which dates back to the 1800's).The suggested way forward would be for the defibrillators to remain the property of the town council and the churches host them. The same process should be used for schools.

We are still awaiting quotes for the supply and maintenance of defibrillators and the Council will need to resolve if they wish to go ahead with the purchase and decide which budget code the spend should come from.


GEMINI
Parking Solutions
PROPOSAL PREPARED FOR
FILTON SPORTS & LEISURE CENTRE

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EXECUTIVE SUMMARY

Introduction

This document provides Gemini Parking Solutions proposal for the design and implementation of The Gemini Premier Management Service at:

Filton Sports & Leisure Centre
Elm Park, Filton, Bristol BS34 7PS

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THE PROBLEMS:

- Non members abusing the parking facility occupying the bays allocated for members
- Currently not generating revenue from the car park
- Blue badge bays are being misused due to not having a car park management solution in place
- Commuters taking advantage of the car park
- Overnight parking

Car parks should no longer be treated as if it were just loading bays for a given destination. They should be treated as significant links in the value chain; the point at which the customer experience begins and a valuable source of actionable intelligence that enables improved customer service and revenues to be achieved.

Gone are the days of simply taking every opportunity to penalise the customer for minor transgressions - a business tactic that is counter-productive. Today's customers expect dialogue and fair treatment in every exchange and a solution that treats customers with appropriate levels of leniency or severity depending on what is most appropriate.

The Gemini Parking Solutions Premier Management Service is a truly flexible solution with the capability to enhance customer experience and build loyalty while dealing with genuine transgressions effectively and efficiently.

To discuss any of the contents of this document further, please contact:

Lauren Loveday

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T: +44 (0) 2084180948
M: +44 (0) 7960092584
E: Lauren@geminiparkingsolutions.com
W: www.geminiparkingsolutions.com

SITE SURVEY

Site Address:
Elm Park, Filton, Bristol BS34 7PS

Site Location:
Filton Sports & Leisure Centre is situated close to the A38 and between two train stations. The first being Abbey Wood train station which is within walking distance of the centre, and the second being Bristol Parkway train station with means to travel into London directly. Filton Leisure Centre also sits amongst amenities such as a number of retail parks hosting a wide variety of shops and restaurants.

Car park opening hours:
24 Hrs

Current management:
There is no current management of the carpark presently.

GEMINI Parking Solutions

THE SOLUTION

We understand that you wish to install a car park management system in order to maintain control of the car park and ensure parking availability for your members.

We also understand that Filton Sports & Leisure Centre would like to maximise their parking asset by generating revenue through implementing a charge for motorists using the car park facility.

We recommend implementing the Gemini Premier Pay and Display and integrated ANPR System, which is fully automated and able to manage both payments for parking and compliance 24 hours per day, encouraging all visitors to abide by the set terms and conditions.

One of the major benefits of the ANPR Combined system is that it totally removes the initial financial outlay and the burden of annual maintenance agreements, which can be very costly especially within high volume car parks. The ANPR Combined System is managed and maintained by Gemini totally removing the stress and work load away from you.

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We also recommend integrating our digital cashless system to provide an additional payment method to further enhance the user experience.

Authorising permits for staff and visitors couldn't be easier. We will provide you with web access to your own unique permit system allowing you to simply upload the details of staff and company vehicles making them exempt from receiving a parking charge notice. The system also allows you to create daily permits for less frequent visitors and contractors. The beauty of The Premier Pay and Display & ANPR system is that its simplicity makes light work of tasks that would normally require you to dedicate numerous hours, saving you time and money!

This package provides you with a one stop shop for all your Car Park Management needs. The Gemini Parking Systems guarantee a standard of quality and offers a reliability that has made us one of the leading operators in the parking industry today.

PROPOSED INSTALLATION

- **Gemini will install ANPR cameras to monitor entrance/exit.**
- **Installation of Pay & Display Machines and Cashless Payments System**
- **Installation of Signage throughout the Car Park.**

FINANCIALS

The below financial breakdown is based upon Gemini meeting the cost of the supply, installation and maintenance of the Gemini Premier Pay & Display and ANPR Combined System, the digital payment facility, signage and related equipment.

The below proposal is based on a 60 month agreement term.

Set Up Cost
Gemini Parking Solutions propose to provide Filton Sports & Leisure Centre with the Gemini Premier Pay & Display Integrated ANPR System including supply and installation of the system, signage, pay by phone, enforcement equipment and the relevant consumables. Gemini offers to provide this service on a cost neutral basis removing any financial commitment from Filton Sports & Leisure Centre. The Gemini Premier System includes the supply of a single payment machine integrated with a digital cashless payment facility.

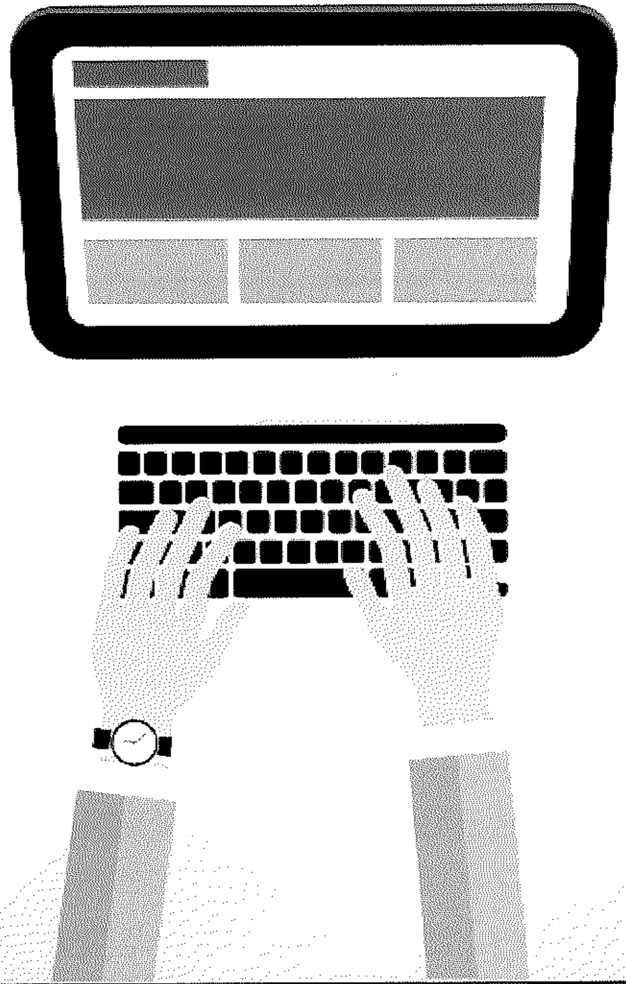
*Percentage and contract term stated for indication purposes only and is dependent upon final agreed operational hours, parking charge and exemptions etc.

Parking Charges
All revenue generated through the issuing of parking charge notices will be retained by Gemini Parking Solutions.

Proposed Tariffs
0 – 2 hours = Free
+1 hour there after = £1.00

GEMINI Parking Solutions

PERMIT LIST



Authorising permits for staff or contractors couldn't be easier.

We will provide you with direct access to your own unique permit portal allowing you to simply upload the details of authorised users and staff vehicles making them exempt from receiving a parking charge notice.

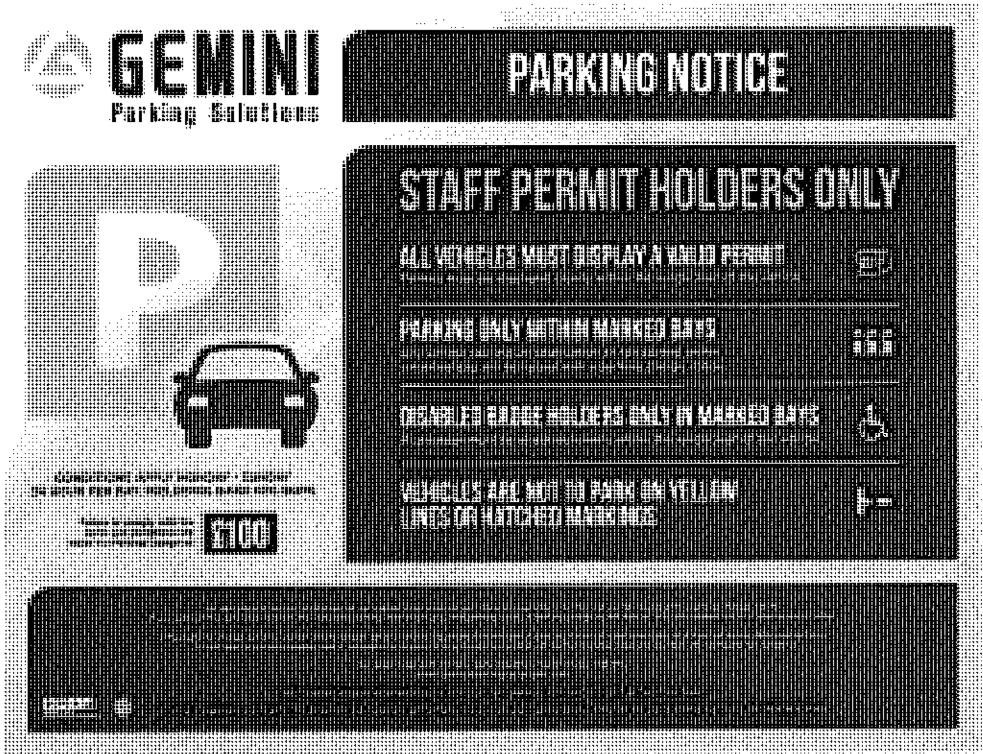
The system allows you to create daily permits for less frequent authorised visitors and contractors.

This system is fully automated and removes the need to provide authorised users with permits to display in their windscreen automatically saving you time and money as you no longer need to manage this process.

SIGNAGE

The Gemini signage is approved by the British Parking Association giving you the peace of mind knowing your car park is being managed to the highest possible standard.

Gemini will erect clear and prominent signage throughout the car park. The signage will detail in clear terms the rules surrounding use of the car park facility.



GEMINI
Parking Solutions

WHY CHOOSE GEMINI

Gemini Parking Solutions mission is to transform peoples expectations of parking management. Where promises are delivered, goals achieved and standards set ever higher.

Gemini Values:

- **Defying the status quo** – we don't want to wait for industry change, we're going to lead the way in making it happen.
- **Mindfulness** – acting kindly and consciously in everything we do, from the personal decisions we take, to interacting with customers and colleagues.
- **Committed to excellence** – continuous improvement is built into our way of working. We always work to be better.
- **Compassion** – the parking industry isn't known for compassion, but we aim to change that.

Gemini Mission Statement:

Gemini Parking Solutions mission is to transform people's expectations of parking management. Guaranteeing promises are delivered, goals achieved, and standards are set ever higher.

Gemini are the only values based parking operator in the UK, meaning our core values underpin every action carried out by our employees. Our compassionate approach and commitment to excellence ensures we deliver the highest standards within the parking industry and more importantly guarantees that your patients and visitors receive a quality of service that exceeds their expectations.

Our vision is to change the public perception of parking companies and create a remarkable brand that reinvigorates an industry that is in need of change. We feel that this is already evident in how we deliver our services to our clients but there is a long way to go. Over the course of the next few years we will be developing some amazing ideas that will truly spark a positive change within the industry and will reflect positively on our clients.

RELEVANT EXPERIENCE

NHS

Gemini Parking Solutions. Case Study

"Gemini have been very supportive, engaged and professional in all aspects of their work on our sites, their enforcement officers are true professionals, showing humility, compassion and reasoning in how they carry out the enforcement role and what they pursue for enforcement and what they cancel and supervise."

Richard Smith LSMS | LCFS - Head of Security, Fire Safety & Car Parking Management BHRUT

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Problem

Barkering, Havering and Redbridge University Trust were experiencing major parking issues within their two main sites. Motorists were either not paying for their duration of stay or were parking wherever they choose ignoring site terms and conditions.

Solution

The Trust initially opted for a self-ticketing solution keeping the car park management in house. It was then agreed that it would be more beneficial for the Trust if Gemini removed the burden of the car park by having a dedicated Gemini car park manager on site.

Results

The introduction of our service released the hospital security team from the responsibility of the car park allowing them to concentrate on keeping patients and staff safe. We were then able to deliver the compassionate service we are renowned for.

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 28th May 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - M Chaudhry (Chair), B Mead (Vice Chair), D Collins, A Johnstone, A. Kenyon, T Mewies, A Robinson, I Scott, J Tucker

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Council Support Officer)

APOLOGIES: Cllrs: - K Briffett, A Doyle, A Monk, C Wood

1464. ELECTION OF CHAIR: Cllr Chaudhry was nominated, seconded and elected nem con.

1465. ELECTION OF VICE CHAIR: Cllr Mead was nominated, seconded and elected nem con.

1466. APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

1467. DECLARATION OF INTEREST: There were none.

1468. MINUTES: The minutes of the meeting held Tuesday 12th March were approved as an accurate record.

1469. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: Arising from minute 1460 (Balance Sheet) The clerk was asked how much the total cost for the refurbishment of the recreational toilets had come too, it was noted that the Town Clerk would email around the exact figures before the next meeting.

Action: Town Clerk

1470. PUBLIC PARTICIPATION: A local resident raised concerns about item 18 (Leisure Centre Car Park) on the agenda, it was noted that he would like to make sure that if the proposal was accepted by council members of the community garden would not be charged for using the car park whilst in the community garden. It was agreed to discuss the proposal in more detail under item 18 on the agenda.

1471. INCOME AND EXPENDITURE REPORTS: Questions were raised about the following budget codes; it was agreed to report back to the next meeting:

- 203 Millennium Green Expenditure – It was noted that the £500 budget was spent on weed killing through the year, it was agreed to go away and check what products are being used to do this.
- 4037-204 Allotment Grounds Maintenance – What has been spent from this budget in M1?

Cllr Kenyon arrived at 7.15pm

1472. BALANCE SHEET: The document was noted.

1473. MANAGERS REPORTS:

i) Leisure Centre Manager Report: The report was noted.
ii) Maintenance Managers Report: The report was noted.
iii) Bar Manager Report: The report was noted, it was agreed to investigate why the financial figures within the managers reports did not match the income and expenditure reports.

Action: Town Council Office

1474. COMMUNITY PLAN UPDATE: There was no update at present.

1475. FACE GRANT FUNDING: The Clerk asked the Council to confirm the terms of payment for the additional £12,000 agreed to be budgeted last year. It was proposed and seconded to allow FACE to obtain the full £12,000 annually, this was ***Agreed:*** unanimously.

1476. BANK SIGNATORIES: After a short discussion it was proposed, seconded and ***Agreed:*** unanimously to keep the signatories as they are; Cllr D Collins, Cllr A Monk and Cllr I Scott.

1477. APPOINTMENT OF COMMITTEES:
i) Planning Committee: Cllrs A Johnstone, A Robinson and D Collins volunteered to sit on the committee, it was agreed the office send out an email to absent councillors to see if 2 others would sit on the committee.
Action: Town Council Office
ii) Staffing Committee: Cllrs D Collins, A Doyle, M Chaudhry, B Mead and T Mewies were agreed to sit on the committee.
iii) Capital Projects: It was agreed members to sit on this committee would be; Cllrs:- A Johnstone, T Mewies, B Mead, A Robinson, A Monk and A Doyle.

1478. DEFIBRILLATORS: A short discussion took place surrounding the location of any new defibrillators and how many would be needed. It was ***Agreed:*** the best locations would be Bethany Hall, The Spa on Filton Avenue and Filton Hill Primary School. It was noted that to make sure the equipment was as accessible as possible all 3 defibrillators would be located on the outside of the discussed locations. The Town Clerk noted that the cost of the equipment was £1000.00 per defibrillator, It was proposed, seconded and ***Agreed:*** unanimously to purchase 3 new defibrillators for the above locations, a report is to be brought back to the next meeting outlining which budget code it can come out of along with the logistics of placing them on outside walls.
Action: Town Council Office

1479. COMMUNITY LIASION GROUP: The Town Clerk explained that after advertising on Facebook the council had only received two emails with residents wanting to be involved in a community liaison group.
It was ***Agreed:*** to advertise for more members in the next edition of the Filton Voice and also allow residents to email their thoughts about the centre in rather than actually attend a meeting. It was noted that a small group of councillors will sit on the group to feed back to Full Council.
Action: Town Council Office

1480. DATE FOR PARISH ASSEMBLY: It was ***Agreed***: to hold the Parish Assembly before the Full Council meeting in July.

1481. LEISURE CENTRE CAR PARK: Councillors discussed the proposal from a parking solutions Company. It was noted that this was an idea that had come from the management team to generate income and help solve some of the parking problems including people using the car park as a park and ride. Councillors raised concern about the business model of the company, stating that they make money by fining potential customers.
The Town Clerk informed council that the idea was to create more space for the customers who want to use the facilities - who would not be charged for up to 3 hours during peak times or have parking permits. Where necessary penalise the antisocial parkers that ignore parking restrictions and block fire exits and footpaths etc. FTC would set the times and charges with the company.
After a long discussion regarding the pro's and con's of the idea it was proposed and seconded to object to the idea and not look into it any further.

A second proposal was put forward to investigate the options further and contact other companies to come and submit proposals, the favoured company could come and present to council.
The second proposal was put to the vote and ***Agreed:*** 6 in favour 3 against
The original proposal was put to the vote and voted 3 in favour 6 against.
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The Chair closed the meeting to the Public at 8.40 pm

Confidential Item

1482. STAFFING LEVELS IN FILTON SPORTS & LEISURE CENTRE: The Town Clerk informed Councillors on the current staffing levels at Filton Sports and Leisure Centre. It was noted that a number of staff were leaving in the next 2 weeks therefore there may be periods when the Leisure Centre will have to close or open on reduced hours over the next few weeks before we are back up to full staffing levels.

For full details see confidential minute book

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

6th June 2019

Dear Member

A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 11th June 2019 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 28th May 2019 *(page 1-3)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Participation
6. Annual Governance Statement Page(page 4)
7. Financial Statements 2019 – to be presented to full council 25th June 2019(Appendix 1)
8. Managers reports for information:-
   i)Leisure Centre Report, *(to be tabled)*
   ii)Grounds and Maintenance Manager Report *(page to be tabled)*
   iii)Bar Manager Report *(page 5)*
9. Community Plan update

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 28th May 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - M Chaudhry (Chair), B Mead (Vice Chair), D Collins, A Johnstone, A. Kenyon, T Mewies, A Robinson, I Scott, J Tucker
ALSO PRESENT: L Reuben (Town Clerk) N Gould (Council Support Officer)
APOLOGIES: Cllrs: - K Briffett, A Doyle, A Monk, C Wood

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The Town Clerk informed council that the idea was to create more space for the customers who want to use the facilities - who would not be charged for up to 3 hours during peak times or have parking permits. Where necessary penalise the antisocial parkers that ignore parking restrictions and block fire exits and footpaths etc. FTC would set the times and charges with the company.
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The Chair closed the meeting to the Public at 8.40 pm

Confidential Item

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For full details see confidential minute book

Section 1 – Annual Governance Statement 2018/19

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 2019, 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.*
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.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, 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 and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

[illegible]

and recorded as minute reference:

[illegible]

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

Chairman [illegible]

Clerk [illegible]

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

WWW.FILTONTOWNCOUNCIL.GOV.UK

Bar Manager Report 1st May – 30th

Staffing – staff have been working well as a team covering holidays and sickness.

Income and expenditure – Income for May has been good for with £13,858.24 being taken;

- £12,790.60 is for drinks income
- £250.30 is for food
- Machine income at £167.84

Totalling £13,208.14

- £649.50 was taken through the bar for Badminton and Snooker; this is coded under 105 income.

These gross figures include VAT – the figures on income and expenditure reports are net and do not include VAT.

Income and expenditure remains under control and under budget.

Promotions and events – Real ales sales are still going well but I am expecting sales to slow down with the warmer weather. House Doubles are still going well and quiz nights are still very popular with money going to great western air ambulance, the next one is 16th June. Music nights are every month with the next one on Friday 21st June called Frogmore Street Blues Band which will be a good night for all.

