FILTON TOWN COUNCIL

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

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

9th January 2020

Dear Member

A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 14th January 2020 at <u>7.30p.m</u>** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

L.A.Reuben
Town Clerk.

A G E N D A

Part 1

1. Apologies for Absence
2. Declarations of Interest
3. ***Presentation of 2020/21 revised Budget provision by Derek Kemp – Accounting solutions (Appendix 1)***
4. ***To resolve to demand the 2020/21 Precept requirement on South Glos Council of £981,785 (£315.28 per band D property)***
5. To approve the Minutes of the meeting held 12th November 2019 *(pages 1-2)*
6. Matters of report arising from the minutes not otherwise covered by the Agenda
7. Public Participation
8. Audit Report – *(pages 3-9)*
9. YTL Arena Update
10. 106 Funding Application - MUGA
11. Defibrillators – change of funding requirement
12. Leisure Centre price increases *(page 10)*
13. Payments for information *(pages 11-13)*

Part 2 – resolution to exclude press and public

1. Minutes of the Staffing Committee held 3rd December 2020 *(page 14)*
2. Leisure Centre Options Appraisal – timetable *(page 15)*

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

Audit Report

Filton Town Council – In Year Assurance Audit 2019/20

Audit Plan Year: Sept – Dec 2019

Audit Status: Audit Completed

Audit Review Dates: 25th & 26th November 2019

Report Distributions

Lesley Reuben – Clerk Lesley.Reuben@filtontowncouncil.gov.uk

Darryl Collins - Chair of the Council Darryl.Collins@filtontowncouncil.gov.uk

Objective

The objective of the audit was to provide an independent opinion on the appropriateness of the financial control procedures operated in the Council. Rachel Massey examined these procedures.

Overview

The Town Council has 13 Councillors who sit across 3 committees and the Town Council office is staffed by 3 members of staff.

The 2019/20 annual precept was set at £710,184. A considerable increase in the 2020/21 precept is proposed to £930,222. It is hoped that this will help to address the budget issues identified

The Council contracts an accountant twice a month who maintains the RBS Omega Accounting system. He produces monthly income and expenditure reports which are presented to full council. In the recent precept budgeting document dated 08/11/2019, the accountant has recommended that the minimum reserves should be equal to 3 months net revenue expenditure in 20/21. This equates to £208,530. The council are therefore predicting a short fall of -£146,836 to meet this figure. This is due to increasing costs associated with the Leisure Centre. A consultation with the local residence regarding the future of the facility is planned for the early 2020.

Three out of five recommendations from the previous audit conducted in January 2019 have been addressed, but two still remain an issue. Please see action plan below for details.

Opinion

The highlighted wording in the table below provides the opinion for this internal audit review and its accompanying description.

High Standard	Systems and processes are excellent providing good assurance. Significant strengths have been identified and are to be commended, any recommendations made will serve to further strengthen existing arrangements.
Reliable Standard	There are very few significant matters arising from the audit, systems of control are good and provide reasonable assurance.
Improvements Required	Existing procedures need to be improved in order to ensure that they are fully reliable. Extensive recommendations have been made but the issues are not of such a significance to represent a major risk to the Council.
Significant Improvements Required	Existing procedures are weak and reasonable assurance could not be provided over a number of areas. Prompt action is necessary to improve the situation and avoid unnecessary risks.

1. **Key Strengths**

- The Full Council meet twice a month, one of these meetings is dedicated to Finance. All minutes are signed by the Chair at the following meeting. Supporting documentation is retained on file;
- Setting and approval of budget has been clearly documented in the meeting minutes;

2. **Key Risks**

- Delays in bank processing of income received;
- Hire agreements are not provided to the swimming pool hirers;
- Decrease in projected income and reliance on reserves;
- One Bank mandate were unavailable and one has the name of an ex-employee listed;
- Purchase ordering is not consistently used across all council purchasing.

3. **Key Actions**

- To investigate further where the outstanding cheques and cash credits are within the banking process;
- Continue to explore cost savings in order to budget more efficiently;
- To obtain a copy of the Bank Mandates and retain on file;
- Utilise the existing financial management system to its full potential to ensure that a consistent approach to purchasing is adopted across all areas.

Advisory points

- Proposed 2020 price list has been completed by the Leisure centre manager. Once approved, it would be good practice to display leisure centre and allotment prices on the website.
- A signed copy of the budget was not sighted by the auditor. A signature from the chair is recommended as approval of the budget;
- On-line banking should be explored to help reduce the costs associated with producing and posting large amounts of cheques;
- Any honorarium payments are required to be approved by Council and recorded in the minutes;
- Please ensure that the cashing up process is always authorised by a supervisor as well as the cashier;
- Within a public building, such as the Leisure Centre, it would be good practice to ensure that Portable Appliance Testing is conducted regularly. Please see link below to HSE website which gives some useful info. http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm

4. **Follow Up**

As part of our assurance work we will also review audit findings from the In Year audit by way of a follow up. We must advise you that as per External Audit requirements we are no longer able to provide a 'Partial' audit opinion on the AGAR (the Annual Governance and Accountability Return). Therefore any audit finding resulting in a 'Partial' or 'No' rated Control Objective at the In Year audit, still remaining not implemented by the Year End audit, will now have to be submitted as a 'No' rating on the AGAR.

All of the matters arising from the audit are detailed in the Action Plan together with suitable recommendations.

5. **The Control Environment**

Key Control Objectives		Achieved?
A.	Appropriate accounting records have been kept properly throughout the year.	Yes
B.	The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	Yes
C.	The council assessed the significant risks to achieving objectives and reviewed the adequacy of arrangements to manage these.	Yes
D.	The annual precept requirement resulted from an adequate budgetary process; progress against budget was regularly monitored; and reserves were appropriate.	Partially
E.	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	Partially
F.	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes
G.	Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Yes
H.	Asset and investment registers were complete and accurate and properly maintained.	Yes
I	Periodic and year-end bank account reconciliations are properly carried out.	N/A
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	N/A
K	IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. *("Not Covered" should only be ticked where the authority had a limited assurance review of its 2019/20 AGAR)*	N/A
L	During summer 2019 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirement of the Accounts and Regulations.	N/A
M	(For local councils only) Trusts funds (including charitable) – The council met its responsibilities as a trustees.	N/A

6. **Auditors & Acknowledgements**

Audit Manager	Justine Lawson	
Auditor/s	Rachel Massey	

Audit Report:

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
Priority: High				
1	**Banking – Paying in slips** Audit have checked the Co-operative bank paying in book from 18/10/19 - 14/11/19. Each cash or cheque credit has been checked off against the bank statement going up to 20/11/19. Three cheque receipts which were logged as taken by Loomis were missing on the statement, even though credits either side of the paying in book have been cleared. The missing payments were: 431 -£177 - 06/11/19 406 - £150 - 20/10/19 402- £237.50 - 18/10/19 The Town Council Support Officer has reported on going processing problems with Loomis the cash collectors and Co-operative Bank taking a long time to clear funds.	Cash or cheques could be incorrectly credited to the wrong account. Risk of fraud. Undue criticism of staff.	Recommendation to investigate further where the outstanding cheques and cash credits are within the banking process. The Council currently pays £5,000 in annual charges to the bank for this service. Loomis charges equate to £7440 per annum.	**Responsible Officer** Clerk / Town Council Support Officer. **Target Implementation Date** ASAP
2	**Cash-Flow and Reserves** We are pleased to note that since the previous Audit, the cost savings have made an improvement within expenditure and therefore the council are not predicting to be in a deficit position by the 31st March.	The Town Council may not have enough income in the future to manage the Leisure Centre effectively.	The Town Council has developed a cost savings programme with the support of an external accountant. This cost saving programme should be closely monitored to ensure the cost savings are realised and NALC recommended levels of reserves are achieved.	**Responsible Officer** Full Council / The Clerk **Target Implementation Date** 06/02/2020

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
	But as reserves are being used to fund expenditure, this still remains a recommendation from the previous audit. 2019/20 reserves are predicted to be £21,694 by 01/04/2020. NALC guidelines of a minimum of 3 months expenditure within reserves are still not being achieved.			
Priority: Medium				
3	**RBS Omega purchase orders / Invoicing system** No standard system for raising purchase orders or invoices is currently in operation.	Non-compliance with Financial Regulations section 10. Budget reports maybe inaccurate due to committed expenditure not being accounted for.	RBS Omega accounting software is capable of producing purchase orders and invoices within the system The Town Council should review their various processes and ensure that approved procedures within the Financial Regulations are being adhered with. If all purchase order commitments and invoices across the Council are put through this system, this will help to keep track of the budget more accurately and streamline the process for all staff.	**Responsible Officer** Clerk / Office Team / Leisure centre manager **Target Implementation Date** 06/02/2020
4	**Bank Mandates** The Bank Mandates for the Co-operative Bank and Natwest Bank were unavailable at	Bank mandates may not be up to-date. Bank accounts and cheque stationery may	The Clerk has requested copies of the completed mandates from the relevant banks. These should be	**Responsible Officer** The Clerk

Audit Report:

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
	the time of the audit. The Natwest mandate has since been provided, but an ex office employee is still named as being linked to the account. This is outstanding from the previous audit.	not be adequately secured.	held securely and forwarded onto audit when available. Any ex-employees should be removed from the accounts as soon as possible.	**Target Implementation Date** 06/02/2020
5	**Letting Agreements** Filton Town Council hire out the swimming pool to local schools and organisations for swimming lessons. No annual hire agreements are completed. Pitch hire forms for football clubs, T's & C's public liability insurance does not include a requirement of £5 million public liability.	Letting and liability arrangements could be unclear to both parties.	*Pool letting for swimming lessons-* Please complete a new letting agreement annually for each school who is hiring the swimming pool. This agreement should be signed by both the Filton Leisure Centre Manager and the Hirer prior to the commencement of the lessons. *Pitch hire agreements for football clubs T's & C's* - Number 4 add £5 million public liability insurance requirement and request that the club provides you with a copy of their current insurance certificate and retained a copy on file. It would be good practice to publish the cost of the football pitch hire and allotment plot costs on the Filton Town Council Website	**Responsible Officer** Leisure Centre Manager / Clerk **Target Implementation Date** 06/02/2020

Prices:	2020/21

Swimming:	
Adults	£4.50
Child	£2.30
OAP	£2.30
Student	£2.75
Residents (AD)	£2.85
Family	£12.50
Residents (CH)	£2.00

Block bookings:	
12 swims	£48.00
12 swims (FR)	£30.00
12 swims (CH)	£25.00
12 swims (OAP)	£25.00
12 swims (CON)	£25.00
Dawn dip	£35.00
Dawn Dip (FR)	£25.00
12 swims (FR)	£20.00
DD 8 for 12	£20.00
FR dip 8 for 12	£15.00

Pool hire:	
Main pool	£140.00
Small pool	£85.00

Inflatable party
£150.00

Snooker:	
1/2 Hr	£4.00
Kit hire	£2.00

Badminton:	
1 Hr	£8.25
JR	£4.50

Softplay:	
1 Hour party	£75.00
Room for food	£20.00
child 1	£3.65
child 2	£2.75
FR child 1	£2.50
FR child 2	£2.20

Swimming lessons:	
Per lesson	£7.00
One off 121	£16.50
121	£16.00
6 x 121	£80.00
6 x 221	£125.00

Tennis:	
1 Hr	£8.25
JR	£4.50

Netball:	
1 Hr	£20.00
Floodlights	£10.00
Showers	£10.00

5 a/s Football (courts):	
1 Hr	£20.00
Floodlights	£10.00

Parties:	
Bouncy Castle	£95.00
Pool party	£130.00

Main hall:	
Hire (all day)	£165.00
Hourly	£25

**Skittle alley:	Session
Day time	**£20.00**
Evening (5pm +)	**£25.00**
Sat & Sun	**£30.00**

**Does not include league games

Football pitches:	
Large pitch	£65.00
Medium pitch	£40.00
Small pitch	£40.00

Activities:	
Aquafit	£5.00
Dinki dolphins	£5.00
Swimfit	£5.00

Pavilion (Per Hr):	
Pavilion daytime	**£20.00**
Pavilion Evening	**£25.00**
Pavilion weekend	**£35.00**

***Registered Charity Rates

Pavilion (Per Hr):	
Pavilion daytime	£15.00
Pavilion Evening	£20.00
Pavilion weekend	£25.00

Party room:	
Party:	£20.00
Hourly:	£20.00

Main hall:	
Hire (all day)	£125.00
Hourly	£20

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2019 and 29/11/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/10/2019	British Telecom	DDR	210.02		M06767/3111/British Telecom
02/10/2019	Virgin Mobile - DD	DDR1	18.58		2275128636/3151/Virgin Mobile
03/10/2019	Co-op Bank	DDR	25.00		Chaps fee
03/10/2019	CCLA Investment	TFR	290,000.00		CCLA Investment
04/10/2019	Ricoh UK Ltd - DD	DDR2	561.50		101443324/3082/Ricoh UK Ltd -
04/10/2019	Co-Op Bank	DDR	10.00		Service charge
04/10/2019	Co-Op Bank	DDR	111.91		Commission
04/10/2019	Child Support-Sept	BACS	67.52		Child Support-Sept
04/10/2019	REVERSE Child Support	REVERSE	-67.52		REVERSE Child Support
09/10/2019	Airquee Limited	5076	608.40		IN25700/3110/Airquee Limited
09/10/2019	Bristol & Avon Stocktakers	5077	100.00		61019/3155/Bristol & Avon Stoc
09/10/2019	Capital Cleaning (Kent) Ltd	5078	315.37		0000280651/3164/Capital Cleani
09/10/2019	Complete Weed Control (North W	5079	308.40		NWX-12434/3113/Complete Weed C
09/10/2019	DCK Accounting Solutions Ltd	5080	956.82		TPC8801/3114/DCK Accounting So
09/10/2019	The Gladiator Group	5081	540.00		5042/3158/The Gladiator Group
09/10/2019	The Great Western Brewing Comp	5082	80.40		24580/3116/The Great Western B
09/10/2019	Robert Haddow	5083	120.00		RH29/3117/Robert Haddow
09/10/2019	Initial Washroom Hygiene	5084	184.67		33230229/3118/Initial Washroom
09/10/2019	Instyle Marketing Services	5085	30.00		15045/3119/Instyle Marketing S
09/10/2019	JTS Snack Foods	5086	31.78		16077591/3120/JTS Snack Foods
09/10/2019	Online leisure systems Ltd	5087	1,270.20		7076/3159/Online leisure syste
09/10/2019	Marcella Manzilli	5088	175.00		25919/3121/Marcella Manzilli
09/10/2019	Office Watercoolers SW Ltd	5089	44.82		INV0598384/3122/Office Waterco
09/10/2019	Martin Perrett	5090	200.00		181019/3163/Martin Perrett
09/10/2019	Nikki Pitkin	5091	50.00		00291/NP/3123/Nikki Pitkin
09/10/2019	PKF Littlejohn LLP	5092	2,400.00		SB20193739/3124/PKF Littlejohn
09/10/2019	Rialtas Business Solutions Ltd	5093	624.00		SM20786/3160/Rialtas Business
09/10/2019	Red Dog Technology Ltd	5094	4,775.54		3012/3133/Red Dog Technology L
09/10/2019	RLSS UK Enterprises Ltd	5095	435.75		SI617997-1/3135/RLSS UK Enterp
09/10/2019	South Gloucestershire Council	5096	8,820.00		3804189875/3136/South Gloucest
09/10/2019	St Austell Brewery Company Ltd	5097	3,861.02		2334626/3141/St Austell Brewer
09/10/2019	ST JOHN AMBULANCE SUPPLIES	5098	122.80		1251990/3142/ST JOHN AMBULANCE
09/10/2019	Ernest Till (South West) & co	5099	751.20		00011468/3144/Ernest Till (Sou
09/10/2019	Travis Perkins Trading Co Ltd	5100	391.30		3015AOL433/3148/Travis Perkins
09/10/2019	Unicorn Office Products Ltd	5101	102.68		CR00024312/3150/Unicorn Office
09/10/2019	Viridor Waste Management Ltd	5102	767.88		00002911890AB/3153/Viridor Was
09/10/2019	CNXL CHQ5090-Martin Perrett	CNXL5090	-200.00		CNXL CHQ5090-Martin Perrett
10/10/2019	Zen Internet Ltd - DD	DDR3	25.52		Purchase Ledger Payment
15/10/2019	FIS Payments (UK) Ltd - DDR	DDR4	679.01		2333812/3162/FIS Payments (UK)
18/10/2019	HMRC PAYE/NI Due Sept	BACS	9,828.58		HMRC PAYE/NI Due Sept
18/10/2019	Superannuation Due Sept 19	BACS	9,309.72		Superannuation Due Sept 19
18/10/2019	REVERSE PAYE/NI	REVERSE	-9,828.58		REVERSE PAYE/NI
18/10/2019	REVERSE Pension	REVERSE	-9,309.72		REVERSE Pension
21/10/2019	BANK ACCOUNT-IMPREST	Tfr	70,000.00		Tfr to wages A/C
22/10/2019	CryoService Ltd - DD	DDR5	193.10		3226-Gas rental
23/10/2019	Brenntag UK Ltd	5103	315.04		3260-Pool chemical
23/10/2019	Capital Cleaning (Kent) Ltd	5104	226.30		3244-Cleaning materials

Continued on Page 2

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2019 and 29/11/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
23/10/2019	Tolchards Ltd	5105	81.36		3225-Bar purchase
23/10/2019	DL I.T. Solutions Ltd	5106	87.60		2979-SSD drive+2nd hand keybd
23/10/2019	Filton Voice Ltd	5107	300.00		3216-Filtonvoice in advance
23/10/2019	Gem Security Systems Limited	5108	68.88		3258-Era Oval sashlock 2.5"
23/10/2019	The Gladiator Group	5109	480.00		3237-Gladiator Football Page
23/10/2019	Initial Washroom Hygiene	5110	184.67		3246-Service 08.11.19-07.12.19
23/10/2019	JAK Water Systems Ltd	5111	156.00		3228-Aquafloween
23/10/2019	J P Lennard Ltd	5112	654.45		3240-Telescopic handle
23/10/2019	JTS Snack Foods	5113	336.77		3224-Bar purchase
23/10/2019	Loomis UK Ltd	5114	620.28		3241-Monthly contract
23/10/2019	Red Dog Ltd	5115	2,559.74		3253-Replace defective callpoi
23/10/2019	RLSS UK Enterprises Ltd	5116	590.00		3231-NPLQ new candidate pack
23/10/2019	Swimrite Supplies Ltd	5117	626.34		3230-Pool stock
23/10/2019	ST JOHN AMBULANCE SUPPLIES	5118	15.48		3233-Hard surface wipes
23/10/2019	Tailor Made Office Supplies Lt	5119	15.84		3213-5 Star 2020 year planner
23/10/2019	Ernest Till (South West) & co	5120	658.80		3256-Blocked ladies toilet
23/10/2019	Travis Perkins Trading Co Ltd	5121	141.51		3255-Scruffs twister boot
23/10/2019	WCS Group	5122	418.32		3245-Callout-Sodium dosing
23/10/2019	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
23/10/2019	Total Gas & Power Limited - DD	DDR6	1,122.85		3242-Elec Sept 2019
23/10/2019	Total Gas & Power Limited - DD	DDR7	2,548.00		199257998/19/3161/Total Gas &
23/10/2019	Red Dog Ltd	5115	-2,559.74		2175A/1444/Red Dog Ltd
24/10/2019	DL I.T. Solutions Ltd	DDR8	63.00		20019/3157/DL I.T. Solutions L
25/10/2019	DL I.T. Solutions Ltd	DDR9	216.00		3212-monthly IT maint-Oct
25/10/2019	Butcombe Brewery - DD	DDR10	90.65		PSIB057267/3112/Butcombe Brewe
26/10/2019	BAR TAKINGS CASHBOOK	BC26	71.60		Bar Cash 26.10.19
28/10/2019	Everflow Ltd	DDR11	1,435.56		3214-Water 18.11.19-17.12.19
28/10/2019	Staff salaries Oct 19	BACS	47,725.51		Staff salaries Oct 19
28/10/2019	Reverse Staff salaries	REVERSE	-47,725.51		Reverse Staff salaries
29/10/2019	Pitney Bowes - DD	DDR12	144.95		3215-Franking machine rental
29/10/2019	Change Voucher	DEBIT	435.00		Change Voucher
30/10/2019	Voucher for change	CREDIT	-435.00		Voucher for change
31/10/2019	British Telecom	DD	210.02		3220-TV service Oct
04/11/2019	Avent Interiors Ltd	5123	336.00		1602/3303/Avent Interiors Ltd
04/11/2019	DCK Accounting Solutions Ltd	5124	956.82		TPC8841/3304/DCK Accounting So
04/11/2019	Metro Rod Limited	5125	342.00		0000082979/3305/Metro Rod Limi
04/11/2019	Nikki Pitkin	5126	100.00		00293/NP/3306/Nikki Pitkin
04/11/2019	John Scanlan	5127	120.00		Purchase Ledger Payment
04/11/2019	South Gloucestershire Council	5128	925.31		3804150309/3307/South Gloucest
04/11/2019	Travis Perkins Trading Co Ltd	5129	255.85		3015AOM947/3310/Travis Perkins
04/11/2019	WCS Group	5130	888.00		132067/3312/WCS Group
04/11/2019	Office Watercoolers SW Ltd	5131	44.82		INV0602145/3325/Office Waterco
04/11/2019	Virgin Mobile - DD	DDR	18.58		2277819290/3311/Virgin Mobile
05/11/2019	Co-Op Bank	DDR	10.00		Service charge
05/11/2019	Co-Op Bank	DDR	144.75		Commission
05/11/2019	Delta Card Purchases	DDR	0.10		Delta Card Purchases
06/11/2019	Total Gas & Power Limited - DD	DDR1	306.67		3227-Elec 01.07.19-31.08.19

Continued on Page 3

List of Payments made between 01/10/2019 and 29/11/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
08/11/2019	Total Gas & Power Limited - DD	DDR2	48.52		200682399/19/3308/Total Gas &
11/11/2019	Zen Internet Ltd - DD	DDR3	23.88		Purchase Ledger Payment
14/11/2019	Total Gas & Power Limited - DD	DDR4	146.65		Purchase Ledger Payment
15/11/2019	Business Gas - DD	DDR5	172.29		Purchase Ledger Payment
15/11/2019	FIS Payments (UK) Ltd - DDR	DDR6	556.87		3331-Card processing charge
18/11/2019	Brenntag UK Ltd	5132	514.07		3376-Pool chemicals
18/11/2019	A.L.C.A.	5133	60.00		3339-Good councillor course
18/11/2019	Avon Data Care	5134	12.00		3330-Credit card x 3
18/11/2019	Avon Extinguishers	5135	327.29		3372-Basic serviceExtinguisher
18/11/2019	Capital Cleaning (Kent) Ltd	5136	428.80		3363-Janitorial material
18/11/2019	Tolchards Ltd	5137	101.70		3346-Bar purchase
18/11/2019	Miss Rosalind A Cranham	5138	100.00		3336-RLSS Assessment-5 candida
18/11/2019	DCK Accounting Solutions Ltd	5139	804.90		3366-Pre-printed chqs
18/11/2019	DL I.T. Solutions Ltd	5140	2,700.00		3341-FTC Dell server
18/11/2019	FACE	5141	2,500.00		3342-1st half Apr-Sep19
18/11/2019	Filton Voice Ltd	5142	300.00		3327-Filton voice in advance
18/11/2019	Initial Washroom Hygiene	5143	184.67		3377-Service 08.12.19-07.01.20
18/11/2019	JTS Snack Foods	5144	94.26		3373-Bar stock
18/11/2019	Online leisure systems Ltd	5145	228.00		3347-21.5" Touchscreen monitor
18/11/2019	Lawrence Geraghty	5146	120.00		3335-NPLQ Assessment
18/11/2019	Liam Ward	5147	200.00		3343-Rate Payers-Band Set
18/11/2019	Monsoon Marketing Ltd	5148	232.70		3329-Protective clothing
18/11/2019	Red Dog Technology Ltd	5149	6,810.00		3370-Install Phase 1 new alarm
18/11/2019	South Gloucestershire Council	5150	320.00		3344-Annual Permises licence
18/11/2019	All Sports Media Ltd	5152	300.00		3364-Leicester tigers Matchday
18/11/2019	St Austell Brewery Company Ltd	5153	6,640.11		3360-Bar purchase
18/11/2019	Swim England Awards	5154	470.40		3367-Rainbow awards
18/11/2019	Sound Revolution	5151	400.00		3378-New years Disco
18/11/2019	Ernest Till (South West) & co	5155	204.00		3334-Intall 3x14w LED-Changing
18/11/2019	Viridor Waste Management Ltd	5156	968.40		3361-Waste collection
18/11/2019	WCS Group	5157	399.96		333-Pool call out Sep 19
18/11/2019	Total Gas & Power Limited - DD	DDR7	102.20		Purchase Ledger Payment
20/11/2019	BANK ACCOUNT-IMPREST	Tfr	70,000.00		Wages A/C
22/11/2019	DL I.T. Solutions Ltd	DDR8	216.00		Purchase Ledger Payment
22/11/2019	CryoService Ltd - DD	DDR9	202.17		3219-Food gas rental
23/11/2019	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
25/11/2019	DL I.T. Solutions Ltd	DDR10	63.00		3338-fibre broadband provision
26/11/2019	Everflow Ltd	DDR11	1,482.78		398580/3438/Everflow Ltd
27/11/2019	Almondsbury Garden Centre	D/CARD	89.95		Canes/Tree guards
29/11/2019	Business Gas - DD	DDR12	1,343.95		712816793/3428/Business Gas -
29/11/2019	Business Gas - DD	DDR13	2,850.91		712815953/3427/Business Gas -
29/11/2019	Pitney Bowes - DD	DDR14	63.00		BG939986/3452/Pitney Bowes - D
		Total Payments	519,063.27		

Minutes of the Staffing Committee held 3rd December2019 in the small meeting room, Elm Park, Filton

PRESENT: Cllrs:- Brian Mead(Chair), A Doyle(Vice Chair) D.Collins, Cllr.M.Chaudhry Tom Mewies,

Also Present: Scott Fessey (Leisure Centre Manager), Lesley Reuben (Town Clerk) Deb Holman(Bar Manager, Neil Palmer (Maintenance Manager)

APOLOGIES.

028. Matters arising from the minutes:

029. Bar Report – was noted and the issue of the finances were discussed.
It needed to be established whether the Bar had made a loss or that the income figure was low against the anticipated budget figure. It was agreed to report back with more detail on this.
The Bar staff were thanked for their offer to work voluntarily on Christmas Day.

030. Maintenance Manager Report – was noted and the idea of the Council purchasing a van for use by all staff/departments was ongoing due the current financial position.
The Maintenance manager suggested that the council investigate charging points for customers.
It was reported that the partition around the skittle alley had now been removed and customers seemed happier. Other teams may also return once the toilets had been refurbished.
Customers had requested that a blind be purchased for the alley window to respect the privacy of swimmers – it was agreed that this be actioned.
Trees – the Town Clerk reported that the free trees had been received from South Glos Council. These had been allocated during national tree week to 3 sites, Millenium Green, Northville Community Garden, and Elm Park Play Area. A resident had been repeatedly challenging the Town Clerks actions and approaching the grounds team for information.
The Town Clerk had invited the said resident to come into the office to discuss various issues. They had to date, declined the offer to meet until they were in receipt of a copy of the tree plan and various documents/information that had been requested. Under the Freedom of Information Act they would be entitled to information within 20 days. The Committee discussed this ongoing problem and it was agreed that a typed version of the tree plan working document be presented to the next council meeting within the agenda packs and the resident would then be able to view it and question council from there. A copy of the typed version be forwarded to the resident once in the public domain.

031. Leisure Centre Managers Report was noted. It was reported that staffing levels were at full quota. The Centre was awaiting the arrival of a new inflatable for the pool which would be used for fun session and available for private hire parties. The first fun session being 21st December and tickets would be on sale for this event.

032. Future Management of Leisure Centre it was reported that the initial meeting had taken place with a consultant who was keen to work with the council and would be preparing a proposal which would be with the Town Clerk in the next week. It was agreed that this proposal was commercially sensitive and should go to full council in a confidential session. A working group would be set up following the outcome which would include Councillors, Managers and the Town Clerk. It was also noted that the majority of the meetings surrounding this would be held during the working day.

033. Date of next meeting – 7th January 2019 6.30p.m. Small meeting room.

There being no further business, the meeting closed at 7.45p.m.

Draft Project Timetable – Options Appraisal

Activities	Week Commencing (Monday)									
	6/1	13/1	20/1	27/1	3/2	10/2	17/2	24/2	2/3	9/3
Briefing Meeting										
Project Meetings										
Document Review										
Performance & Market Review										
Investment Opportunities										
Partnership Arrangements										
Future Options										
Interim Workshop										
Best Practice Case Studies										
Business Planning										
Draft Business Case Report										
Feedback on Report										
Final Report										

Minutes of the meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 14th January 2020 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 Monk, A Robinson, J Tucker, C Wood,

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer) Derek Kemp (Accounting Solutions)

APOLOGIES: Cllrs: - I Scott

NON ATTENDANCE:- Cllrs:-

F.060 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.061 DECLARATION OF INTEREST: Cllr Monk declared a personal interest in North Bristol Advice Centre as his father sits as a director.

F.062 PRESENTATION OF 2020/21 BUDGET BY DEREK KEMP ACCOUNTING SOLUTIONS: Derek Kemp (Accounting Solutions) presented the revised budget provision to councillors. The revised figures saw a demand to the 2020/21 precept requirement to South Gloucestershire Council of £981,758 (which equates to £315.28 per band D property). It was noted that a large part of the increase was due to pool income not hitting its targets and pool expenditure exceeding its targets due to maintenance works needed on the aging building. Councillors asked the accountant what would happen if the 35% increase was not accepted, it was noted that whole site would have to be shut down and redundancies investigated. A question was raised about current cash flow and whether the Council had enough money to get to the end of the financial year, the accountant confirmed that cash flow projections were tight but that the council would make it to the end of April.

F.063 TO RELSOVE TO DEMAND THE 2020/21 PRECEPT REQUIREMENT TO SOUTH GLOUCESTERSHIRE COUNCIL OF £981,785 (£315.28 PER BAND D PROPERTY): Cllr Wood started by asking for a named vote. A short conversation was held before Cllr Monk proposed to accept the recommendation of 34.1% increase, this was seconded by Cllr Doyle and Agreed: 7 in favour 5 against broken down as follows; Cllrs TM, DC, EJ, AD, AM, MC & BM voted in favour and Cllrs CW, AK, AR, KB, & JT voted against the proposal.

F.064 MINUTES: The minutes of the meeting held Tuesday 12th November 2019 were approved as an accurate record.

F.065 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: Councillors asked if the figures for the Ratepayers Arms could be circulated around by email for information.

Action: Town Council Office

F.066 PUBLIC PARTICIPATION:

i) MUGA – The chair of the community garden raised concerns about the plans for the MUGA, the current tennis court wall is currently being used as a support for plants and trees in the garden and there are concerns that if the wall is taken down for the MUGA it will take away vital space in the community garden. It was suggested that the cycle speedway track be investigated as an alternative location for the MUGA. It was agreed to a few members of the community garden committee will sit on the consultation team for the MUGA project.

ii) Pod in the Park – Questions were asked as to whether the pod in the park had shut down. It was reported that the social enterprise had run out of money so had shut short term until a meeting with trustees had been held to identify more volunteers that could run with the project.

iii) Staffing Minutes – A local resident was not happy about a section of the staffing minutes which they believed were about themselves. It was ***Agreed:*** to take the minutes back to the next staffing meeting to discuss whether the line being objected too could be retracted.

F.067 AUDIT REPORT: The report was noted, and it was agreed to report back to the next meeting with what actions need improvement and how the council propose to conclude them.

Action: Town Council Office

F.068 YTL ARENA UPDATE: It was noted that YTL would be attending February Full Council meeting to present. In the meantime, residents and councillors could comment on the current applications through the South Gloucestershire Council Planning Portal.

F.069 106 FUNDING APPLICATION (MUGA): The Town Clerk was thanked for her work in securing £95,000 worth of funding towards the MUGA Project. The Town Clerk noted that South Gloucestershire Council needed a business plan along with plans needed to be submitted to them by the end of February 2020.

F.070 DEFIBRILLATOR UPDATE: An update was given on the Defibrillators; it was noted that the full amount of money was needed up front to secure the delivery of the units. Councillors were notified of this early January but there were not enough responses received to go ahead. After further discussions a motion was put forward to empower the clerk to purchase all three defibrillators at the lowest cost and purchase 1 defib this year followed by another 2 in the new financial year, this was seconded and ***Agreed:*** unanimously.

F.071 LEISURE CENTRE PRICE INCREASE: Councillors asked for the report to be brought back to the January full council meeting with more detailed information including what other sports centres are charging and what we charged last year. A report for the bar with the same information was also requested.

Action: Town Council Office

F.072 PAYMENTS FOR INFORMATION: The Document was noted.

The Council Resolved to exclude press and public from the next part of the meeting at 8.45pm

Confidential Appendix

F.073 Minutes of the staffing committee held Tuesday 03rd December 2019: The minutes of the meeting were noted.

F.074 Leisure Centre Options Appraisal: The timescale document was noted, the Town Clerk updated councillors on the meetings held to date. It was suggested that the Town Council Office look into the legalities of selling off the piece of tarmac land at the bottom of the field and use the money raised from that to improve leisure and ground facilities.

The Chair closed the meeting at 9.00pm

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

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

05th February 2020

Dear Member

A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 11th February 2020 at 7.30p.m** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

L.A.Reuben
Town Clerk.

AGENDA

Part 1

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 14th January 2019 *(pages 1-2)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Leisure Centre Manager – Price Increases
6. Public Participation
7. Meeting Dates 2020 *(page 3)*
8. Internal Report Action Plan *(pages 4-6)*
9. Income & Expenditure Reports Month 9 *(pages 7-16)*
10. Balance Sheet Month 9 *(pages 17-18)*
11. Payments for information *(pages 19-20)*

Part 2 – resolve to exclude press and public

1. Minutes of the Staffing Committee held 2nd January 2020 *(page 21)*
2. Leisure Centre Options Appraisal - update

Minutes of the meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 14th January 2020 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 Monk, A Robinson, J Tucker, C Wood,

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The Chair closed the meeting at 9.00pm

FILTON TOWN COUNCIL

FILTON TOWN COUNCIL MEETING DATES 2020

January			
7th	6.30pm	Staffing Committee	Filton Council Office
14th	7.30pm	Full Council Finance & General Purposes	Doug Daniels Pavilion
28th	7.30pm	Full Council	Doug Daniels Pavilion
February			
4th	6.30pm	Staffing Committee	Filton Council Office
11th	7.30pm	Full Council Finance & General Purposes	Doug Daniels Pavilion
18th	6.30pm	Carbon Neutral Group	Filton Council Office
25th	7.30pm	Full Council	Doug Daniels Pavilion
March			
2nd	6.30pm	Staffing Committee	Filton Council Office
10th	7.30pm	Full Council Finance & General Purposes	Doug Daniels Pavilion
31st	7.30pm	Full Council	Doug Daniels Pavilion
April			
7th	6.30pm	Staffing Committee	Filton Council Office
14th	7.30pm	Full Council	Doug Daniels Pavilion
28th	7.30pm	Full Council Finance and General Purposes	Doug Daniels Pavilion
May			
5th	6.30pm	Staffing Committee	Filton Council Office
12th	7.30pm	Full Council Full Council & Annual Meeting	Doug Daniels Pavilion
19th	6.30pm	Carbon Neutral Group	Filton Council Offices
26th	7.30pm	Finance & General Purposes	Doug Daniels Pavilion
June			
2nd	6.30pm	Staffing Committee	Filton Council Office
9th	7.30pm	Full Council Finance & General Purposes	Doug Daniels Pavilion
30th	7.30pm	Full Council	Bethany Hall
July			
7th	6.30pm	Staffing Committee	Filton Council Office
14th	7.30pm	Full Council Finance & General Purposes	Doug Daniels Pavilion
28th	7.30pm	Full Council	Doug Daniels Pavilion
August		There are no meetings held in August	
September			
1st	6.30pm	Staffing Committee	Filton Council Office
8th	7.30pm	Full Council Finance & General Purposes	Doug Daniels Pavilion
15th	6.30pm	Carbon Neutral Group	Filton Council Office
29th	7.30pm	Full Council	Bethany Hall
October			
6th	6.30pm	Staffing Committee	Filton Council Office
13th	7.30pm	Full Council Finance & General Purposes	Doug Daniels Pavilion
27th	7.30pm	Full Council	Doug Daniels Pavilion
November			
3rd	6.30pm	Staffing Committee	Filton Council Office
10th	7.30pm	Full Council Finance & General Purposes	Doug Daniels Pavilion
24th	7.30pm	Full Council	Doug Daniels Pavilion
December		(No Committees unless specifically called)	
8th	7.30pm	Full Council	Doug Daniels Pavilion

4

Audit Report:

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
Priority: High				
1	**Banking – Paying in slips** Audit have checked the Co-operative bank paying in book from 18/10/19 - 14/11/19. Each cash or cheque credit has been checked off against the bank statement going up to 20/11/19. Three cheque receipts which were logged as taken by Loomis were missing on the statement, even though credits either side of the paying in book have been cleared. The missing payments were: 431 -£177 - 06/11/19 ✓ 406 - £150 - 20/10/19 Cancelled. 402- £237.50 - 18/10/19 ✓ The Town Council Support Officer has reported on going processing problems with Loomis the cash collectors and Co-operative Bank taking a long time to clear funds.	Cash or cheques could be incorrectly credited to the wrong account. Risk of fraud. Undue criticism of staff.	Recommendation to investigate further where the outstanding cheques and cash credits are within the banking process. The Council currently pays £5,000 in annual charges to the bank for this service. Loomis charges equate to £7440 per annum.	**Responsible Officer** Clerk / Town Council Support Officer. **Target Implementation Date** **ASAP**
2	**Cash-Flow and Reserves** We are pleased to note that since the previous Audit, the cost savings have made an improvement within expenditure and therefore the council are not predicting to be in a deficit position by the 31st March.	The Town Council may not have enough income in the future to manage the Leisure Centre effectively.	The Town Council has developed a cost savings programme with the support of an external accountant. This cost saving programme should be closely monitored to ensure the cost savings are realised and NALC recommended levels of reserves are achieved.	**Responsible Officer** Full Council / The Clerk **Target Implementation Date** 06/02/2020

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
	But as reserves are being used to fund expenditure, this still remains a recommendation from the previous audit. 2019/20 reserves are predicted to be £21,694 by 01/04/2020. NALC guidelines of a minimum of 3 months expenditure within reserves are still not being achieved.			
Priority: Medium				
3	**RBS Omega purchase orders / Invoicing system** No standard system for raising purchase orders or invoices is currently in operation.	Non-compliance with Financial Regulations section 10. Budget reports maybe inaccurate due to committed expenditure not being accounted for.	RBS Omega accounting software is capable of producing purchase orders and invoices within the system The Town Council should review their various processes and ensure that approved procedures within the Financial Regulations are being adhered with. If all purchase order commitments and invoices across the Council are put through this system, this will help to keep track of the budget more accurately and streamline the process for all staff.	**Responsible Officer** Clerk / Office Team / Leisure centre manager **Target Implementation Date** 06/02/2020
4	**Bank Mandates** The Bank Mandates for the Co-operative Bank and Natwest Bank were unavailable at	Bank mandates may not be up to-date. Bank accounts and cheque stationery may	The Clerk has requested copies of the completed mandates from the relevant banks. These should be	**Responsible Officer** The Clerk

5

6.

Audit Report:

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
	the time of the audit. The Natwest mandate has since been provided, but an ex office employee is still named as being linked to the account. This is outstanding from the previous audit.	not be adequately secured.	held securely and forwarded onto audit when available. Any ex-employees should be removed from the accounts as soon as possible.	**Target Implementation Date** 06/02/2020 Complete
5	**Letting Agreements** Filton Town Council hire out the swimming pool to local schools and organisations for swimming lessons. No annual hire agreements are completed. Pitch hire forms for football clubs, T's & C's public liability insurance does not include a requirement of £5 million public liability.	Letting and liability arrangements could be unclear to both parties.	*Pool letting for swimming lessons-* Please complete a new letting agreement annually for each school who is hiring the swimming pool. This agreement should be signed by both the Filton Leisure Centre Manager and the Hirer prior to the commencement of the lessons. *Pitch hire agreements for football clubs T's & C's* - Number 4 add £5 million public liability insurance requirement and request that the club provides you with a copy of their current insurance certificate and retained a copy on file. It would be good practice to publish the cost of the football pitch hire and allotment plot costs on the Filton Town Council Website	**Responsible Officer** Leisure Centre Manager / Clerk **Target Implementation Date** 06/02/2020 In hand. In hand

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

Month No: 9

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	1,041	16,379	27,433	11,054			59.7%
		Expenditure	59,347	498,247	621,822	123,575		123,575	80.1%
	Movement to/(from) Gen Reserve		(58,307)	(481,869)					
102	Leisure Centre - Swimming Pool	Income	16,782	219,235	374,700	155,465			58.5%
		Expenditure	1,635	69,845	106,500	36,655		36,655	65.6%
	Movement to/(from) Gen Reserve		15,148	149,390					
103	Leisure Centre - Pool Vending	Income	47	434	2,000	1,566			21.7%
104	Leisure Centre - Bar	Income	12,638	111,788	180,200	68,412			62.0%
		Expenditure	12,903	112,154	178,848	66,694		66,694	62.7%
	Movement to/(from) Gen Reserve		(266)	(365)					
105	Leisure Centre - Indoor Sports	Income	508	7,555	10,200	2,645			74.1%
		Expenditure	1,059	7,866	17,000	9,134		9,134	46.3%
	Movement to/(from) Gen Reserve		(552)	(311)					
106	Leisure Centre - Outdoor Sport	Income	397	2,126	4,915	2,789			43.3%
		Expenditure	0	104	1,000	896		896	10.4%
	Movement to/(from) Gen Reserve		397	2,021					
201	Playing Fields	Income	120	195	2,000	1,805			9.8%
		Expenditure	(50)	2,136	2,500	364		364	85.4%
	Movement to/(from) Gen Reserve		170	(1,941)					
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	1,048	800	(248)			130.9%
		Expenditure	33	467	775	308		308	60.3%
	Movement to/(from) Gen Reserve		(33)	580					
301	Roads & Highways	Expenditure	0	2,313	3,100	787		787	74.6%
302	Community Development	Income	0	6,745	2,500	(4,245)			269.8%
		Expenditure	6,438	39,699	42,800	3,101		3,101	92.8%
	Movement to/(from) Gen Reserve		(6,438)	(32,954)					
801	Corporate Management	Expenditure	(550)	(4,950)	(6,600)	(1,650)		(1,650)	75.0%
802	Democratic Rep'n & Mgmt	Expenditure	250	2,324	9,000	6,676		6,676	25.8%
803	Civic Expenses	Expenditure	950	950	950	0		0	100.0%
901	Central Services	Income	2	2	2	(0)			105.0%
		Expenditure	11,503	110,293	156,701	46,408		46,408	70.4%
	Movement to/(from) Gen Reserve		(11,501)	(110,291)					
902	Outside Services	Expenditure	7,887	82,296	104,377	22,081		22,081	78.8%
909	Capital & Projects	Income	950	12,012	0	(12,012)			0.0%
		Expenditure	950	52,420	41,103	(11,317)		(11,317)	127.5%
	Movement to/(from) Gen Reserve		0	(40,408)					
998	Precept & Interest	Income	170	716,025	716,126	101			100.0%

Continued over page

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

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	32,655	1,093,543	1,322,376	228,833			82.7%
Expenditure	102,356	976,275	1,282,376	306,101	0	306,101	76.1%
Net Income over Expenditure	(69,702)	117,268	40,000	(77,268)			
Movement to/(from) Gen Reserve	(69,702)	117,268					

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Filton Town Council 19-20

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

Month No: 9 **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	0	0	1,583	1,583			0.0%	
1010	Pavillion Hire	183	6,239	6,000	(239)			104.0%	
1011	HALL BLOCK BOOKINGS	443	2,982	2,800	(182)			106.5%	
1013	EQUIPMENT HIRE INCOME	5	21	50	29			42.5%	
1054	Softplay Income	400	6,408	16,000	9,592			40.0%	
1077	GRANTS RECEIVED	0	333	0	(333)			0.0%	
1080	MISCELLANEOUS INCOME	10	396	1,000	604			39.6%	
	Leisure Centre - General :- Income	**1,041**	**16,379**	**27,433**	**11,054**			**59.7%**	0
4001	SALARIES & WAGES	49,041	397,773	473,356	75,583		75,583	84.0%	
4002	TEMPORARY & CASUAL STAFF	75	75	0	(75)		(75)	0.0%	
4003	COST OF TRAINING COURSES	0	777	1,000	223		223	77.7%	
4006	PROTECTIVE CLOTHING	0	1,144	1,200	56		56	95.3%	
4008	TRAINING	0	345	1,200	855		855	28.8%	
4011	RATES	5,124	46,116	61,950	15,834		15,834	74.4%	
4012	WATER RATES	46	0	0	0		0	0.0%	
4014	ELECTRICITY	0	1,248	2,000	752		752	62.4%	
4015	GAS	1,374	2,475	4,500	2,025		2,025	55.0%	
4016	JANITORIAL	304	4,290	4,016	(274)		(274)	106.8%	
4017	HEALTH & SAFETY	0	410	1,250	840		840	32.8%	
4018	REFUSE DISPOSAL	492	5,784	7,000	1,216		1,216	82.6%	
4021	TELEPHONE & FAX	179	364	900	536		536	40.4%	
4023	STATIONERY/PRINTING	0	1,141	2,000	859		859	57.0%	
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	165	3,201	6,000	2,799		2,799	53.4%	
4035	SECURITY COSTS	744	5,936	5,500	(436)		(436)	107.9%	
4036	PROPERTY MAINTCE	862	5,432	10,000	4,568		4,568	54.3%	
4038	MAINTENANCE CTRCTS	185	5,799	8,000	2,201		2,201	72.5%	
4039	MISC EXPS, XMAS DECORATIONS	0	214	0	(214)		(214)	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	957	2,500	1,543		1,543	38.3%	
4042	EQUIPMENT MAINTCE	37	37	500	463		463	7.5%	
4046	CLEANING CONTRACT	0	45	1,000	955		955	4.5%	
4051	BANK CHARGES	718	4,580	5,000	420		420	91.6%	
4069	Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0%	
4115	LICENCES	0	75	450	375		375	16.7%	
	Leisure Centre - General :- Indirect Expenditure	**59,347**	**498,247**	**621,822**	**123,575**	0	**123,575**	**80.1%**	0
	Net Income over Expenditure	**(58,307)**	**(481,869)**	**(594,389)**	**(112,521)**				

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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	450	4,000	3,550			11.3%	
1020 SWIMMING - PUBLIC	2,084	42,820	65,000	22,180			65.9%	
1021 SWIMMING - LESSONS	13,835	142,920	240,000	97,080			59.5%	
1022 SWIMMING - SCHOOLS	0	8,654	15,000	6,346			57.7%	
1023 SWIMMING - CLUBS	0	11,933	15,000	3,067			79.6%	
1024 SALES (STOCK) POOL	427	4,062	9,000	4,938			45.1%	
1025 Pool Parties	238	1,563	3,000	1,438			52.1%	
1026 One to One Lessons	(15)	386	10,000	9,614			3.9%	
1027 Aqua Fit	292	4,578	6,500	1,922			70.4%	
1028 Lifeguard Courses	0	2,115	6,000	3,885			35.3%	
1080 MISCELLANEOUS INCOME	0	0	1,200	1,200			0.0%	
1099 TILL DISCREPANCIES	(78)	(245)	0	245			0.0%	
Leisure Centre - Swimming Pool :- Income	**16,782**	**219,235**	**374,700**	**155,465**			**58.5%**	**0**
4103 PURCHASES FOR RESALE	400	4,752	6,000	1,248		1,248	79.2%	
Leisure Centre - Swimming Pool :- Direct Expenditure	**400**	**4,752**	**6,000**	**1,248**	**0**	**1,248**	**79.2%**	**0**
4002 TEMPORARY & CASUAL STAFF	0	1,730	0	(1,730)		(1,730)	0.0%	
4008 TRAINING	0	3,089	3,000	(89)		(89)	103.0%	
4012 WATER RATES	1,459	15,035	15,100	65		65	99.6%	
4014 ELECTRICITY	(2,997)	11,930	25,000	13,070		13,070	47.7%	
4015 GAS	9,144	18,021	28,000	9,979		9,979	64.4%	
4017 HEALTH & SAFETY	0	1,479	1,000	(479)		(479)	147.9%	
4020 SUNDRY OFFICE & IT COSTS	0	3,127	2,400	(727)		(727)	130.3%	
4024 SUBSCRIPTIONS	0	0	300	300		300	0.0%	
4036 PROPERTY MAINTCE	0	2,593	2,500	(93)		(93)	103.7%	
4038 MAINTENANCE CTRCTS	438	992	1,000	8		8	99.2%	
4040 EQUIPMENT & SMALL TOOLS	0	541	2,200	1,659		1,659	24.6%	
4042 EQUIPMENT MAINTCE	(6,810)	2,193	12,500	10,307		10,307	17.5%	
4120 POOL CHEMICALS	0	2,560	4,500	1,940		1,940	56.9%	
4125 POOL PURCHASES NOT FOR RESALE	0	1,801	3,000	1,199		1,199	60.0%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	**1,235**	**65,092**	**100,500**	**35,408**	**0**	**35,408**	**64.8%**	**0**
Net Income over Expenditure	**15,148**	**149,390**	**268,200**	**118,810**				
103 Leisure Centre - Pool Vending								
1030 Vending Machine Income	47	434	2,000	1,566			21.7%	
Leisure Centre - Pool Vending :- Income	**47**	**434**	**2,000**	**1,566**			**21.7%**	**0**
Net Income	**47**	**434**	**2,000**	**1,566**				