Kind Regards
Debra Holman
Bar Manager

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 11th June 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - M Chaudhry (Chair), K Briffett, D Collins, A Doyle, A Johnstone, A. Kenyon, A Monk, A Robinson, I Scott, C Wood

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Council Support Officer)
APOLOGIES: Cllrs: - J Tucker, B Mead
NON ATTENDANCE:- T Mewies

F.001. APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.002. DECLARATION OF INTEREST: Cllrs Monk and Wood declared an interest as they both sit on the Audit Committee at South Gloucestershire Council.

F.003. MINUTES: The minutes of the meeting held Tuesday 28th May 2019 were approved as an accurate record after noting that in minute 1478 there was a typo, the minute should read "spar on Filton Avenue" not "spa on Filton Avenue".

F.004. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: Arising from minute 1477 Appointment of Committees (Planning) – It was noted that there was still not enough councillors to sit on this committee group, after a short discussion about the benefits of holding planning meetings it was proposed and seconded to not hold planning meetings but to continue to circulate the planning schedules and if a councillor has concerns with a specific application, it will be added to the next month's agenda for council comment, the proposal was put to the vote and ***Agreed:*** 9 in favour 1 abstention.

F.005. PUBLIC PARTICIPATION: There was none.

F.006. ANNUAL GOVERNANCE STATEMENT

i) **Statement of internal control:** Points 1-8 agreed upon, point 9 N/A. The 3 new councillors abstained from all votes. It was suggested that the office send round some dates councillors could visit to look through internal control policies.

Action: Town Council Office

F.007. FINANCIAL STATEMENTS 2019: It was advised that the document had been presented at the Finance meeting to give councillors 2 weeks to look through the figures before the accountants presentation on 25th June 2019.

F.008. MANAGERS REPORTS:

i) Leisure Centre Manager Report: A backdated report would be provided at the next meeting.
ii) Maintenance Managers Report: The report was noted.
iii) Bar Manager Report: The report was noted.

F.009. COMMUNITY PLAN UPDATE: There was no update at present on the community plan. Cllr Collin's let the committee know that he had been invited to a meeting at SHE7, it was agreed he would keep the council updated.

The Chair closed the meeting to the Public at 7.35pm

FILTON TOWN COUNCIL

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

4th July 2019

Dear Member

A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 9th July 2019 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 June 2019 *(page 1)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Participation
6. Income and expenditure reports *(pages 2-10)*
7. Balance sheet *(pages 11-12)*
8. Risk Assessments 2019 *(pages 13-16)*
9. Defibrillator Report *(to be tabled)*
10. Motion from Cllr Johnstone – "*Weed Killer activity should be stopped/not funded on all Filton Town Council Sites*"
11. Managers reports for information:-
    i) Leisure Centre Report, *(to be tabled)*
    ii) Grounds and Maintenance Manager Report *(17)*
    iii) Bar Manager Report *(page 18)*
12. Community Plan update

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Summary Income & Expenditure by Budget Heading 31/05/2019

Month No: 2 Cost Centre Report

			Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Leisure Centre - General	Income	2,451	3,022	27,433	24,411			11.0%
		Expenditure	55,210	105,155	623,422	518,267		518,267	16.9%
		Movement to/(from) Gen Reserve	(52,759)	(102,133)					
102	Leisure Centre - Swimming Pool	Income	28,780	41,255	374,700	333,445			11.0%
		Expenditure	12,394	16,629	103,400	86,771		86,771	16.1%
		Movement to/(from) Gen Reserve	16,386	24,626					
103	Leisure Centre - Pool Vending	Income	(8)	57	2,000	1,943			2.8%
104	Leisure Centre - Bar	Income	13,793	26,535	180,200	153,665			14.7%
		Expenditure	12,103	26,506	178,848	152,342		152,342	14.8%
		Movement to/(from) Gen Reserve	1,690	29					
105	Leisure Centre - Indoor Sports	Income	709	1,345	10,200	8,855			13.2%
		Expenditure	867	1,053	17,000	15,947		15,947	6.2%
		Movement to/(from) Gen Reserve	(157)	292					
106	Leisure Centre - Outdoor Sport	Income	603	380	4,915	4,535			7.7%
		Expenditure	0	(52)	1,000	1,052		1,052	(5.2%)
		Movement to/(from) Gen Reserve	603	432					
201	Playing Fields	Income	0	0	2,000	2,000			0.0%
		Expenditure	0	(75)	4,000	4,075		4,075	(1.9%)
		Movement to/(from) Gen Reserve	0	75					
202	Play Areas	Expenditure	0	111	2,000	1,890		1,890	5.5%
203	Millennium Green	Income	0	0	1,500	1,500			0.0%
		Expenditure	0	0	500	500		500	0.0%
		Movement to/(from) Gen Reserve	0	0					
204	Allotments	Income	0	0	800	800			0.0%
		Expenditure	0	174	775	601		601	22.4%
		Movement to/(from) Gen Reserve	0	(174)					
301	Roads & Highways	Expenditure	771	771	3,100	2,329		2,329	24.9%
302	Community Development	Income	2,240	2,240	2,500	260			89.6%
		Expenditure	1,302	1,842	42,800	40,958		40,958	4.3%
		Movement to/(from) Gen Reserve	938	398					
801	Corporate Management	Expenditure	(550)	(1,100)	(6,600)	(5,500)		(5,500)	16.7%
802	Democratic Rep'n & Mgmt	Expenditure	0	274	9,000	8,726		8,726	3.0%
803	Civic Expenses	Expenditure	0	0	950	950		950	0.0%
901	Central Services	Income	0	0	2	2			0.0%
		Expenditure	11,263	21,903	156,701	134,798		134,798	14.0%
		Movement to/(from) Gen Reserve	(11,263)	(21,903)					
902	Outside Services	Expenditure	10,286	18,765	104,377	85,612		85,612	18.0%

Summary Income & Expenditure by Budget Heading 31/05/2019

Month No: 2 Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
909 Capital & Projects	Income	7,370	7,370	0	(7,370)			0.0%
	Expenditure	7,370	31,675	41,103	9,428		9,428	77.1%
	Movement to/(from) Gen Reserve	0	(24,305)					
998 Precept & Interest	Income	20	357,596	716,126	358,530			49.9%
	Grand Totals:- Income	**55,957**	**439,800**	**1,322,376**	**882,576**			**33.3%**
	Expenditure	**111,015**	**223,631**	**1,282,376**	**1,058,746**	**0**	**1,058,746**	**17.4%**
	Net Income over Expenditure	**(55,058)**	**216,169**	**40,000**	**(176,169)**			
	Movement to/(from) Gen Reserve	**(55,058)**	**216,169**					

Detailed Income & Expenditure by Budget Heading 01/04/2019

Month No: 2 Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Leisure Centre - General								
1001	RENT RECEIVED	2	27	1,583	1,556			1.7%	
1010	Pavillion Hire	1,625	1,369	6,000	4,631			22.8%	
1011	HALL BLOCK BOOKINGS	215	410	2,800	2,390			14.6%	
1013	EQUIPMENT HIRE INCOME	0	0	50	50			0.0%	
1054	Softplay Income	525	1,133	16,000	14,867			7.1%	
1080	MISCELLANEOUS INCOME	83	83	1,000	917			8.3%	
	Leisure Centre - General :- Income	**2,451**	**3,022**	**27,433**	**24,411**			**11.0%**	0
4001	SALARIES & WAGES	45,429	77,580	473,356	395,776		395,776	16.4%	
4003	COST OF TRAINING COURSES	0	400	1,000	600		600	40.0%	
4006	PROTECTIVE CLOTHING	720	720	1,200	480		480	60.0%	
4008	TRAINING	0	0	1,200	1,200		1,200	0.0%	
4011	RATES	5,124	10,248	61,950	51,702		51,702	16.5%	
4012	WATER RATES	0	(170)	1,600	1,770		1,770	(10.6%)	
4014	ELECTRICITY	0	0	2,000	2,000		2,000	0.0%	
4015	GAS	407	407	4,500	4,093		4,093	9.0%	
4016	JANITORIAL	433	899	4,016	3,117		3,117	22.4%	
4017	HEALTH & SAFETY	0	0	1,250	1,250		1,250	0.0%	
4018	REFUSE DISPOSAL	664	1,283	7,000	5,717		5,717	18.3%	
4021	TELEPHONE & FAX	18	(7)	900	907		907	(0.8%)	
4023	STATIONERY/PRINTING	0	16	2,000	1,984		1,984	0.8%	
4025	INSURANCE	0	10,028	11,500	1,472		1,472	87.2%	
4030	RECRUITMENT ADVTG	0	0	1,000	1,000		1,000	0.0%	
4032	PUBLICITY	300	300	6,000	5,700		5,700	5.0%	
4035	SECURITY COSTS	1,103	1,866	5,500	3,634		3,634	33.9%	
4036	PROPERTY MAINTCE	387	467	10,000	9,533		9,533	4.7%	
4038	MAINTENANCE CTRCTS	75	120	8,000	7,880		7,880	1.5%	
4039	MISC EXPS, XMAS DECORATIONS	0	200	0	(200)		(200)	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	0	2,500	2,500		2,500	0.0%	
4042	EQUIPMENT MAINTCE	0	0	500	500		500	0.0%	
4046	CLEANING CONTRACT	0	0	1,000	1,000		1,000	0.0%	
4051	BANK CHARGES	549	699	5,000	4,301		4,301	14.0%	
4060	OTHER PROF FEES	0	100	0	(100)		(100)	0.0%	
4069	Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0%	
4115	LICENCES	0	0	450	450		450	0.0%	
	Leisure Centre - General :- Indirect Expenditure	**55,210**	**105,155**	**623,422**	**518,267**	0	**518,267**	**16.9%**	0
	Movement to/(from) Gen Reserve	**(52,759)**	**(102,133)**						

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Detailed Income & Expenditure by Budget Heading 01/04/2019

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Leisure Centre - Swimming Pool								
1012 Bouncy Castle Parties	0	0	4,000	4,000			0.0%	
1020 SWIMMING - PUBLIC	4,111	8,968	65,000	56,032			13.8%	
1021 SWIMMING - LESSONS	17,708	31,572	240,000	208,428			13.2%	
1022 SWIMMING - SCHOOLS	879	232	15,000	14,768			1.5%	
1023 SWIMMING - CLUBS	4,705	(570)	15,000	15,570			(3.8%)	
1024 SALES (STOCK) POOL	458	794	9,000	8,206			8.8%	
1025 Pool Parties	125	325	3,000	2,675			10.8%	
1026 One to One Lessons	75	146	10,000	9,854			1.5%	
1027 Aqua Fit	408	721	6,500	5,779			11.1%	
1028 Lifeguard Courses	375	(890)	6,000	6,890			(14.8%)	
1080 MISCELLANEOUS INCOME	0	0	1,200	1,200			0.0%	
1099 TILL DISCREPANCIES	(64)	(43)	0	43			0.0%	
Leisure Centre - Swimming Pool :- Income	**28,780**	**41,255**	**374,700**	**333,445**			11.0%	0
4103 PURCHASES FOR RESALE	886	886	6,000	5,114		5,114	14.8%	
Leisure Centre - Swimming Pool :- Direct Expenditure	**886**	**886**	**6,000**	**5,114**	**0**	**5,114**	**14.8%**	**0**
4008 TRAINING	885	990	3,000	2,010		2,010	33.0%	
4010 OTHER STAFF COSTS	75	75	0	(75)		(75)	0.0%	
4012 WATER RATES	1,241	5,179	12,000	6,821		6,821	43.2%	
4014 ELECTRICITY	2,079	2,079	25,000	22,921		22,921	8.3%	
4015 GAS	2,638	2,638	28,000	25,362		25,362	9.4%	
4017 HEALTH & SAFETY	0	109	1,000	891		891	10.9%	
4020 SUNDRY OFFICE & IT COSTS	0	0	2,400	2,400		2,400	0.0%	
4024 SUBSCRIPTIONS	0	0	300	300		300	0.0%	
4036 PROPERTY MAINTCE	761	761	2,500	1,739		1,739	30.4%	
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
4040 EQUIPMENT & SMALL TOOLS	376	376	2,200	1,824		1,824	17.1%	
4042 EQUIPMENT MAINTCE	2,977	3,037	12,500	9,463		9,463	24.3%	
4060 OTHER PROF FEES	255	255	0	(255)		(255)	0.0%	
4120 POOL CHEMICALS	220	243	4,500	4,257		4,257	5.4%	
4125 POOL PURCHASES NOT FOR RESALE	0	0	3,000	3,000		3,000	0.0%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	**11,508**	**15,742**	**97,400**	**81,658**	**0**	**81,658**	**16.2%**	**0**
Movement to/(from) Gen Reserve	**16,386**	**24,626**						
103 Leisure Centre - Pool Vending								
1030 Vending Machine Income	(8)	57	2,000	1,943			2.8%	
Leisure Centre - Pool Vending :- Income	**(8)**	**57**	**2,000**	**1,943**			2.8%	0
Movement to/(from) Gen Reserve	**(8)**	**57**						

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104	Leisure Centre - Bar								
1001	RENT RECEIVED	0	1,450	13,500	12,050			10.7%	
1031	MACHINE INCOME	168	168	2,000	1,832			8.4%	
1032	Tickets	0	0	700	700			0.0%	
1040	BAR INCOME - LOUNGE	12,340	22,599	145,000	122,401			15.6%	
1041	BAR INCOME - HALL	1,007	1,781	13,000	11,219			13.7%	
1049	CAFE INCOME	278	532	4,000	3,468			13.3%	
1056	FUNCTION ROOM HIRE	0	0	2,000	2,000			0.0%	
1099	TILL DISCREPANCIES	(0)	5	0	(5)			0.0%	
	Leisure Centre - Bar :- Income	**13,793**	**26,535**	**180,200**	**153,665**			**14.7%**	0
4101	PURCHASES - WET STOCK	4,778	9,850	58,725	48,875		48,875	16.8%	
4102	PURCHASES - DRY STOCK	237	486	6,000	5,514		5,514	8.1%	
4109	PURCHASES - CAFE	174	366	0	(366)		(366)	0.0%	
	Leisure Centre - Bar :- Direct Expenditure	**5,189**	**10,702**	**64,725**	**54,023**	**0**	**54,023**	**16.5%**	**0**
4001	SALARIES & WAGES	5,986	13,775	93,718	79,943		79,943	14.7%	
4006	PROTECTIVE CLOTHING	0	0	550	550		550	0.0%	
4008	TRAINING	0	0	1,000	1,000		1,000	0.0%	
4032	PUBLICITY	0	0	100	100		100	0.0%	
4036	PROPERTY MAINTCE	196	196	3,000	2,804		2,804	6.5%	
4038	MAINTENANCE CTRCTS	0	0	305	305		305	0.0%	
4040	EQUIPMENT & SMALL TOOLS	3	3	400	397		397	0.8%	
4041	EQUIPMENT HIRE	331	1,433	6,000	4,567		4,567	23.9%	
4051	BANK CHARGES	88	88	850	762		762	10.3%	
4060	OTHER PROF FEES	0	0	1,200	1,200		1,200	0.0%	
4104	BAR SUNDRIES	209	209	1,000	791		791	20.9%	
4110	PROMOTIONS	0	0	3,500	3,500		3,500	0.0%	
4115	LICENCES	101	101	1,500	1,399		1,399	6.7%	
4116	GAMING MACHINE DUTY	0	0	1,000	1,000		1,000	0.0%	
	Leisure Centre - Bar :- Indirect Expenditure	**6,914**	**15,804**	**114,123**	**98,319**	**0**	**98,319**	**13.8%**	**0**
	Movement to/(from) Gen Reserve	**1,690**	**29**						
105	Leisure Centre - Indoor Sports								
1050	BADMINTON FEES	112	205	2,000	1,795			10.3%	
1051	SNOOKER FEES	523	953	5,000	4,048			19.1%	
1052	PARTY ROOM HIRE	75	188	3,000	2,813			6.3%	
1053	SKITTLE ALLEY	0	0	200	200			0.0%	
	Leisure Centre - Indoor Sports :- Income	**709**	**1,345**	**10,200**	**8,855**			**13.2%**	**0**
4014	ELECTRICITY	867	919	12,000	11,081		11,081	7.7%	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 PROPERTY MAINTCE	0	134	4,000	3,866		3,866	3.4%	
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
Leisure Centre - Indoor Sports :- Indirect Expenditure	**867**	**1,053**	**17,000**	**15,947**	**0**	**15,947**	**6.2%**	**0**
Movement to/(from) Gen Reserve	**(157)**	**292**						
106 Leisure Centre - Outdoor Sport								
1060 GRASS INCOME	596	344	4,590	4,246			7.5%	
1061 OUTSIDE COURTS	7	43	200	157			21.4%	
1063 Petanque Income	0	(6)	125	131			(5.0%)	
Leisure Centre - Outdoor Sport :- Income	**603**	**380**	**4,915**	**4,535**			**7.7%**	**0**
4014 ELECTRICITY	0	(52)	1,000	1,052		1,052	(5.2%)	
Leisure Centre - Outdoor Sport :- Indirect Expenditure	**0**	**(52)**	**1,000**	**1,052**	**0**	**1,052**	**(5.2%)**	**0**
Movement to/(from) Gen Reserve	**603**	**432**						
201 Playing Fields								
1201 Field Hire Income	0	0	2,000	2,000			0.0%	
Playing Fields :- Income	**0**	**0**	**2,000**	**2,000**			**0.0%**	**0**
4012 WATER RATES	0	(75)	1,500	1,575		1,575	(5.0%)	
4037 GROUNDS MAINTENANCE	0	0	2,250	2,250		2,250	0.0%	
4115 LICENCES	0	0	250	250		250	0.0%	
Playing Fields :- Indirect Expenditure	**0**	**(75)**	**4,000**	**4,075**	**0**	**4,075**	**(1.9%)**	**0**
Movement to/(from) Gen Reserve	**0**	**75**						
202 Play Areas								
4037 GROUNDS MAINTENANCE	0	111	1,000	890		890	11.1%	
4042 EQUIPMENT MAINTCE	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	**0**	**111**	**2,000**	**1,890**	**0**	**1,890**	**5.5%**	**0**
Movement to/(from) Gen Reserve	**0**	**(110)**						
203 Millennium Green								
1001 RENT RECEIVED	0	0	1,500	1,500			0.0%	
Millennium Green :- Income	**0**	**0**	**1,500**	**1,500**			**0.0%**	**0**
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
Millennium Green :- Indirect Expenditure	**0**	**0**	**500**	**500**	**0**	**500**	**0.0%**	**0**
Movement to/(from) Gen Reserve	**0**	**0**						

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204	Allotments								
1001	RENT RECEIVED	0	0	800	800			0.0%	
	Allotments :- Income	**0**	**0**	**800**	**800**			**0.0%**	0
4012	WATER RATES	0	95	250	155		155	37.9%	
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	0	79	250	171		171	31.6%	
	Allotments :- Indirect Expenditure	**0**	**174**	**775**	**601**	0	**601**	**22.4%**	0
	Movement to/(from) Gen Reserve	0	(174)						
301	Roads & Highways								
4080	STREET CARE (ex S Glos)	771	771	3,100	2,329		2,329	24.9%	
	Roads & Highways :- Indirect Expenditure	**771**	**771**	**3,100**	**2,329**	0	**2,329**	**24.9%**	0
	Movement to/(from) Gen Reserve	(771)	(771)						
302	Community Development								
1077	GRANTS RECEIVED	2,000	2,000	0	(2,000)			0.0%	
1082	Filton Festival	240	240	2,500	2,260			9.6%	
	Community Development :- Income	**2,240**	**2,240**	**2,500**	**260**			**89.6%**	0
4701	GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0%	
4702	GRANTS - TWINNING ASS'N	0	0	300	300		300	0.0%	
4703	GRANTS - FOUR TOWNS TPT	0	0	1,000	1,000		1,000	0.0%	
4706	GRANTS - Four Towns Play Assoc	0	0	4,000	4,000		4,000	0.0%	
4707	GRANTS - YOUTH PROVISION	0	0	17,500	17,500		17,500	0.0%	
4708	GRANTS - COMM'Y PARTNERSHIP	0	0	3,500	3,500		3,500	0.0%	
4711	GRANTS - S137 GENERAL	(37)	(37)	6,500	6,537		6,537	(0.6%)	
4720	CHRISTMAS ACTIVITIES	0	0	3,000	3,000		3,000	0.0%	
4725	FILTON FESTIVAL	1,339	1,879	6,500	4,621		4,621	28.9%	
	Community Development :- Indirect Expenditure	**1,302**	**1,842**	**42,800**	**40,958**	0	**40,958**	**4.3%**	0
	Movement to/(from) Gen Reserve	938	398						
801	Corporate Management								
4004	PENSION DEFICIT	(550)	(1,100)	(6,600)	(5,500)		(5,500)	16.7%	
	Corporate Management :- Indirect Expenditure	**(550)**	**(1,100)**	**(6,600)**	**(5,500)**	0	**(5,500)**	**16.7%**	0
	Movement to/(from) Gen Reserve	550	1,100						

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	0	274	3,000	2,726		2,726	9.1%	
4065 MEETING COSTS	0	0	100	100		100	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	0	274	9,000	8,726	0	8,726	3.0%	0
Movement to/(from) Gen Reserve	0	(274)						
803 Civic Expenses								
4066 CHAIRMANS ALLOWANCE	0	0	950	950		950	0.0%	
Civic Expenses :- Indirect Expenditure	0	0	950	950	0	950	0.0%	0
Movement to/(from) Gen Reserve	0	0						
901 Central Services								
1001 RENT RECEIVED	0	0	2	2			0.0%	
Central Services :- Income	0	0	2	2			0.0%	0
4001 SALARIES & WAGES	9,096	18,126	114,201	96,075		96,075	15.9%	
4005 HR Costs-Service level agr'mnt	0	0	7,350	7,350		7,350	0.0%	
4007 COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008 TRAINING	0	25	2,500	2,475		2,475	1.0%	
4009 TRAVEL	0	25	200	175		175	12.5%	
4010 OTHER STAFF COSTS	6	6	1,600	1,594		1,594	0.4%	
4020 SUNDRY OFFICE & IT COSTS	501	703	3,000	2,297		2,297	23.4%	
4021 TELEPHONE & FAX	59	74	750	676		676	9.9%	
4022 POSTAGE	62	135	750	615		615	18.1%	
4023 STATIONERY/PRINTING	163	232	800	568		568	29.0%	
4024 SUBSCRIPTIONS	(94)	(94)	2,100	2,194		2,194	(4.5%)	
4026 PHOTOCOPY CHARGES	0	0	2,500	2,500		2,500	0.0%	
4027 OFFICE EQUIPMENT	0	0	500	500		500	0.0%	
4051 BANK CHARGES	9	47	900	853		853	5.3%	
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	683	1,846	12,000	10,154		10,154	15.4%	
4060 OTHER PROF FEES	778	778	3,000	2,222		2,222	25.9%	
Central Services :- Indirect Expenditure	11,263	21,903	156,701	134,798	0	134,798	14.0%	0
Movement to/(from) Gen Reserve	(11,263)	(21,903)						

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Code	Heading	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
902	Outside Services								
4001	SALARIES & WAGES	7,691	15,203	91,627	76,424		76,424	16.6%	
4006	PROTECTIVE CLOTHING	0	0	500	500		500	0.0%	
4008	TRAINING	0	0	500	500		500	0.0%	
4036	PROPERTY MAINTCE	826	1,652	1,500	(152)		(152)	110.1%	
4037	GROUNDS MAINTENANCE	497	497	2,500	2,003		2,003	19.9%	
4040	EQUIPMENT & SMALL TOOLS	32	24	2,000	1,976		1,976	1.2%	
4041	EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042	EQUIPMENT MAINTCE	129	279	3,000	2,721		2,721	9.3%	
4044	VEHICLE FUEL,OIL & MAINT	1,110	1,110	2,500	1,390		1,390	44.4%	
	Outside Services :- Indirect Expenditure	**10,286**	**18,765**	**104,377**	**85,612**	**0**	**85,612**	**18.0%**	**0**
	Movement to/(from) Gen Reserve	**(10,286)**	**(18,765)**						
909	Capital & Projects								
1074	CIL Income	7,298	7,298	0	(7,298)			0.0%	
1077	GRANTS RECEIVED	71	71	0	(71)			0.0%	
	Capital & Projects :- Income	**7,370**	**7,370**	**0**	**(7,370)**				**0**
4054	LOAN INTEREST PWLB	0	(695)	2,441	3,136		3,136	(28.5%)	
4055	LOAN CAPITAL REPAID	0	0	13,662	13,662		13,662	0.0%	
4975	CAP - Toilet Refurbishment	71	71	0	(71)		(71)	0.0%	
4977	CAP - Sport Equipment	0	3,297	0	(3,297)		(3,297)	0.0%	
4992	FUNDING FROM R CAP FUND	0	(3,297)	0	3,297		3,297	0.0%	
4993	TFR TO ROLLING CAPITAL FUND	0	25,000	25,000	0		0	100.0%	
4998	TFR TO EARMARKED RSV	7,298	7,298	0	(7,298)		(7,298)	0.0%	
	Capital & Projects :- Indirect Expenditure	**7,370**	**31,675**	**41,103**	**9,428**	**0**	**9,428**	**77.1%**	**0**
	Movement to/(from) Gen Reserve	**0**	**(24,305)**						
998	Precept & Interest								
1075	PRECEPT SUPPORT GRANT	0	2,471	4,942	2,471			50.0%	
1076	PRECEPT	0	355,092	710,184	355,092			50.0%	
1090	INTEREST RECEIVED	20	33	1,000	967			3.3%	
	Precept & Interest :- Income	**20**	**357,596**	**716,126**	**358,530**			**49.9%**	**0**
	Movement to/(from) Gen Reserve	**20**	**357,596**						
	Grand Totals:- Income	**55,957**	**439,800**	**1,322,376**	**882,576**			**33.3%**	
	Expenditure	**111,015**	**223,631**	**1,282,376**	**1,058,746**	**0**	**1,058,746**	**17.4%**	
	Net Income over Expenditure	**(55,058)**	**216,169**	**40,000**	**(176,169)**				
	Movement to/(from) Gen Reserve	**(55,058)**	**216,169**						

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2019

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,210,165	1,422,802	787,363
11	LEASEHOLD LAND & BUILDINGS	25,000	6,000	19,000
21	VEHICLES & EQUIPMENT	521,525	511,151	10,374
41	INFRASTRUCTURE ASSET	191,408	178,550	12,858
61	COMMUNITY ASSETS	61,372	27,034	34,338
	Total Fixed Assets	**3,009,470**	**2,145,537**	**863,933**
	Current Assets			
105	VAT CONTROL	563		
114	ACCRUED INCOME	7,945		
120	STOCK - BAR	4,340		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	20,538		
201	BANK IMPREST WAGES AC	77,367		
220	PETTY CASH - OFFICE	79		
221	PETTY CASH - BAR	170		
225	FLOAT - BAR	900		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	865		
245	CCLA Public Sector Investment	280,000		
250	CHANGE CONTROL AC	100		
	Total Current Assets		**393,609**	
	Current Liabilities			
500	TRADE CREDITORS	26,330		
510	ACCRUED EXPENSES	2,705		
525	PAYE AND NI DUE	10,795		
526	SUPERANNUATION DUE	9,235		
527	UNION FEES DUE	8		
	Total Current Liabilities		**49,073**	
	Net Current Assets			**344,536**
	Total Assets less Current Liabilities			**1,208,469**
	Long Term Liabilities			
389	Deferred Grants Unapplied	4,026		
390	Deferred Grants Applied	1,466,506		
391	Deferred Grants Released	(1,210,315)		
401	PWLB Loan 486814	51,000		
	Total Long Term Liabilities		**311,216**	
	Total Assets less Total Liabilities			**897,253**
	Represented by :-			
300	CURRENT YEAR FUND	216,169		
310	GENERAL FUND	72,917		
315	ROLLING CAPITAL FUND	31,376		
325	EMR 4 Towns Play Association	300		

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2019

A/c	Description	Actual	
328	EMR Elections	12,451	
329	EMR CIL	7,298	
330	CAPITAL FINANCE ACCOUNT	556,742	
	Total Equity		897,253

LCRS 6. Overall Summary

FILTON TOWN COUNCIL
Assessment for year 2018 To 2019

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Allotments	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied	22	21	2.2	2	
Bar Services		11	11	2.0	0	
Bus Shelters	Power to provide and maintain shelters	5	5	2.0	0	
Bye Laws	Power to make bye-laws in regard to Cycle Parks Baths and Washhouses Open spaces and burial grounds Mortuaries and post-mortem rooms	1	1	6.0	1	
Car Parks	Power to provide & maintain.	12	12	2.2	4	
Code of Conduct	Duty to adopt a code of conduct	1	1	1.0	0	
Commons and Common Pastur	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	16	16	1.7	0	
Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives	16	16	2.1	1	
Computing	Power to facilitate discharge of any function	3	3	3.3	1	
Council Meetings		4	4	1.5	0	
Council Property and Documen	Duty to disclose documents and to adopt publication scheme	4	4	1.8	0	
Crime Prevention - CCTV	Powers to spend money on various crime prevention measures	9	9	3.0	2	
Data Protection	Duty of Notification and Duty to Disclose (subject access)	1	1	3.0	0	
Employment of Staff	Duty to Appoint	7	7	2.0	0	
Entertainment and the arts	Provision of entertainment and support of the arts	17	17	1.8	0	
Financial Management	Duty to ensure responsibility for financial affairs	12	12	3.3	4	
Gifts	Power to accept	1	1	2.0	0	
Investments	Power to participate in schemes of collective investment	4	4	2.0	0	

3

LCRS 6. Overall Summary

FILTON TOWN COUNCIL
Assessment for year 2018 To 2019

14

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	13	13	2.7	3	
Litter	Power to provide receptacles; Duty to empty & cleanse those provided	7	7	2.1	1	
Local functions	N/a - Local group to cover any risks not listed in other groups	1	1	2.0	0	
Meetings of the Council	Duty to meet	5	5	1.6	0	
Newsletters	Power to provide from 'free resource'	6	6	1.3	0	
Nuisances	Power to deal with offensive ditches	1.	1	2.0	0	
Open spaces	Power to acquire land and maintain	11	11	2.5	2	
Planning & Development Contr	Rights of consultation	1	1	2.0	0	
Play Areas	Power to provide	5	5	2.4	1	
Provision of Office Accommod	Power to provide	5	5	1.4	0	
Provision of Website/Internet	Power to provide from 'free resource'	2	2	1.5	0	
Public buildings and Village ha	Power to provide buildings for offices and for public meetings and assemblies	14	14	2.1	2	
Seats		3	3	1.3	0	
Shelters & Seats	Power to provide	3	3	2.7	1	
Skatepark	Power to provide	5	5	2.2	1	
Street/Footway Lighting	Power to provide	6	6	1.8	1	
Swimming Pool	Power to provide	15	15	2.3	2	
Town and Country Planning	Right to be notified of planning applications	3	3	1.7	0	
Village Signs	Power to erect (with Highway Authority approval)	4	4	2.5	1	
War Memorials	Power to maintain, repair, protect and adapt war memorials	3	3	1.3	0	
Water Supply	Power to utilise well, spring or stream and to provide facilities for obtaining water therefrom	1	1	3.0	0	

LCRS 6. Overall Summary

FILTON TOWN COUNCIL
Assessment for year 2018 To 2019

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Web Sites		19	19	1.6	2	
	Overall totals/ scores	279	278	2.1	32	

Completed by: LESLEY REUBEN

Date: 28 January 2019

Position: Town Clerk.

How to complete:
1. *Review each area and the number of uncontrolled risks.*
2. *Decide which area is at most risk and should be actioned firstly mark this as number One.*
3. *Repeat on all areas until all uncontrolled areas are allocated.*

15

LCRS 5. Risks report Allotments

FILTON TOWN COUNCIL

Assessment for year 2018 To 2019

Your Duty = Powers to provide allotments

Requirement = To ensure that the council is fully protected against

Aim = Annual insurance review.

Scoring note: Low = 1, Medium =2 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
467	Administration/ Legal	Provision of adequate insurance cover	Carry out an annual review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.	Annually	Low	High	3	
415	Administration/ Legal	Absence of a completed agreement with every allotment holder.	Ensure agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.	Annually	Low	Medium	2	
49	Administration/ Legal	Maintenance of Allotment Register	Maintain proper register ensuring all amendments promptly recorded. Define responsibility of allotment society where appropriate.	Annually	Low	Low	1	
219	Contractor	Poor Grass Cutting	Regular review/control of staff & equipment including training where necessary. Regular review of grass cutting contract and liaison with contractor. Arrange periodical site inspection. Enforce conditions of contract.	Annually	Medium	Low	2	
52	Environmental	Accumulation of rubbish	Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Consider provision of skip facility.	Annually	Medium	Low	2	
0	Environmental	Temporary works to entrance	Signage. Letters to plot holders circulated. Raise awareness. Restricted access for duration of works. Live monitoring of work by grounds staff. Communication with South Glos highways dept. Notice of works.	Quarterly	High	Medium	6	Yes

6

GROUNDS AND MAINTENANCE REPORT JUNE 2019

Happy with the number of jobs we have been able to keep in house this month although there is always room for improvement .Also the number of jobs that have gone over is relatively high, the reason being is waiting on materials.

JOBS 42

LEISURE CENTRE 20 = 48%

RATEPAYERS 3 = 8%

OFFICE 7 = 16%

GROUNDS 5 = 12%

MAINTENANCE 7 = 16%

JOBS ON TIME 38 = 90%

JOBS GONE OVER 4 = 10%

IN HOUSE 40 = 95%

SUB- CONTRACTOR 2 = 5%

GROUNDS

We are pleased to have the part back for the tractor which means we can now cut the grass on Elm Park and the Millennium Green site .I thank the public and the councillors for their patience during that time. We will be continuing our work on the pitches and also the surrounding areas of the site.

DISABLED TOILET

Our toilet will be finished by the end of this month .Unfortunately we have been let down quite badly by one of our suppliers which has led to a delay on the job .I have assurances that this will be sorted so we can now push on with the job .

FILTON FESTIVAL

We are continuing to work closely with the Town Council office regarding getting things ready for the Festival ,which promises to be a bigger and better event this year .

Many thanks for all the support from the Town Clerk and all the councillors this month

Neil Palmer

Grounds and Maintenance Manager
Filton Town Council

Bar Manager Report 1st June –29th

Staffing – staff have been working well as a team covering holidays and sickness.

Income and expenditure – Income for June has been good for with £14,076.50 being taken;

- £13,153.30 is for drinks income
- £464.70 is for food
-

Totalling £14,076.50

- £458.50 was taken through the bar for Badminton and Snooker; this is coded under 105 income.

Income and expenditure remains under control and under budget.

Promotions and events – Real ales sales are still going well but I am expecting it to slow down with the warmer weather. House Doubles are still going well and quiz nights are still very popular with money going to great western air ambulance the next one is 7th July. Music nights are every month with the next one on Friday 26th July called Mestizo which will be a good night for all.

Kind Regards

Debra Holman
Bar Manager

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 09th July 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - M Chaudhry (Chair), B Mead (Vice Chair), K Briffett, D Collins, A Doyle, A Johnstone, A. Kenyon, T Mewies, A Robinson, I Scott, J Tucker
ALSO PRESENT: L Reuben (Town Clerk) N Gould (Council Support Officer)
APOLOGIES: Cllrs: - A Monk, C Wood
NON ATTENDANCE:-

F.0010 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.0011 DECLARATION OF INTEREST: There were none.

F.0012 MINUTES: The minutes of the meeting held Tuesday 11th June 2019 were approved as an accurate record.

F.0013 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

F.0014 PUBLIC PARTICIPATION: There was none.

F.0015 INCOME & EXPENDITURE REPORTS: Both reports were noted, the council office was asked to answer the below questions in a report back to the next meeting;

- Summary Report 909 Capital Projects – Why is the expenditure 77.1% of budget in month 2?
- 4036-902 (Property Maintenance Outside Services) – Breakdown of what has been spent from this budget.
- The Councillors would like to know the depreciation amount on vehicle and equipment totalling £511,151 is calculated.

F.0016 BALANCE SHEET: The document was noted.

F.0017 RISK ASSESMENTS 2019: The Town Clerk noted that currently Councillors receive a summary report for risk assessments once a year. To be more compliant it was agreed to hold a committee meeting twice a year for a small group of councillors to review risk assessments and report back to full council, the group would be made up of Cllrs; M Chaudhry, A Doyle, D Collins & A Johnstone
It was agreed to circulate the invitation to the group onto Cllrs; A Monk and C Wood.

Action: Town Council Office

F.0018 DEFIBRILLATOR REPORT: The report was noted. The Councillors agreed that the fully automatic defibrillators were the best option in the three locations, It was Agreed: the town council office report back to the next meeting with 3 comparable quotes for fully automatic defibrillators.

Cllr T Mewies arrives at 7.30pm

It was also noted that a map should be produced showing exactly where each defibrillator is located in Filton.

Action: Town Council Office

F.0019 MOTION FROM CLLR JOHNSTONE: The motion from Cllr Johnstone was “Weed Killer activity should be stopped/not funded on all Filton Town Council sites”, The motion was discussed between councillors and an amendment to the motion was proposed to bring a report back to the next meeting to clearly

outline the full impact of not using weed killers, the report will needs to state costings, use of volunteers locations where week killer is used and organic options, the amended motion was ***Agreed:*** unanimously.
It was also noted that Sally Patterson might have some advice at the next meeting.

Action: Town Council Office

F.0020 MANAGERS REPORTS:

i) Leisure Centre Manager Report: The report was noted.
ii) Maintenance Managers Report: The report was noted.
iii) Bar Manager Report: The report was noted.
It was noted that from September managers reports would go to staffing committees.

F.0021 COMMUNITY PLAN UPDATE:

i) Jennings Garden – A meeting had been held to resolve an issue with keys for the Jennings Garden. It was agreed to trial a key box where key's had to be signed in and out.

F.0022 MEETING TIMES: It was ***Agreed:*** 9 in favour and 3 against to hold Finance Committee meetings at 7.30pm instead of 7.00pm.