Continued over page

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

Month No: 9 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	6,525	13,500	6,975			48.3%	
1031	MACHINE INCOME	0	632	2,000	1,368			31.6%	
1032	Tickets	367	697	700	3			99.6%	
1040	BAR INCOME - LOUNGE	10,036	91,518	145,000	53,482			63.1%	
1041	BAR INCOME - HALL	1,273	9,741	13,000	3,259			74.9%	
1049	CAFE INCOME	192	2,554	4,000	1,446			63.9%	
1056	FUNCTION ROOM HIRE	63	130	2,000	1,870			6.5%	
1099	TILL DISCREPANCIES	(17)	(10)	0	10			0.0%	
	Leisure Centre - Bar :- Income	**12,638**	**111,788**	**180,200**	**68,412**			**62.0%**	0
4101	PURCHASES - WET STOCK	5,270	41,787	58,725	16,938		16,938	71.2%	
4102	PURCHASES - DRY STOCK	269	2,155	6,000	3,845		3,845	35.9%	
4109	PURCHASES - CAFE	160	1,681	0	(1,681)		(1,681)	0.0%	
	Leisure Centre - Bar :- Direct Expenditure	**5,699**	**45,623**	**64,725**	**19,102**	0	**19,102**	**70.5%**	0
4001	SALARIES & WAGES	6,018	55,595	93,718	38,123		38,123	59.3%	
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	260	1,134	3,000	1,866		1,866	37.8%	
4038	MAINTENANCE CTRCTS	0	160	305	145		145	52.4%	
4040	EQUIPMENT & SMALL TOOLS	9	406	400	(6)		(6)	101.5%	
4041	EQUIPMENT HIRE	387	3,909	6,000	2,091		2,091	65.1%	
4051	BANK CHARGES	0	331	850	519		519	39.0%	
4056	LEGAL FEES	0	150	0	(150)		(150)	0.0%	
4060	OTHER PROF FEES	100	800	1,200	400		400	66.7%	
4104	BAR SUNDRIES	61	208	1,000	792		792	20.8%	
4110	PROMOTIONS	270	2,350	3,500	1,150		1,150	67.1%	
4115	LICENCES	37	1,223	1,500	277		277	81.5%	
4116	GAMING MACHINE DUTY	62	263	1,000	737		737	26.3%	
	Leisure Centre - Bar :- Indirect Expenditure	**7,205**	**66,530**	**114,123**	**47,593**	0	**47,593**	**58.3%**	0
	Net Income over Expenditure	**(266)**	**(365)**	**1,352**	**1,717**				
105	Leisure Centre - Indoor Sports								
1050	BADMINTON FEES	55	1,052	2,000	948			52.6%	
1051	SNOOKER FEES	340	3,795	5,000	1,205			75.9%	
1052	PARTY ROOM HIRE	113	2,600	3,000	400			86.7%	
1053	SKITTLE ALLEY	0	108	200	92			53.8%	
	Leisure Centre - Indoor Sports :- Income	**508**	**7,555**	**10,200**	**2,645**			**74.1%**	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
4014 ELECTRICITY	1,059	7,731	12,000	4,269		4,269	64.4%	
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	**1,059**	**7,866**	**17,000**	**9,134**	0	**9,134**	**46.3%**	**0**
Net Income over Expenditure	**(552)**	**(311)**	**(6,800)**	**(6,489)**				
106 Leisure Centre - Outdoor Sport								
1060 GRASS INCOME	366	1,996	4,590	2,594			43.5%	
1061 OUTSIDE COURTS	0	43	200	157			21.4%	
1063 Petanque Income	31	88	125	38			70.0%	
Leisure Centre - Outdoor Sport :- Income	**397**	**2,126**	**4,915**	**2,789**			**43.3%**	**0**
4014 ELECTRICITY	0	104	1,000	896		896	10.4%	
Leisure Centre - Outdoor Sport :- Indirect Expenditure	**0**	**104**	**1,000**	**896**	**0**	**896**	**10.4%**	**0**
Net Income over Expenditure	**397**	**2,021**	**3,915**	**1,893**				
201 Playing Fields								
1201 Field Hire Income	120	195	2,000	1,805			9.8%	
Playing Fields :- Income	**120**	**195**	**2,000**	**1,805**			**9.8%**	**0**
4012 WATER RATES	(50)	0	0	0		0	0.0%	
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	**(50)**	**2,136**	**2,500**	**364**	**0**	**364**	**85.4%**	**0**
Net Income over Expenditure	**170**	**(1,941)**	**(500)**	**1,441**				
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**
Net Expenditure	**0**	**(111)**	**(2,000)**	**(1,890)**				
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**
Net Income over Expenditure	**0**	**0**	**1,000**	**1,000**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204	Allotments								
1001	RENT RECEIVED	0	1,048	800	(248)			130.9%	
	Allotments :- Income	**0**	**1,048**	**800**	**(248)**			**130.9%**	**0**
4012	WATER RATES	33	292	250	(42)		(42)	116.9%	
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	0	175	250	75		75	70.1%	
	Allotments :- Indirect Expenditure	**33**	**467**	**775**	**308**	**0**	**308**	**60.3%**	**0**
	Net Income over Expenditure	**(33)**	**580**	**25**	**(555)**				
301	Roads & Highways								
4080	STREET CARE (ex S Glos)	0	2,313	3,100	787		787	74.6%	
	Roads & Highways :- Indirect Expenditure	**0**	**2,313**	**3,100**	**787**	**0**	**787**	**74.6%**	**0**
	Net Expenditure	**0**	**(2,313)**	**(3,100)**	**(787)**				
302	Community Development								
1077	GRANTS RECEIVED	0	2,000	0	(2,000)			0.0%	
1082	Filton Festival	0	4,745	2,500	(2,245)			189.8%	
	Community Development :- Income	**0**	**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	0	4,280	4,000	(280)		(280)	107.0%	
4707	GRANTS - YOUTH PROVISION	0	17,500	17,500	0		0	100.0%	
4708	GRANTS - COMM'Y PARTNERSHIP	0	0	3,500	3,500		3,500	0.0%	
4711	GRANTS - S137 GENERAL	6,438	6,401	6,500	99		99	98.5%	
4720	CHRISTMAS ACTIVITIES	0	0	3,000	3,000		3,000	0.0%	
4725	FILTON FESTIVAL	0	11,518	6,500	(5,018)		(5,018)	177.2%	
	Community Development :- Indirect Expenditure	**6,438**	**39,699**	**42,800**	**3,101**	**0**	**3,101**	**92.8%**	**0**
	Net Income over Expenditure	**(6,438)**	**(32,954)**	**(40,300)**	**(7,346)**				
801	Corporate Management								
4004	PENSION DEFICIT	(550)	(4,950)	(6,600)	(1,650)		(1,650)	75.0%	
	Corporate Management :- Indirect Expenditure	**(550)**	**(4,950)**	**(6,600)**	**(1,650)**	**0**	**(1,650)**	**75.0%**	**0**
	Net Expenditure	**550**	**4,950**	**6,600**	**1,650**				

Continued over page

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

Month No: 9

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
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	2,274	3,000	726		726	75.8%	
4065	MEETING COSTS	0	50	100	50		50	50.0%	
	Democratic Rep'n & Mgmt :- Indirect Expenditure	**250**	**2,324**	**9,000**	**6,676**	**0**	**6,676**	**25.8%**	**0**
	Net Expenditure	**(250)**	**(2,324)**	**(9,000)**	**(6,676)**				
803	Civic Expenses								
4066	CHAIRMANS ALLOWANCE	950	950	950	0		0	100.0%	
	Civic Expenses :- Indirect Expenditure	**950**	**950**	**950**	**0**	**0**	**0**	**100.0%**	**0**
	Net Expenditure	**(950)**	**(950)**	**(950)**	**0**				
901	Central Services								
1001	RENT RECEIVED	2	2	2	(0)			105.0%	
	Central Services :- Income	**2**	**2**	**2**	**(0)**			**105.0%**	**0**
4001	SALARIES & WAGES	8,974	81,511	114,201	32,690		32,690	71.4%	
4005	HR Costs-Service level agr'mnt	0	7,523	7,350	(173)		(173)	102.4%	
4007	COURSES/CONFERENCES	0	15	250	235		235	6.0%	
4008	TRAINING	0	85	2,500	2,415		2,415	3.4%	
4009	TRAVEL	0	25	200	175		175	12.5%	
4010	OTHER STAFF COSTS	0	17	1,600	1,583		1,583	1.1%	
4020	SUNDRY OFFICE & IT COSTS	375	4,903	3,000	(1,903)		(1,903)	163.4%	
4021	TELEPHONE & FAX	15	251	750	499		499	33.4%	
4022	POSTAGE	62	846	750	(96)		(96)	112.8%	
4023	STATIONERY/PRINTING	0	847	800	(47)		(47)	105.8%	
4024	SUBSCRIPTIONS	0	126	2,100	1,974		1,974	6.0%	
4026	PHOTOCOPY CHARGES	477	1,438	2,500	1,062		1,062	57.5%	
4027	OFFICE EQUIPMENT	0	468	500	32		32	93.6%	
4051	BANK CHARGES	11	827	900	73		73	91.9%	
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057	AUDIT FEES	45	45	3,300	3,255		3,255	1.4%	
4058	ACCOUNTANCY FEES	797	9,028	12,000	2,972		2,972	75.2%	
4060	OTHER PROF FEES	747	2,338	3,000	662		662	77.9%	
	Central Services :- Indirect Expenditure	**11,503**	**110,293**	**156,701**	**46,408**	**0**	**46,408**	**70.4%**	**0**
	Net Income over Expenditure	**(11,501)**	**(110,291)**	**(156,699)**	**(46,408)**				

Continued over page

Detailed Income & Expenditure by Budget Heading 01/04/2019
Month No: 9 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	7,669	68,889	91,627	22,738		22,738	75.2%	
4006	PROTECTIVE CLOTHING	0	96	500	404		404	19.2%	
4008	TRAINING	0	0	500	500		500	0.0%	
4036	PROPERTY MAINTCE	131	3,570	1,500	(2,070)		(2,070)	238.0%	
4037	GROUNDS MAINTENANCE	0	1,963	2,500	537		537	78.5%	
4040	EQUIPMENT & SMALL TOOLS	83	673	2,000	1,327		1,327	33.6%	
4041	EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042	EQUIPMENT MAINTCE	4	5,336	3,000	(2,336)		(2,336)	177.9%	
4044	VEHICLE FUEL,OIL & MAINT	0	1,768	2,500	732		732	70.7%	
	Outside Services :- Indirect Expenditure	**7,887**	**82,296**	**104,377**	**22,081**	0	**22,081**	**78.8%**	0
	Net Expenditure	**(7,887)**	**(82,296)**	**(104,377)**	**(22,081)**				
909	Capital & Projects								
1074	CIL Income	0	7,298	0	(7,298)			0.0%	
1077	GRANTS RECEIVED	0	3,764	0	(3,764)			0.0%	
1078	DONATIONS RECEIVED	950	950	0	(950)			0.0%	
	Capital & Projects :- Income	**950**	**12,012**	**0**	**(12,012)**				0
4054	LOAN INTEREST PWLB	0	1,746	2,441	695		695	71.5%	
4055	LOAN CAPITAL REPAID	0	13,662	13,662	0		0	100.0%	
4903	CAP IT Upgrading	480	4,980	0	(4,980)		(4,980)	0.0%	
4906	CAP Swimming Pool	8,544	8,544	(0)	(8,544)		(8,544)	(854423	
4975	CAP - Toilet Refurbishment	0	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%	
4978	CAP Fire Alarm Upgrade	2,218	13,030	0	(13,030)		(13,030)	0.0%	
4979	CAP - Pool Inflatable	0	2,683	0	(2,683)		(2,683)	0.0%	
4980	CAP - Defibrillators	1,800	1,800	0	(1,800)		(1,800)	0.0%	
4992	FUNDING FROM R CAP FUND	(12,092)	(33,983)	0	33,983		33,983	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	**950**	**52,420**	**41,103**	**(11,317)**	0	**(11,317)**	**127.5%**	0
	Net Income over Expenditure	**0**	**(40,408)**	**(41,103)**	**(695)**				
998	Precept & Interest								
1075	PRECEPT SUPPORT GRANT	0	4,942	4,942	0			100.0%	
1076	PRECEPT	0	710,184	710,184	0			100.0%	
1090	INTEREST RECEIVED	170	899	1,000	101			89.9%	
	Precept & Interest :- Income	**170**	**716,025**	**716,126**	**101**			**100.0%**	0
	Net Income	**170**	**716,025**	**716,126**	**101**				

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
Grand Totals:- Income	32,655	1,093,543	1,322,376	228,833			82.7%	
Expenditure	102,356	976,275	1,282,376	306,101	0	306,101	76.1%	
Net Income over Expenditure	(69,702)	117,268	40,000	(77,268)				
Movement to/(from) Gen Reserve	(69,702)	117,268						

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2019

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	6,164		
118	UNALLOCATED BANK RECEIPTS	(75)		
120	STOCK - BAR	4,340		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	(5,181)		
201	BANK IMPREST WAGES AC	84,507		
220	PETTY CASH - OFFICE	112		
221	PETTY CASH - BAR	451		
225	FLOAT - BAR	900		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	465		
245	CCLA Public Sector Investment	160,000		
250	CHANGE CONTROL AC	(30)		
	Total Current Assets		**252,396**	
	Current Liabilities			
500	TRADE CREDITORS	16,402		
513	ACCRUED MISSING INVOICES	956		
525	PAYE AND NI DUE	11,810		
526	SUPERANNUATION DUE	9,305		
560	INCOME IN ADVANCE	3,000		
	Total Current Liabilities		**41,473**	
	Net Current Assets			**210,923**
	Total Assets less Current Liabilities			**1,074,856**
	Long Term Liabilities			
390	Deferred Grants Applied	1,466,506		
391	Deferred Grants Released	(1,210,315)		
401	PWLB Loan 486814	37,338		
	Total Long Term Liabilities		**293,529**	
	Total Assets less Total Liabilities			**781,327**
	Represented by :-			
300	CURRENT YEAR FUND	117,268		
310	GENERAL FUND	72,917		
315	ROLLING CAPITAL FUND	689		
325	EMR 4 Towns Play Association	300		
328	EMR Elections	12,451		
329	EMR CIL 19/20	7,298		

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2019

A/c	Description	Actual	
330	CAPITAL FINANCE ACCOUNT	570,404	
	Total Equity		**781,327**

BANK ACCOUNT-GENERAL

List of Payments made between 30/11/2019 and 31/12/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2019	Cnxl 5087 Leisure Most	CNXL5087	-1,270.20		Cnxl 5087 Leisure Most
02/12/2019	British Telecom	DD01	210.02		M069EG/3429/British Telecom
02/12/2019	Virgin Mobile - DD	DD02	18.58		2280524390/3466/Virgin Mobile
05/12/2019	Bank charge	CHRG	10.00		Bank charge
05/12/2019	Commission charge	CHRG	133.28		Commission charge
05/12/2019	DL I.T. Solutions Ltd	DD03	61.74		P/Ledger Electronic Payment
09/12/2019	Airquee Limited	5158	3,219.60		IN26106/3425/Airquee Limited
09/12/2019	A.M.P Window Cleaning Services	5159	45.00		8270/3480/A.M.P Window Cleanin
09/12/2019	C. Brewer & Sons Ltd	5160	55.44		FLT/323311/3478/C. Brewer & So
09/12/2019	Bristol & Avon Stocktakers	5161	400.00		23819/3503/Bristol & Avon Stoc
09/12/2019	Capital Cleaning (Kent) Ltd	5162	380.81		0000287022/3432/Capital Cleani
09/12/2019	DCK Accounting Solutions Ltd	5163	2,077.92		TPC8859/3436/DCK Accounting So
09/12/2019	DL I.T. Solutions Ltd	5164	504.00		20375/3433/DL I.T. Solutions L
09/12/2019	Franking Supplies (UK) Ltd	5165	111.00		1552/3439/Franking Supplies (U
09/12/2019	The Gladiator Group	5166	840.00		5077/3441/The Gladiator Group
09/12/2019	The Great Western Brewing Comp	5167	80.40		25118/3500/The Great Western B
09/12/2019	Initial Washroom Hygiene	5168	63.77		33297500/3487/Initial Washroom
09/12/2019	J P Lennard Ltd	5169	197.93		956644/3501/J P Lennard Ltd
09/12/2019	JTS Snack Foods	5170	276.46		16078561/3447/JTS Snack Foods
09/12/2019	Loomis UK Ltd	5171	620.28		0351710/3449/Loomis UK Ltd
09/12/2019	Marcella Manzilli	5172	100.00		301119/3450/Marcella Manzilli
09/12/2019	Cape Meridian Ltd	5173	147.00		2019/10/044/3451/Cape Meridian
09/12/2019	Office Watercoolers SW Ltd	5174	44.82		INV0605857/3468/Office Waterco
09/12/2019	Nikki Pitkin	5175	50.00		0295/NP/3448/Nikki Pitkin
09/12/2019	Red Dog Technology Ltd	5176	3,549.90		3022/3491/Red Dog Technology L
09/12/2019	Rentokil Initial UK Ltd	5177	222.38		21117839/3492/Rentokil Initial
09/12/2019	South Gloucestershire Council	5178	2,029.07		3804242725/3493/South Gloucest
09/12/2019	Smile	5179	577.20		128446/TP/3454/Smile
09/12/2019	St Austell Brewery Company Ltd	5180	3,936.81		2376240/3476/St Austell Brewer
09/12/2019	ST JOHN AMBULANCE SUPPLIES	5181	68.44		1262959/3457/ST JOHN AMBULANCE
09/12/2019	Tailor Made Office Supplies Lt	5182	233.58		IN00185393/3460/Tailor Made Of
09/12/2019	Ernest Till (South West) & co	5183	1,471.99		00011683/3494/Ernest Till (Sou
09/12/2019	Travis Perkins Trading Co Ltd	5184	519.97		3015AOQ581/3477/Travis Perkins
09/12/2019	Viridor Waste Management Ltd	5185	890.88		00002981537AB/3479/Viridor Was
09/12/2019	WCS Group	5186	249.96		135426/3467/WCS Group
12/12/2019	HMRC Game Machine	DD	61.85		HMRC Game Machine
16/12/2019	British Gas Business - DD	DD01	229.09		P/Ledger Electronic Payment
16/12/2019	FIS Payments (UK) Ltd - DDR	DD02	584.79		2352153/3486/FIS Payments (UK)
17/12/2019	POOL TAKINGS CASHBOOK	PC17 REV	87.80		
18/12/2019	Above & Beyond	5187	500.00		3583-Above+beyond grant19/20
18/12/2019	Avoira Ltd	5188	375.00		3571-Portable radio
18/12/2019	Avonvale Electrics Ltd	5189	143.18		3588-Misc maint items
18/12/2019	Bristol Locksmiths	5190	237.17		3568-Swim pool locks
18/12/2019	Capital Cleaning (Kent) Ltd	5191	111.66		3570-Misc toilet items
18/12/2019	Filton Concert Brass	5192	1,400.00		3582-Brass band Grant19/20
18/12/2019	Filton Voice Ltd	5193	300.00		3563-Filton voice next month
18/12/2019	Fortyfour Creative	5194	75.00		3573-A5 Leaflet

Continued on Page 2

BANK ACCOUNT-GENERAL

List of Payments made between 30/11/2019 and 31/12/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
18/12/2019	Gazprom Marketing & Trading Re	5195	12,622.07		3567-Gas Aug to Nov
18/12/2019	Instyle Marketing Services	5196	108.00		3574-Full colour banner
18/12/2019	Online Leisure Systems Ltd	5197	1,270.20		P/Ledger Electronic Payment
18/12/2019	W.O.E. MS Therapy Centre	5198	350.00		3581-MS Therapy Grant19/20
18/12/2019	North Bristol Advice Centre	5199	500.00		3580-Advice Centre Grant19/20
18/12/2019	Pyramid Youth Club	5200	2,500.00		3585-Pyramid YC grant 19/20
18/12/2019	Red Dog Technology Ltd	5201	4,284.54		3577-Fire alarm upgrade P2
18/12/2019	Henry Evans	5202	200.00		3578-Perfomance fee
18/12/2019	Citizens Advice South Gloucest	5203	438.00		3584-Citizen advice Grant19/20
18/12/2019	St Peters Hospice	5204	500.00		3586-StPeter Hospice grant19/2
18/12/2019	Ernest Till (South West) & co	5205	132.00		3569-Faulty boilet repair
18/12/2019	Volunteer Centre	5206	250.00		3579-Volunteer C. Grant 19/20
18/12/2019	WCS Group	5207	1,800.00		3572-Balance tank-work
18/12/2019	Whitehall Printing Co (Avon) L	5208	322.80		3587-Voucher booklet
18/12/2019	Volunteer Centre	5206	-250.00		Purchase Ledger Payment
19/12/2019	Pension Due	BACS	9,024.82		Pension Due
19/12/2019	Reverse Superannuation	REV BACS	-9,024.82		Reverse Superannuation
20/12/2019	Business Gas - DD	DD03	1,271.37		967509444/3482/Business Gas -
20/12/2019	BANK ACCOUNT-IMPREST	TFR	70,000.00		
20/12/2019	Staff salaries Dec 19	BACS	51,212.14		Staff salaries Dec 19
20/12/2019	HMRC Paye/NI Due	BACS	10,795.24		HMRC Paye/NI Due
20/12/2019	Reverse Salaries	REV BACS	-51,212.14		Reverse Salaries
20/12/2019	Reverse PAYE/NI	REV BACS	-10,795.24		Reverse PAYE/NI
23/12/2019	British Telecom	DD04	214.92		3575-Monthly phone charge
23/12/2019	Business Gas - DD	DD05	2,730.26		984374809/3481/Business Gas -
23/12/2019	Public Works Loan Board	DD06	8,051.33		251119/3453/Public Works Loan
23/12/2019	CryoService Ltd - DD	DD07	202.61		411996706/3430/CryoService Ltd
23/12/2019	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
24/12/2019	Everflow Ltd	DD08	1,488.35		3620-Water 18.01-17.02.20
27/12/2019	DL I.T. Solutions Ltd	DD09	216.00		P/Ledger Electronic Payment
27/12/2019	Pitney Bowes - DD	DD10	63.00		3623-Franking machine Nov19
30/12/2019	DL I.T. Solutions Ltd	DDR	375.54		20406/3485/DL I.T. Solutions L
30/12/2019	British Telecom	DDR1	210.02		3624-TV services
		Total Payments	141,208.58		

Minutes of the Staffing Committee held 7th January 2020 in the small meeting room, Elm Park, Filton.

PRESENT: Cllrs:- Brian Mead(Chair), A Doyle(Vice Chair) D.Collins, Tom Mewies,

Also Present: Deb Holman(Bar Manager), Scott Fessey (Leisure Centre Manager), Neil Palmer (Maintenance Manager) Lesley Reuben (Town Clerk)

APOLOGIES – none received

034. Minutes The Town Clerk advised that due to a change in legislation, these minutes would now be in the public domain therefore members needed to be mindful of how resolutions were recorded so as not to disclose confidential information etc. Minutes of the meeting held 3rd December 2019 were approved.

035. Matters arising from the minutes: *Minute 031-* The new inflatable had arrived and the first fun session had proven to be successful. Bookings had been taken for Pool Parties and it was agreed to hold regular fun sessions.

036. Cash Flow – The Town Clerk reported on her concerns regarding current bank balances and that the whole management team were focused on getting through the difficult period leading up to year end.

037. Maintenance Managers report – The maintenance manager gave an update of current jobs. He also reported on the idea of a 5k run around Elm Park. More details would follow once the meeting had taken place.