The Chair closed the meeting to the Public at 8.00pm

Public set

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 September 2019

Dear Member

A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 10th September 2019 at** **7.30p.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 July 2019 *(pages 1/2)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Participation
6. Income and expenditure reports Month 4 *(pages 3-12)*
7. Balance sheet Month 4 *(pages 13-14)*
8. Weed killer report – to be tabled if available
9. Community Plan update
10. Planning Applications – **P19/10137 F - 32 Glos Rd North**
    P19/09165/F – 9 Pine Grove
11. Payments for information (page 15-18)

Confidential session

1. Minutes of the staffing committee held Tuesday 3rd September 2019

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 09th July 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - M Chaudhry (Chair), B Mead (Vice Chair), K Briffett, D Collins, A Doyle, A Johnstone, A. Kenyon, T Mewies, A Robinson, I Scott, J Tucker
ALSO PRESENT: L Reuben (Town Clerk) N Gould (Council Support Officer)
APOLOGIES: Cllrs: - A Monk, C Wood
NON ATTENDANCE:-

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The Chair closed the meeting to the Public at 8.00pm

Filton Town Council

Summary Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

July 2019

			Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Leisure Centre - General	Income	1,534	6,166	27,433	21,267			22.5%
		Expenditure	53,688	211,219	623,422	412,203		412,203	33.9%
		Movement to/(from) Gen Reserve	(52,154)	(205,053)					
102	Leisure Centre - Swimming Pool	Income	22,803	88,662	374,700	286,038			23.7%
		Expenditure	13,351	39,039	103,400	64,361		64,361	37.8%
		Movement to/(from) Gen Reserve	9,452	49,622					
103	Leisure Centre - Pool Vending	Income	122	180	2,000	1,820			9.0%
104	Leisure Centre - Bar	Income	12,581	51,904	180,200	128,296			28.8%
		Expenditure	14,685	53,000	178,848	125,848		125,848	29.6%
		Movement to/(from) Gen Reserve	(2,104)	(1,096)					
105	Leisure Centre - Indoor Sports	Income	701	2,654	10,200	7,546			26.0%
		Expenditure	899	1,952	17,000	15,048		15,048	11.5%
		Movement to/(from) Gen Reserve	(198)	702					
106	Leisure Centre - Outdoor Sport	Income	0	433	4,915	4,482			8.8%
		Expenditure	58	6	1,000	994		994	0.6%
		Movement to/(from) Gen Reserve	(58)	427					
201	Playing Fields	Income	0	0	2,000	2,000			0.0%
		Expenditure	502	2,061	4,000	1,939		1,939	51.5%
		Movement to/(from) Gen Reserve	(502)	(2,061)					
202	Play Areas	Expenditure	0	111	2,000	1,890		1,890	5.5%
203	Millennium Green	Income	0	0	1,500	1,500			0.0%
		Expenditure	0	0	500	500		500	0.0%
		Movement to/(from) Gen Reserve	0	0					
204	Allotments	Income	0	0	800	800			0.0%
		Expenditure	33	207	775	568		568	26.7%
		Movement to/(from) Gen Reserve	(33)	(207)					
301	Roads & Highways	Expenditure	0	771	3,100	2,329		2,329	24.9%
302	Community Development	Income	1,607	4,245	2,500	(1,745)			169.8%
		Expenditure	10,325	27,498	42,800	15,302		15,302	64.2%
		Movement to/(from) Gen Reserve	(8,718)	(23,253)					
801	Corporate Management	Expenditure	(550)	(2,200)	(6,600)	(4,400)		(4,400)	33.3%
802	Democratic Rep'n & Mgmt	Expenditure	500	1,024	9,000	7,976		7,976	11.4%
803	Civic Expenses	Expenditure	0	0	950	950		950	0.0%
901	Central Services	Income	0	0	2	2			0.0%
		Expenditure	11,448	44,027	156,701	112,674		112,674	28.1%
		Movement to/(from) Gen Reserve	(11,448)	(44,027)					
902	Outside Services	Expenditure	7,994	35,050	104,377	69,327		69,327	33.6%

Continued over page

Summary Income & Expenditure by Budget Heading 31/07/2019

Month No: 4 July 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
909 Capital & Projects	Income	0	7,370	0	(7,370)			0.0%
	Expenditure	0	39,726	41,103	1,377		1,377	96.7%
	Movement to/(from) Gen Reserve	0	(32,357)					
998 Precept & Interest	Income	166	357,957	716,126	358,169			50.0%
	Grand Totals:- Income	**39,515**	**519,570**	**1,322,376**	**802,806**			**39.3%**
	Expenditure	**112,933**	**453,491**	**1,282,376**	**828,885**	**0**	**828,885**	**35.4%**
	Net Income over Expenditure	**(73,419)**	**66,079**	**40,000**	**(26,079)**			
	Movement to/(from) Gen Reserve	**(73,419)**	**66,079**					

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4 July 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Leisure Centre - General								
1001	RENT RECEIVED	0	27	1,583	1,556			1.7%	
1010	Pavillion Hire	585	2,701	6,000	3,299			45.0%	
1011	HALL BLOCK BOOKINGS	379	1,050	2,800	1,750			37.5%	
1013	EQUIPMENT HIRE INCOME	3	3	50	48			5.0%	
1054	Softplay Income	509	2,231	16,000	13,769			13.9%	
1080	MISCELLANEOUS INCOME	58	154	1,000	846			15.4%	
	Leisure Centre - General :- Income	**1,534**	**6,166**	**27,433**	**21,267**			**22.5%**	**0**
4001	SALARIES & WAGES	45,027	165,486	473,356	307,870		307,870	35.0%	
4003	COST OF TRAINING COURSES	0	400	1,000	600		600	40.0%	
4006	PROTECTIVE CLOTHING	195	915	1,200	285		285	76.2%	
4008	TRAINING	45	125	1,200	1,075		1,075	10.4%	
4011	RATES	5,124	20,496	61,950	41,454		41,454	33.1%	
4012	WATER RATES	0	(170)	1,600	1,770		1,770	(10.6%)	
4014	ELECTRICITY	0	893	2,000	1,107		1,107	44.7%	
4015	GAS	162	804	4,500	3,696		3,696	17.9%	
4016	JANITORIAL	464	1,672	4,016	2,344		2,344	41.6%	
4017	HEALTH & SAFETY	0	4	1,250	1,246		1,246	0.3%	
4018	REFUSE DISPOSAL	807	2,636	7,000	4,364		4,364	37.7%	
4021	TELEPHONE & FAX	15	154	900	746		746	17.1%	
4023	STATIONERY/PRINTING	452	573	2,000	1,427		1,427	28.6%	
4025	INSURANCE	0	10,028	11,500	1,472		1,472	87.2%	
4030	RECRUITMENT ADVTG	0	0	1,000	1,000		1,000	0.0%	
4032	PUBLICITY	95	755	6,000	5,245		5,245	12.6%	
4035	SECURITY COSTS	535	2,937	5,500	2,564		2,564	53.4%	
4036	PROPERTY MAINTCE	297	860	10,000	9,140		9,140	8.6%	
4038	MAINTENANCE CTRCTS	0	157	8,000	7,843		7,843	2.0%	
4039	MISC EXPS, XMAS DECORATIONS	0	200	0	(200)		(200)	0.0%	
4040	EQUIPMENT & SMALL TOOLS	150	628	2,500	1,872		1,872	25.1%	
4042	EQUIPMENT MAINTCE	0	0	500	500		500	0.0%	
4046	CLEANING CONTRACT	0	0	1,000	1,000		1,000	0.0%	
4051	BANK CHARGES	574	1,921	5,000	3,079		3,079	38.4%	
4069	Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0%	
4115	LICENCES	0	0	450	450		450	0.0%	
4999	TFR FR EARMARKED RSV	(254)	(254)	0	254		254	0.0%	
	Leisure Centre - General :- Indirect Expenditure	**53,688**	**211,219**	**623,422**	**412,203**	**0**	**412,203**	**33.9%**	**0**
	Movement to/(from) Gen Reserve	**(52,154)**	**(205,053)**						

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Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4 | **July 2019**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Leisure Centre - Swimming Pool								
1012	Bouncy Castle Parties	0	75	4,000	3,925			1.9%	
1020	SWIMMING - PUBLIC	5,398	19,402	65,000	45,598			29.8%	
1021	SWIMMING - LESSONS	13,929	63,030	240,000	176,970			26.3%	
1022	SWIMMING - SCHOOLS	626	858	15,000	14,142			5.7%	
1023	SWIMMING - CLUBS	0	(507)	15,000	15,507			(3.4%)	
1024	SALES (STOCK) POOL	797	2,082	9,000	6,918			23.1%	
1025	Pool Parties	0	413	3,000	2,588			13.8%	
1026	One to One Lessons	95	376	10,000	9,624			3.8%	
1027	Aqua Fit	508	2,374	6,500	4,126			36.5%	
028	Lifeguard Courses	1,550	660	6,000	5,340			11.0%	
1080	MISCELLANEOUS INCOME	0	0	1,200	1,200			0.0%	
1099	TILL DISCREPANCIES	(100)	(100)	0	100			0.0%	
	Leisure Centre - Swimming Pool :- Income	**22,803**	**88,662**	**374,700**	**286,038**			**23.7%**	0
4103	PURCHASES FOR RESALE	468	3,116	6,000	2,884		2,884	51.9%	
	Leisure Centre - Swimming Pool :- Direct Expenditure	**468**	**3,116**	**6,000**	**2,884**	**0**	**2,884**	**51.9%**	**0**
4008	TRAINING	1,161	2,278	3,000	722		722	75.9%	
4010	OTHER STAFF COSTS	175	175	0	(175)		(175)	0.0%	
4012	WATER RATES	1,450	6,629	12,000	5,371		5,371	55.2%	
4014	ELECTRICITY	0	4,016	25,000	20,984		20,984	16.1%	
4015	GAS	2,116	7,196	28,000	20,804		20,804	25.7%	
4017	HEALTH & SAFETY	438	701	1,000	299		299	70.1%	
4020	SUNDRY OFFICE & IT COSTS	0	0	2,400	2,400		2,400	0.0%	
4024	SUBSCRIPTIONS	0	0	300	300		300	0.0%	
4036	PROPERTY MAINTCE	0	1,872	2,500	628		628	74.9%	
038	MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
4040	EQUIPMENT & SMALL TOOLS	59	436	2,200	1,764		1,764	19.8%	
4042	EQUIPMENT MAINTCE	7,483	10,869	12,500	1,631		1,631	87.0%	
4060	OTHER PROF FEES	0	570	0	(570)		(570)	0.0%	
4120	POOL CHEMICALS	0	895	4,500	3,605		3,605	19.9%	
4125	POOL PURCHASES NOT FOR RESALE	0	287	3,000	2,713		2,713	9.6%	
	Leisure Centre - Swimming Pool :- Indirect Expenditure	**12,883**	**35,923**	**97,400**	**61,477**	**0**	**61,477**	**36.9%**	**0**
	Movement to/(from) Gen Reserve	**9,452**	**49,622**						
103	Leisure Centre - Pool Vending								
1030	Vending Machine Income	122	180	2,000	1,820			9.0%	
	Leisure Centre - Pool Vending :- Income	**122**	**180**	**2,000**	**1,820**			**9.0%**	**0**
	Movement to/(from) Gen Reserve	**122**	**180**						

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Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4 July 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104	Leisure Centre - Bar								
1001	RENT RECEIVED	725	2,900	13,500	10,600			21.5%	
1031	MACHINE INCOME	0	168	2,000	1,832			8.4%	
1032	Tickets	0	0	700	700			0.0%	
1040	BAR INCOME - LOUNGE	10,090	42,816	145,000	102,184			29.5%	
1041	BAR INCOME - HALL	1,581	4,837	13,000	8,163			37.2%	
1049	CAFE INCOME	173	1,109	4,000	2,891			27.7%	
1056	FUNCTION ROOM HIRE	13	68	2,000	1,932			3.4%	
1099	TILL DISCREPANCIES	0	6	0	(6)			0.0%	
	Leisure Centre - Bar :- Income	**12,581**	**51,904**	**180,200**	**128,296**			**28.8%**	0
4101	PURCHASES - WET STOCK	5,751	19,630	58,725	39,095		39,095	33.4%	
4102	PURCHASES - DRY STOCK	316	1,046	6,000	4,954		4,954	17.4%	
4109	PURCHASES - CAFE	334	715	0	(715)		(715)	0.0%	
	Leisure Centre - Bar :- Direct Expenditure	**6,401**	**21,391**	**64,725**	**43,334**	0	**43,334**	**33.0%**	**0**
4001	SALARIES & WAGES	6,229	26,558	93,718	67,160		67,160	28.3%	
4006	PROTECTIVE CLOTHING	0	0	550	550		550	0.0%	
4008	TRAINING	0	0	1,000	1,000		1,000	0.0%	
4032	PUBLICITY	0	0	100	100		100	0.0%	
4036	PROPERTY MAINTCE	0	315	3,000	2,685		2,685	10.5%	
4038	MAINTENANCE CTRCTS	0	0	305	305		305	0.0%	
4040	EQUIPMENT & SMALL TOOLS	394	397	400	3		3	99.4%	
4041	EQUIPMENT HIRE	331	2,095	6,000	3,905		3,905	34.9%	
4051	BANK CHARGES	79	167	850	683		683	19.6%	
4056	LEGAL FEES	0	150	0	(150)		(150)	0.0%	
4060	OTHER PROF FEES	100	300	1,200	900		900	25.0%	
104	BAR SUNDRIES	386	595	1,000	405		405	59.5%	
4110	PROMOTIONS	0	0	3,500	3,500		3,500	0.0%	
4115	LICENCES	765	866	1,500	634		634	57.7%	
4116	GAMING MACHINE DUTY	0	166	1,000	834		834	16.6%	
	Leisure Centre - Bar :- Indirect Expenditure	**8,284**	**31,608**	**114,123**	**82,515**	**0**	**82,515**	**27.7%**	**0**
	Movement to/(from) Gen Reserve	**(2,104)**	**(1,096)**						
105	Leisure Centre - Indoor Sports								
1050	BADMINTON FEES	200	460	2,000	1,540			23.0%	
1051	SNOOKER FEES	377	1,744	5,000	3,256			34.9%	
1052	PARTY ROOM HIRE	125	450	3,000	2,550			15.0%	
1053	SKITTLE ALLEY	0	0	200	200			0.0%	
	Leisure Centre - Indoor Sports :- Income	**701**	**2,654**	**10,200**	**7,546**			**26.0%**	0

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Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4 July 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 ELECTRICITY	899	1,818	12,000	10,182		10,182	15.1%	
4036 PROPERTY MAINTCE	0	134	4,000	3,866		3,866	3.4%	
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
Leisure Centre - Indoor Sports :- Indirect Expenditure	**899**	**1,952**	**17,000**	**15,048**	**0**	**15,048**	**11.5%**	**0**
Movement to/(from) Gen Reserve	**(198)**	**702**						
106 Leisure Centre - Outdoor Sport								
1060 GRASS INCOME	0	397	4,590	4,193			8.6%	
1061 OUTSIDE COURTS	0	43	200	157			21.4%	
1063 Petanque Income	0	(6)	125	131			(5.0%)	
Leisure Centre - Outdoor Sport :- Income	**0**	**433**	**4,915**	**4,482**			**8.8%**	**0**
4014 ELECTRICITY	58	6	1,000	994		994	0.6%	
Leisure Centre - Outdoor Sport :- Indirect Expenditure	**58**	**6**	**1,000**	**994**	**0**	**994**	**0.6%**	**0**
Movement to/(from) Gen Reserve	**(58)**	**427**						
201 Playing Fields								
1201 Field Hire Income	0	0	2,000	2,000			0.0%	
Playing Fields :- Income	**0**	**0**	**2,000**	**2,000**			**0.0%**	**0**
4012 WATER RATES	0	(75)	1,500	1,575		1,575	(5.0%)	
4037 GROUNDS MAINTENANCE	502	2,136	2,250	114		114	94.9%	
4115 LICENCES	0	0	250	250		250	0.0%	
Playing Fields :- Indirect Expenditure	**502**	**2,061**	**4,000**	**1,939**	**0**	**1,939**	**51.5%**	**0**
Movement to/(from) Gen Reserve	**(502)**	**(2,061)**						
202 Play Areas								
4037 GROUNDS MAINTENANCE	0	111	1,000	890		890	11.1%	
4042 EQUIPMENT MAINTCE	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	**0**	**111**	**2,000**	**1,890**	**0**	**1,890**	**5.5%**	**0**
Movement to/(from) Gen Reserve	**0**	**(110)**						
203 Millennium Green								
1001 RENT RECEIVED	0	0	1,500	1,500			0.0%	
Millennium Green :- Income	**0**	**0**	**1,500**	**1,500**			**0.0%**	**0**
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
Millennium Green :- Indirect Expenditure	**0**	**0**	**500**	**500**	**0**	**500**	**0.0%**	**0**
Movement to/(from) Gen Reserve	**0**	**0**						

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204	Allotments								
1001	RENT RECEIVED	0	0	800	800			0.0%	
	Allotments :- Income	**0**	**0**	**800**	**800**			**0.0%**	**0**
4012	WATER RATES	33	128	250	122		122	51.2%	
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	0	79	250	171		171	31.6%	
	Allotments :- Indirect Expenditure	**33**	**207**	**775**	**568**	**0**	**568**	**26.7%**	**0**
	Movement to/(from) Gen Reserve	**(33)**	**(207)**						
301	Roads & Highways								
4080	STREET CARE (ex S Glos)	0	771	3,100	2,329		2,329	24.9%	
	Roads & Highways :- Indirect Expenditure	**0**	**771**	**3,100**	**2,329**	**0**	**2,329**	**24.9%**	**0**
	Movement to/(from) Gen Reserve	**0**	**(771)**						
302	Community Development								
1077	GRANTS RECEIVED	0	2,000	0	(2,000)			0.0%	
1082	Filton Festival	1,607	2,245	2,500	255			89.8%	
	Community Development :- Income	**1,607**	**4,245**	**2,500**	**(1,745)**			**169.8%**	**0**
4701	GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0%	
4702	GRANTS - TWINNING ASS'N	0	0	300	300		300	0.0%	
4703	GRANTS - FOUR TOWNS TPT	0	0	1,000	1,000		1,000	0.0%	
4706	GRANTS - Four Towns Play Assoc	4,000	4,000	4,000	0		0	100.0%	
4707	GRANTS - YOUTH PROVISION	0	12,500	17,500	5,000		5,000	71.4%	
4708	GRANTS - COMM'Y PARTNERSHIP	0	0	3,500	3,500		3,500	0.0%	
4711	GRANTS - S137 GENERAL	0	(37)	6,500	6,537		6,537	(0.6%)	
4720	CHRISTMAS ACTIVITIES	0	0	3,000	3,000		3,000	0.0%	
4725	FILTON FESTIVAL	6,325	11,035	6,500	(4,535)		(4,535)	169.8%	
	Community Development :- Indirect Expenditure	**10,325**	**27,498**	**42,800**	**15,302**	**0**	**15,302**	**64.2%**	**0**
	Movement to/(from) Gen Reserve	**(8,718)**	**(23,253)**						
801	Corporate Management								
4004	PENSION DEFICIT	(550)	(2,200)	(6,600)	(4,400)		(4,400)	33.3%	
	Corporate Management :- Indirect Expenditure	**(550)**	**(2,200)**	**(6,600)**	**(4,400)**	**0**	**(4,400)**	**33.3%**	**0**
	Movement to/(from) Gen Reserve	**550**	**2,200**						

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	500	1,024	3,000	1,976		1,976	34.1%	
4065	MEETING COSTS	0	0	100	100		100	0.0%	
	Democratic Rep'n & Mgmt :- Indirect Expenditure	**500**	**1,024**	**9,000**	**7,976**	**0**	**7,976**	**11.4%**	**0**
	Movement to/(from) Gen Reserve	**(500)**	**(1,024)**						
803	Civic Expenses								
4066	CHAIRMANS ALLOWANCE	0	0	950	950		950	0.0%	
	Civic Expenses :- Indirect Expenditure	**0**	**0**	**950**	**950**	**0**	**950**	**0.0%**	**0**
	Movement to/(from) Gen Reserve	**0**	**0**						
901	Central Services								
1001	RENT RECEIVED	0	0	2	2			0.0%	
	Central Services :- Income	**0**	**0**	**2**	**2**			**0.0%**	**0**
4001	SALARIES & WAGES	9,181	36,370	114,201	77,831		77,831	31.8%	
4005	HR Costs-Service level agr'mnt	0	0	7,350	7,350		7,350	0.0%	
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	0	25	2,500	2,475		2,475	1.0%	
4009	TRAVEL	0	25	200	175		175	12.5%	
4010	OTHER STAFF COSTS	5	11	1,600	1,589		1,589	0.7%	
4020	SUNDRY OFFICE & IT COSTS	473	1,175	3,000	1,825		1,825	39.2%	
4021	TELEPHONE & FAX	130	204	750	546		546	27.3%	
4022	POSTAGE	0	353	750	397		397	47.1%	
4023	STATIONERY/PRINTING	0	290	800	510		510	36.3%	
4024	SUBSCRIPTIONS	0	(94)	2,100	2,194		2,194	(4.5%)	
4026	PHOTOCOPY CHARGES	0	144	2,500	2,356		2,356	5.8%	
4027	OFFICE EQUIPMENT	48	48	500	452		452	9.6%	
4051	BANK CHARGES	0	137	900	763		763	15.3%	
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	797	3,746	12,000	8,254		8,254	31.2%	
4060	OTHER PROF FEES	814	1,592	3,000	1,408		1,408	53.1%	
	Central Services :- Indirect Expenditure	**11,448**	**44,027**	**156,701**	**112,674**	**0**	**112,674**	**28.1%**	**0**
	Movement to/(from) Gen Reserve	**(11,448)**	**(44,027)**						