038.Leisure Centre Managers report – The Leisure Centre reported on current staffing levels. The spin sessions were being re-launched. Upgrading of the fire alarm system was almost complete and would soon be commissioned.

039. Bar Managers Report – The Bar Manager reported on current income and year on year figures. Opening Christmas Day has proved successful and the staff were thanked for volunteering their time. New Years Eve was quieter than previous years as there was a lot of other events in the area this year.

040. Date of next meeting – 4th February 2020 6.30p.m. in the small meeting room.

There being no further business, the meeting closed at 7.45p.m.

Minutes of the meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 11th February 2020 in the **Doug Daniels Pavilion, Elm Park, Filton**

PRESENT: Cllrs: - M Chaudhry (Chair) B Mead (Vice Chair), K Briffett, D Collins, A Doyle, A Kenyon, T Mewies, A Robinson, I Scott, J Tucker, C Wood,

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer) S Fessey (Leisure Centre Manager)

APOLOGIES: Cllrs: - A Johnstone, A Monk

NON ATTENDANCE:- Cllrs:-

F.075 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.076 DECLARATION OF INTEREST: There were none.

F.077 MINUTES: The minutes of the meeting held Tuesday 14th January 2020 were approved as an accurate record, after noting that minute F.066 (MUGA) should read "It was suggested that the cycle speedway track be investigated as an alternative location for the MUGA. The Town Clerk welcomed a member of the community garden committee to sit on the project team for the MUGA project".

F.078 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: Arising from minute ***F.069 (MUGA)***, The Town Clerk had circulated a document updating on the MUGA Funding. After a short discussion it was proposed, seconded and ***Agreed:*** unanimously to make this an agenda item at the next Full Council meeting for discussion.

Action: Town Council Office

Arising from minute ***F.065 (Bar Figures)*** – It was asked if the information could be circulated as it had not yet been received.

F.079 PRICE INCREASES LEISURE CENTRE MANAGER: The Leisure Centre Manager was present at the meeting to answer any questions councillors had regarding price increases. Concerns were raised over the difference in price for pitch hire, it was noted that the charge at Filton was lower because of the current state of the football changing rooms.

The Leisure Centre manager confirmed that any activities that were not comparable with other facilities just had a small increase put on.

It was proposed, seconded and Agreed: unanimously to accept the price increases.

F.080 PUBLIC PARTICIPATION:

i) MUGA – A local resident and member of the community garden group, raised concerns with the council over the progress of plans for the MUGA.

It was noted that project management plan had been sent to South Gloucestershire Council for an officer to look over. The Council have 3 years to finish the project, so planning was still in early stages. It was agreed that stakeholders including members of the community garden would be able to view the plans and relating documentation at the next Full Council meeting along with Councillors.

F.081 MEETING DATES 2020: The document was agreed and noted.

F.082 INTERNAL AUDIT REPORT: Councillors asked for a more detailed action plan to brought back to the next finance meeting, outlining exactly what the administration had done to rectify points raised.

Action: Town Council Office

F.083 INCOME & EXPENDITURE REPORT: It was agreed to bring a report back to the next meeting answering the below questions.

201 Playing Fields – Income is low on that why?
909 Capital Projects – Over budget why? How is the income calculated?
It was noted that some councillors found the reports very confusing and hard to read, after a short discussion it was proposed, seconded and Agreed unanimously for the office to produce a graph that will run alongside the reports which will clearly show month on month where the budgets are sitting.
Questions were then asked on the detailed I&E reports.
1001-101 – why has no income gone in against this yet?
4002-102 – Why is there no budget allocated?
4017-102 – Why is this over budget?
1030-103 – Low against budgeted income why? It was noted that the current Machine is out of order, and the original company were no longer trading. The management team are working to get the machine fixed ASAP.
1001-203 – Why is there no income here yet?
Filton Festival – can we explain how the breakdown of income and expenditure works?
4708 (Community Budget) Questions were asked if the council were going to continue with the current provider for the new financial year. It was noted that councillors felt the current provider should only be paid for a proportion of budget as they were not providing a service for 2/3 months.
It was agreed to put the item on the next available agenda once the Town Clerk had discussed the situation with current provider.

Action: Town Clerk

It was suggested that the Town Clerk investigate the costings of South Gloucestershire Council cutting the grass at Elm Park and Millennium Green, through the new one you scheme. It was noted this report would be taken back to the next staffing committee.

Action: Town Clerk

F.084 BALANCE SHEET: The document was noted.

F.085 PAYMENTS FOR INFORMATION: The document was noted.

The Council Resolved to exclude press and public from the next part of the meeting at 8.40pm

Confidential Appendix

F.086 Minutes of the staffing committee held Tuesday 02nd January 2020: The minutes of the meeting were noted.

F.087 Leisure Centre Options Appraisal: The consultant will present his full report with proposals to Full Council Finance in March.

Cllr Mead left the meeting at 8.50pm

The Town Clerk asked Councillors if they would like to dedicate the whole March Finance meeting to discussing the consultant report? It was ***Agreed:*** unanimously to do this and exclude the press and public as the information being presented is commercially sensitive.

The Chair closed the meeting at 9.05pm

Filton Sports & Leisure Centre Options Analysis

Robin Thompson
RPT Consulting

6 February 2020

Contents

- Your Objectives/Outcomes
- Existing Provision & Issues
- Emerging Needs
- Options Analysis
- Emerging Recommendations

RPT CONSULTING

FILTON TOWN COUNCIL

Your Objectives/Outcomes

- Options Appraisal
    - Address current issues
    - Key emerging needs/opportunities
- Sustainable Facility
    - Capital & Revenue
    - Reduce Revenue Costs
- Potential Operating Models

RPT CONSULTING

FILTON TOWN COUNCIL

Existing Site Issues

Unattractive Arrival

Good Outdoor Facilities

Multiple Entrances

Courts need resurfacing

RPT CONSULTING

FILTON TOWN COUNCIL

Internal Layout

Reception only for Pool?

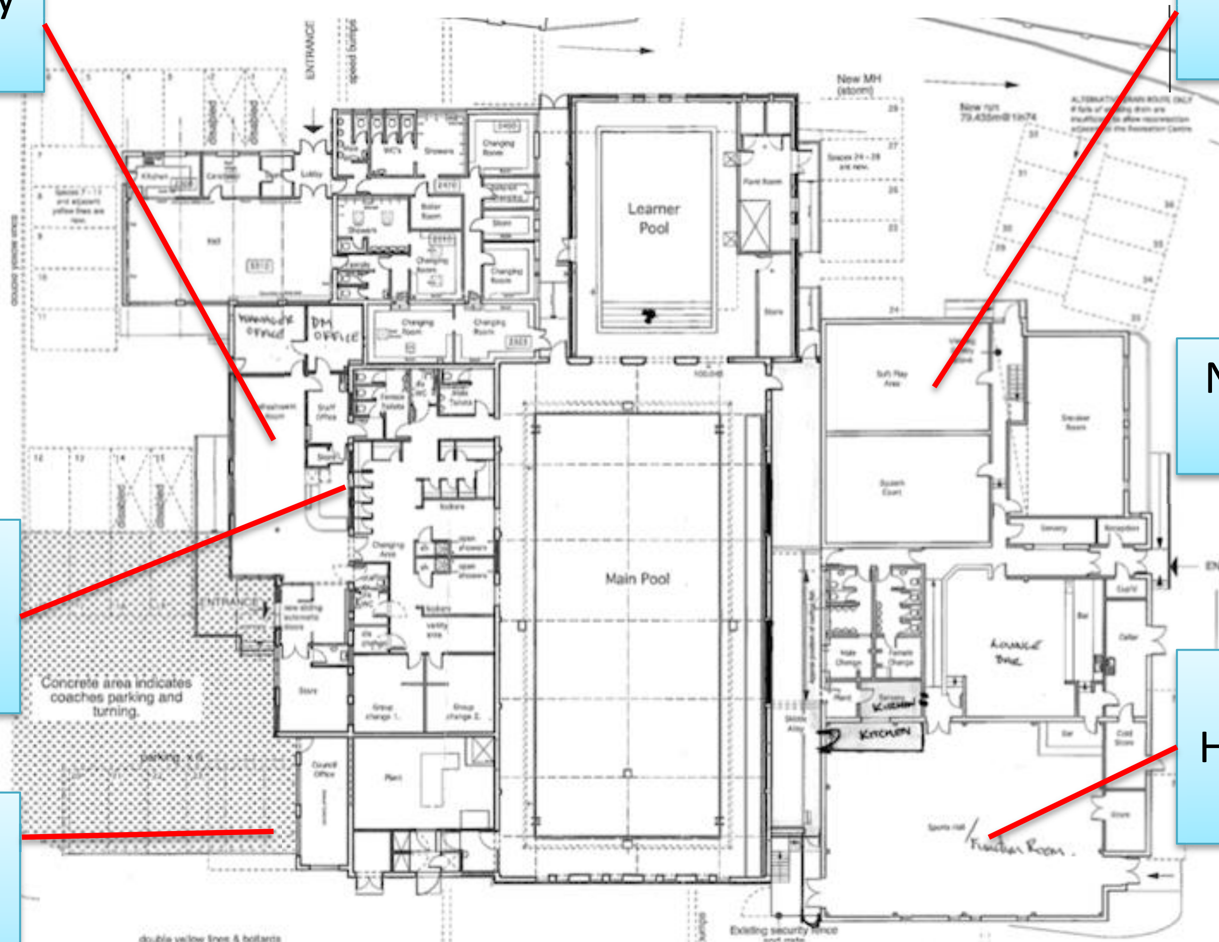
Soft Play – not linked to cafe

Need for Bar & Snooker?

Lack of walkway through Centre

Underutilised Hall – functions only?

Council Offices – prime location?



RPT CONSULTING

FILTON TOWN COUNCIL

Existing Performance (£'000's)

Area	2019/20 Projected	2019/20 Budget	% Increase/ (Decrease)
Income			
Pool (inc Vending) Bar Indoor & Outdoor Sport General	369 169 15 27	377 180 15 27	(2.2%) (6.3%) (0.6%) (2.0%)
Total Income	**580**	**599**	**(3.3%)**
Expenditure			
Pool (inc Vending) Bar Indoor & Outdoor Sport General	100 180 17 667	103 179 18 623	(2.9%) 0.5% (5.9%) 6.5%
Total Expenditure	**964**	**924**	**4.2%**
Net (Cost)/Surplus	**(384)**	**(324)**	**15.5%**

- Pool & Bar Accounts only – excludes Parks

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FILTON TOWN COUNCIL

Further Detailed Analysis

- Bar Performance (2018/19 Proj)

£'000's	Existing	Key %	Should Achieve	Potential
Income	169			169
Salaries Cost of Sales Other Costs	99 63 18	58% 37% 11%	40% 35% 10%	68 59 17
Total Costs	180	106%	85%	144
Net (Cost)/Profit	(10)			25

  - Excludes any costs of utilities or building maintenance
  - Income also includes £8k of rent (flat?)
  - Function Income – circa £12.5k (10%)

Other Activities

- Other Areas
  - Soft Play Income of circa £12,000
  - Snooker Hall Income of circa £5,000
  - Business Rates – circa £60k
- Leisure Centre KPI's

Key Performance Indicator	2018/19 Proj	Benchmarks
Swim Income (£ per sqm)	1,113	1,100 – 1,300
Staff Costs (% of income)	128%	60 - 75%
Utilities (£ per sqm)	32	25 - 30

RPT CONSULTING

FILTON TOWN COUNCIL

Some Key Opportunities/Issues

- Swimming performance is good
    - Retain & Develop
- The rationale for a Bar?
    - No real income driver
    - Develop Café/Bar – linked to soft play & swim viewing?
- Soft Play – key opportunity
- Leisure Centre Staffing (excl Bar)
    - Higher than income (128%) – key issue
    - Total Hrs per week = 664 (circa 7 staff on average assume 100 hours per week opening) – excludes zero hours
- Business Rates – potential 80% saving (£48k)

Potential Financial Improvements

- Savings
  - Business Rates £48k
  - Bar Improvements £25k
    - Deliver on expected %'s
  - Staffing £50 – 75K
    - Improve %'s from 128%
- Partner to deliver required
  - Business rates savings
  - Total savings – circa £125 - £175k savings

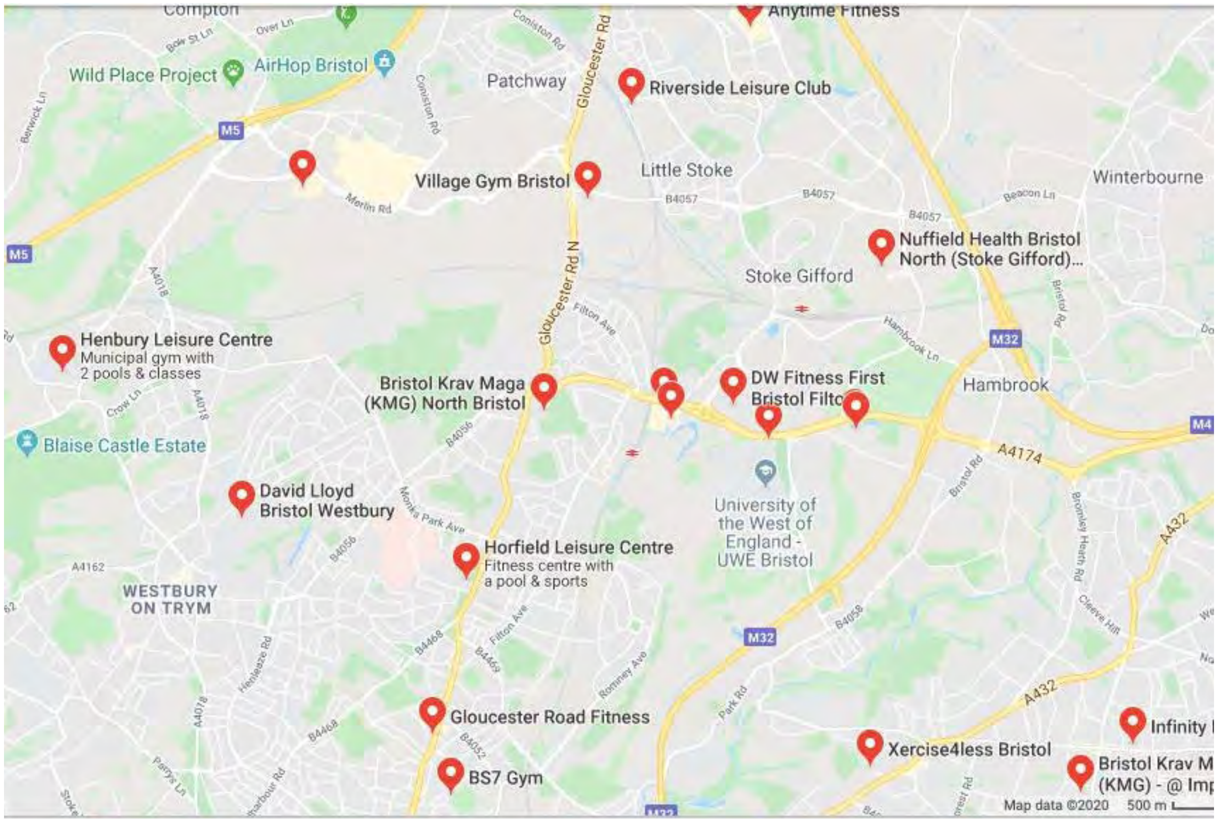
RPT CONSULTING

FILTON TOWN COUNCIL

Emerging Needs

- Significant Growth in Population
    - Filton Airfield Development – circa 13,000 population
    - No leisure developments – possibly gym
- Strategic Plans
    - South Gloucestershire (significant growth in population)
        - Demand for Sports Halls and Swimming Pools
        - Limited demand for Health & Fitness
    - Bristol City Sport & Physical Activity Strategy
        - Focus on physical activity and health benefits
- Support for swimming
- Current Immediate Catchment
    - Filton (11,000) plus other wards, circa 35-40k

Health & Fitness



- Significant competition
- Growth in population
- Small supporting facility
- Provide holistic approach

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Other Activities

- Soft Play
    - Limited competition
    - Requires a café & larger to be successful
    - Opportunity
- Clip n Climb
    - Bradley Stoke & Bristol
    - Limited Opportunities
- Spa
    - Possibly linked to fitness
- TenPin Bowling – to supplement other activities

Some Examples – Summit Indoor Adventure

- Skate/BMX Indoor Park
- High Ropes – adventure climb
- Indoor Adventure Play & Clip n Climb
- Ten Pin Bowling – 6 lane

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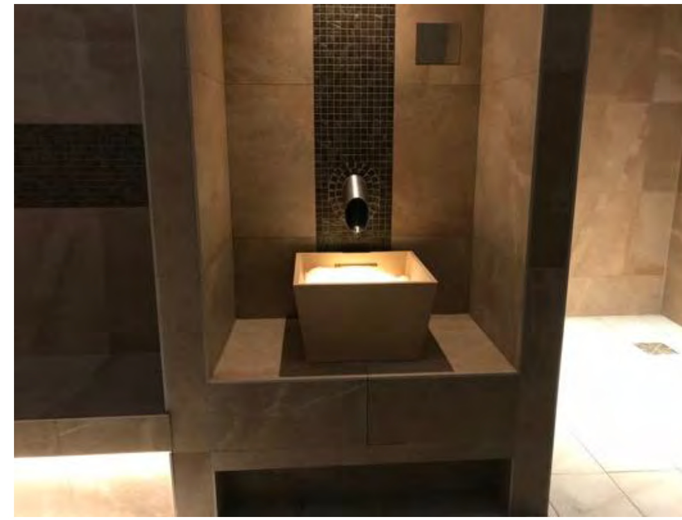
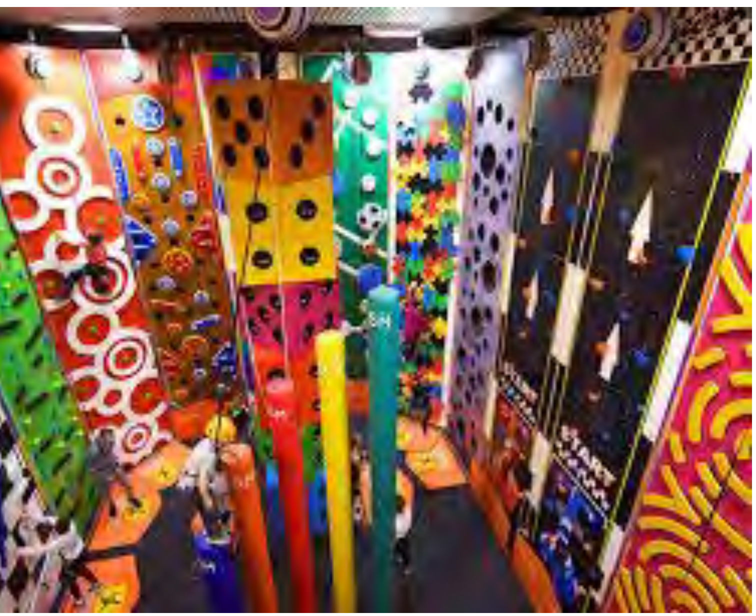
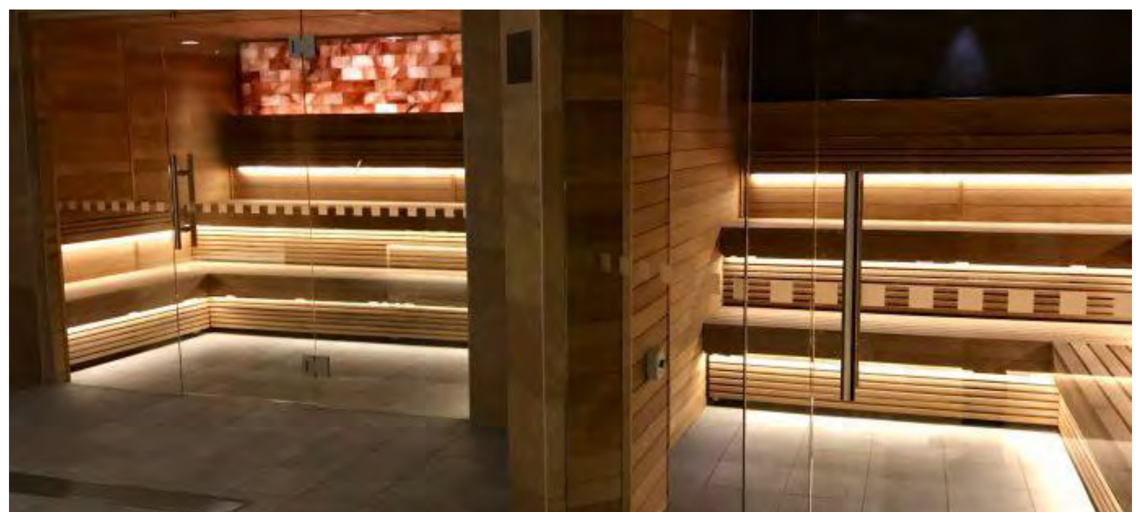
Hertsmere - Furzefield



- Spa
- Clip n Climb & Soft Play





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Some Opportunities

Facility	Need
Sports Hall	• Limited demand for sport – predominantly functions but limited
Swimming Pool	• The key revenue driver and success • Demand likely to increase
Health & Fitness	• Limited demand but a small facility (with proper studio space) could provide real benefits
Soft Play	• Limited Competition • Opportunity to enhance provision and scale
Other Activities	• Clip n Climb – unlikely to be a demand • Ten Pin – supporting facility • Spa – possible opportunity

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Future Options

Options	Description
1. Minimal Investment	• Convert old squash (soft play) to fitness • Sports Hall becomes soft play • Retain Bar & Snooker
2. Some Realignment	• As 1 but with realignment and bring reception to back of building
3. Major Realignment	• Create Reception at front overlooking park • Health & Fitness at front and spa • Soft Play in Sports Hall • Ten pin bowling
4. Partial New Build	• Knock facility down except pool • Create new build around
5. Complete New Build	• Demolish existing & new build • Include Pool, Health & Fitness & Soft Play

- All options - develop outdoor pitches for 3G five a side
- Sub Options – lose bar for Options 2 & 3

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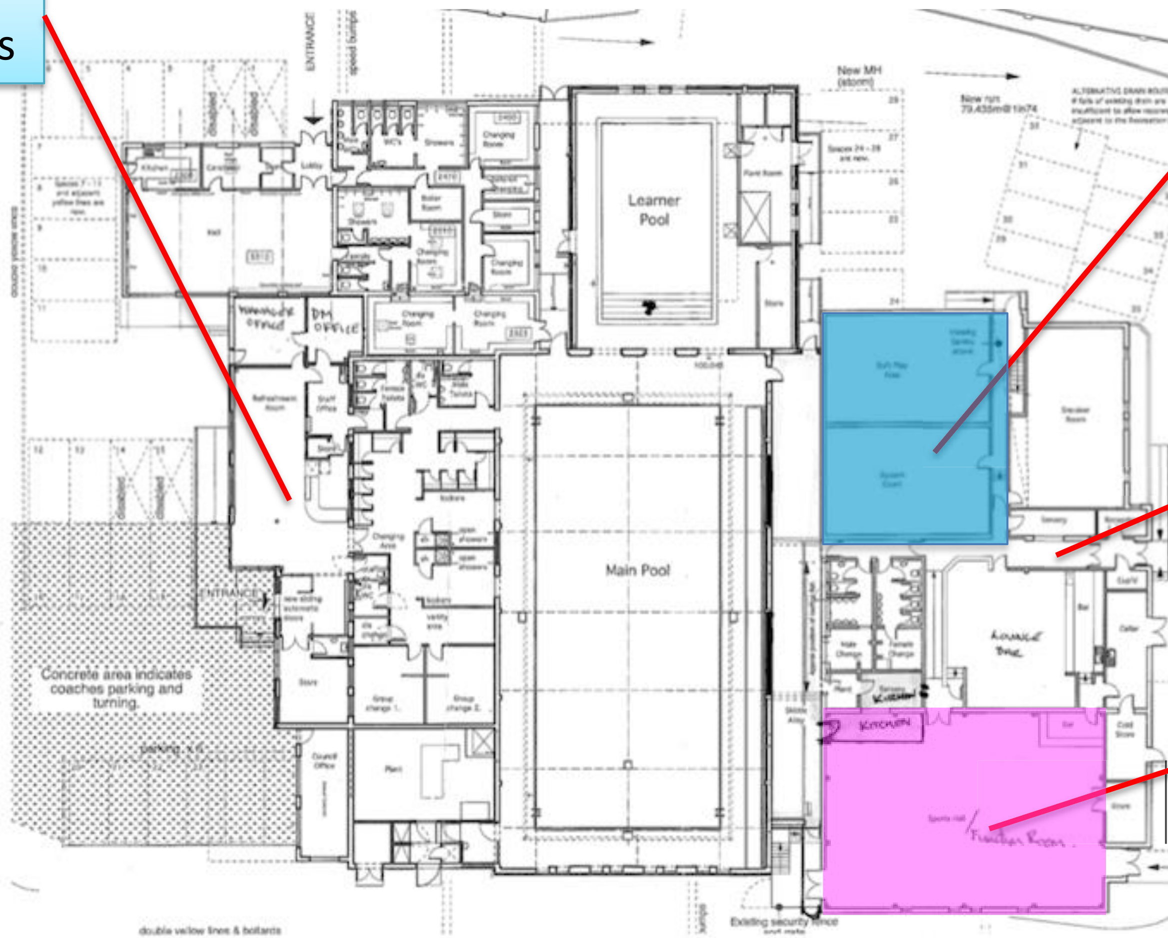
Option 1 – Minimal Investment