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
902	Outside Services								
4001	SALARIES & WAGES	7,548	30,299	91,627	61,328		61,328	33.1%	
4006	PROTECTIVE CLOTHING	0	0	500	500		500	0.0%	
4008	TRAINING	0	0	500	500		500	0.0%	
4036	PROPERTY MAINTCE	260	2,495	1,500	(995)		(995)	166.4%	
4037	GROUNDS MAINTENANCE	79	678	2,500	1,822		1,822	27.1%	
4040	EQUIPMENT & SMALL TOOLS	0	80	2,000	1,920		1,920	4.0%	
4041	EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042	EQUIPMENT MAINTCE	41	320	3,000	2,680		2,680	10.7%	
4044	VEHICLE FUEL,OIL & MAINT	66	1,177	2,500	1,323		1,323	47.1%	
	Outside Services :- Indirect Expenditure	**7,994**	**35,050**	**104,377**	**69,327**	**0**	**69,327**	**33.6%**	**0**
	Movement to/(from) Gen Reserve	**(7,994)**	**(35,050)**						
909	Capital & Projects								
1074	CIL Income	0	7,298	0	(7,298)			0.0%	
1077	GRANTS RECEIVED	0	71	0	(71)			0.0%	
	Capital & Projects :- Income	**0**	**7,370**	**0**	**(7,370)**				**0**
4054	LOAN INTEREST PWLB	0	612	2,441	1,829		1,829	25.1%	
4055	LOAN CAPITAL REPAID	0	6,744	13,662	6,918		6,918	49.4%	
4975	CAP - Toilet Refurbishment	(36)	3,738	0	(3,738)		(3,738)	0.0%	
4976	CAP-Bar Roof	0	599	0	(599)		(599)	0.0%	
4977	CAP - Sport Equipment	0	3,297	0	(3,297)		(3,297)	0.0%	
4992	FUNDING FROM R CAP FUND	36	(7,562)	0	7,562		7,562	0.0%	
4993	TFR TO ROLLING CAPITAL FUND	0	25,000	25,000	0		0	100.0%	
4998	TFR TO EARMARKED RSV	0	7,298	0	(7,298)		(7,298)	0.0%	
	Capital & Projects :- Indirect Expenditure	**0**	**39,726**	**41,103**	**1,377**	**0**	**1,377**	**96.7%**	**0**
	Movement to/(from) Gen Reserve	**0**	**(32,357)**						
998	Precept & Interest								
1075	PRECEPT SUPPORT GRANT	0	2,471	4,942	2,471			50.0%	
1076	PRECEPT	0	355,092	710,184	355,092			50.0%	
1090	INTEREST RECEIVED	166	394	1,000	606			39.4%	
	Precept & Interest :- Income	**166**	**357,957**	**716,126**	**358,169**			**50.0%**	**0**
	Movement to/(from) Gen Reserve	**166**	**357,957**						

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Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4 July 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	39,515	519,570	1,322,376	802,806			39.3%	
Expenditure	112,933	453,491	1,282,376	828,885	0	828,885	35.4%	
Net Income over Expenditure	(73,419)	66,079	40,000	(26,079)				
Movement to/(from) Gen Reserve	(73,419)	66,079						

Filton Town Council

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2019

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,210,165	1,422,802	787,363
11	LEASEHOLD LAND & BUILDINGS	25,000	6,000	19,000
21	VEHICLES & EQUIPMENT	521,525	511,151	10,374
41	INFRASTRUCTURE ASSET	191,408	178,550	12,858
61	COMMUNITY ASSETS	61,372	27,034	34,338
	Total Fixed Assets	**3,009,470**	**2,145,537**	**863,933**
	Current Assets			
105	VAT CONTROL	2,701		
118	UNALLOCATED BANK RECEIPTS	(50)		
120	STOCK - BAR	4,340		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	55,240		
201	BANK IMPREST WAGES AC	77,868		
220	PETTY CASH - OFFICE	122		
221	PETTY CASH - BAR	652		
225	FLOAT - BAR	900		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	865		
245	CCLA Public Sector Investment	90,000		
250	CHANGE CONTROL AC	120		
	Total Current Assets		**233,501**	
	Current Liabilities			
500	TRADE CREDITORS	21,040		
510	ACCRUED EXPENSES	2,705		
525	PAYE AND NI DUE	10,751		
526	SUPERANNUATION DUE	8,983		
528	A of E CONTROL	96		
	Total Current Liabilities		**43,575**	
	Net Current Assets			**189,926**
	Total Assets less Current Liabilities			**1,053,859**
	Long Term Liabilities			
389	Deferred Grants Unapplied	4,026		
390	Deferred Grants Applied	1,466,506		
391	Deferred Grants Released	(1,210,315)		
401	PWLB Loan 486814	44,255		
	Total Long Term Liabilities		**304,472**	
	Total Assets less Total Liabilities			**749,388**
	Represented by :-			
300	CURRENT YEAR FUND	66,079		
310	GENERAL FUND	72,917		
315	ROLLING CAPITAL FUND	26,856		
325	EMR 4 Towns Play Association	300		

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2019

A/c	Description	Actual	
328	EMR Elections	12,451	
329	EMR CIL	7,298	
330	CAPITAL FINANCE ACCOUNT	563,487	
	Total Equity		**749,388**

BANK ACCOUNT-GENERAL

Payments made between 01/07/2019 and 31/07/2019

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						Nominal Ledger Analysis			
01/07/2019	Heineken UK Ltd	CNXL4925	-16.20	-16.20		500			Bought Ledger
01/07/2019	British Telecom	DD01	204.50	204.50		500			M064V3/2588/Britis Telecom
02/07/2019	Virgin Mobile - DD	DD02	18.18	18.18		500			2624-Mobile phones
03/07/2019	DCK Accounting Solutions Ltd	4938	2,055.18	2,055.18		500			Purchase Ledger
03/07/2019	FACE	4939	12,500.00	12,500.00		500			Purchase Ledger
03/07/2019	Public Works Loan Board	4940	8,051.33	8,051.33		500			2486/Loan 486814
03/07/2019	Safia Almaghrabi	4941	250.00	250.00		500			399/2584/Safia Almaghrabi
03/07/2019	A.M.P Window Cleaning Services	4942	45.00	45.00		500			8251/2585/A.M.P Window Cleanin
0[illegible]/2019	Amy Helliker	4943	175.00	175.00		500			Purchase Ledger
03/07/2019	Armasec Security Limited	4944	297.60	297.60		500			FIL/005/2586/Armas Security
03/07/2019	Bristol & Avon Stocktakers	4945	100.00	100.00		500			12619/2587/Bristol & Avon Stoc
03/07/2019	C & R Fencing	4946	1,960.80	1,960.80		500			2591-Fencing repairs Playing f
03/07/2019	Mr Stefano Dal Moro	4947	100.00	100.00		500			2629-Dal Moro festival refund
03/07/2019	DCK Accounting Solutions Ltd	4948	1,324.22	1,324.22		500			2593-Accounts Adoption 25.6.19
03/07/2019	Fortyfour Creative	4949	95.00	95.00		500			2595-A5 leaflets-A4 posters
03/07/2019	The Great Western Brewing	4950	80.40	80.40		500			23922/2597/The Great Western B
03/07/2019	Instyle Marketing Services	4951	102.00	102.00		500			2598-Refurbish signs
03/07/2019	J P Lennard Ltd	4952	112.02	112.02		500			2599-Dry wipe board/marking ta
03/07/2019	JTS Snack Foods	4953	287.76	287.76		500			16075649/2604/JTS Snack Foods
03/07/2019	Loomis UK Ltd	4954	603.36	603.36		500			2605-Cash collection July 19
03/07/2019	Lucy Spielberg	4955	200.00	200.00		500			Purchase Ledger
03/07/2019	Marcella Manzilli	4956	65.00	65.00		500			2606-Spin classes Jun 19
03/07/2019	Maximon Solutions Limited	4957	167.99	167.99		500			2607-Festival radio hire
03/07/2019	S Miller	4958	250.00	250.00		500			2608-Festival Meerkat display
03/07/2019	Mogford Prescott Ltd	4959	718.50	718.50		500			2611-Bar roof vents
03/07/2019	Pampered Ponies	4960	420.00	420.00		500			2628-Festival pony rides
03/07/2019	Nikki Pitkin	4961	75.00	75.00		500			2609-Aquafit Classes Jun 19
03/07/2019	RLSS UK Enterprises Ltd	4962	127.00	127.00		500			2614-Lifesaver Canditate pack
	Subtotal Carried Forward:		30,369.64	30,369.64	0.00			0.00	

BANK ACCOUNT-GENERAL

Payments made between 01/07/2019 and 31/07/2019

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						Nominal Ledger Analysis			
03/07/2019	South Gloucestershire Council	4963	105.94	105.94		500			2617-Invoice for paid collecti
03/07/2019	Softplay Bristol	4964	115.00	115.00		500			2594-Festival softplay hire
03/07/2019	St John Ambulance	4965	184.58	184.58		500			2616-First aid materials
03/07/2019	Swim England Awards	4966	1,924.80	1,924.80		500			2618-Swimming awards
03/07/2019	Tailor Made Office Supplies Lt	4967	69.60	69.60		500			2619-Stationery
03/07/2019	Ernest Till (South West) & co	4968	4,442.40	4,442.40		500			2621-disabled toilets plumbing
03/07/2019	Mrs J Titterton	4969	175.00	175.00		500			2622-Festival face painting
03/07/2019	Travis Perkins Trading Co Ltd	4970	20.06	20.06		500			2623-Tiles/tile adhesive
03/07/2019	World Inspired Ltd	4971	2,414.78	2,414.78		500			2626-Festival tent hire
03/07/2019	Capital Cleaning (Kent) Ltd	4972	370.83	370.83		500			2686-Cleaning materials
05/07/2019	Service charge	CHRG	10.00			4051	101	10.00	Service charge
05/07/2019	Commission	CHRG	123.13			4051	101	123.13	Commission
05/07/2019	Fee Delta Card purchase	CHRG	0.10			4051	101	0.10	Fee Delta Card purchase
05/07/2019	Ricoh UK Ltd - DD	DD03	591.72	591.72		500			2613-Copier charges
08/07/2019	Total Gas & Power Limited - DD	DD04	1,301.07	1,301.07		500			P/Ledger Electronic Payment
09/07/2019	The Animal Company-Festival	100618	995.00			4725	302	995.00	The Animal Company-Festival
09/07/2019	Envisage group-Festival	100619	300.00			4725	302	300.00	Envisage group-Festival
10/07/2019	Cancelled Chq	100621	0.00			105			Cancelled Chq
10/07/2019	Zen Internet Ltd - DD	DD05	25.52	25.52		500			2627-Broadband
11/07/2019	Mr R A Golding - Festival	100620	235.00			4725	302	235.00	Mr R A Golding - Festival
11/07/2019	Foxstead Ltd - DDR	DD06	2,636.07	2,636.07		500			2743-Bar stock
16/07/2019	FIS Payments (UK) Ltd - DDR	DD07	518.86	518.86		500			2721-Card processing charge
16/07/2019	Voucher	VOUCHER	270.00			250		270.00	Voucher
18/07/2019	Foxstead Ltd - DDR	DD08	1,003.36	1,003.36		500			2754-Bar stock
19/07/2019	Adexa	DD09	418.80	418.80		500			2744-Catering Ice cube maker
22/07/2019	Total Gas & Power Limited - DD	DD10	61.03	61.03		500			2748-Elec 01.04.19-30.06.19
22/07/2019	Total Gas & Power Limited - DD	DD11	448.88	448.88		500			P/Ledger Electronic Payment
22/07/2019	Total Gas & Power Limited - DD	DD12	1,078.70	1,078.70		500			2753-Elec 01.06.19-30.06.19
	Subtotal Carried Forward:		50,209.87	48,276.64	0.00			1,933.23	

BANK ACCOUNT-GENERAL

Payments made between 01/07/2019 and 31/07/2019

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
22/07/2019	Total Gas & Power Limited - DD	DD13	2,524.25	2,524.25		500			P/Ledger Electronic Payment
22/07/2019	CryoService Ltd - DD	DD14	193.10	193.10		500			410658683/2583/Cr Ltd
22/07/2019	South Glos Council	DDR	5,124.00			4011	101	5,124.00	Leisure centre rates
22/07/2019	BANK ACCOUNT-IMPREST	TFR	70,000.00			201		70,000.00	
23/07/2019	DL I.T. Solutions Ltd	DD15	216.00	216.00		500			P/Ledger Electronic Payment
25/07/2019	Butcombe Brewery - DD	DD16	90.65	90.65		500			PSIB050779/2589/B Brewe
26/07/2019	Four Towns Play Association	4973	4,000.00	4,000.00		500			2734-4townsplay assoc
2[illegible]/2019	Avonvale Electrics Ltd	4974	110.04	110.04		500			2702-2d 4pin bulb
26/07/2019	C. Brewer & Sons Ltd	4975	20.81	20.81		500			2745-Gloss mini roller kit
26/07/2019	Bristol & Avon Stocktakers	4976	200.00	200.00		500			2759-Stok taking on 26.04.19
26/07/2019	Capital Cleaning (Kent) Ltd	4977	115.39	115.39		500			2755-Cleaning materials
26/07/2019	Tolchards Ltd	4978	468.20	468.20		500			2713-Bar stock
26/07/2019	Cranham Consultancy	4979	80.00	80.00		500			2730-NPLQ renewal assessment
26/07/2019	Filton Voice Ltd	4980	300.00	300.00		500			2732-Filton voice next month
26/07/2019	Gazprom Marketing & Trading Re	4981	2,734.35	2,734.35		500			2724-Gas 01.06.19-30.06.19
26/07/2019	Gem Security Systems Limited	4982	145.67	145.67		500			2701-Cylinder key
26/07/2019	Robert Haddow	4983	300.00	300.00		500			2719-NPLQ Assessment
2[illegible]2019	Initial Washroom Hygiene	4984	180.71	180.71		500			2715-Service 08.08.19-07.09.19
26/07/2019	Instyle Marketing Services	4985	305.00	305.00		500			2729-Print 200 16 page booklet
26/07/2019	J P Lennard Ltd	4986	305.28	305.28		500			2720-Disabled toilet maint
26/07/2019	JTS Snack Foods	4987	238.27	238.27		500			2758-Bar stock
26/07/2019	Loomis UK Ltd	4988	603.36	603.36		500			2735-CIT contract monthly
26/07/2019	Monsoon marketing ltd	4989	234.34	234.34		500			2710-Staff uniform
26/07/2019	National Security Group	4990	39.00	39.00		500			2705-Alarm call out 05.06.19
26/07/2019	Office Watercoolers SW Ltd	4991	44.82	44.82		500			2708-monthly point of use rent
26/07/2019	RLSS UK Enterprises Ltd	4992	162.50	162.50		500			2727-NPLQ renewal
26/07/2019	Swimrite Supplies Ltd	4993	421.14	421.14		500			2718-Pool stock
26/07/2019	Standbrook Guides	4994	432.00	432.00		500			2726-Half page assessment
	Subtotal Carried Forward:		139,798.75	62,741.52	0.00			77,057.23	

BANK ACCOUNT-GENERAL

Payments made between 01/07/2019 and 31/07/2019

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
26/07/2019	ST JOHN AMBULANCE SUPPLIE!	4995	4.32	4.32		500			2725-Fabric plasters
26/07/2019	Ernest Till (South West) & co	4996	489.12	489.12		500			2696-Installed new heater
26/07/2019	Travis Perkins Trading Co Ltd	4997	231.07	231.07		500			2704-Westland top soil 35l
26/07/2019	Viridor Waste Management Ltd	4998	656.04	656.04		500			2699-Elm park waste disposal
26/07/2019	WCS Group	4999	3,703.76	3,703.76		500			2717-Carry out acid descale
26/07/2019	Whitehall Printing Co (Avon) L	5000	126.00	126.00		500			2728-Swimming tickets
2[illegible]2019	Everflow Ltd	DD17	1,482.78	1,482.78		500			2714-Water 18.08.19-17.09.19
26/07/2019	Pitney Bowes - DD	DD18	145.19	145.19		500			2733-monthly franking rental
31/07/2019	British Telecom	DD19	204.50	204.50		500			2752-TV Service
	Total Payments:		146,841.53	69,784.30	0.00			77,057.23	

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 10th September 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - B Mead (Vice Chair), K Briffett, D Collins, A Doyle, A Johnstone, A. Kenyon, T Mewies, A Monk, A Robinson, I Scott, J Tucker

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Council Support Officer)
APOLOGIES: Cllrs: - M Chaudhry, C Wood
NON ATTENDANCE:-

F.023 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.024 DECLARATION OF INTEREST: Cllr Robinson declared a pecuniary interest in planning application P19/09165/F.

F.025 MINUTES: The minutes of the meeting held Tuesday 09th July 2019 were approved as an accurate record.

F.026 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: Arising from minute *F.0018 Defibrillator Report* – An update was given on the defibrillator progress. Councillors confirmed they were happy with the boxes to be unlocked as long as the South West Ambulance Service would be replacing the defibs if they were to be damaged or stolen.
It was also unanimously agreed for the cost of defibrillators to come out of the general reserves over the next four years.

F.027 PUBLIC PARTICIPATION:
a) Planning Application P19/09165/F (9 Pine Grove) - A neighbouring resident to 9 Pine Grove attended the meeting to voice his objections to planning application P19/09165F. The main concerns raised were privacy issues and the additional stress this would put on the already struggling drainage systems. The comments were noted to be discussed under item 10 on the agenda.
b) Planning Application P19/10137/F (32 Gloucester Road North) – A neighbouring resident to 32 Gloucester Road North attended the meeting to voice his concerns to planning application P19/10137/F. The main concerns raised were Overdevelopment. Apparently "ancillary" development. Lack of amenity space Lack of car parking. Overlooking of proposed dormer window/s. The comments were noted to be discussed under item 10 on the agenda.

F.028 INCOME & EXPENDITURE REPORTS: The Clerk was asked to circulate the response from the accountant regarding depreciation. The response from the account was noted for the minutes "*It is the total (cumulative) Depreciation provided on all Vehicles and Equipment since we started preparing Band C accounts for you and therefore goes back over many years. The rate of annual depreciation is also stated on the FAR for each Asset and is also explained in the Statement of Accounting Policies in the full Financial Statements".*
Questions were asked on the income and expenditure reports it was agreed to report back to the next meeting with the answers;
- 909 Capital & Projects – What is the £39,726 expenditure?
- 1001-101 Rent Received – Why have we only received £27.00?
- 4008-102 – Training – Please provide breakdown of this budget.

F.029 BALANCE SHEET: The document was noted.

F.030 WEED KILLER REPORT: The report was looked at in detail by all in attendance, it was noted that South Gloucestershire Council have used a variety of products but always return to Clinic up Glychosate as it is the most effective product. After a short discussion it was proposed and seconded to carry on using Clinic up Glychosate but the Clerk and Ground team to continue to look for alternative options, this was put to the vote and ***Agreed:*** 9 in favour 2 abstentions.

F.031 COMMUNITY PLAN UPDATE: A discussion took place regarding the community development worker, it was noted the 3 hours were currently not being filled for Filton. The Town Clerk was asked to go to Southern Brooks and ask what was happening about Filton's 3 hours, it was also requested that a reconciliation of accounts was asked for.

Action – Town Clerk

Diversity Training - The Town Clerk asked Councillors what time and days would be convenient for diversity training which is compulsory. It was agreed to set up two training days, 1 on a Saturday morning and 1 mid-week afternoon.

F.032 PLANNING APPLICATIONS:

i) P19/10137/F (32 Glos Road North) – After a short discussion and taking residents comments on board the council ***Agreed:*** to comment "Strongly object, over development, no additional parking provision and support neighbouring objections".

ii) P19/09165/F (9 Pine Grove) – After a short discussion and taking residents comments on board the council ***Agreed:*** to comment "Strongly object, over development, not in keeping with current properties no additional parking provision, support neighbouring comments. Strongly suggest site visit."

The Chair closed the meeting to the Public at 8.45pm

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

3rd October 2019

Dear Member

A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 8th October 2019 at 7.30p.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 September 2019 *(pages 1-2)* *Confidential Appendix (page 3)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Participation
6. External Audit Report *(page 4-11)*
7. Income and expenditure reports Month 5 *(pages 12-21)*
8. Balance sheet Month 4 *(pages 22-23)*
9. Grant Applications *(pages 24-25)*
10. Community Plan update
11. Green Spaces Leaflet *(pages 26-29)*
12. Planning Applications – *(no applications for schedule)*
13. Payments for information *(page 30-31)*

Confidential session

1. Minutes of the staffing committee held Tuesday 1st October 2019 *(to be tabled)*

utes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held
esday 10th September 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

nt: Cllrs: - B Mead (Vice Chair), K Briffett, D Collins, A Doyle, A Johnstone, A.
n, T Mewies, A Monk, A Robinson, I Scott, J Tucker
LSO PRESENT: L Reuben (Town Clerk) N Gould (Council Support Officer)
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The Chair closed the meeting to the Public at 8.45pm

Confidential Appendix

Minutes of the staffing committee held Tuesday 03rd September 2019: The minutes of the meeting were noted and recommendations approved therein.

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
SAAA ref SB03264
Email sba@pkf-littlejohn.com

26 September 2019

Dear Ms Reuben

Filton Town Council
Completion of the limited assurance review for the year ended 31 March 2019

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Filton Town Council for the year ended 31 March 2019. 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.**

Additional charges are itemised on the fee note if applicable. These arise where either we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or we had to

Tel: +44 (0)20 7516 2200 • Fax: +44 (0)20 7516 2400 • DX 42660 Isle of Dogs • www.pkf-littlejohn.com
PKF Littlejohn LLP • 1 Westferry Circus • Canary Wharf • London E14 4HD

send the AGAR back for correction due to a mistake or omission by the smaller authority; or we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or it was necessary for us to undertake additional work; or we had to send back documentation that was not requested.

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 2019/20

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 Monday 29 June 2020.

It is anticipated that the instructions will be sent out during March 2020 in line with current practice, subject to arrangements for the 2019/20 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 2020, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
    - at the earliest, between Wednesday 3 June and Tuesday 14 July 2020; and
    - at the latest, between Wednesday 1 July and Tuesday 11 August 2020.

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.

Feedback on 2018/19

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: https://www.pkf-littlejohn.com/sites/default/files/media/documents/xsatisfaction_survey_2018-19.docx

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP

Section 1 – Annual Governance Statement 2018/19

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 2019, 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, as a body corporate, 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 and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/06/2019

and recorded as minute reference:

F.006

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

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

WWW.FILTONTOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2018/19 for

FILTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	*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	142,645	84,586	*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	646,151	675,000	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	592,485	626,262	*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	-781,723	827,014	*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	-15,933	-15,917	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	-499,039	-447,576	*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	84,586	95,341	*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	202,776	131,448	*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	2,988,098	3,009,470	*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	63,987	51,000	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			*The Council, as a body corporate, 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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 11/06/2019

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

25/06/2019

as recorded in minute reference:

0024

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2018/19

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 2019; 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 2018/19

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 carried out risk assessment and took appropriate steps to manage those risks during the year 2018/19, by answering 'Yes' to Section 1, Assertion 5. However, we are aware that it failed to do this and therefore should have answered 'No' to this assertion.

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

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to significant weaknesses in relation to the budgetary process and cash flow and reserves. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2019/20 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2019/20 and ensure that it makes proper provision for the exercise of public rights during 2020/21.

3 External auditor certificate 2018/19

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 2019.

External Auditor Name: **PKF LITTLEJOHN LLP**

External Auditor Signature: PKF Littlejohn LLP   Date: 26/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Filton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2019

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for **Filton Town Council** for the year ended 31 March 2019 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. **This must include publication on the smaller authority's website.**
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Filton Town Council** on application to:	
(a) Lesley Reuben Town Clerk. Filton Town Council. Filton, BS34 7PS	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) 9.00 am - 5.00 pm Monday - Friday.	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ 0. (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) Lesley Reuben.	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 27th September 2019.	(e) Insert the date of placing of the notice

Clarification of points raised from external auditors (PKF Littlejohn)

09th July 2019

PKF Littlejohn:-

- *Dear Ms Reuben, Thank you for submitting the AGAR for the above authority which we have begun processing. As the Authority has Income/Expenditure which has exceeded £200,000 it is subject to intermediate level review procedures this year. Therefore please could you send copies of the following additional documents which are requested for intermediate level procedures this year:*
- *a copy of the relevant minutes and agenda papers from the meeting at which the annual review of risk management arrangements during 2018/19 was discussed*
- *if the 2017/18 external auditor report included any 'except for' matters, copies of minutes and any agreed plan showing the corrective action taken to address these matters.*

Please refer to Section 13 of our detailed instructions for further details of the type of information we are expecting to receive.
We look forward to receiving these documents by email or post at your earliest convenience.

Lesley Reuben :-

- *Thank you for your email. There is no Agenda or minutes relating to the annual review of risk management arrangement in 2018/19 as this matter was discussed after year end. I can provide a full set of the risk assessment summary documents if necessary although I understand that you have not actually asked for these. The only 'except for' matter was regarding the public rights notice from the previous year. I have attached the Agenda and minutes where this is discussed.*
  Please let me know if you require any further information.

26th September 2019

Lesley Reuben:-

- *Good afternoon, please see the email below that was sent in July. The minutes refer to the external audit report being discussed. Finance Committee did at that time have the same full delegated powers as Full Council as all members sit on finance. This structure has since been changed to cover these sorts of issues... Full Council now meet twice a month with one meeting being dedicated to finance. Rather than there being a separate finance committee. As far as the risk assessments go. This has been looked at in more detail following year end rather than prior to year-end. Please let me know if you require any further information.*

PKF Littlejohn:-

- *Dear Ms Reuben,*

Thank you for your time on the phone today and for providing the information requested.
My sincere apologies that we missed this key exchange!
As a result of the information you have provided, I am required to the following 'except for' matter (qualification) subject to sign off by an engagement lead:

- *The smaller authority has disclosed that it carried out risk assessment and took appropriate steps to manage those risks during the year 2018/19, by answering 'Yes' to Section 1, Assertion 5. However, we are aware that it failed to do this and therefore should have answered 'No' to this assertion.*

Once again, apologies for any inconvenience. If you have any queries, please do not hesitate to contact me.

Lesley Reuben:-

- *Dear PKF Littlejohn, The risk assessments were carried out and managed(a full copy can be provided) however the council had not reviewed at any council meeting as such.*
  So this seems rather harsh.

PKF Littlejohn:-

- *Dear Ms Reuben, Thank you for your email. Unfortunately, we require parish councils to provide evidence of risk assessment being discussed at full council – as you confirmed that Filton Town Council had not done this, I was required to raise the matter from my previous email, as per regulations. I would like to reassure you that this was not a hasty decision and I double-checked this through the minutes provided on your website. If you can provide evidence of risk assessment being discussed at full council during the 2018/19 financial year by the end of tomorrow (Friday 27th September), I am happy to remove this matter from the external auditor report.*

27th September 2019

Lesley Reuben:-

- *Good morning, I have this morning received the external audit report; please can you clarify what was wrong with the exercise of public rights notice?*

PKF Littlejohn:-

- *Dear Ms Reuben, Thank you for your email. Here is the following extract from the Practitioners Guide, regarding the exercise of pubic rights notice (see page 43):*
  5.77. In accordance with Regulation 12(3) of the Accounts and Audit Regulations 2015, the authority's RFO is responsible for commencing the 30 working day period as soon as possible after the statement of accounts has been approved by the authority and signed and dated by the person presiding at the meeting at which that approval is given. The RFO must also notify the local auditor of the date on which the period was commenced. According to the extract above, Sections 1 and 2 of the AGAR must be displayed on the website for the exercise of public rights after approval. Whilst Section 1 abides by this, Section 2 has been approved on 25th July whereas your public rights period commences on the 17th July. As a result, the Accounts and Audit Regulations 2015 have not been followed and the 'other' matter detailed below was raised on your report:
- *We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2019/20 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2019/20 and ensure that it makes proper provision for the exercise of public rights during 2020/21. Please be assured that this is a non-qualifying comment on your report and does not affect opinion of the review. I hope this provides clarification, if you have any other queries, please do not hesitate to contact me.*

Lesley Reuben:-

- *Good morning Derek, Please can you have a look and let me know your thoughts on the external audit report in particular the paragraph on the significant weakness in relation to the budgetary process etc.*

Derek Kemp (Accounting Solutions):-

- *Hi Lesley, I am not surprised. This is a direct consequence of your Internal Auditor's report raising the same issue. You will recall that I strenuously refuted the assertion when made by the I A. In as much as it has not been withdrawn from that report, the External Auditor was bound to include it in their opinion. In my opinion, your Budget Setting procedures are entirely adequate and robust, although, as a result of other factors (both economic and political), do not always result in the setting of a Precept as high as it should be. You have little choice but to accept, and report, the External Auditor's report.*

Summary Income & Expenditure by Budget Heading 01/08/2019

Month No: 5 Cost Centre Report

			Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Leisure Centre - General	Income	2,691	8,857	27,433	18,576			32.3%
		Expenditure	49,072	260,291	623,422	363,131		363,131	41.8%
	Movement to/(from) Gen Reserve		(46,381)	(251,434)					
102	Leisure Centre - Swimming Pool	Income	16,680	105,341	374,700	269,359			28.1%
		Expenditure	8,988	48,027	103,400	55,373		55,373	46.4%
	Movement to/(from) Gen Reserve		7,692	57,314					
103	Leisure Centre - Pool Vending	Income	53	233	2,000	1,767			11.6%
104	Leisure Centre - Bar	Income	11,044	62,948	180,200	117,252			34.9%
		Expenditure	12,070	65,069	178,848	113,779		113,779	36.4%
	Movement to/(from) Gen Reserve		(1,025)	(2,121)					
5	Leisure Centre - Indoor Sports	Income	663	3,317	10,200	6,883			32.5%
		Expenditure	971	2,923	17,000	14,077		14,077	17.2%
	Movement to/(from) Gen Reserve		(308)	394					
106	Leisure Centre - Outdoor Sport	Income	327	760	4,915	4,155			15.5%
		Expenditure	0	6	1,000	994		994	0.6%
	Movement to/(from) Gen Reserve		327	754					
201	Playing Fields	Income	0	0	2,000	2,000			0.0%
		Expenditure	0	2,061	4,000	1,939		1,939	51.5%
	Movement to/(from) Gen Reserve		0	(2,061)					
202	Play Areas	Expenditure	0	111	2,000	1,890		1,890	5.5%
203	Millennium Green	Income	0	0	1,500	1,500			0.0%
		Expenditure	0	0	500	500		500	0.0%
	Movement to/(from) Gen Reserve		0	0					
204	Allotments	Income	250	250	800	550			31.3%
		Expenditure	33	240	775	535		535	31.0%
	Movement to/(from) Gen Reserve		217	10					
301	Roads & Highways	Expenditure	0	771	3,100	2,329		2,329	24.9%
302	Community Development	Income	2,500	6,745	2,500	(4,245)			269.8%
		Expenditure	764	28,261	42,800	14,539		14,539	66.0%
	Movement to/(from) Gen Reserve		1,736	(21,516)					
801	Corporate Management	Expenditure	(550)	(2,750)	(6,600)	(3,850)		(3,850)	41.7%
802	Democratic Rep'n & Mgmt	Expenditure	250	1,274	9,000	7,726		7,726	14.2%
803	Civic Expenses	Expenditure	0	0	950	950		950	0.0%
901	Central Services	Income	0	0	2	2			0.0%
		Expenditure	11,325	55,352	156,701	101,349		101,349	35.3%
	Movement to/(from) Gen Reserve		(11,325)	(55,352)					
902	Outside Services	Expenditure	15,212	50,262	104,377	54,115		54,115	48.2%

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Summary Income & Expenditure by Budget Heading 01/08/2019

Month No: 5

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
909 Capital & Projects	Income	0	7,370	0	(7,370)			0.0%
	Expenditure	0	39,726	41,103	1,377		1,377	96.7%
	Movement to/(from) Gen Reserve	0	(32,357)					
998 Precept & Interest	Income	92	358,048	716,126	358,078			50.0%
	Grand Totals:- Income	**34,299**	**553,869**	**1,322,376**	**768,507**			**41.9%**
	Expenditure	**98,134**	**551,625**	**1,282,376**	**730,751**	**0**	**730,751**	**43.0%**
	Net Income over Expenditure	**(63,835)**	**2,244**	**40,000**	**37,756**			
	Movement to/(from) Gen Reserve	**(63,835)**	**2,244**					

Detailed Income & Expenditure by Budget Heading 01/08/2019

Month No: 5 Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Leisure Centre - General								
1001	RENT RECEIVED	(2)	25	1,583	1,558			1.6%	
1010	Pavillion Hire	1,083	3,784	6,000	2,216			63.1%	
1011	HALL BLOCK BOOKINGS	297	1,347	2,800	1,453			48.1%	
1013	EQUIPMENT HIRE INCOME	3	5	50	45			10.0%	
1054	Softplay Income	1,088	3,318	16,000	12,682			20.7%	
1080	MISCELLANEOUS INCOME	223	377	1,000	623			37.7%	
	Leisure Centre - General :- Income	**2,691**	**8,857**	**27,433**	**18,576**			**32.3%**	0
4001	SALARIES & WAGES	40,912	206,398	473,356	266,958		266,958	43.6%	
4003	COST OF TRAINING COURSES	137	537	1,000	463		463	53.7%	
'006	PROTECTIVE CLOTHING	97	1,012	1,200	188		188	84.3%	
4008	TRAINING	0	125	1,200	1,075		1,075	10.4%	
4011	RATES	5,124	25,620	61,950	36,330		36,330	41.4%	
4012	WATER RATES	0	(170)	1,600	1,770		1,770	(10.6%)	
4014	ELECTRICITY	0	893	2,000	1,107		1,107	44.7%	
4015	GAS	133	937	4,500	3,563		3,563	20.8%	
4016	JANITORIAL	301	1,973	4,016	2,043		2,043	49.1%	
4017	HEALTH & SAFETY	53	57	1,250	1,193		1,193	4.5%	
4018	REFUSE DISPOSAL	563	3,199	7,000	3,801		3,801	45.7%	
4021	TELEPHONE & FAX	0	154	900	746		746	17.1%	
4023	STATIONERY/PRINTING	(24)	549	2,000	1,451		1,451	27.4%	
4025	INSURANCE	0	10,028	11,500	1,472		1,472	87.2%	
4030	RECRUITMENT ADVTG	0	0	1,000	1,000		1,000	0.0%	
4032	PUBLICITY	0	755	6,000	5,245		5,245	12.6%	
4035	SECURITY COSTS	582	3,518	5,500	1,982		1,982	64.0%	
4036	PROPERTY MAINTCE	475	1,335	10,000	8,665		8,665	13.3%	
'038	MAINTENANCE CTRCTS	112	269	8,000	7,731		7,731	3.4%	
4039	MISC EXPS, XMAS DECORATIONS	3	203	0	(203)		(203)	0.0%	
4040	EQUIPMENT & SMALL TOOLS	17	645	2,500	1,855		1,855	25.8%	
4042	EQUIPMENT MAINTCE	0	0	500	500		500	0.0%	
4046	CLEANING CONTRACT	0	0	1,000	1,000		1,000	0.0%	
4051	BANK CHARGES	513	2,434	5,000	2,566		2,566	48.7%	
4069	Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0%	
4115	LICENCES	75	75	450	375		375	16.7%	
4999	TFR FR EARMARKED RSV	0	(254)	0	254		254	0.0%	
	Leisure Centre - General :- Indirect Expenditure	**49,072**	**260,291**	**623,422**	**363,131**	**0**	**363,131**	**41.8%**	0
	Movement to/(from) Gen Reserve	**(46,381)**	**(251,434)**						

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Detailed Income & Expenditure by Budget Heading 01/08/2019

Month No: 5 Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Leisure Centre - Swimming Pool								
1012 Bouncy Castle Parties	75	150	4,000	3,850			3.8%	
1020 SWIMMING - PUBLIC	8,268	27,669	65,000	37,331			42.6%	
1021 SWIMMING - LESSONS	4,261	67,291	240,000	172,709			28.0%	
1022 SWIMMING - SCHOOLS	720	1,578	15,000	13,422			10.5%	
1023 SWIMMING - CLUBS	1,796	1,289	15,000	13,711			8.6%	
1024 SALES (STOCK) POOL	311	2,393	9,000	6,607			26.6%	
1025 Pool Parties	313	725	3,000	2,275			24.2%	
1026 One to One Lessons	(50)	326	10,000	9,674			3.3%	
1027 Aqua Fit	271	2,645	6,500	3,855			40.7%	
1028 Lifeguard Courses	750	1,410	6,000	4,590			23.5%	
080 MISCELLANEOUS INCOME	0	0	1,200	1,200			0.0%	
1099 TILL DISCREPANCIES	(34)	(134)	0	134			0.0%	
Leisure Centre - Swimming Pool :- Income	**16,680**	**105,341**	**374,700**	**269,359**			**28.1%**	0
4103 PURCHASES FOR RESALE	46	3,162	6,000	2,838		2,838	52.7%	
Leisure Centre - Swimming Pool :- Direct Expenditure	**46**	**3,162**	**6,000**	**2,838**	0	**2,838**	**52.7%**	0
4008 TRAINING	221	2,499	3,000	501		501	83.3%	
4010 OTHER STAFF COSTS	0	175	0	(175)		(175)	0.0%	
4012 WATER RATES	2,888	9,516	12,000	2,484		2,484	79.3%	
4014 ELECTRICITY	2,149	6,165	25,000	18,835		18,835	24.7%	
4015 GAS	1,681	8,877	28,000	19,123		19,123	31.7%	
4017 HEALTH & SAFETY	417	1,118	1,000	(118)		(118)	111.8%	
4020 SUNDRY OFFICE & IT COSTS	0	0	2,400	2,400		2,400	0.0%	
4024 SUBSCRIPTIONS	0	0	300	300		300	0.0%	
4036 PROPERTY MAINTCE	0	1,872	2,500	628		628	74.9%	
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
040 EQUIPMENT & SMALL TOOLS	12	448	2,200	1,752		1,752	20.4%	
4042 EQUIPMENT MAINTCE	0	10,869	12,500	1,631		1,631	87.0%	
4060 OTHER PROF FEES	510	1,080	0	(1,080)		(1,080)	0.0%	
4120 POOL CHEMICALS	844	1,739	4,500	2,761		2,761	38.7%	
4125 POOL PURCHASES NOT FOR RESALE	220	507	3,000	2,493		2,493	16.9%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	**8,942**	**44,865**	**97,400**	**52,535**	0	**52,535**	**46.1%**	0
Movement to/(from) Gen Reserve	**7,692**	**57,314**						
103 Leisure Centre - Pool Vending								
1030 Vending Machine Income	53	233	2,000	1,767			11.6%	
Leisure Centre - Pool Vending :- Income	**53**	**233**	**2,000**	**1,767**			**11.6%**	0
Movement to/(from) Gen Reserve	**53**	**233**						

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Detailed Income & Expenditure by Budget Heading 01/08/2019

Month No: 5 Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104	Leisure Centre - Bar								
1001	RENT RECEIVED	725	3,625	13,500	9,875			26.9%	
1031	MACHINE INCOME	156	324	2,000	1,676			16.2%	
1032	Tickets	0	0	700	700			0.0%	
1040	BAR INCOME - LOUNGE	9,948	52,764	145,000	92,236			36.4%	
1041	BAR INCOME - HALL	0	4,837	13,000	8,163			37.2%	
1049	CAFE INCOME	199	1,308	4,000	2,692			32.7%	
1056	FUNCTION ROOM HIRE	0	68	2,000	1,932			3.4%	
1099	TILL DISCREPANCIES	16	22	0	(22)			0.0%	
	Leisure Centre - Bar :- Income	**11,044**	**62,948**	**180,200**	**117,252**			**34.9%**	0
4101	PURCHASES - WET STOCK	4,193	23,823	58,725	34,902		34,902	40.6%	
4102	PURCHASES - DRY STOCK	85	1,131	6,000	4,869		4,869	18.9%	
4109	PURCHASES - CAFE	231	946	0	(946)		(946)	0.0%	
	Leisure Centre - Bar :- Direct Expenditure	**4,509**	**25,901**	**64,725**	**38,824**	**0**	**38,824**	**40.0%**	**0**
4001	SALARIES & WAGES	6,625	33,183	93,718	60,536		60,536	35.4%	
4006	PROTECTIVE CLOTHING	0	0	550	550		550	0.0%	
4008	TRAINING	0	0	1,000	1,000		1,000	0.0%	
4032	PUBLICITY	0	0	100	100		100	0.0%	
4036	PROPERTY MAINTCE	256	571	3,000	2,429		2,429	19.0%	
4038	MAINTENANCE CTRCTS	0	0	305	305		305	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	397	400	3		3	99.4%	
4041	EQUIPMENT HIRE	384	2,479	6,000	3,521		3,521	41.3%	
4051	BANK CHARGES	0	167	850	683		683	19.6%	
4056	LEGAL FEES	0	150	0	(150)		(150)	0.0%	
4060	OTHER PROF FEES	0	300	1,200	900		900	25.0%	
4104	BAR SUNDRIES	59	654	1,000	346		346	65.4%	
4110	PROMOTIONS	200	200	3,500	3,300		3,300	5.7%	
4115	LICENCES	0	866	1,500	634		634	57.7%	
4116	GAMING MACHINE DUTY	36	202	1,000	798		798	20.2%	
	Leisure Centre - Bar :- Indirect Expenditure	**7,560**	**39,169**	**114,123**	**74,954**	**0**	**74,954**	**34.3%**	**0**
	Movement to/(from) Gen Reserve	**(1,025)**	**(2,121)**						
105	Leisure Centre - Indoor Sports								
1050	BADMINTON FEES	70	530	2,000	1,470			26.5%	
1051	SNOOKER FEES	401	2,145	5,000	2,855			42.9%	
1052	PARTY ROOM HIRE	175	625	3,000	2,375			20.8%	
1053	SKITTLE ALLEY	17	17	200	183			8.3%	
	Leisure Centre - Indoor Sports :- Income	**663**	**3,317**	**10,200**	**6,883**			**32.5%**	0