Retain Pool Reception as is



Health & Fitness, plus studio with mezzanine floor

Reception for fitness & soft play

Soft Play – views over play area & café included

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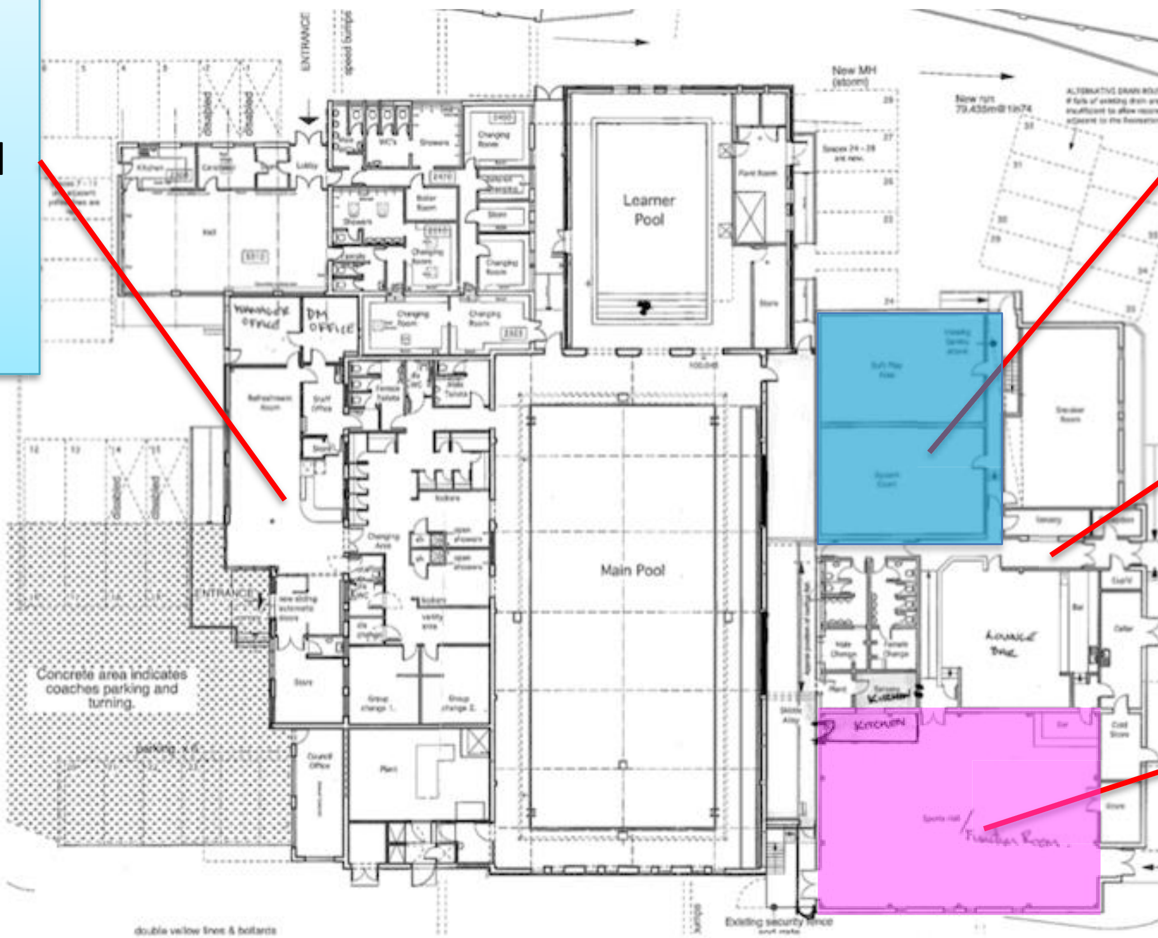
Option 2 – Some Realignment

Close Reception

Access to pool change through the pool



Health & Fitness, plus studio with mezzanine floor

Main Reception

Soft Play – views over play area & café included

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Option 3 - Realignment

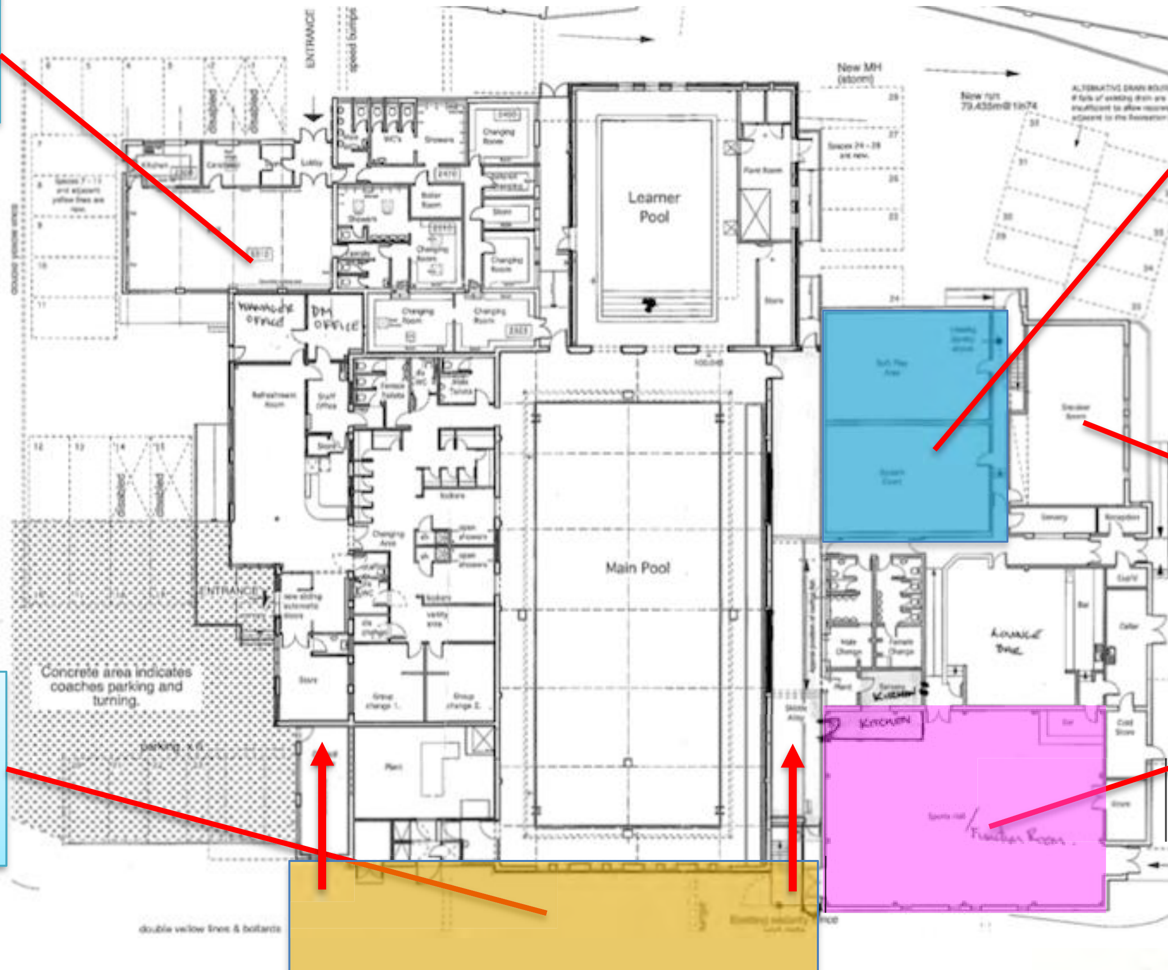
New Offices (Council)

Health & Fitness, plus studio with mezzanine floor

Possible 10 Pin in snooker

Soft Play – views over play area & café included

New Reception with link to both sides



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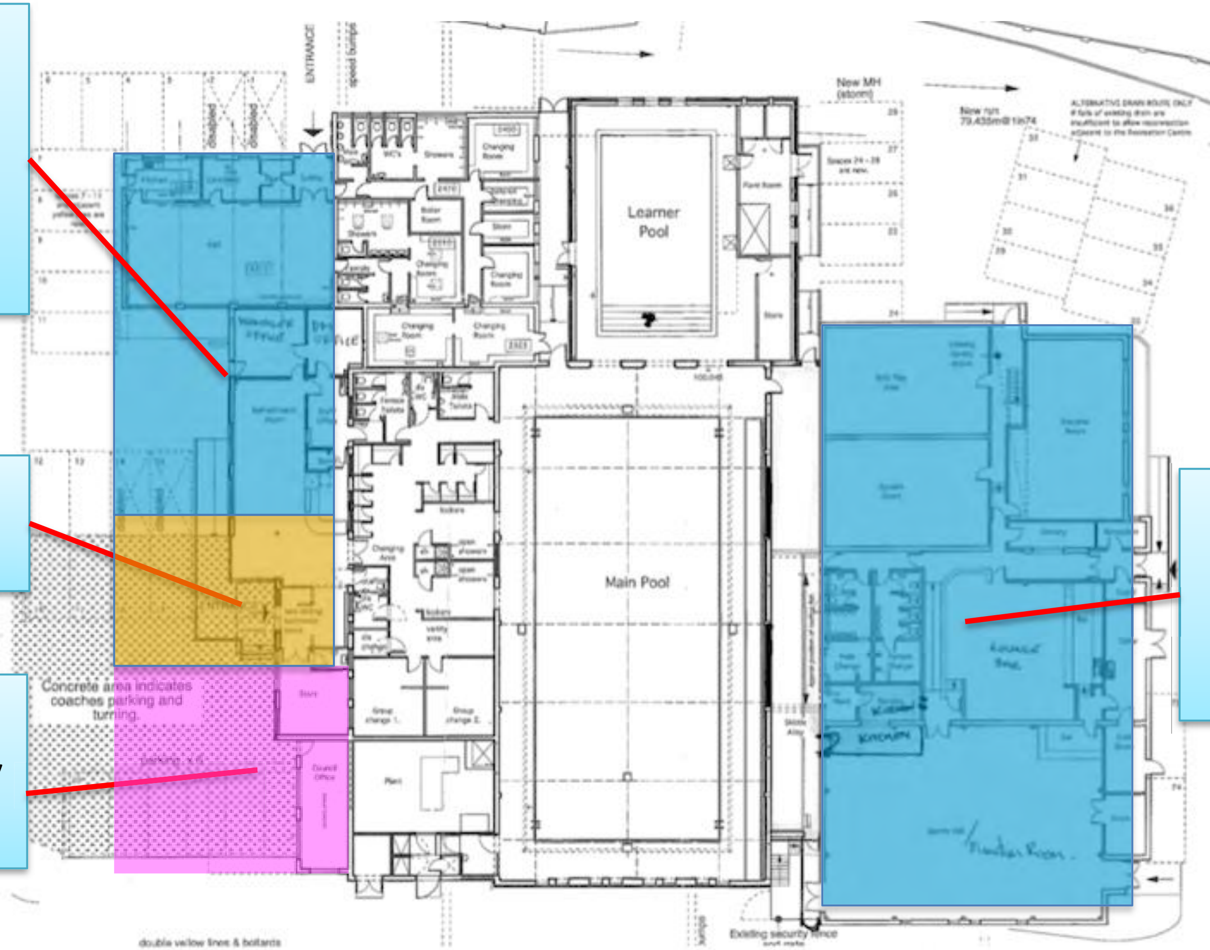
Option 4 – Part New Build

Health & Fitness & Studios Plus possible Spa

Reception & Cafe

Soft Play – views over play area



Demolish Back of facility – additional car park

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Enderby Leisure Centre

- 15 year Contract
- Refurbishment of 30 yr old but structurally sound
- £5 million investment
- Delivered improvement of £450k per annum
- Spa, Soft Play, Increased Studio – Health & Wellbeing

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Grange Leisure Centre

- 15 year Contract with Parkwood Leisure, following procurement
- Refresh and development of 30 year old Centre
- Redevelopment of Bar to a Café/Bar (retained elements)
- £0.8 million investment
- Revenue from £400k per annum to £27k payment to Parish Council
- Soft Play, Additional Studio, Improved Health & Fitness & Redeveloped Reception

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Wigston Pool

- Old 33 metre pool developed into 25 metre pool & fitness
- Cap ex – circa £5 million (2012)
- Improved revenue from £200k cost to £100k revenue

Options Analysis

Options	Indicative Capital (£'m)	Improvement in Revenue (£'000)	Issues
1. No investment	Nil	125 - 175	• Partner support (such as Trust)
2. Minimal Investment	0.5 – 1.0	200 - 300	• Retains issue of different receptions
3. Some Realignment	0.75 – 1.0	225 - 325	• Link across pool still difficult
4. Major Realignment	0.75 – 1.25	250 - 350	• Provides vista over park • Front of house – still an issue
5. Partial New Build	2.0 – 3.0	400 plus	• Provides better front of house & resolves welcome • Loss of bar
6. New Build	7.0 – 8.0	450 plus	• Significant disruption • Unlikely to deliver return

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Development Options

- Council Development
  - Undertake design & build
  - Partners such as Alliance Leisure
  - Risk sits with Council – build and operation
- Partner Development
  - Potential market procurement
  - Deliver investment & operational improvements
  - Risk with partner
  - Usually funding comes from Council via borrowing
- Management Options

Management Options

Option	Description	Examples
In House	Direct Operation by Council	As existing
New Not for Profit Distributing Organisation (NPDO)	A NPDO is established specifically to operate Grange Leisure	HALO, Hertsmere Leisure
Existing NPDO	A NPDO already established to operate another Council's facilities	Circadian Leisure, Greenwich Leisure Limited, Fusion Lifestyle, HALO
Hybrid NPDO	A NPDO established by a leisure management Contractor	SLM, Places Leisure, Serco, Parkwood
Private Sector	Leisure Management contractor without NPDO structure	No longer applies - generally

Key Points

- Business Rates/VAT – Ealing case means opportunity to deliver through In House
- Governance Costs
- Operational Performance

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Key Conclusions

- Some real opportunities for improvement
    - Partner to support/deliver
    - Savings in Rates, etc
- Key Decisions to make
    - How important is the pub & rationale for bar?
    - Retain in house v seek a partner?
- Future Development Options
    - Series of options – all deliver
    - Total New Build - likely to be unaffordable
    - Partial New Build v Refurbishment Options
    - Test in Market if appropriate

Market Procurement

- Market Operator Feedback
  - Level of interest – national & local partners
  - Investment opportunity – pub a low priority
- Procurement Process
  - Advertise & Seek Expressions of Interest
  - Shortlist & Invite to Tender
    - Consider Options – investment solutions
    - Capital & revenue – whole life improvements
  - Final Tender
    - Council determines preferred option
    - Invites final tender bids
  - Contract Award

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Next Steps – Our Recommendations

- Finalise Report & Business Case 31 March
  - Pursue partial new build & refurbishment options
  - Seek partner to operate
- Procurement of Operator
  - Invitation to Tender Apr – Jul 20
    - Review and test options
    - Bids to reflect different options
  - Council Decision on Option Aug/Sep 20
    - Seek final tenders
  - Appointment Partner Dec 2020
  - Construction & Investment From Jan 21

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Questions ?

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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

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

4th June 2020

Dear Member

A **VIRTUAL** meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 9th June 2020 1p.m – 2p.m.**

Zoom Link https://us02web.zoom.us/j/84182403301?pwd=UEg5NDQvMmJQOS8xSDVqRGkxY2ZFUT09
Meeting ID - 841 8240 3301
Password – 321894

If attending by telephone you dial by your location
0203 481 5240 United Kingdom
0131 460 1196 United Kingdom
0203 051 2874 United Kingdom
0203 481 5237 United Kingdom
Then enter when prompted :-
Meeting ID: 841 8240 3301
Password: 321894

Yours sincerely,

L.A.Reuben
Town Clerk.

A G E N D A

1. Apologies for Absence – also to resolve to approved extended absence for those members unable to join during covid19 Pandemic
2. Declarations of Interest
3. Virtual Meeting Policy to be adopted *(page 1-3)*
4. To approve the Minutes of the meeting held 11th February 2020 *(pages 4-5)*
5. Matters of report arising from the minutes not otherwise covered by the Agenda
6. Public Participation – need to be sent in to clerk prior to meeting
7. How to manage the Filton Leisure Centre consultation process
8. Council Tax Rebates and the impact on 2021/22 Precept
9. Income & Expenditure Reports Month 1 (*pages* 6-14)
10. Balance Sheet Month 1 *(pages 15-16)*
11. Boundary Issue at Gloucester Road North
12. Payments for information up to date *(pages 17-24)*

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 09th June 2020 on **ZOOM CONFERENCE CALLING**

PRESENT: Cllrs: - M Chaudhry (Chair) B Mead (Vice Chair), K Briffett, D Collins, A Doyle, A Johnstone, A Kenyon, T Mewies, A Monk, A Robinson, C Wood,

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer) C Westcott (Administrator) G Bush (PCSO)

APOLOGIES: Cllrs: - I Scott

NON ATTENDANCE:- Cllrs:- J Tucker

F.092 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.093 DECLARATION OF INTEREST: There were none.

F.094 VIRTUAL MEETING POLICY: The policy was adopted unanimously.

F.095 MINUTES: The minutes of the meeting held Tuesday 09th March 2020 were approved as an accurate record.

F.096 MATTERS OF REPORT ARRISING FROM MINUTES: There were none.

F.097 PUBLIC PARTICIPATION:

i) Covid19 Impact: The Council were asked what impact covid19 will have on this year's budget and future precepts. It was noted that adjustments will have to be made to next year's budget as budgets cannot be amended mid-year. The Town Clerk was instructed to speak to the accountants to see if they are able to produce an accurate forecast document.

ii) Public Toilets: A lengthy discussion took place regarding the opening of toilets; it was noted that South Gloucestershire Council were looking into how public toilets could be opened safely. The Town Clerk advised that it would not be possible to open the toilets on site, whilst customers were using the outdoor facilities, this is because there are no staff on site currently to maintain and clean the toilets.

F.098 FILTON LEISURE CENTRE CONSULTATION PROCESS: The Town Clerk talked through the updated report received from the consultant, after a short discussion it was proposed, seconded and Agreed: 9 in favour 1 against to ask the Town Clerk to go out and complete the market testing ready to report back with the results at a future meeting.

Cllr A Robinson, A Johnstone & A Doyle leave the meeting at 2.00pm.

F.099 COUNCIL TAX REBATES & IMPACT ON 2021/22 BUDGET: It was noted that there will be an effect on next years precept due to the current reduction in paying properties because of Covid19.

F.100 INCOME & EXPENDITURE REPORTS: The Reports were noted.

F.101 BALANCE SHEET: The report was noted.

F.102 BOUNDARY ISSUE GLOUCESTER ROAD NORTH: The Town Clerk updated councillors and advised that the solicitor involved had suggested getting a surveyor involved to establish exactly where the boundary lies. It was proposed, seconded and agreed unanimously to instruct solicitor to proceed with surveyor but have a clear indication of costs involved.

F.103 PAYMENTS FOR INFORMATION: The document was noted.

It was agreed the next virtual full council meeting would be held on Tuesday 30th June from 7.30pm. The Town Clerk was asked to look into the possibility of livestreaming the meeting.

The Chair closed the meeting at 2.20pm

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

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

9th July 2020

Dear Member

You are hereby summoned to A **VIRTUAL** meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 14th July 2020 at 7p.m.**

Join Zoom Meeting
https://us02web.zoom.us/j/83640030229?pwd=U01FZkZNOFdyTHEvaGtlK1F3NGdIZz09

Meeting ID: 836 4003 0229
Password: 889425

Dial by your location
+44 203 051 2874 United Kingdom
+44 203 481 5237 United Kingdom
+44 203 481 5240 United Kingdom
+44 203 901 7895 United Kingdom
+44 131 460 1196 United Kingdom
Meeting ID: 836 4003 0229
Password: 889425

Yours sincerely,

L.A.Reuben
Town Clerk.

Public and press are welcome to view all council meetings - member of the public joining the meeting will need to identify themselves and will be muted throughout the meeting unless invited to speak.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. PRESENTATION OF FINANCIAL STATEMENTS 2019/20 BY Derek Kemp, Accounting Solutions
4. To approve the Minutes of the meeting held 9th June 2020 *(page1-2)*
5. Matters of report arising from the minutes not otherwise covered by the Agenda
6. Annual Governance statement to be completed (page 3)
7. Public Participation – Need to be sent in to clerk 48 hrs prior to meeting
8. Review of Services – Working group
9. Income & Expenditure Reports Month 2 (Month 3 to be table if closed) (pages 4-12)
10. Payments for information up to date (pages13-14)
11. Balance Sheet Month 2 (pages 14-15)

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 09th June 2020 on **ZOOM CONFERENCE CALLING**

PRESENT: Cllrs: - M Chaudhry (Chair) B Mead (Vice Chair), K Briffett, D Collins, A Doyle, A Johnstone, A Kenyon, T Mewies, A Monk, A Robinson, C Wood,

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer) C Westcott (Administrator) G Bush (PCSO)

APOLOGIES: Cllrs: - I Scott

NON ATTENDANCE:- Cllrs:- J Tucker

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The Chair closed the meeting at 2.20pm

Section 1 – Annual Governance Statement 2019/20

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 2020, 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 must be published with the Annual Governance Statement.

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

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

AUTHORITY WEBSITE ADDRESS

Detailed Income & Expenditure by Budget Heading 10/07/2020

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	0	0	1,583	1,583			0.0%	
1010 Pavillion Hire	810	150	6,500	6,350			2.3%	
1011 HALL BLOCK BOOKINGS	100	0	3,000	3,000			0.0%	
1013 EQUIPMENT HIRE INCOME	0	0	25	25			0.0%	
1054 Softplay Income	(170)	(170)	10,000	10,170			(1.7%)	
1080 MISCELLANEOUS INCOME	0	0	500	500			0.0%	
1088 HMRC JRS Grant	28,103	49,122	0	(49,122)			0.0%	
Leisure Centre - General :- Income	**28,843**	**49,102**	**21,608**	**(27,494)**			**227.2%**	0
4001 SALARIES & WAGES	33,476	62,908	554,509	491,601		491,601	11.3%	
4003 COST OF TRAINING COURSES	0	0	1,000	1,000		1,000	0.0%	
4006 PROTECTIVE CLOTHING	0	0	1,000	1,000		1,000	0.0%	
4008 TRAINING	0	0	1,000	1,000		1,000	0.0%	
4011 RATES	0	0	62,800	62,800		62,800	0.0%	
4014 ELECTRICITY	1,429	1,429	2,500	1,071		1,071	57.2%	
4015 GAS	0	0	4,500	4,500		4,500	0.0%	
4016 JANITORIAL	0	154	5,500	5,346		5,346	2.8%	
4017 HEALTH & SAFETY	154	154	800	646		646	19.2%	
4018 REFUSE DISPOSAL	826	826	7,500	6,674		6,674	11.0%	
4021 TELEPHONE & FAX	0	0	600	600		600	0.0%	
4023 STATIONERY/PRINTING	0	0	2,000	2,000		2,000	0.0%	
4025 INSURANCE	10,162	10,162	12,000	1,838		1,838	84.7%	
4030 RECRUITMENT ADVTG	0	0	1,000	1,000		1,000	0.0%	
4032 PUBLICITY	0	0	3,000	3,000		3,000	0.0%	
4035 SECURITY COSTS	98	939	8,000	7,061		7,061	11.7%	
4036 PROPERTY MAINTCE	0	0	10,000	10,000		10,000	0.0%	
4038 MAINTENANCE CTRCTS	40	225	8,000	7,775		7,775	2.8%	
4040 EQUIPMENT & SMALL TOOLS	0	0	1,500	1,500		1,500	0.0%	
4042 EQUIPMENT MAINTCE	0	0	500	500		500	0.0%	
4051 BANK CHARGES	(60)	(15)	5,000	5,015		5,015	(0.3%)	
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	**46,124**	**76,783**	**703,159**	**626,376**	0	**626,376**	**10.9%**	0
Net Income over Expenditure	**(17,281)**	**(27,681)**	**(681,551)**	**(653,870)**				
102 Leisure Centre - Swimming Pool								
1012 Bouncy Castle Parties	0	0	500	500			0.0%	
1020 SWIMMING - PUBLIC	79	94	55,000	54,906			0.2%	
1021 SWIMMING - LESSONS	0	0	200,000	200,000			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
1022 SWIMMING - SCHOOLS	0	(690)	25,000	25,690			(2.8%)	
1023 SWIMMING - CLUBS	4,796	(490)	24,000	24,490			(2.0%)	
1024 SALES (STOCK) POOL	0	0	5,000	5,000			0.0%	
1025 Pool Parties	0	0	4,500	4,500			0.0%	
1027 Aqua Fit	0	0	6,000	6,000			0.0%	
1028 Lifeguard Courses	0	0	4,000	4,000			0.0%	
1099 TILL DISCREPANCIES	37	90	0	(90)			0.0%	
Leisure Centre - Swimming Pool :- Income	**4,912**	**(996)**	**324,000**	**324,996**			(0.3%)	0
4103 PURCHASES FOR RESALE	0	0	4,000	4,000		4,000	0.0%	
Leisure Centre - Swimming Pool :- Direct Expenditure	**0**	**0**	**4,000**	**4,000**	0	4,000	0.0%	0
4002 TEMPORARY & CASUAL STAFF	50	50	3,000	2,950		2,950	1.7%	
4008 TRAINING	25	25	2,000	1,975		1,975	1.3%	
4012 WATER RATES	0	3,585	20,000	16,415		16,415	17.9%	
4014 ELECTRICITY	4,638	4,638	30,000	25,362		25,362	15.5%	
4015 GAS	(1,278)	(1,278)	32,000	33,278		33,278	(4.0%)	
4017 HEALTH & SAFETY	0	0	1,500	1,500		1,500	0.0%	
4020 SUNDRY OFFICE & IT COSTS	0	0	3,500	3,500		3,500	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	208	2,400	2,192		2,192	8.7%	
4040 EQUIPMENT & SMALL TOOLS	0	0	500	500		500	0.0%	
4042 EQUIPMENT MAINTCE	0	0	30,000	30,000		30,000	0.0%	
4120 POOL CHEMICALS	0	0	4,500	4,500		4,500	0.0%	
4125 POOL PURCHASES NOT FOR RESALE	0	0	2,000	2,000		2,000	0.0%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	**3,435**	**7,228**	**134,200**	**126,972**	0	126,972	5.4%	0
Net Income over Expenditure	**1,478**	**(8,224)**	**185,800**	**194,024**				
103 Leisure Centre - Pool Vending								
1030 Vending Machine Income	0	0	500	500			0.0%	
Leisure Centre - Pool Vending :- Income	**0**	**0**	**500**	**500**			0.0%	0
Net Income	**0**	**0**	**500**	**500**				
104 Leisure Centre - Bar								
1001 RENT RECEIVED	725	725	8,700	7,975			8.3%	
1031 MACHINE INCOME	0	0	800	800			0.0%	
1032 Tickets	0	0	700	700			0.0%	
1040 BAR INCOME - LOUNGE	250	250	125,000	124,750			0.2%	
1041 BAR INCOME - HALL	0	0	13,000	13,000			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
1049 CAFE INCOME	0	0	3,500	3,500			0.0%	
1056 FUNCTION ROOM HIRE	0	0	750	750			0.0%	
1088 HMRC JRS Grant	4,235	8,470	0	(8,470)			0.0%	
1099 TILL DISCREPANCIES	383	(110)	0	110			0.0%	
Leisure Centre - Bar :- Income	**5,593**	**9,335**	**152,450**	**143,115**			**6.1%**	**0**
4101 PURCHASES - WET STOCK	0	0	55,900	55,900		55,900	0.0%	
4102 PURCHASES - DRY STOCK	86	86	3,000	2,914		2,914	2.9%	
4109 PURCHASES - CAFE	0	0	2,000	2,000		2,000	0.0%	
Leisure Centre - Bar :- Direct Expenditure	**86**	**86**	**60,900**	**60,814**	**0**	**60,814**	**0.1%**	**0**
4001 SALARIES & WAGES	4,404	7,830	86,114	78,284		78,284	9.1%	
4008 TRAINING	0	0	500	500		500	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	314	461	6,000	5,539		5,539	7.7%	
4051 BANK CHARGES	0	0	500	500		500	0.0%	
4060 OTHER PROF FEES	50	50	1,200	1,150		1,150	4.2%	
4104 BAR SUNDRIES	0	0	500	500		500	0.0%	
4110 PROMOTIONS	0	0	3,500	3,500		3,500	0.0%	
4115 LICENCES	0	155	1,500	1,346		1,346	10.3%	
4116 GAMING MACHINE DUTY	0	(61)	350	411		411	(17.5%)	
Leisure Centre - Bar :- Indirect Expenditure	**4,768**	**8,434**	**103,869**	**95,435**	**0**	**95,435**	**8.1%**	**0**
Net Income over Expenditure	**739**	**815**	**(12,319)**	**(13,134)**				
105 Leisure Centre - Indoor Sports								
1050 BADMINTON FEES	0	0	1,500	1,500			0.0%	
1051 SNOOKER FEES	0	0	5,000	5,000			0.0%	
1052 PARTY ROOM HIRE	0	0	3,000	3,000			0.0%	
1053 SKITTLE ALLEY	0	0	200	200			0.0%	
Leisure Centre - Indoor Sports :- Income	**0**	**0**	**9,700**	**9,700**			**0.0%**	**0**
4014 ELECTRICITY	2,100	2,100	12,000	9,900		9,900	17.5%	
4036 PROPERTY MAINTCE	0	0	4,000	4,000		4,000	0.0%	
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
Leisure Centre - Indoor Sports :- Indirect Expenditure	**2,100**	**2,100**	**17,000**	**14,900**	**0**	**14,900**	**12.4%**	**0**
Net Income over Expenditure	**(2,100)**	**(2,100)**	**(7,300)**	**(5,200)**				

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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
106	Leisure Centre - Outdoor Sport								
1060	GRASS INCOME	0	0	4,590	4,590			0.0%	
1061	OUTSIDE COURTS	0	0	100	100			0.0%	
1063	Petanque Income	0	(6)	125	131			(5.0%)	
	Leisure Centre - Outdoor Sport :- Income	**0**	**(6)**	**4,815**	**4,821**			**(0.1%)**	**0**
4014	ELECTRICITY	0	0	250	250		250	0.0%	
	Leisure Centre - Outdoor Sport :- Indirect Expenditure	**0**	**0**	**250**	**250**	**0**	**250**	**0.0%**	**0**
	Net Income over Expenditure	**0**	**(6)**	**4,565**	**4,571**				
201	Playing Fields								
1201	Field Hire Income	0	0	2,500	2,500			0.0%	
	Playing Fields :- Income	**0**	**0**	**2,500**	**2,500**			**0.0%**	**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**	**0**	**2,500**	**2,500**	**0**	**2,500**	**0.0%**	**0**
	Net Income over Expenditure	**0**	**0**	**0**	**0**				
202	Play Areas								
4037	GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4042	EQUIPMENT MAINTCE	0	0	1,000	1,000		1,000	0.0%	
	Play Areas :- Indirect Expenditure	**0**	**0**	**2,000**	**2,000**	**0**	**2,000**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(2,000)**	**(2,000)**				
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**
	Net Income over Expenditure	**0**	**0**	**1,000**	**1,000**				
204	Allotments								
1001	RENT RECEIVED	0	0	1,000	1,000			0.0%	
	Allotments :- Income	**0**	**0**	**1,000**	**1,000**			**0.0%**	**0**
4012	WATER RATES	0	33	400	367		367	8.3%	

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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
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	0	250	250		250	0.0%	
Allotments :- Indirect Expenditure	**0**	**33**	**925**	**892**	**0**	**892**	**3.6%**	**0**
Net Income over Expenditure	**0**	**(33)**	**75**	**108**				
301 Roads & Highways								
4080 STREET CARE (ex S Glos)	781	781	3,124	2,343		2,343	25.0%	
Roads & Highways :- Indirect Expenditure	**781**	**781**	**3,124**	**2,343**	**0**	**2,343**	**25.0%**	**0**
Net Expenditure	**(781)**	**(781)**	**(3,124)**	**(2,343)**				
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	4,280	4,280		4,280	0.0%	
4707 GRANTS - YOUTH PROVISION	0	2,500	17,500	15,000		15,000	14.3%	
4708 GRANTS - COMM'Y PARTNERSHIP	2,625	2,625	3,500	875		875	75.0%	
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	0	0	10,000	10,000		10,000	0.0%	
Community Development :- Indirect Expenditure	**2,625**	**5,125**	**46,580**	**41,455**	**0**	**41,455**	**11.0%**	**0**
Net Income over Expenditure	**(2,625)**	**(5,125)**	**(44,080)**	**(38,955)**				
801 Corporate Management								
4004 PENSION DEFICIT	(917)	(1,833)	(6,800)	(4,967)		(4,967)	27.0%	
Corporate Management :- Indirect Expenditure	**(917)**	**(1,833)**	**(6,800)**	**(4,967)**	**0**	**(4,967)**	**27.0%**	**0**
Net Expenditure	**917**	**1,833**	**6,800**	**4,967**				
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	2,500	2,500		2,500	0.0%	
4033 NEWSLETTER	0	63	3,000	2,938		2,938	2.1%	

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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
4065	MEETING COSTS	0	0	150	150		150	0.0%	
	Democratic Rep'n & Mgmt :- Indirect Expenditure	**0**	**63**	**6,150**	**6,088**	**0**	**6,088**	**1.0%**	**0**
	Net Expenditure	**0**	**(63)**	**(6,150)**	**(6,088)**				
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**
	Net Expenditure	**0**	**0**	**(950)**	**(950)**				
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	8,444	16,888	114,300	97,412		97,412	14.8%	
4005	HR Costs-Service level agr'mnt	0	314	7,500	7,186		7,186	4.2%	
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	0	0	2,500	2,500		2,500	0.0%	
4009	TRAVEL	0	0	200	200		200	0.0%	
4010	OTHER STAFF COSTS	0	0	1,600	1,600		1,600	0.0%	
4020	SUNDRY OFFICE & IT COSTS	1,059	1,428	4,000	2,572		2,572	35.7%	
4021	TELEPHONE & FAX	90	106	750	644		644	14.1%	
4022	POSTAGE	59	171	1,000	829		829	17.1%	
4023	STATIONERY/PRINTING	0	39	1,000	961		961	3.9%	
4024	SUBSCRIPTIONS	1,245	1,581	1,600	19		19	98.8%	
4026	PHOTOCOPY CHARGES	0	0	2,000	2,000		2,000	0.0%	
4027	OFFICE EQUIPMENT	0	0	500	500		500	0.0%	
4035	SECURITY COSTS	517	517	0	(517)		(517)	0.0%	
4039	MISC EXPS, XMAS DECORATIONS	100	100	0	(100)		(100)	0.0%	
4051	BANK CHARGES	57	193	1,500	1,307		1,307	12.9%	
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	1,711	1,711	12,000	10,289		10,289	14.3%	
4060	OTHER PROF FEES	5,831	5,831	3,200	(2,631)		(2,631)	182.2%	
	Central Services :- Indirect Expenditure	**19,113**	**28,878**	**158,200**	**129,322**	**0**	**129,322**	**18.3%**	**0**
	Net Income over Expenditure	**(19,113)**	**(28,878)**	**(158,198)**	**(129,320)**				
902	Outside Services								
4001	SALARIES & WAGES	7,639	15,278	97,300	82,022		82,022	15.7%	

Continued over page

Detailed Income & Expenditure by Budget Heading 10/07/2020

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
4006	PROTECTIVE CLOTHING	0	0	200	200		200	0.0%	
4008	TRAINING	0	0	500	500		500	0.0%	
4036	PROPERTY MAINTCE	186	186	1,500	1,314		1,314	12.4%	
4037	GROUNDS MAINTENANCE	750	1,160	2,500	1,340		1,340	46.4%	
4040	EQUIPMENT & SMALL TOOLS	0	0	2,000	2,000		2,000	0.0%	
4041	EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042	EQUIPMENT MAINTCE	0	0	3,000	3,000		3,000	0.0%	
4044	VEHICLE FUEL,OIL & MAINT	855	1,796	2,500	704		704	71.8%	
	Outside Services :- Indirect Expenditure	**9,430**	**18,421**	**109,750**	**91,329**	**0**	**91,329**	**16.8%**	**0**
	Net Expenditure	**(9,430)**	**(18,421)**	**(109,750)**	**(91,329)**				
909	Capital & Projects								
1074	CIL Income	0	30,963	0	(30,963)			0.0%	
	Capital & Projects :- Income	**0**	**30,963**	**0**	**(30,963)**				**0**
4054	LOAN INTEREST PWLB	957	445	1,732	1,287		1,287	25.7%	
4055	LOAN CAPITAL REPAID	7,095	7,095	14,371	7,276		7,276	49.4%	
4978	CAP Fire Alarm Upgrade	0	0	32,101	32,101		32,101	0.0%	
4992	FUNDING FROM R CAP FUND	0	0	(32,101)	(32,101)		(32,101)	0.0%	
4993	TFR TO ROLLING CAPITAL FUND	0	40,000	40,000	0		0	100.0%	
4998	TFR TO EARMARKED RSV	0	30,963	0	(30,963)		(30,963)	0.0%	
	Capital & Projects :- Indirect Expenditure	**8,051**	**78,502**	**56,103**	**(22,399)**	**0**	**(22,399)**	**139.9%**	**0**
	Net Income over Expenditure	**(8,051)**	**(47,539)**	**(56,103)**	**(8,564)**				
998	Precept & Interest								
1076	PRECEPT	0	490,893	981,785	490,892			50.0%	
1090	INTEREST RECEIVED	38	67	1,000	933			6.7%	
	Precept & Interest :- Income	**38**	**490,960**	**982,785**	**491,825**			**50.0%**	0
	Net Income	**38**	**490,960**	**982,785**	**491,825**				
	Grand Totals:- Income	**39,386**	**579,357**	**1,503,360**	**924,002**			**38.5%**	
	Expenditure	**95,596**	**224,601**	**1,403,360**	**1,178,759**	**0**	**1,178,759**	**16.0%**	
	Net Income over Expenditure	**(56,210)**	**354,757**	**100,000**	**(254,757)**				
	Movement to/(from) Gen Reserve	**(56,210)**	**354,757**						

Summary Income & Expenditure by Budget Heading 10/07/2020

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	28,843	49,102	21,608	(27,494)			227.2%
		Expenditure	46,124	76,783	703,159	626,376		626,376	10.9%
	Movement to/(from) Gen Reserve		(17,281)	(27,681)					
102	Leisure Centre - Swimming Pool	Income	4,912	(996)	324,000	324,996			(0.3%)
		Expenditure	3,435	7,228	138,200	130,972		130,972	5.2%
	Movement to/(from) Gen Reserve		1,478	(8,224)					
103	Leisure Centre - Pool Vending	Income	0	0	500	500			0.0%
104	Leisure Centre - Bar	Income	5,593	9,335	152,450	143,115			6.1%
		Expenditure	4,854	8,520	164,769	156,249		156,249	5.2%
	Movement to/(from) Gen Reserve		739	815					
105	Leisure Centre - Indoor Sports	Income	0	0	9,700	9,700			0.0%
		Expenditure	2,100	2,100	17,000	14,900		14,900	12.4%
	Movement to/(from) Gen Reserve		(2,100)	(2,100)					
106	Leisure Centre - Outdoor Sport	Income	0	(6)	4,815	4,821			(0.1%)
		Expenditure	0	0	250	250		250	0.0%
	Movement to/(from) Gen Reserve		0	(6)					
201	Playing Fields	Income	0	0	2,500	2,500			0.0%
		Expenditure	0	0	2,500	2,500		2,500	0.0%
	Movement to/(from) Gen Reserve		0	0					
202	Play Areas	Expenditure	0	0	2,000	2,000		2,000	0.0%
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	1,000	1,000			0.0%
		Expenditure	0	33	925	892		892	3.6%
	Movement to/(from) Gen Reserve		0	(33)					
301	Roads & Highways	Expenditure	781	781	3,124	2,343		2,343	25.0%
302	Community Development	Income	0	0	2,500	2,500			0.0%
		Expenditure	2,625	5,125	46,580	41,455		41,455	11.0%
	Movement to/(from) Gen Reserve		(2,625)	(5,125)					
801	Corporate Management	Expenditure	(917)	(1,833)	(6,800)	(4,967)		(4,967)	27.0%
802	Democratic Rep'n & Mgmt	Expenditure	0	63	6,150	6,088		6,088	1.0%
803	Civic Expenses	Expenditure	0	0	950	950		950	0.0%
901	Central Services	Income	0	0	2	2			0.0%
		Expenditure	19,113	28,878	158,200	129,322		129,322	18.3%
	Movement to/(from) Gen Reserve		(19,113)	(28,878)					
902	Outside Services	Expenditure	9,430	18,421	109,750	91,329		91,329	16.8%
909	Capital & Projects	Income	0	30,963	0	(30,963)			0.0%
		Expenditure	8,051	78,502	56,103	(22,399)		(22,399)	139.9%
	Movement to/(from) Gen Reserve		(8,051)	(47,539)					
998	Precept & Interest	Income	38	490,960	982,785	491,825			50.0%

Continued over page

Summary Income & Expenditure by Budget Heading 10/07/2020

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	39,386	579,357	1,503,360	924,002			38.5%
Expenditure	95,596	224,601	1,403,360	1,178,759	0	1,178,759	16.0%
Net Income over Expenditure	(56,210)	354,757	100,000	(254,757)			
Movement to/(from) Gen Reserve	(56,210)	354,757					

Filton Town Council 20-21

BANK ACCOUNT-GENERAL

List of Payments made between 01/05/2020 and 31/07/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/05/2020	JTS Snack Foods	CNXL5283	-195.61		Purchase Ledger Payment
01/05/2020	FIS Payments (UK) Ltd - DDR	CNXL5281	-20.00		P/Ledger Electronic Payment
01/05/2020	Rentokil Initial UK Ltd	CNXL5296	-222.38		Purchase Ledger Payment
01/05/2020	Marcella Manzilli	CNXL5293	-75.00		Purchase Ledger Payment
05/05/2020	Bank charge payable	CHRG	10.00		Bank charge payable
05/05/2020	Commission charge	COMMISSION	38.04		Commission charge
07/05/2020	ICO-Subs	DD	55.00		ICO-Subs
12/05/2020	Barclays Bank PLC	5332	54.30		014784960420/4055/Barclaycard
12/05/2020	Butler Fuels	5333	1,129.13		4081680/4060/Butler Fuels
12/05/2020	Complete Business Solutions Gr	5334	46.76		SINV02273814/4058/Complete Bus
12/05/2020	Gazprom Marketing & Trading Re	5335	1,533.47		INV01097162/4064/Gazprom Marke
12/05/2020	Gazprom Marketing & Trading Re	5336	549.59		INV01099331/4062/Gazprom Marke
12/05/2020	Cape Meridian Ltd	5337	312.00		2020/04/019/4059/Cape Meridian
12/05/2020	St Austell Brewery Company Ltd	5338	1,403.98		2437522/4053/St Austell Brewer
12/05/2020	Virgin Media Payments Ltd	5339	18.58		2294289439/4057/Virgin Media P
12/05/2020	Viridor Waste Management Ltd	5340	492.46		00003123556AB/4056/Viridor Was
12/05/2020	WCS Environmental Ltd	5341	249.96		144457/4054/WCS Group
12/05/2020	YZDesigns	5342	432.00		3883/4065/YZDesigns
14/05/2020	British Gas	100623	9,583.88		P/Ledger Electronic Payment
15/05/2020	Zurich-Insurance 20/21	100624	10,161.76		Zurich-Insurance 20/21
15/05/2020	DCK Accounting Solutions Ltd	005345	-1,315.34		Purchase Ledger Payment
20/05/2020	BANK ACCOUNT-IMPREST	TFR-REV	70,000.00		
20/05/2020	BANK ACCOUNT-IMPREST	Tfr	70,000.00		
28/05/2020	Avon Local Councils' Associati	5343	1,189.58		4088-Annaul subs 20-21
28/05/2020	Andrew Talbot Design Limited	5344	15.00		3968-Wedsite update late fee
28/05/2020	DCK Accounting Solutions Ltd	5345	1,315.34		4084-Contract visit+closedown
28/05/2020	Gazprom Marketing & Trading Re	5347	40.38		4109-Gas April 2020
28/05/2020	HM Revenue and Customs	5348	100.00		4111-Late MGD return
28/05/2020	Rentokil Initial UK Ltd	5349	184.67		4112-Sanitary serv June
28/05/2020	Loomis UK Ltd	5350	620.28		4086-CIT contract June
28/05/2020	Marcella Manzilli	5351	50.00		4096-Aqua class March
28/05/2020	My Skills for Life Ltd	5352	25.00		4095-RLSS NPLQ trainer
28/05/2020	Cape Meridian Ltd	5353	117.00		4090-Alarm activation callout
28/05/2020	RPT Consulting Limited	5355	5,940.00		4083-Prof fee appraisal Dec 19
28/05/2020	Pitney Bowes	5354	60.21		4087-Franking fee May
28/05/2020	Southern Brooks Community Part	5357	2,625.00		4092-Filton community Dev19-20
28/05/2020	South Gloucestershire Council	5356	2,371.04		4089-Serv. chrg Apri-June
28/05/2020	DL I.T. Solutions Ltd	5346	2,171.88		4116-IT Maintenance Office 365
28/05/2020	Pitney Bowes	CNXL5354	-60.21		P/Ledger Electronic Payment
28/05/2020	Loomis UK Ltd	CNXL5350	-620.28		P/Ledger Electronic Payment
28/05/2020	South Gloucestershire Council	005356	-2,371.04		Purchase Ledger Payment
12/06/2020	Bristol & Avon Stocktakers	5358	50.00		4163-Stock taking Apr 20
12/06/2020	British Telecommunications plc	5359	435.88		4166-Monthly phone charge
12/06/2020	Complete Weed Control (North W	5360	314.40		4156-Supp chemical weed contro
12/06/2020	C & R Fencing	5361	252.00		4155-Fencing dated 18.05.20
12/06/2020	DCK Accounting Solutions Ltd	5362	956.82		4162-Contract accounting Jan20
12/06/2020	British Gas	5363	3,218.73		4159-Elec May 20

Continued on Page 2

List of Payments made between 01/05/2020 and 31/07/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
12/06/2020	Instyle Marketing Services	5364	180.00		4152-Produce diabond sign
12/06/2020	JTS Snack Foods	5365	295.19		Purchase Ledger Payment
12/06/2020	Lister Wilder	5366	1,025.97		4151-Oil filter
12/06/2020	Cape Meridian Ltd	5367	234.00		4143-Alarm callout
12/06/2020	Rentokil Initial UK Ltd	5368	500.11		4173-Admin charge
12/06/2020	Ricoh UK Ltd	5369	410.58		4165-Coper charge
12/06/2020	Travis Perkins Trading Co Ltd	5370	223.25		4149-Vinyl paint
12/06/2020	Viridor Waste Management Ltd	5371	991.44		4150-Waste collection May
12/06/2020	CryoService Ltd	5372	400.36		4157-Mothly charge
22/06/2020	Brenntag UK Ltd	5373	163.24		47SI4787335/4203/Brenntag UK L
22/06/2020	Connells	5374	180.00		8620/4204/Connells
22/06/2020	CryoService Ltd	5375	17.59		413773119/4202/CryoService Ltd
22/06/2020	DCK Accounting Solutions Ltd	5376	1,315.34		Purchase Ledger Payment
22/06/2020	DCK Accounting Solutions Ltd	5377	876.90		TPC9142/4201/DCK Accounting So
22/06/2020	Gazprom Marketing & Trading Re	5378	11,386.95		Purchase Ledger Payment
22/06/2020	Gazprom Marketing & Trading Re	5379	1,580.62		4154-Gas May 2020
22/06/2020	GM Engineering (Bristol) Ltd	5380	648.00		1257/4212/GM Engineering (Bris
22/06/2020	Rubicon Play Ltd	5381	573.60		08838/4207/Rubicon Play Ltd
22/06/2020	South Gloucestershire Council	5382	2,371.04		Purchase Ledger Payment
22/06/2020	South Western Ambulance Servic	5383	2,400.00		790/4208/South Western Ambulan
22/06/2020	Ernest Till (South West) & co	5384	396.00		Purchase Ledger Payment
		Total Payments	209,414.44		

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 10/07/2020

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,520,977	693,551
11	LEASEHOLD LAND & BUILDINGS	25,000	6,500	18,500
21	VEHICLES & EQUIPMENT	555,859	521,014	34,845
41	INFRASTRUCTURE ASSET	191,408	180,560	10,848
61	COMMUNITY ASSETS	61,372	29,100	32,272
	Total Fixed Assets	**3,048,167**	**2,258,151**	**790,016**
	Current Assets			
105	VAT CONTROL	5,001		
115	OTHER DEBTORS	32,338		
116	STAFF ADVANCES	(187)		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	2,719		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	(37,797)		
201	BANK IMPREST WAGES AC	195,900		
220	PETTY CASH - OFFICE	77		
221	PETTY CASH - BAR	269		
225	FLOAT - BAR	295		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	165		
245	CCLA Public Sector Investment	305,023		
	Total Current Assets		**504,890**	
	Current Liabilities			
500	TRADE CREDITORS	7,353		
510	ACCRUED EXPENSES	7,595		
513	ACCRUED MISSING INVOICES	956		
520	NET WAGES CONTROL	(90)		
525	PAYE AND NI DUE	7,641		
526	SUPERANNUATION DUE	6,432		
528	A of E CONTROL	58		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		**34,444**	
	Net Current Assets			**470,446**
	Total Assets less Current Liabilities			**1,260,462**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,258,443)		
401	PWLB Loan 486814	30,243		
	Total Long Term Liabilities		**243,020**	
	Total Assets less Total Liabilities			**1,017,442**
	Represented by :-			
300	CURRENT YEAR FUND	354,757		
310	GENERAL FUND	26,100		

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 10/07/2020

A/c	Description	Actual	
315	ROLLING CAPITAL FUND	40,689	
325	EMR 4 Towns Play Association	300	
328	EMR Elections	10,338	
329	EMR CIL 19/20	7,298	
330	CAPITAL FINANCE ACCOUNT	546,996	
331	EMR CIL 20/21	30,963	
	Total Equity		**1,017,442**

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 14th July 2020 on **ZOOM CONFERENCE CALLING**

PRESENT: Cllrs: - M Chaudhry (Chair), K Briffett, D Collins, A Doyle, A Kenyon, T Mewies, A Monk, I Scott, A Robinson, J Tucker, C Wood

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer) C Westcott (Administrator) Derek Kemp (Accounting Solutions)

APOLOGIES: Cllrs: - B Mead, A Johnstone

NON ATTENDANCE:- Cllrs:-

F.104 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.105 DECLARATION OF INTEREST: There were none.