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Detailed Income & Expenditure by Budget Heading 01/08/2019

Month No: 5 Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 ELECTRICITY	971	2,789	12,000	9,211		9,211	23.2%	
4036 PROPERTY MAINTCE	0	134	4,000	3,866		3,866	3.4%	
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
Leisure Centre - Indoor Sports :- Indirect Expenditure	**971**	**2,923**	**17,000**	**14,077**	**0**	**14,077**	**17.2%**	**0**
Movement to/(from) Gen Reserve	**(308)**	**394**						
106 Leisure Centre - Outdoor Sport								
1060 GRASS INCOME	296	692	4,590	3,897			15.1%	
1061 OUTSIDE COURTS	0	43	200	157			21.4%	
1063 Petanque Income	31	25	125	100			20.0%	
Leisure Centre - Outdoor Sport :- Income	**327**	**760**	**4,915**	**4,155**			**15.5%**	**0**
4014 ELECTRICITY	0	6	1,000	994		994	0.6%	
Leisure Centre - Outdoor Sport :- Indirect Expenditure	**0**	**6**	**1,000**	**994**	**0**	**994**	**0.6%**	**0**
Movement to/(from) Gen Reserve	**327**	**754**						
201 Playing Fields								
1201 Field Hire Income	0	0	2,000	2,000			0.0%	
Playing Fields :- Income	**0**	**0**	**2,000**	**2,000**			**0.0%**	**0**
4012 WATER RATES	0	(75)	1,500	1,575		1,575	(5.0%)	
4037 GROUNDS MAINTENANCE	0	2,136	2,250	114		114	94.9%	
4115 LICENCES	0	0	250	250		250	0.0%	
Playing Fields :- Indirect Expenditure	**0**	**2,061**	**4,000**	**1,939**	**0**	**1,939**	**51.5%**	**0**
Movement to/(from) Gen Reserve	**0**	**(2,061)**						
202 Play Areas								
4037 GROUNDS MAINTENANCE	0	111	1,000	890		890	11.1%	
4042 EQUIPMENT MAINTCE	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	**0**	**111**	**2,000**	**1,890**	**0**	**1,890**	**5.5%**	**0**
Movement to/(from) Gen Reserve	**0**	**(110)**						
203 Millennium Green								
1001 RENT RECEIVED	0	0	1,500	1,500			0.0%	
Millennium Green :- Income	**0**	**0**	**1,500**	**1,500**			**0.0%**	**0**
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
Millennium Green :- Indirect Expenditure	**0**	**0**	**500**	**500**	**0**	**500**	**0.0%**	**0**
Movement to/(from) Gen Reserve	**0**	**0**						

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204	Allotments								
1001	RENT RECEIVED	250	250	800	550			31.3%	
	Allotments :- Income	**250**	**250**	**800**	**550**			**31.2%**	**0**
4012	WATER RATES	33	161	250	89		89	64.5%	
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	0	79	250	171		171	31.6%	
	Allotments :- Indirect Expenditure	**33**	**240**	**775**	**535**	**0**	**535**	**31.0%**	**0**
	Movement to/(from) Gen Reserve	**217**	**10**						
301	Roads & Highways								
.080	STREET CARE (ex S Glos)	0	771	3,100	2,329		2,329	24.9%	
	Roads & Highways :- Indirect Expenditure	**0**	**771**	**3,100**	**2,329**	**0**	**2,329**	**24.9%**	**0**
	Movement to/(from) Gen Reserve	**0**	**(771)**						
302	Community Development								
1077	GRANTS RECEIVED	0	2,000	0	(2,000)			0.0%	
1082	Filton Festival	2,500	4,745	2,500	(2,245)			189.8%	
	Community Development :- Income	**2,500**	**6,745**	**2,500**	**(4,245)**			**269.8%**	**0**
4701	GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0%	
4702	GRANTS - TWINNING ASS'N	0	0	300	300		300	0.0%	
4703	GRANTS - FOUR TOWNS TPT	0	0	1,000	1,000		1,000	0.0%	
4706	GRANTS - Four Towns Play Assoc	280	4,280	4,000	(280)		(280)	107.0%	
4707	GRANTS - YOUTH PROVISION	0	12,500	17,500	5,000		5,000	71.4%	
4708	GRANTS - COMM'Y PARTNERSHIP	0	0	3,500	3,500		3,500	0.0%	
'711	GRANTS - S137 GENERAL	0	(37)	6,500	6,537		6,537	(0.6%)	
4720	CHRISTMAS ACTIVITIES	0	0	3,000	3,000		3,000	0.0%	
4725	FILTON FESTIVAL	484	11,518	6,500	(5,018)		(5,018)	177.2%	
	Community Development :- Indirect Expenditure	**764**	**28,261**	**42,800**	**14,539**	**0**	**14,539**	**66.0%**	**0**
	Movement to/(from) Gen Reserve	**1,736**	**(21,516)**						
801	Corporate Management								
4004	PENSION DEFICIT	(550)	(2,750)	(6,600)	(3,850)		(3,850)	41.7%	
	Corporate Management :- Indirect Expenditure	**(550)**	**(2,750)**	**(6,600)**	**(3,850)**	**0**	**(3,850)**	**41.7%**	**0**
	Movement to/(from) Gen Reserve	**550**	**2,750**						

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	1,274	3,000	1,726		1,726	42.5%	
4065	MEETING COSTS	0	0	100	100		100	0.0%	
	Democratic Rep'n & Mgmt :- Indirect Expenditure	**250**	**1,274**	**9,000**	**7,726**	**0**	**7,726**	**14.2%**	**0**
	Movement to/(from) Gen Reserve	**(250)**	**(1,274)**						
803	Civic Expenses								
4066	CHAIRMANS ALLOWANCE	0	0	950	950		950	0.0%	
	Civic Expenses :- Indirect Expenditure	**0**	**0**	**950**	**950**	**0**	**950**	**0.0%**	**0**
	Movement to/(from) Gen Reserve	**0**	**0**						
901	Central Services								
1001	RENT RECEIVED	0	0	2	2			0.0%	
	Central Services :- Income	**0**	**0**	**2**	**2**			**0.0%**	**0**
4001	SALARIES & WAGES	9,382	45,751	114,201	68,450		68,450	40.1%	
4005	HR Costs-Service level agr'mnt	0	0	7,350	7,350		7,350	0.0%	
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	0	25	2,500	2,475		2,475	1.0%	
4009	TRAVEL	0	25	200	175		175	12.5%	
4010	OTHER STAFF COSTS	0	11	1,600	1,589		1,589	0.7%	
4020	SUNDRY OFFICE & IT COSTS	613	1,788	3,000	1,212		1,212	59.6%	
021	TELEPHONE & FAX	15	220	750	530		530	29.3%	
4022	POSTAGE	176	529	750	221		221	70.6%	
4023	STATIONERY/PRINTING	102	392	800	408		408	49.0%	
4024	SUBSCRIPTIONS	45	(49)	2,100	2,149		2,149	(2.3%)	
4026	PHOTOCOPY CHARGES	0	144	2,500	2,356		2,356	5.8%	
4027	OFFICE EQUIPMENT	0	48	500	452		452	9.6%	
4051	BANK CHARGES	195	332	900	568		568	36.9%	
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	797	4,544	12,000	7,456		7,456	37.9%	
4060	OTHER PROF FEES	0	1,592	3,000	1,408		1,408	53.1%	
	Central Services :- Indirect Expenditure	**11,325**	**55,352**	**156,701**	**101,349**	**0**	**101,349**	**35.3%**	**0**
	Movement to/(from) Gen Reserve	**(11,325)**	**(55,352)**						

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Detailed Income & Expenditure by Budget Heading 01/08/2019

Month No: 5 Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
902	Outside Services								
4001	SALARIES & WAGES	8,034	38,334	91,627	53,293		53,293	41.8%	
4006	PROTECTIVE CLOTHING	0	0	500	500		500	0.0%	
4008	TRAINING	0	0	500	500		500	0.0%	
4036	PROPERTY MAINTCE	955	3,450	1,500	(1,950)		(1,950)	230.0%	
4037	GROUNDS MAINTENANCE	953	1,631	2,500	869		869	65.2%	
4040	EQUIPMENT & SMALL TOOLS	30	111	2,000	1,889		1,889	5.5%	
4041	EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042	EQUIPMENT MAINTCE	4,687	5,007	3,000	(2,007)		(2,007)	166.9%	
4044	VEHICLE FUEL,OIL & MAINT	552	1,729	2,500	771		771	69.2%	
	Outside Services :- Indirect Expenditure	**15,212**	**50,262**	**104,377**	**54,115**	**0**	**54,115**	**48.2%**	**0**
	Movement to/(from) Gen Reserve	**(15,212)**	**(50,262)**						
909	Capital & Projects								
1074	CIL Income	0	7,298	0	(7,298)			0.0%	
1077	GRANTS RECEIVED	0	71	0	(71)			0.0%	
	Capital & Projects :- Income	**0**	**7,370**	**0**	**(7,370)**				**0**
4054	LOAN INTEREST PWLB	0	612	2,441	1,829		1,829	25.1%	
4055	LOAN CAPITAL REPAID	0	6,744	13,662	6,918		6,918	49.4%	
4975	CAP - Toilet Refurbishment	26	3,764	0	(3,764)		(3,764)	0.0%	
4976	CAP-Bar Roof	0	599	0	(599)		(599)	0.0%	
4977	CAP - Sport Equipment	0	3,297	0	(3,297)		(3,297)	0.0%	
4992	FUNDING FROM R CAP FUND	(26)	(7,588)	0	7,588		7,588	0.0%	
4993	TFR TO ROLLING CAPITAL FUND	0	25,000	25,000	0		0	100.0%	
4998	TFR TO EARMARKED RSV	0	7,298	0	(7,298)		(7,298)	0.0%	
	Capital & Projects :- Indirect Expenditure	**0**	**39,726**	**41,103**	**1,377**	**0**	**1,377**	**96.7%**	**0**
	Movement to/(from) Gen Reserve	**0**	**(32,357)**						
998	Precept & Interest								
1075	PRECEPT SUPPORT GRANT	0	2,471	4,942	2,471			50.0%	
1076	PRECEPT	0	355,092	710,184	355,092			50.0%	
1090	INTEREST RECEIVED	92	485	1,000	515			48.5%	
	Precept & Interest :- Income	**92**	**358,048**	**716,126**	**358,078**			**50.0%**	**0**
	Movement to/(from) Gen Reserve	**92**	**358,048**						

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Detailed Income & Expenditure by Budget Heading 01/08/2019

Month No: 5 Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	34,299	553,869	1,322,376	768,507			41.9%	
Expenditure	98,134	551,625	1,282,376	730,751	0	730,751	43.0%	
Net Income over Expenditure	(63,835)	2,244	40,000	37,756				
Movement to/(from) Gen Reserve	(63,835)	2,244						

Filton Town Council

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2019

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,210,165	1,422,802	787,363
11	LEASEHOLD LAND & BUILDINGS	25,000	6,000	19,000
21	VEHICLES & EQUIPMENT	521,525	511,151	10,374
41	INFRASTRUCTURE ASSET	191,408	178,550	12,858
61	COMMUNITY ASSETS	61,372	27,034	34,338
	Total Fixed Assets	**3,009,470**	**2,145,537**	**863,933**
	Current Assets			
105	VAT CONTROL	258		
118	UNALLOCATED BANK RECEIPTS	(75)		
120	STOCK - BAR	4,340		
121	STOCK - LEISURE	642		
0	BANK ACCOUNT-GENERAL	28,063		
201	BANK IMPREST WAGES AC	82,299		
220	PETTY CASH - OFFICE	57		
221	PETTY CASH - BAR	522		
225	FLOAT - BAR	900		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	865		
245	CCLA Public Sector Investment	40,000		
250	CHANGE CONTROL AC	280		
	Total Current Assets		**158,252**	
	Current Liabilities			
500	TRADE CREDITORS	10,644		
510	ACCRUED EXPENSES	2,705		
525	PAYE AND NI DUE	10,724		
526	SUPERANNUATION DUE	8,030		
528	A of E CONTROL	83		
	Total Current Liabilities		**32,186**	
	Net Current Assets			**126,065**
	Total Assets less Current Liabilities			**989,998**
	Long Term Liabilities			
389	Deferred Grants Unapplied	4,026		
390	Deferred Grants Applied	1,466,506		
391	Deferred Grants Released	(1,210,315)		
401	PWLB Loan 486814	44,255		
	Total Long Term Liabilities		**304,472**	
	Total Assets less Total Liabilities			**685,527**
	Represented by :-			
300	CURRENT YEAR FUND	2,244		
310	GENERAL FUND	72,917		
315	ROLLING CAPITAL FUND	26,830		
325	EMR 4 Towns Play Association	300		

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2019

A/c	Description	Actual	
328	EMR Elections	12,451	
329	EMR CIL	7,298	
330	CAPITAL FINANCE ACCOUNT	563,487	
	Total Equity		685,527

FTC - GRANTS 2017/18 onwards

Community Development Grants	Grants Awarded 2016/17	Grants Requested 2017/18	Grants Awarded 2017/18	2018/19 Budget Figures	2019/20Budget Figures	2019/20 Grants Requested	2019/2020 Grants Awarded
North Bristol Advice	£500.00	£500.00	£500.00	£500.00	£500.00		
Twinning Association	£300.00	£300.00	£300.00	£300.00	£300.00		
Four Towns Transport	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00		
Four Towns Play Association	£4,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00		
Grants Youth Provision (Pyramid & St Andrews)	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£2,500.00	
Southern Brooks Community Partnership	£3,500.00	£3,500.00	£3,500.00	£3,500.00	£3,500.00		
	£19,300.00	**£19,300.00**	**£19,300.00**	**£19,300.00**	**£19,300.00**	**£2,500.00**	**£0.00**

GRANTS S137 GENERAL	Grants Awarded 2016/17	Grants Requested 2017/18	Grants Awarded 2017/18	Grants Awarded 2018/19	Grants Requested 2019/20	Grants Awarded 2019/2020
St Peters Hospice	£300.00	£500.00	£500.00	-		
Survive South Glos.	£1,000.00	£0.00	0	-		
The Volunteer Centre	£250.00	£500.00	£250	£250.00		
The West of England MS Therapy Centre	£300.00	£0.00	£0	£350.00	£350.00	
Girl Guiding Filton Rangers	£0.00	£1,090.00	£500.00	-		
Jessie May Charity	£0.00	£500.00	£500.00	-		
Filton Concert Brass	£0.00	£1,250.00	£1,250.00	-	£2,580.00	
St Valliers AFC	£450.00	£500.00		-		
Above & Beyond	£0.00	£0.00	£0	£500.00	£500.00	
Community Nice Again Event	£0.00	£0.00	£0	£0.00		
Filton Twinning Association	£0.00	£0.00	£0	£1,200.00		
Citizens Advice	£0.00	£0.00	£0	£0.00	£438.00	
Mortimer Road Allotments	£0.00	£0.00	£0	£2,545.00		
	£2,300.00	***£4,340.00***	**£3,000.00**	**£4,845.00**	**£3,868.00**	**£0.00**

Total money for grant allocation ***£6,500.00***

Money remaining for these applications ***£1,655.00*** ***£6,500.00***

Grant Applications 2019-2020

Date	Organisation	Contact	Address	Phone	Charity No.	Amount requested	To Spend On
26.4.2019	The West of England MS Therapy Centre	Doro Pasantes	Bradbury House, Wheatfield Drive, Bradley Stoke Bristol BS32 9DB	01454 628722	801155	£350.00	Towards operational costs of an oxygen chamber.
14.6.2019	Above and Beyond	Anna Little	The Abbots House, Blackfriars, Bristol, BS1 2NZ	0117 3700845	1170973	£500.00	Towards reaching target amount of £3287.22 to purchase and rainbow tube.
24.6.2019	Filton Concert Brass	James Bryant	32 Laxey Road, Horfield, Bristol, BS7 0JA	07821986653		£1,400.00	35 embroidered uniform jackets
24.6.2019	Filton Concert Brass	James Bryant	32 Laxey Road, Horfield, Bristol, BS7 0JA	07821986653		£1,180	Christmas performance, venue, music licencing, printing and advertising
30.09.2019	Citizens advice South Gloucestershire	Rebecca Brown	Kennedy Way Yate BS37 4DQ	01454 313099	1037480	£438.00	Volunteer expenses. Asking for funding to support volunteer expenses associated with Filton residents this totals £438.00 (£3.25 x 135 clients).
28.09.2019	Pyramid Youth Club	Mr C Bradford	470 Filton Avenue, Northville, BS7 0LN	0117 9691315	275508	£2,500.00	To enable keep the doors open for the young people in the area, providing them with a safe place which is fit for purpose. To meet and engage in the house activities available, supported by dedicated qualified staff.

Thank you for the email. I like the idea of the historical overlay, however if the priority is to highlight green spaces and make it easy to follow for families and children, then overlaying the maps might be a bit confusing to read. It might be better to incorporate the 1960's map into the leaflet as a close up or as a page in the leaflet - perhaps still overlaying the current green spaces on the main map still to contextualise it to the main map? Do you know of any/have access to any maps of the area from that time frame? I'm happy to incorporate this in with the original quote for the map as it would act as one of the close ups.

Therefore the work on the brochure and map would be much the same as the original qnote I sent you (see reattached). The main variable will be the number of prints you need, as this is the biggest cost. If you could let me know how many printed copies then I can refine the quote further. Additionally I estimated at 8 close up illustrations, please let me know if you would like more/less as this will effect the quote also. Let me know if you have a specific budget and I can see what can be done to tailor it to fit.

Please let me know if / when you'd like me to reach out to the communities in the area for some further inspiration too, the more input like this the better!

Here is an overview of the process as I see it - after we've received feedback from the community etc and resolved a firm idea of the content and layout, I'll do a rough for you of the map, close ups, title and overall layout. Then taking your feedback into account, I can do a revised rough, before finally commencing with the final artwork. On completion of this there will also be an opportunity to make tweaks as we get samples from the printers etc. This should ensure we are on the same page each step.

Feel free to call if you have any questions,

Aidan

tel: 07772357237
whereaboutsmaps.com
Twitter
Instagram
Facebook

Whereabouts Maps
Upper Lodge
Tetton Estate
Kingston St Mary
Taunton
Somerset TA5 8JB

Whereabouts Maps

Quote for: Green Space Map for Filton
Key Contact: Carla Westcott 01454 866698

MAIN MAP ARTWORK	£500
TITLE IMAGE (INCL. TYPOGRAPGHY &COVER DESIGN)	£450
SPOT ILLUSTRATIONS (£100 EACH, BASED ON APPROXIMATE OF 8)	£800
DESIGN, LAYOUT & PRINT PREPERATION	£500
PRINTING COSTS (9,000 LEAFLETS (50X35CM) COLOUR - 2 SIDES)	£1200
RESEARCH FEE *	TBC
	TOTAL - £3,450 + RESEASRCH FEE

* Research Fee - £120 per day

Thank you.