F.106 PRESENTATION OF FINANCIAL STATEMENTS: Derek Kemp (Accounting Solutions) presented the end of year accounts and informed Councillors that the 2019/2020 financial year ended in deficit but not as bad as was previously predicted. At presented the accountants do not have enough data to show how the current situation (Covid19) has had on Filton Town Council finances. It was noted that whilst the Council continued to receive furlough payments for staff, the finances were in a sustainable position. The accountant confirmed he would be keeping a close eye on the monthly finances and will be reporting back with updated figures in a couple of months. It was also agreed the accountants would provide a month by month breakdown vs the previous two years.

F.107 MINUTES: The minutes of the meeting held Tuesday 09th June 2020 were approved as an accurate record after noting that F.099 should read “could be” instead of “will be”.

F.108 MATTERS OF REPORT ARISING FROM MINUTES:
F.102 Boundary issue.
The Town Clerk updated on a meeting held with the property owner. The community garden Chair had suggested a new boundary line, slightly different to that suggested by the surveyor. The property owner seemed happy with this although official confirmation of this was till awaited.

Cllr Kenyon joined the meeting at 7.20pm

F.109 TO COMPLETE THE ANNUAL GOVERNANCE STATEMENT:
Councillors talked through each statement; Points 1-8 were agreed by the majority. point 9 is N/A. It was agreed to bring a summary report of all risks to each Finance meeting.

Action: Town Council Office

F.110 TO ADOPT THE 2019/2020 FINANCIAL STATEMENTS: It was unanimously ***Agreed:*** to adopt the financial statements.

F.111 PUBLIC PARTICIPATION: None received.

F.112 REVIEW OF SERVICES: The Town Clerk updated that the consultant was now engaged to soft test the market. It was noted that a small working group needs to be set up for him to report back to, it was agreed councillors D Collins, C Wood, A Doyle, M Chaudhry, T Mewies and A Monk would sit on that group.

F.113 INCOME & EXPENDITURE REPORTS: The reports were noted. It was noticed that there were anomalies with electricity figures in 101. The Town Clerk advised that this was a coding error but would confirm at the next meeting.

F.114 BALANCE SHEET: The report was noted.

F.115 PAYMENTS FOR INFORMATION: The document was noted.

F.116 TOWN CLERK UPDATE:

i) Ratepayers Arms Update: The Town Clerk updated councillors on the re-opening of the bar, it was noted that the Ratepayers had opened on Friday 10th July on reduced hours and with a reduced drinks menu. A graph was presented showing the first 3 days sales and costs including staffing. Councillors asked if the graphs could include more detail like the cost of utilities. The Town Clerk was asked to investigate extending the licenced boundary to include the green space at Elm Park so residents could sit outside with drinks.

Action: Town Clerk

ii) Leisure Centre Update: The Town Clerk advised that 4 members of the pool team were now flexibly furloughed and working on a part time basis to pull a plan together for the opening of the Leisure Centre. It is hoped that this will be able to happen at the end of July.

The Chair closed the meeting at 8.10pm

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

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

3rd September 2020

Dear Member

You are hereby summoned to A **VIRTUAL** meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 8th September 2020 at 7pm.**
Join Zoom Meeting
https://us02web.zoom.us/j/82003638073?pwd=UEpvVUdjWDlhUHU1Lzg4T3p2aVNDUT09

Meeting ID: 820 0363 8073
Passcode: 790951
Dial by your location
+44 203 481 5237 United Kingdom
+44 203 481 5240 United Kingdom
+44 203 901 7895 United Kingdom
+44 131 460 1196 United Kingdom
+44 203 051 2874 United Kingdom
Meeting ID: 820 0363 8073
Passcode: 790951

Yours sincerely,

L.A.Reuben
Town Clerk.

Public and press are welcome to view all council meetings - member of the public joining the meeting will need to identify themselves and will be muted throughout the meeting unless invited to speak.

AGENDA

Part 1

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 14th July 2020 *(pages 1-2)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Participation – need to be sent in to clerk 48 hrs prior to meeting
6. That Filton Town Council resolve to adopt the 'General Power of Competence'
7. Review of Services – working group
8. MUGA – quotes for information, to agree on public consultation process *(page 3)*
9. Fencing issues *(page 4)*
10. Income & Expenditure Reports Month 4 *(pages 5-13)*
11. Balance Sheet Month 4 *(pages 14-15)*
12. Payments for information up to date *(page 16)*

Part 2 – Excluding Press and Public

13. Staffing Committee minutes of the meeting held 7th July 2020 *(page 17)*

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The Chair closed the meeting at 8.10pm

Quote Comparison MUGA 2020

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
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Fencing Report to Full Council (Finance) 8th September 2020

Elm Park

During the last football season, we received a number of complaints regarding damage to the fence to the rear of the properties in Elm Park (top pitch). Resulting in a number of balls entering their property with risk of damage to their cars, greenhouses etc plus the annoyance of players retrieving their footballs. Quotes to the replace the fence were obtained at that time. However, FTC were undergoing a 'no spend' at that time due to council's financial position and a promise was made to review the situation in the new financial year.

The property owners have been very sympathetic to the council's financial restraints but with the football teams restarting it is paramount that this is revisited as a matter of urgency.

The quotes will need to re-assessed but are currently ..

Quote 1	£1,430.00 + VAT
Quote 2	£1,140.00 + VAT

Gloucester Rd North/Community Garden

You will all be aware of the problem with the fences at the rear of the properties on Glos Rd North which borders the community garden.

I have had regular contact with each of the property owners who are not in a position to replace their fences during these unprecedent times. We would not normally get involved in replacing or repairing private fences and there is no legal obligation for them to provide a boundary fence unless directly onto a highway or onto a railway line. Fences are normally erected to protect private property or for cosmetic reasons. Filton Community Garden group have replaced fence panels there over the years and have also experienced ongoing problems as the panels are often damaged due to the wind tunnel. It has also been established that the boundary has previously been compromised as boundary line at the back of these properties is not a straight line which also causes problems.

It is my recommendation to council that FTC take charge of the situation once and for all and erect a chain link fence within the council's boundary. The property owners are all happy for the new boundary line to be registered with the Land Registry for the avoidance of problems if they should sale their properties.

At the time of writing this report I am currently on leave but quotes are currently being obtained and I am informed that they are estimated to be in the region of £2,000 - £2,500.

Please can council advise if you wish me to proceed on this basis.

Lesley Reuben
Town Clerk

	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	0	1,583	1,583			0.0%	
1010 Pavillion Hire	0	150	6,500	6,350			2.3%	
1011 HALL BLOCK BOOKINGS	0	0	3,000	3,000			0.0%	
1013 EQUIPMENT HIRE INCOME	0	0	25	25			0.0%	
1054 Softplay Income	0	(216)	10,000	10,216			(2.2%)	
1080 MISCELLANEOUS INCOME	0	0	500	500			0.0%	
1088 HMRC JRS Grant	30,442	79,564	0	(79,564)			0.0%	
Leisure Centre - General :- Income	**30,442**	**79,498**	**21,608**	**(57,890)**			**367.9%**	**0**
4001 SALARIES & WAGES	33,464	129,201	554,509	425,308		425,308	23.3%	
4003 COST OF TRAINING COURSES	0	0	1,000	1,000		1,000	0.0%	
4006 PROTECTIVE CLOTHING	0	0	1,000	1,000		1,000	0.0%	
4008 TRAINING	0	0	1,000	1,000		1,000	0.0%	
4011 RATES	6,246	12,496	62,800	50,304		50,304	19.9%	
4014 ELECTRICITY	164	783	2,500	1,717		1,717	31.3%	
4015 GAS	262	689	4,500	3,811		3,811	15.3%	
4016 JANITORIAL	566	720	5,500	4,780		4,780	13.1%	
4017 HEALTH & SAFETY	459	613	800	187		187	76.6%	
4018 REFUSE DISPOSAL	991	2,857	7,500	4,643		4,643	38.1%	
4021 TELEPHONE & FAX	0	0	600	600		600	0.0%	
4023 STATIONERY/PRINTING	0	0	2,000	2,000		2,000	0.0%	
4025 INSURANCE	0	10,162	12,000	1,838		1,838	84.7%	
4030 RECRUITMENT ADVTG	0	0	1,000	1,000		1,000	0.0%	
4032 PUBLICITY	0	0	3,000	3,000		3,000	0.0%	
4035 SECURITY COSTS	(354)	780	8,000	7,220		7,220	9.8%	
4036 PROPERTY MAINTCE	772	1,008	10,000	8,992		8,992	10.1%	
4038 MAINTENANCE CTRCTS	0	423	8,000	7,577		7,577	5.3%	
4040 EQUIPMENT & SMALL TOOLS	313	313	1,500	1,187		1,187	20.9%	
4042 EQUIPMENT MAINTCE	75	75	500	425		425	14.9%	
4051 BANK CHARGES	150	167	5,000	4,833		4,833	3.3%	
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	**43,107**	**160,287**	**703,159**	**542,872**	**0**	**542,872**	**22.8%**	**0**
Net Income over Expenditure	**(12,665)**	**(80,788)**	**(681,551)**	**(600,763)**				
102 Leisure Centre - Swimming Pool								
1012 Bouncy Castle Parties	0	0	500	500			0.0%	
1020 SWIMMING - PUBLIC	(33)	61	55,000	54,939			0.1%	
1021 SWIMMING - LESSONS	(42)	(42)	200,000	200,042			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
1022 SWIMMING - SCHOOLS	0	(690)	25,000	25,690			(2.8%)	
1023 SWIMMING - CLUBS	0	0	24,000	24,000			0.0%	
1024 SALES (STOCK) POOL	0	0	5,000	5,000			0.0%	
1025 Pool Parties	0	0	4,500	4,500			0.0%	
1027 Aqua Fit	0	0	6,000	6,000			0.0%	
1028 Lifeguard Courses	0	0	4,000	4,000			0.0%	
1099 TILL DISCREPANCIES	0	90	0	(90)			0.0%	
Leisure Centre - Swimming Pool :- Income	**(75)**	**(581)**	**324,000**	**324,581**			**(0.2%)**	**0**
4103 PURCHASES FOR RESALE	0	0	4,000	4,000		4,000	0.0%	
Leisure Centre - Swimming Pool :- Direct Expenditure	**0**	**0**	**4,000**	**4,000**	**0**	**4,000**	**0.0%**	**0**
4002 TEMPORARY & CASUAL STAFF	25	75	3,000	2,925		2,925	2.5%	
4008 TRAINING	188	116	2,000	1,884		1,884	5.8%	
4012 WATER RATES	0	3,585	20,000	16,415		16,415	17.9%	
4014 ELECTRICITY	2,362	8,560	30,000	21,440		21,440	28.5%	
4015 GAS	861	2,243	32,000	29,757		29,757	7.0%	
4017 HEALTH & SAFETY	0	0	1,500	1,500		1,500	0.0%	
4020 SUNDRY OFFICE & IT COSTS	320	320	3,500	3,180		3,180	9.1%	
4024 SUBSCRIPTIONS	0	0	300	300		300	0.0%	
4036 PROPERTY MAINTCE	100	100	2,500	2,400		2,400	4.0%	
4038 MAINTENANCE CTRCTS	0	208	2,400	2,192		2,192	8.7%	
4040 EQUIPMENT & SMALL TOOLS	0	0	500	500		500	0.0%	
4042 EQUIPMENT MAINTCE	1,280	1,280	30,000	28,720		28,720	4.3%	
4120 POOL CHEMICALS	0	136	4,500	4,364		4,364	3.0%	
4125 POOL PURCHASES NOT FOR RESALE	0	0	2,000	2,000		2,000	0.0%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	**5,136**	**16,623**	**134,200**	**117,577**	**0**	**117,577**	**12.4%**	**0**
Net Income over Expenditure	**(5,211)**	**(17,204)**	**185,800**	**203,004**				
103 Leisure Centre - Pool Vending								
1030 Vending Machine Income	0	0	500	500			0.0%	
Leisure Centre - Pool Vending :- Income	**0**	**0**	**500**	**500**			**0.0%**	**0**
Net Income	**0**	**0**	**500**	**500**				
104 Leisure Centre - Bar								
1001 RENT RECEIVED	775	2,275	8,700	6,425			26.1%	
1031 MACHINE INCOME	0	0	800	800			0.0%	
1032 Tickets	0	0	700	700			0.0%	
1040 BAR INCOME - LOUNGE	3,103	3,353	125,000	121,648			2.7%	
1041 BAR INCOME - HALL	0	0	13,000	13,000			0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 01/09/2020

Month No: 4 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
1049	CAFE INCOME	0	0	3,500	3,500			0.0%	
1056	FUNCTION ROOM HIRE	0	110	750	640			14.7%	
1088	HMRC JRS Grant	4,083	12,553	0	(12,553)			0.0%	
1095	INSURANCE CLAIM	0	8,802	0	(8,802)			0.0%	
1099	TILL DISCREPANCIES	5	(105)	0	105			0.0%	
	Leisure Centre - Bar :- Income	**7,966**	**26,988**	**152,450**	**125,462**			**17.7%**	**0**
4101	PURCHASES - WET STOCK	38	509	55,900	55,391		55,391	0.9%	
4102	PURCHASES - DRY STOCK	0	86	3,000	2,914		2,914	2.9%	
4109	PURCHASES - CAFE	0	0	2,000	2,000		2,000	0.0%	
	Leisure Centre - Bar :- Direct Expenditure	**38**	**594**	**60,900**	**60,306**	**0**	**60,306**	**1.0%**	**0**
4001	SALARIES & WAGES	5,146	17,379	86,114	68,735		68,735	20.2%	
4008	TRAINING	0	0	500	500		500	0.0%	
4020	SUNDRY OFFICE & IT COSTS	0	53	0	(53)		(53)	0.0%	
4036	PROPERTY MAINTCE	0	0	3,000	3,000		3,000	0.0%	
4038	MAINTENANCE CTRCTS	160	146	305	159		159	47.8%	
4040	EQUIPMENT & SMALL TOOLS	14	14	400	386		386	3.5%	
4041	EQUIPMENT HIRE	0	532	6,000	5,468		5,468	8.9%	
4051	BANK CHARGES	0	0	500	500		500	0.0%	
4060	OTHER PROF FEES	0	200	1,200	1,000		1,000	16.7%	
4104	BAR SUNDRIES	0	0	500	500		500	0.0%	
4110	PROMOTIONS	0	0	3,500	3,500		3,500	0.0%	
4115	LICENCES	0	258	1,500	1,242		1,242	17.2%	
4116	GAMING MACHINE DUTY	0	0	350	350		350	0.0%	
	Leisure Centre - Bar :- Indirect Expenditure	**5,320**	**18,582**	**103,869**	**85,287**	**0**	**85,287**	**17.9%**	**0**
	Net Income over Expenditure	**2,608**	**7,812**	**(12,319)**	**(20,131)**				
105	Leisure Centre - Indoor Sports								
1050	BADMINTON FEES	0	0	1,500	1,500			0.0%	
1051	SNOOKER FEES	0	0	5,000	5,000			0.0%	
1052	PARTY ROOM HIRE	0	0	3,000	3,000			0.0%	
1053	SKITTLE ALLEY	0	0	200	200			0.0%	
	Leisure Centre - Indoor Sports :- Income	**0**	**0**	**9,700**	**9,700**			**0.0%**	**0**
4014	ELECTRICITY	36	50	12,000	11,950		11,950	0.4%	
4036	PROPERTY MAINTCE	0	0	4,000	4,000		4,000	0.0%	
4038	MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
	Leisure Centre - Indoor Sports :- Indirect Expenditure	**36**	**50**	**17,000**	**16,950**	**0**	**16,950**	**0.3%**	**0**
	Net Income over Expenditure	**(36)**	**(50)**	**(7,300)**	**(7,250)**				

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
106	Leisure Centre - Outdoor Sport								
1060	GRASS INCOME	0	0	4,590	4,590			0.0%	
1061	OUTSIDE COURTS	0	0	100	100			0.0%	
1063	Petanque Income	0	(6)	125	131			(5.0%)	
	Leisure Centre - Outdoor Sport :- Income	**0**	**(6)**	**4,815**	**4,821**			**(0.1%)**	**0**
4014	ELECTRICITY	0	167	250	83		83	66.9%	
	Leisure Centre - Outdoor Sport :- Indirect Expenditure	**0**	**167**	**250**	**83**	**0**	**83**	**66.9%**	**0**
	Net Income over Expenditure	**0**	**(174)**	**4,565**	**4,738**				
201	Playing Fields								
1201	Field Hire Income	0	0	2,500	2,500			0.0%	
	Playing Fields :- Income	**0**	**0**	**2,500**	**2,500**			**0.0%**	**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**	**0**	**2,500**	**2,500**	**0**	**2,500**	**0.0%**	**0**
	Net Income over Expenditure	**0**	**0**	**0**	**0**				
202	Play Areas								
4037	GROUNDS MAINTENANCE	0	478	1,000	522		522	47.8%	
4042	EQUIPMENT MAINTCE	0	111	1,000	890		890	11.1%	
	Play Areas :- Indirect Expenditure	**0**	**589**	**2,000**	**1,412**	**0**	**1,412**	**29.4%**	**0**
	Net Expenditure	**0**	**(589)**	**(2,000)**	**(1,412)**				
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**
	Net Income over Expenditure	**0**	**0**	**1,000**	**1,000**				
204	Allotments								
1001	RENT RECEIVED	45	45	1,000	955			4.5%	
	Allotments :- Income	**45**	**45**	**1,000**	**955**			**4.5%**	**0**
4012	WATER RATES	0	33	400	367		367	8.3%	

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
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	0	0	250	250		250	0.0%	
	Allotments :- Indirect Expenditure	**0**	**33**	**925**	**892**	**0**	**892**	**3.6%**	**0**
	Net Income over Expenditure	**45**	**12**	**75**	**63**				
<u>301</u>	<u>Roads & Highways</u>								
4080	STREET CARE (ex S Glos)	0	781	3,124	2,343		2,343	25.0%	
	Roads & Highways :- Indirect Expenditure	**0**	**781**	**3,124**	**2,343**	**0**	**2,343**	**25.0%**	**0**
	Net Expenditure	**0**	**(781)**	**(3,124)**	**(2,343)**				
<u>302</u>	<u>Community Development</u>								
1082	Filton Festival	(68)	(68)	2,500	2,568			(2.7%)	
	Community Development :- Income	**(68)**	**(68)**	**2,500**	**2,568**			**(2.7%)**	**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	4,280	4,280		4,280	0.0%	
4707	GRANTS - YOUTH PROVISION	12,500	15,000	17,500	2,500		2,500	85.7%	
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	0	0	10,000	10,000		10,000	0.0%	
	Community Development :- Indirect Expenditure	**12,500**	**15,000**	**46,580**	**31,580**	**0**	**31,580**	**32.2%**	**0**
	Net Income over Expenditure	**(12,568)**	**(15,068)**	**(44,080)**	**(29,013)**				
<u>801</u>	<u>Corporate Management</u>								
4004	PENSION DEFICIT	(917)	(3,667)	(6,800)	(3,133)		(3,133)	53.9%	
	Corporate Management :- Indirect Expenditure	**(917)**	**(3,667)**	**(6,800)**	**(3,133)**	**0**	**(3,133)**	**53.9%**	**0**
	Net Expenditure	**917**	**3,667**	**6,800**	**3,133**				
<u>802</u>	<u>Democratic Rep'n & Mgmt</u>								
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	2,500	2,500		2,500	0.0%	
4033	NEWSLETTER	75	138	3,000	2,863		2,863	4.6%	

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
4065	MEETING COSTS	0	0	150	150		150	0.0%	
	Democratic Rep'n & Mgmt :- Indirect Expenditure	**75**	**138**	**6,150**	**6,013**	**0**	**6,013**	**2.2%**	**0**
	Net Expenditure	**(75)**	**(138)**	**(6,150)**	**(6,013)**				
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**
	Net Expenditure	**0**	**0**	**(950)**	**(950)**				
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	8,444	33,777	114,300	80,523		80,523	29.6%	
4005	HR Costs-Service level agr'mnt	0	314	7,500	7,186		7,186	4.2%	
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	0	0	2,500	2,500		2,500	0.0%	
4009	TRAVEL	0	0	200	200		200	0.0%	
4010	OTHER STAFF COSTS	0	0	1,600	1,600		1,600	0.0%	
4020	SUNDRY OFFICE & IT COSTS	474	2,230	4,000	1,770		1,770	55.7%	
4021	TELEPHONE & FAX	127	471	750	279		279	62.8%	
4022	POSTAGE	132	308	1,000	692		692	30.8%	
4023	STATIONERY/PRINTING	102	638	1,000	362		362	63.8%	
4024	SUBSCRIPTIONS	0	1,581	1,600	19		19	98.8%	
4026	PHOTOCOPY CHARGES	0	0	2,000	2,000		2,000	0.0%	
4027	OFFICE EQUIPMENT	0	209	500	291		291	41.8%	
4039	MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4051	BANK CHARGES	43	297	1,500	1,203		1,203	19.8%	
4056	LEGAL FEES	0	333	1,000	667		667	33.3%	
4057	AUDIT FEES	0	0	3,300	3,300		3,300	0.0%	
4058	ACCOUNTANCY FEES	0	1,711	12,000	10,289		10,289	14.3%	
4060	OTHER PROF FEES	893	6,724	3,200	(3,524)		(3,524)	210.1%	
	Central Services :- Indirect Expenditure	**10,215**	**48,691**	**158,200**	**109,509**	**0**	**109,509**	**30.8%**	**0**
	Net Income over Expenditure	**(10,215)**	**(48,691)**	**(158,198)**	**(109,507)**				
902	Outside Services								
4001	SALARIES & WAGES	7,639	30,557	97,300	66,743		66,743	31.4%	
4006	PROTECTIVE CLOTHING	0	0	200	200		200	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 01/09/2020