AIDAN MEIGHAN


BRISTOL
RUGBY

Discover Patchway

... OUTDOOR GUIDE TO CALLICROFT, CHARLTON HAYES & CONISTON

...the parks, nature reserves
...spaces across Patchway
...er and enjoy.

...ghlighted on the map are free
...public at all times, except for
...een spaces are wheelchair
...ring suitable paths too.

...possible walking routes on
...vay library and pick up
...of walking routes for the
...rshire. You can also
...th' group – find out
...:/walking-for-health
...visit the Patchway
...nformation.

...of the railway tunnel
...ies of large spoil heaps,
... and they are a natural
...s has been turned
...

...rgrowth

...n Patchway, there's plenty here for you to do,
...skatepark, a cricket pitch, a marked jogging
... The children's play area is well equipped
...ipment and there's more than enough room
...Don't miss the annual Patchway Festival and
...out the year

...k is a modern basketball court and decent sized
...n. Easily accessible paths lead you to the play park
...woodland area for more adventurous play. If you
...land ... of charge, for an outdoor activity
...ree@... s.gov.uk and let them know when

...space, perfect for ball games, frisbee or
...se is also great for dog walking. A quiet,
... is provided as well as a basketball hoop.

...t of nothing was the idea behind
...ne in the area. It is a valued green
...ents who use it for small events,
...es or simply to relax in. Raised
...rries, vegetables, herbs and

...f the parkland
...Roman road
...the Roman
... Nowadays
...colourful
...il–May) or
...u can spy

LOOKING AFTER PATCHWAY'S WILDLIFE

- Not only has Patchway plenty of public outdoor spaces, ... is also a rich network of ponds and gardens, which prov... and vital refuge for all kinds of wildlife, including hedge... badgers, amphibians, birds, bats and insects.
- Help keep Patchway's wildlife safe by picking up litter w... out and about. If you're lucky you might spy a buzzard, ... even a deer on your outdoor adventure.
- Create wildlife-friendly habitats by leaving areas of your ... – piles of leaves and sticks are perfect. Leave gaps unde... fences so hedgehogs and other wildlife can travel easily
- Make your own pond to support amphibians, but please ... fish in them as they quickly eat other wildlife. Visit frogli... top tips on pond construction and guidance.
- Visit rspb.org.uk for tips on how to feed wild birds and put up bird boxes along with lots of other interesting information on bird life.

KEY

- Schools
- Libraries
- Centres
- Toilets
- Car parks

9 RINGSFIELD LANE TEMPORARY GREEN

This grassy area, which will be the site of a new school in 2019, is big enough for a game of 5-a-side football. There's plenty of room to spread out and enjoy a picnic near the planters, which are filled with herbs and flowers.

10 SPARROWBILL GREEN PARK

This important green space and safe, fenced play area provides an oasis in the heart of this area. There is a range of modern play equipment and plenty of seating to relax in. Discover herbs and other edible food in the planters around the park space.

29.

12 BLAKENEY ROAD ALLOTMENTS

A bustling allotment area with a community allotment and wildflower meadow for those who haven't got their own plot and want to get involved in the great outdoors. There's weekly community sessions, open to all, where you can learn gardening skills, meet some new people and relax with a cup of tea.

13 PATCHWAY YOUTH CENTRE GARDEN

Check out the incredible garden of edible food maintained and created by the young people at the youth centre. Working to keep it looking trim and producing lovely fruit, vegetables and herbs all year round, this is a project open for local families and young people to get involved in – and enjoy eating the results, of course!

FORAGING SPOTS

Scattered throughout the Patchway area are a number o... you can pick your own food, for free! We've included so... this guide and highlighted where you can forage on the...

- F1 Cooking apples (Sept–Oct), wild cherry trees (June... blackberries (Aug–Oct), sloe berries (near allotmen...
- F2 Yellow and red plums (May–June), blackberries (Aug–Oct)
- F3 Cooking apples (Sept–Oct), Bristol onions (amongst the grass, Spring–Summer)
- F4 Blackberries (Aug–Oct), sloe berries (Oct–Nov), elderflower (June), hazelnuts (Sept–Oct)
- F5 Blackberries (Aug–Oct), sloe berries (Oct–Nov), ...

BANK ACCOUNT-GENERAL

List of Payments made between 01/08/2019 and 31/08/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/08/2019	Virgin Mobile - DD	DDR	18.58		2716-Telephone bill June
02/08/2019	HMRC NNDS	DDR	35.95		Machine Duty 9.5-4.7.18
03/08/2019	POOL TAKINGS CASHBOOK	PC03REV	49.60		
05/08/2019	Co-op Bank Sweep Fee	DDR	10.00		Service Charge
05/08/2019	Co-op Bank	DDR	164.62		Bank charges
05/08/2019	Delta Card Fees	DDR	0.10		Delta Card Fees
08/08/2019	Capital Cleaning (Kent) Ltd	5001	245.77		2826-Cleaning materials
08/08/2019	DCK Accounting Solutions Ltd	5002	956.82		2818-Contract visit
08/08/2019	DL I.T. Solutions Ltd	5003	232.80		2821-Vigor wireless router
08/08/2019	Filton Voice Ltd	5004	300.00		2820-Filton voice in advance
08/08/2019	Fleet (Line Markers) Ltd	5005	602.10		2814-Pitchmarker Super 10 ltr
08/08/2019	Fortyfour Creative	5006	105.00		2809-A5 Leaflets
08/08/2019	KN Office Supplies Ltd	5007	50.40		2819-A4 white copier paper
08/08/2019	Lewis Creaven	5008	200.00		2808-Live music performance
08/08/2019	Marcella Manzilli	5009	100.00		2810-Spin class June 19
08/08/2019	OFCOM	5010	75.00		2807-Licence fee for equip
08/08/2019	Nikki Pitkin	5011	75.00		2813-Aquafit class July
08/08/2019	RLSS UK Enterprises Ltd	5012	781.00		2812-NPLQ candidate pack
08/08/2019	South Gloucestershire Council	5013	976.44		2822-Payroll services- Apr-Jun
08/08/2019	Ernest Till (South West) & co	5014	307.20		2828-Blocked basin-bar
08/08/2019	Travis Perkins Trading Co Ltd	5015	38.06		2815-Whitewood planed timber
08/08/2019	Viridor Waste Management Ltd	5016	967.92		2824-Waste collection
12/08/2019	Zen Internet Ltd - DD	DDR1	25.52		2823-Zen monthly charge
15/08/2019	FIS Payments (UK) Ltd - DDR	DDR2	523.07		2315457/2873/FIS Payments (UK)
15/08/2019	Bar petty cash	008912	168.99		Bar petty cash
15/08/2019	Reverse incorrect payment	REV008912	-168.99		Reverse incorrect payment
20/08/2019	BANK ACCOUNT-IMPREST	Tfr	70,000.00		Wages A/C
21/08/2019	Total Gas & Power Limited - DD	DDR3	1,165.67		2829-Elec July 2019
21/08/2019	Total Gas & Power Limited - DD	DDR4	2,579.27		2827-Elec July 2019
22/08/2019	CryoService Ltd - DD	DDR	192.70		2751-Monthly cylinder rent
22/08/2019	DL I.T. Solutions Ltd	DDR1	216.00		Purchase Ledger Payment
23/08/2019	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
27/08/2019	Four Towns Play Association	5017	280.00		26A/2901/Four Towns Play Assoc
27/08/2019	Box Steam Brewery Limited	5018	172.80		INV061356/2865/Box Steam Brewe
27/08/2019	C. Brewer & Sons Ltd	5019	131.08		FLT/321089/2855/C. Brewer & So
27/08/2019	Tolchards Ltd	5020	1,017.16		TPIG5656/2890/Tolchards Ltd
27/08/2019	Miss Rosalind A Cranham	5021	80.00		001/2866/Miss Rosalind A Cranh
27/08/2019	C & R Fencing	5022	642.00		18233/2868/C & R Fencing
27/08/2019	Filton Voice Ltd	5023	300.00		4411/2872/Filton Voice Ltd
27/08/2019	Gazprom Marketing & Trading Re	5024	2,157.00		INV00598216/2875/Gazprom Marke
27/08/2019	Instyle Marketing Services	5025	31.20		15002/2877/Instyle Marketing S
27/08/2019	JTS Snack Foods	5026	325.75		16077009/2881/JTS Snack Foods
27/08/2019	JWH Training	5027	80.00		19/02/2882/JWH Training
27/08/2019	Lawrence Geraghty	5028	120.00		17819/2876/Lawrence Geraghty
27/08/2019	Loomis UK Ltd	5029	620.28		0333915/2883/Loomis UK Ltd
27/08/2019	Cape Meridian Ltd	5030	39.00		2019/07/035/2863/Cape Meridian
27/08/2019	Open Spaces Society	5031	45.00		70279/2884/Open Spaces Society

Continued on Page 2

BANK ACCOUNT-GENERAL

List of Payments made between 01/08/2019 and 31/08/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
27/08/2019	RLSS UK Enterprises Ltd	5032	66.02		SR1335079-1/2900/RLSS UK Enter
27/08/2019	South Gloucestershire Council	5033	5,275.20		Purchase Ledger Payment
27/08/2019	St Austell Brewery Company Ltd	5034	4,450.93		2292787/2898/St Austell Brewer
27/08/2019	Travis Perkins Trading Co Ltd	5035	1,444.20		3015AOH312/2894/Travis Perkins
27/08/2019	WCS Group	5036	7,136.04		124567/2862/WCS Group
27/08/2019	Brenntag UK Ltd	5037	287.56		47SI4773958/2946/Brenntag UK L
27/08/2019	Lister Wilder	5038	5,480.74		652501/2947/Lister Wilder
27/08/2019	DL I.T. Solutions Ltd	DDR2	371.87		2825-Ratepayers Fibre broadban
27/08/2019	Everflow Ltd	DDR3	1,435.56		Purchase Ledger Payment
27/08/2019	Butcombe Brewery - DD	DDR4	90.65		2757-Bar stock
29/08/2019	Pitney Bowes - DD	DDR6	177.00		BG698813/2885/Pitney Bowes - D
30/08/2019	Change Order	660	660.00		Change Order
		Total Payments	119,035.63		

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 8th October 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - M Chaudhry (Chair) B Mead (Vice Chair), K Briffett, A Doyle, A Kenyon, T Mewies, A Monk, A Robinson, I Scott,

ALSO PRESENT: L Reuben (Town Clerk) C Westcott (Administrator)
APOLOGIES: Cllrs: - C Wood, A Johnstone, D Collins
NON ATTENDANCE:- Cllrs:- J Tucker

F.032 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.033 DECLARATION OF INTEREST: None noted

F.034 MINUTES: The minutes of the meeting held Tuesday 10th September 2019 were approved as an accurate record.

F.035 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: None

F.036 PUBLIC PARTICIPATION: No public attendance

F.038 EXTERNAL AUDIT REPORT: Discussion of the report took place with it being noted that the leisure centre budget was over but was at the recommended amount from the accountant. Discussion's over the current and future precept and the ongoing effects of this on Filton Town residents and the Leisure Centre.

F.039 INCOME & EXPENDITURE REPORTS:
- 909 Capital & Projects – explanation of previous query circulated
- 4001-101 – Staff Costs – its felt by the management that the original budget was set too low to achieve. It will be discussed with the accountants for future budgets. Further options and ideas to be discussed at the next Staffing Committee meeting.

FLC Manager has been asked for a report with all the information previously requested.
It was suggested that FLC to try and monitor customer feedback to see where present customers are coming from and for what activity.

Action - Filton Town Council Office

Councillor A Doyle arrived 8.00 pm

F.040 BALANCE SHEET: The document was noted.

Councillor A Monk arrived 8.05 pm

F.041 GRANT APPLICATIONS: It was proposed and seconded that Filton Town Council would invite all the charities applying for grants to attend a Grant meeting and have a presentation from then and then answer questions if necessary from the Council . The date of the 19th November was put forward .
Agreed : unanimously

The Town Clerk has been liasing with Southern Brooks and was informed of certain issues with the staffing at present. She has been asked to produce a report of the work and support we have received from them previously. Discussion to place regarding payments to be paid to Southern Brooks and possibilities of paying it for hours and works received. Also the possibility to stop funding the service completely.

Action – Town Clerk

F.042 COMMUNITY PLAN UPDATE: Nothing to update

Councillor A Monk left 8.25pm

F.043 GREEN SPACE LEAFLET: Various queries arose so it was agreed to invite the Illustrator to Full Filton Town Council meeting to answer queries and have a presentation to show exactly what will be needed for the project.
Ideas of extra funding grants, loans and sponsorship to be looked into

Action Filton Town Council Office

F.044 PLANNING APPLICATIONS: No applications

F .045 PAYMENTS FOR INFORMATION

The Chair closed the meeting to the Public at 8.45pm

Confidential Appendix

Minutes of the staffing committee held Tuesday 1st October 2019: The minutes of the meeting were noted and recommendations approved therein.

ORIGINAL
CONFIDENTIAL.

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

7th November 2019

Dear Member

A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 12th November 2019 at 7.30p.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. ***Presentation of 2020/21 draft Budget provision by Derek Kemp – Accounting solutions (pages 1-17)***
4. To approve the Minutes of the meeting held 8th October 2019 *(pages18-19)*
5. Matters of report arising from the minutes not otherwise covered by the Agenda
6. Public Participation
7. Green Space Leaflet funding (page 20)
8. Community Plan Update
9. Planning Applications – no requests have been received
10. Payments for information *(page 21-22)*

Confidential Session excluding public.

1. Minutes of the staffing committee held 5th November 2019 (page 23)
2. Recommendation from Staffing Committee to purchase time management system software.
3. Recommendation from Staffing Committee to look into costs of small electic van/pick up.

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 8th October 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - M Chaudhry (Chair) B Mead (Vice Chair), K Briffett, A Doyle, A Kenyon, T Mewies, A Monk, A Robinson, I Scott,

ALSO PRESENT: L Reuben (Town Clerk) C Westcott (Administrator)

APOLOGIES: Cllrs: - C Wood, A Johnstone, D Collins

NON ATTENDANCE:- Cllrs:- J Tucker

F.032 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.033 DECLARATION OF INTEREST: None noted

F.034 MINUTES: The minutes of the meeting held Tuesday 10th September 2019 were approved as an accurate record.

F.035 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: None

F.036 PUBLIC PARTICIPATION: No public attendance

F.038 EXTERNAL AUDIT REPORT: Discussion of the report took place with it being noted that the leisure centre budget was over but was at the recommended amount from the accountant. Discussion's over the current and future precept and the ongoing effects of this on Filton Town residents and the Leisure Centre.

F.039 INCOME & EXPENDITURE REPORTS:

- 909 Capital & Projects – explanation of previous query circulated
- 4001-101 – Staff Costs – its felt by the management that the original budget was set too low to achieve. It will be discussed with the accountants for future budgets. Further options and ideas to be discussed at the next Staffing Committee meeting.

FLC Manager has been asked for a report with all the information previously requested.

It was suggested that FLC to try and monitor customer feedback to see where present customers are coming from and for what activity.

Action - Filton Town Council Office

Councillor A Doyle arrived 8.00 pm

F.040 BALANCE SHEET: The document was noted.

Councillor A Monk arrived 8.05 pm

F.041 GRANT APPLICATIONS: It was proposed and seconded that Filton Town Council would invite all the charities applying for grants to attend a Grant meeting and have a presentation from then and then answer questions if necessary from the Council . The date of the 19th November was put forward .

Agreed : unanimously

The Town Clerk has been liasing with Southern Brooks and was informed of certain issues with the staffing at present. She has been asked to produce a report of the work and support we have received from them previously. Discussion to place regarding payments to be paid to Southern Brooks and possibilities of paying it for hours and works received. Also the possibility to stop funding the service completely.

Action – Town Clerk

F.042 COMMUNITY PLAN UPDATE: Nothing to update

Councillor A Monk left 8.25pm

F.043 GREEN SPACE LEAFLET: Various queries arose so it was agreed to invite the Illustrator to Full Filton Town Council meeting to answer queries and have a presentation to show exactly what will be needed for the project.
Ideas of extra funding grants, loans and sponsorship to be looked into

Action Filton Town Council Office

F.044 PLANNING APPLICATIONS: No applications

F .045 PAYMENTS FOR INFORMATION

The Chair closed the meeting to the Public at 8.45pm

Confidential Appendix

Minutes of the staffing committee held Tuesday 1st October 2019: The minutes of the meeting were noted and recommendations approved therein.

Whereabouts Maps
Upper Lodge
Tetton Estate
Kingston St Mary
Taunton
Somerset TA5 8JB

Whereabouts Maps

Quote for: Green Space Map for Filton
Key Contact: Carla Westcott 01454 866698

Main Map Artwork	£500
Title Image (incl. typograpghy &cover design)	£450
Spot Illustrations (£100 each, based on approximate of 8)	£800
Design, Layout & Print Preperation	£500
Printing Costs (9,000 leaflets (50x35cm) colour - 2 sides)	£1200
Research Fee *	TBC
	TOTAL - £3,450 + Research Fee

* Research Fee - £120 per day

Thank you.

Aidan Meighan

Minutes of the meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 12th November 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - B Mead (Vice Chair), K Briffett, D Collins, A Doyle, A Johnstone, A Kenyon, T Mewies, A Robinson, I Scott, C Wood,

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer)
APOLOGIES: Cllrs: - A Monk, J Tucker, M Chaudhry
NON ATTENDANCE:- Cllrs:-

F.047 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.048 DECLARATION OF INTEREST: There were none.

F.049 PRESENTATION OF 2020/21 DRAFT BUDGET BY DEREK KEMP ACCOUNTING SOLUTIONS: Derek Kemp (Accounting Solutions) presented the draft 2020/21 budgets. It was explained that income in the Leisure Centre and bar was significantly down and expenditure budgets were over. This was down to a few things but mainly due to the maintenance needed to keep the ageing building open. The increase on precept for 2020/21 was looking to be between 25%-30%, depending on the national agreement figures. The below questions were raised by councillors;
- How much will a 30% increase be in monetary terms? £1.52 per week in a Band D property, Concerns were raised over how residents who's income was only covered by their pension would be able to afford this increase.
- Is the Ratepayers actually losing money? The Ratepayers is projected to lose £10,869 in 2019/20.
- What is needed to reduce the percentage increase? The Council's best option would be to shut the Leisure Centre or outsource to a trust. The Leisure Centre expenditure makes up 70% of the overall budget. It was noted that the council office were due to bring a report back to the March meeting from a consultancy outlining the best options. This process would need to involve local residents; a local referendum was suggested as an option.
- It was noted that the precept documentation would need to be back with the district council by the end of January, which did not leave enough time to consult with residents properly on their thoughts about the Leisure Centre.
Derek was thanked for his time and it was noted that budgets would be looked at again in January.

Derek Kemp left the meeting at 8.30pm

F.050 MINUTES: The minutes of the meeting held Tuesday 08th October 2019 were approved as an accurate record, after noting that Cllr Tucker has given his apologies at the meeting.

F.051 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

F.052 PUBLIC PARTICIPATION: No public questions.

F.053 GREEN SPACES LEAFLET: After a short discussion it was proposed, seconded and ***Agreed:*** unanimously to agree to the leaflet in principle once grant funding had been secured.

F.054 COMMUNITY PLAN UPDATE: It was noted that the council would be purchasing trees from South Gloucestershire Council and would be holding a tree planting day. An event day was also due to be held at FACE youth centre for loneliness and isolation. The next older peoples forum would be held in early December at SHE7.

F.055 PLANNING APPLICATIONS: No applications

F.056 PAYMENTS FOR INFORMATION: The Document was noted.

The Chair closed the meeting to the Public at 8.45pm

Confidential Appendix

F.057 Minutes of the staffing committee held Tuesday 05th November 2019: The minutes of the meeting were noted.

F.058 Time Management System: It was unanimously ***Agreed:*** to put this on hold until the new financial year after the presentation from accountant regarding current finances.

F.059 Van Purchase: After a short discussion surrounding specification on the van it was proposed, seconded and ***Agreed:*** to request that the maintenance manager look into costings for a low emission second hand vehicle, also to check with Patchway Town Council and Stoke Gifford Town Council to see if a van share option would be viable.

The Chair closed the meeting at 9.10pm