Month No: 4 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
4008	TRAINING	0	0	500	500		500	0.0%	
4036	PROPERTY MAINTCE	163	390	1,500	1,110		1,110	26.0%	
4037	GROUNDS MAINTENANCE	363	1,873	2,500	627		627	74.9%	
4039	MISC EXPS, XMAS DECORATIONS	100	100	0	(100)		(100)	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	412	2,000	1,588		1,588	20.6%	
4041	EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042	EQUIPMENT MAINTCE	0	0	3,000	3,000		3,000	0.0%	
4044	VEHICLE FUEL,OIL & MAINT	0	1,796	2,500	704		704	71.8%	
	Outside Services :- Indirect Expenditure	**8,265**	**35,127**	**109,750**	**74,623**	**0**	**74,623**	**32.0%**	**0**
	Net Expenditure	**(8,265)**	**(35,127)**	**(109,750)**	**(74,623)**				
909	Capital & Projects								
1074	CIL Income	0	30,963	0	(30,963)			0.0%	
	Capital & Projects :- Income	**0**	**30,963**	**0**	**(30,963)**				**0**
4054	LOAN INTEREST PWLB	0	445	1,732	1,287		1,287	25.7%	
4055	LOAN CAPITAL REPAID	0	7,095	14,371	7,276		7,276	49.4%	
4978	CAP Fire Alarm Upgrade	0	0	32,101	32,101		32,101	0.0%	
4980	CAP - Defibrillators	0	2,000	0	(2,000)		(2,000)	0.0%	
4992	FUNDING FROM R CAP FUND	0	(2,000)	(32,101)	(30,101)		(30,101)	6.2%	
4993	TFR TO ROLLING CAPITAL FUND	0	40,000	40,000	0		0	100.0%	
4998	TFR TO EARMARKED RSV	0	30,963	0	(30,963)		(30,963)	0.0%	
	Capital & Projects :- Indirect Expenditure	**0**	**78,502**	**56,103**	**(22,399)**	**0**	**(22,399)**	**139.9%**	**0**
	Net Income over Expenditure	**0**	**(47,539)**	**(56,103)**	**(8,564)**				
998	Precept & Interest								
1076	PRECEPT	0	490,893	981,785	490,892			50.0%	
1090	INTEREST RECEIVED	72	231	1,000	769			23.1%	
	Precept & Interest :- Income	**72**	**491,124**	**982,785**	**491,661**			**50.0%**	**0**
	Net Income	**72**	**491,124**	**982,785**	**491,661**				
	Grand Totals:- Income	**38,383**	**627,966**	**1,503,360**	**875,395**			**41.8%**	
	Expenditure	**83,775**	**371,497**	**1,403,360**	**1,031,863**	**0**	**1,031,863**	**26.5%**	
	Net Income over Expenditure	**(45,392)**	**256,467**	**100,000**	**(156,467)**				
	Movement to/(from) Gen Reserve	**(45,392)**	**256,467**						

Summary Income & Expenditure by Budget Heading 01/09/2020

Month No: 4

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	30,442	79,498	21,608	(57,890)			367.9%
		Expenditure	43,107	160,287	703,159	542,872		542,872	22.8%
		Movement to/(from) Gen Reserve	(12,665)	(80,788)					
102	Leisure Centre - Swimming Pool	Income	(75)	(581)	324,000	324,581			(0.2%)
		Expenditure	5,136	16,623	138,200	121,577		121,577	12.0%
		Movement to/(from) Gen Reserve	(5,211)	(17,204)					
103	Leisure Centre - Pool Vending	Income	0	0	500	500			0.0%
104	Leisure Centre - Bar	Income	7,966	26,988	152,450	125,462			17.7%
		Expenditure	5,358	19,176	164,769	145,593		145,593	11.6%
		Movement to/(from) Gen Reserve	2,608	7,812					
105	Leisure Centre - Indoor Sports	Income	0	0	9,700	9,700			0.0%
		Expenditure	36	50	17,000	16,950		16,950	0.3%
		Movement to/(from) Gen Reserve	(36)	(50)					
106	Leisure Centre - Outdoor Sport	Income	0	(6)	4,815	4,821			(0.1%)
		Expenditure	0	167	250	83		83	66.9%
		Movement to/(from) Gen Reserve	0	(174)					
201	Playing Fields	Income	0	0	2,500	2,500			0.0%
		Expenditure	0	0	2,500	2,500		2,500	0.0%
		Movement to/(from) Gen Reserve	0	0					
202	Play Areas	Expenditure	0	589	2,000	1,412		1,412	29.4%
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	45	45	1,000	955			4.5%
		Expenditure	0	33	925	892		892	3.6%
		Movement to/(from) Gen Reserve	45	12					
301	Roads & Highways	Expenditure	0	781	3,124	2,343		2,343	25.0%
302	Community Development	Income	(68)	(68)	2,500	2,568			(2.7%)
		Expenditure	12,500	15,000	46,580	31,580		31,580	32.2%
		Movement to/(from) Gen Reserve	(12,568)	(15,068)					
801	Corporate Management	Expenditure	(917)	(3,667)	(6,800)	(3,133)		(3,133)	53.9%
802	Democratic Rep'n & Mgmt	Expenditure	75	138	6,150	6,013		6,013	2.2%
803	Civic Expenses	Expenditure	0	0	950	950		950	0.0%
901	Central Services	Income	0	0	2	2			0.0%
		Expenditure	10,215	48,691	158,200	109,509		109,509	30.8%
		Movement to/(from) Gen Reserve	(10,215)	(48,691)					
902	Outside Services	Expenditure	8,265	35,127	109,750	74,623		74,623	32.0%
909	Capital & Projects	Income	0	30,963	0	(30,963)			0.0%
		Expenditure	0	78,502	56,103	(22,399)		(22,399)	139.9%
		Movement to/(from) Gen Reserve	0	(47,539)					
998	Precept & Interest	Income	72	491,124	982,785	491,661			50.0%

Continued over page

Summary Income & Expenditure by Budget Heading 01/09/2020

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	38,383	627,965	1,503,360	875,395			41.8%
Expenditure	83,775	371,497	1,403,360	1,031,863	0	1,031,863	26.5%
Net Income over Expenditure	(45,392)	256,467	100,000	(156,467)			
Movement to/(from) Gen Reserve	(45,392)	256,467					

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 01/09/2020

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,520,977	693,551
11	LEASEHOLD LAND & BUILDINGS	25,000	6,500	18,500
21	VEHICLES & EQUIPMENT	555,859	521,014	34,845
41	INFRASTRUCTURE ASSET	191,408	180,560	10,848
61	COMMUNITY ASSETS	61,372	29,100	32,272
	Total Fixed Assets	**3,048,167**	**2,258,151**	**790,016**
	Current Assets			
105	VAT CONTROL	8,929		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	2,719		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	72,395		
201	BANK IMPREST WAGES AC	156,333		
220	PETTY CASH - OFFICE	245		
221	PETTY CASH - BAR	269		
225	FLOAT - BAR	295		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	165		
245	CCLA Public Sector Investment	165,000		
	Total Current Assets		**407,437**	
	Current Liabilities			
500	TRADE CREDITORS	14,025		
510	ACCRUED EXPENSES	3,395		
513	ACCRUED MISSING INVOICES	956		
525	PAYE AND NI DUE	7,804		
526	SUPERANNUATION DUE	6,543		
528	A of E CONTROL	58		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		**37,281**	
	Net Current Assets			**370,156**
	Total Assets less Current Liabilities			**1,160,172**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,258,443)		
401	PWLB Loan 486814	30,243		
	Total Long Term Liabilities		**243,020**	
	Total Assets less Total Liabilities			**917,152**
	Represented by :-			
300	CURRENT YEAR FUND	256,467		
310	GENERAL FUND	26,100		
315	ROLLING CAPITAL FUND	38,689		
325	EMR 4 Towns Play Association	300		
328	EMR Elections	10,338		

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 01/09/2020

A/c	Description	Actual	
329	EMR CIL 19/20	7,298	
330	CAPITAL FINANCE ACCOUNT	546,996	
331	EMR CIL 20/21	30,963	
	Total Equity		**917,152**

Time: 13:40

BANK ACCOUNT-GENERAL

List of Payments made between 01/08/2020 and 01/09/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
07/08/2020	A.M.P Window Cleaning Services	5402	45.00		4328-Cleaning windows
07/08/2020	Capital Cleaning (Kent) Ltd	5403	763.28		4334-Sanitisers & face masks
07/08/2020	Complete Business Solutions Gr	5404	281.33		4327-Hand Sanitisers
07/08/2020	DL I.T. Solutions Ltd	5405	944.88		4339-Office 365 Connectwise
07/08/2020	FACE	5406	12,500.00		4336-Youth Work Grant 20/21
07/08/2020	Instyle Marketing Services	5407	477.60		4325-Awareness stickers
07/08/2020	IQL UK Ltd	5408	140.00		4326-ATC Fee Sept 2020
07/08/2020	Office Watercoolers SW Ltd	5409	89.64		4317-Monthly Rental
07/08/2020	Nikki Pitkin	5410	25.00		4340-March Class aqua fit
07/08/2020	ST JOHN AMBULANCE SUPPLIES	5411	136.08		4324-Dressing & apron
07/08/2020	Ernest Till (South West) & co	5412	1,782.00		4335-Replace fan unit Pool
07/08/2020	Travis Perkins Trading Co Ltd	5413	54.64		4321-Green Roll
07/08/2020	Virgin Media Payments Ltd	5414	92.90		4314-Mobile charge Jun-Jul
07/08/2020	Viridor Waste Management Ltd	5415	1,189.08		4323-Waste collection FTC
21/08/2020	Brenntag UK Ltd	5416	620.80		47SI4789145/4378/Brenntag UK L
21/08/2020	C. Brewer & Sons Ltd	5417	48.00		FLT/325776/4367/C. Brewer & So
21/08/2020	CryoService Ltd	5418	174.11		414199944/4395/CryoService Ltd
21/08/2020	Easton Bevins Ltd	5419	230.40		L10631/4384/Easton Bevins Ltd
21/08/2020	Express Cleaning Supplies	5420	430.31		EXP442705-ACC/4368/Express Cle
21/08/2020	Filton Voice Ltd	5421	90.00		00490/4369/Filton Voice Ltd
21/08/2020	Trade UK(6331640004995809)	5422	49.99		1088417442/4390/Trade UK(63316
21/08/2020	South Gloucestershire Council	5423	937.22		3804442923/4391/South Gloucest
21/08/2020	Tailor Made Office Supplies Lt	5424	125.34		IN00191067/4392/Tailor Made Of
21/08/2020	Travis Perkins Trading Co Ltd	5425	27.65		3015APC395/4393/Travis Perkins
21/08/2020	DL I.T. Solutions Ltd	5426	472.44		1001472/4383/DL I.T. Solutions
		Total Payments	21,727.69		

GPC Key facts

The General Power of Competence
An introduction to key facts for local councils[1]

Local councils in England were given a 'general power of competence' (GPC) in the Localism Act 2011, sections 1 to 8. This paper explains the freedom granted by the general power, the criteria to be met before a local council can use it and some restrictions on using the power. It notes the CiLCA questions and pass criteria (see also the Portfolio Guide 2012) and some useful weblinks. The power does not apply to parish meetings or to local authorities in Wales.

The freedom of the GPC
Councils no longer need to ask whether they have a specific power to act. The GPC (LA 2011 s1(1)) gives local authorities, including eligible local councils, *"the power to do anything that individuals generally may do"* as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use the GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:

- An individual can't impose taxes on other people – so a local council can't use the GPC to raise taxes.

On the other hand, an individual
- could run a community shop or post office (provided they abide by relevant rules) – so a local council can do likewise;
- can set up a company to provide a service. The GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society (s4) for this purpose.

Sometimes a council can do things that an individual can't do – such as creating byelaws, raising a precept or issuing fixed penalty notices - but it must do so using the specific original legislation. The GPC does not mean that the council can delegate decisions to individual councillors – this is a procedural matter that remains enshrined in law.

The Government hopes that the GPC gives local councils confidence in their legal capacity to act for their communities. It encourages councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people. The council can lend or invest money; it can trade; it can even sell energy to the National Grid. If another authority has a statutory duty, then it remains their duty to provide that service (eg education, waste collection, social services) but local councils can still help out. For example, a local council can support a school in many ways, just as an individual might. It could even help a community trust to run a local school.

The council can undertake activities using the GPC anywhere – not just in the parish (s1(4a)). It isn't necessary to worry whether the activity is for the benefit of the council, the area or the community (s1(4c)) although, in practice, parishioners might object if they can't see the benefit! And unlike the Local Government Act 1972, s137, it doesn't matter whether there are any other specific powers permitting the council to take action (s1(5)). So, for example, a council can use the GPC to build a sports facility even though there is another power enabling it to do the same thing (Local Government (Miscellaneous Provisions) Act 1976 s19).

[1] Parish, town and neighbourhood councils in England

As always, the council is expected to act in accordance with the general principle of 'reasonableness' established by the Wednesbury court case in 1948. The judgement made it clear that a council can exercise reasonable discretion when interpreting legislation provided that it justifies its decision in terms of relevant, rather than irrelevant, matters.

Criteria for eligibility
The freedom of the GPC is available to local councils that meet two criteria for eligibility (LA 2011 s8) set out in a statutory instrument known as the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* that came into force in April 2012.

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. The council is then required to revisit that decision and make a new resolution at every 'relevant'[2] annual meeting of the council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed. The two criteria are:

Elected councillors
At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.

Elected councillors include all councillors who stood for election whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected.

The total number of councillors means the number of seats on the council including those that might be vacant.

If two thirds is not a whole number, then it must be rounded up to the next whole number. For example, if the number of councillors in total is 8 and two thirds is approximately 5.3, then the number of councillors that must be elected is 6.

Total council seats	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Two thirds	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14

The qualified clerk
The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. From April 2012, this training is undertaken as part of a clerk's preparation for one of the recognised sector-specific qualifications. Where a clerk studied for one of these qualifications before April 2012, they undertake the relevant training and must pass the short section 7 of CiLCA 2012 in order to be fully qualified for the purposes of the GPC (see below)[3].

The recognised sector-specific qualifications are:

[2] A 'relevant' annual meeting is the annual meeting of the council after the ordinary election that normally takes place every four years. The confirmation does not have to take place every year.
[3] A clerk who studied the University of Gloucestershire module covering law for local councils before the academic year 2012/13 (but who doesn't have CiLCA 2012) must also pass Section 7 of CiLCA 2012.

The Certificate in Local Council Administration (CiLCA) awarded by the Monitoring and Verification Board (or previously by the AQA)

The higher education qualifications for clerks awarded by the University of Gloucestershire or its predecessor institutions, namely:

The Certificate of Higher Education in Local Council Administration

The Certificate of Higher Education in Local Policy

The first level of the Foundation Degree in Community Engagement and Governance (the Level Four course)

Any equivalent successor qualification

It is important that the council pays attention to the advice of its trained and qualified clerk when taking decisions to ensure that it acts lawfully.

Since the GPC can be used for most of the activities of the council rather than for unusual one-off projects, the council cannot employ a clerk on a short-term contract specifically for using the power. If the council loses its qualified clerk or has insufficient elected councillors, then it must record its ineligibility at the next 'relevant' annual meeting of the council (that is the one, after the next ordinary election). If it has already started an activity under the GPC for which there is no other specific power, it remains eligible for the purpose of completing ***that*** activity, but it can't start anything new under the power until it is in a position to make the formal decision that it meets the criteria. The council must go back to identifying whether it has a specific power to act and use the restricted s137 if there is no appropriate specific power. When entering into a contract under the GPC, a council should be cautious if the contract lasts beyond the next annual meeting when the council might no longer be eligible to use the GPC. There is a risk of legal action if the council ends the contract unexpectedly. It is wise to seek legal advice when setting up the contract.

Risks and restrictions limiting the GPC

There are some risks associated with using the GPC. Inadequate community support or insufficient funding are significant risks while there are several statutory or legal restrictions that a local council should consider before using the power. Clerks and councillors should be aware of the following restrictions that potentially could limit the use of the GPC.

- If a council is already subject to a statutory duty, then that duty remains in place. So, for example, a local council that is eligible to use the GPC must continue to abide by its duties. For example:

  - The council has a duty to act with regard to the likely effect on crime and disorder and to do all it can to prevent crime and disorder in its area (Crime and Disorder Act 2006 s17).
  - The Natural Environment and Communities Act 2006 s40 imposes a duty on local councils to consider conserving biodiversity in exercising its functions.
  - The Smallholding and Allotments Act 1908 s23(1) gives councils a duty to provide allotments if they are of the opinion that there is a demand for them.

- There are also many procedural and financial duties that remain in place for regulating the governance of a local council.

- Furthermore, the council must comply with employment law, Health and Safety legislation, equality legislation and duties related to data protection and freedom of information for example.

- The council must set up a company or co-operative society of it wishes to trade. If the council sets up a company or co-operative society it must abide by company law. Councils are advised to refer to more detailed Government guidance on trading and on charging (see links below). The council can charge for services provided under the GPC[4].

- If the council wants to invest in a local business to support the local economy, it should follow Government advice on investment (see links below). If it wishes to support a community enterprise, an economic development grant might be a sensible option.

- Remember, if another authority has a statutory duty, then it remains their duty to provide that service (eg education). If you are worried that you might be encroaching on another authority's duty, then ask whether an individual, a private company or a community trust might be able to step in and help. If they can, then so can the local council (although it might need to set up an appropriate delivery body first).

- If the action the council wishes to take is also covered by a specific power then any restrictions that apply to the overlapping power are still in force. So if existing legislation requires the council to ask permission before acting, then it must do so. For example, the council asks permission from the Highways Authority before doing work on roadside verges.

The GPC is a power and not a source of money. It cannot be used to raise the precept and if loans are needed then normal procedures apply. The council can seek other sources of finance such as the Community Infrastructure Levy, grant funding, sponsorship, commercial activity and agreements with other authorities. As always, the council should ensure support from local taxpayers.

So councils cannot use the GPC primarily to raise money but they can receive income as a consequence of using the power for a different primary purpose. For example, a council could give financial assistance to a struggling local enterprise by purchasing share capital just as any individual could. Similarly the council could lend money to support a local activity and earn interest on the loan and it can raise sponsorship for a community project.

Although councils are encouraged to be innovative, they should be aware of the risks involved in using the power in addition to a lack of money or community support. For example:
- There is a risk of being challenged
- Trading activities could damage competing local activities
- The council risks its reputation and public money if a project goes wrong

S137 and the power of well-being (PWB)
How do these two powers relate to the GPC?

- The money that can be spent under the Local Government Act 1972 s137 is limited while the power is restricted by regulations for use and scope; for example, councils must keep specific accounts for s137, they cannot use the power to give money to

[4] If councils have a statutory **duty** to provide a service **free of charge**, they cannot charge for that service. This provision applies to principal authorities but does not affect local councils as they are not required by law to provide any services free of charge

individuals and spending must be commensurate with the benefit gained. In addition a council can't use s137 if another specific power exists. A council that is eligible to use the GPC can no longer use s137 as a power for taking action for the benefit of the area or its community (Sch 1(1))[5].

- The PWB (Local Government Act 2000 s2) offered councils more opportunity to improve and promote the economic, social and environmental well-being of an area and its community with no restrictions on spending. However, in England it has now been replaced by the general power of competence which offers even more freedom to act. Transitional arrangements allow councils to complete projects started under the PWB.

Further changes affecting the GPC

The Secretary of State for Communities and Local Government has the power to change the enacted legislation (s5) so it is important to keep up to date with legal advice. Changes will not be made without consultation and should therefore come as no surprise. The Government is keen to know whether there are any additional restrictions affecting the use of the GPC so that it can consider removing them. Contact the Society of Local Council Clerks or the National Association of Local Councils (via your County Association) if you wish to draw attention to any legislative constraints affecting the use of the power.

The CiLCA Questions

Clerks are required to respond to these tasks correctly in order to pass CiLCA. They write a paragraph of approximately 200 words.

- What is the general power of competence and where is it found?
- What criteria must local councils meet to be eligible to use the general power of competence and when must a council confirm that it is eligible?
- List four restrictions to consider before using the power for a specific purpose.
- List three activities that your council might undertake using the general power of competence giving any restrictions that might apply to these activities

Pass criteria

- A clear understanding of the general power of competence
- A clear explanation of the eligibility criteria and arrangements for confirming eligibility
- A list of four possible restrictions to consider before using the power
- A list of three activities with appropriate restrictions

Useful web links

The Localism Act 2011 http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted

Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012
http://www.legislation.gov.uk/ukdsi/2012/9780111519868

[5] Note that s137(3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

The Localism Act 2011: Explanatory notes
http://www.legislation.gov.uk/ukpga/2011/20/notes/division/5/1/1

Charging guidance
http://www.communities.gov.uk/documents/localgovernment/pdf/151291.pdf

Trading guidance
This guidance is in two documents. The second document is an addendum.
http://www.communities.gov.uk/documents/localgovernment/pdf/133628.pdf
http://www.communities.gov.uk/documents/localgovernment/pdf/323153.pdf

Investment guidance
http://www.communities.gov.uk/documents/localgovernment/pdf/1501971.pdf

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 8th September 2020 on held remotely via **ZOOM CONFERENCE CALLING.**

PRESENT: Cllrs: - M Chaudhry (Chair), B Mead, K Briffett, D Collins, A Doyle, A Kenyon, T Mewies, I Scott, A Robinson, J Tucker, C Wood
ALSO PRESENT: L Reuben (Town Clerk) C Westcott (Administrator)
APOLOGIES: Cllrs: - A Monk
NON-ATTENDANCE: - Cllrs: - J Tucker, C wood

Part 1
F.117 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.118 DECLARATION OF INTEREST: There were none.

F.119 MINUTES: Minutes from meeting 12th July 2020 were approved as accurate.

F.120 MATTERS OF REPORT ARISING FROM MINUTES:

F.109 Risk Assessment summary had been sent to all councillors prior to the meeting, the detailed documents to be circulated to members.
F.110 It was proposed and seconded ***Voted: unanimous for*** to ask the accountant to meet with Councillors and Leisure Centre staff and discuss Filton Town Council finances, budget predictions and effects of COVID 19.

It was also agreed for the Town Clerk to arrange regular updates with the accountant after this.

Action: Town Council Office

F.121 PUBLIC PARTICIPATION: The Council office has received a complaint from a resident of Sixth Avenue. Keys have been issued to resident from Eden Grove for the back lanes. The lanes adjoin both roads and supply rear access to both. The residents from sixth Avenue feel that its against the law for a Bristol resident to have access keys.
It was discussed and agreed for the Council Office to investigate with South Gloucestershire Council the legality of sharing access.

Action: Town Council Office

F.122 FILTON TOWN COUNCIL - THE GENERAL POWER OF COMPETENCE: It was resolved that this council meets the eligibility required for the 'The General Power of Competence' as i) the number of councillors elected at the last election exceeded two thirds of its total number of seats. ii)The Clerk is fully qualified in the recognised sector and has completed the relevant training designed as part of the National Training Strategy for local councils.
This eligibility will need to re-affirmed at every annual meeting of the council to confirm it still meets the criteria.

F.123 REVIEW OF SERVICES WORKING GROUP: The Town Clerk updated that the consultant was now engaged to soft test the market, it was agreed that the Town Clerk would arrange a meeting for the working group and the consultant in the upcoming weeks.

F.124 MUGA UPDATE: All quotes have all been received and circulated with papers. Discussion regarding how best to proceed with the public consultation options such as deadlines, where and when to publicise public notice for the consultation. It was agreed to have one month from published date for the consultation to gain all responses, to have all 3 companies to give virtual presentations that video presentations would be displayed on web page. Filton Voice offered to help with the publicising and would liaise with the Town Clerk to discuss. Plans would be displayed in the Leisure Centre and in the Bar area.

F.125 FENCING ISSUES: The Town Clerk updated the council with the reports regarding the fencing issues on Elm Park.
It was ***unanimously agreed: -***

i) To carry out the proposed works to replace the fencing near the top football pitch to reduce the risk of footballs entering the properties on Elm Park.

ii) Glos Rd North boundary with the Community Garden - it was resolved to erect chain link fencing within the council's boundary at the rear of the properties on Glos Rd North that border the community garden.
Councillors would like it documented that this was exceptional circumstances and that this would not set a precedent.

F.126 INCOME AND EXPENDITURE REPORTS MONTH 4: Discussion over the impact of Furlough. The report was then noted.

F.127 BALANCE SHEET MONTH 4: The Report was noted

F.128 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public

F.129 STAFFING COMMITTEE MINUTES OF MEETING HELD 7TH JULY 2020:

i) Several issues had been raised regarding treatment of an employee.
Agreed unanimously that there were issues that needed addressing quickly and efficiently. Therefore, to obtain South Gloucestershire Council HR advice on a way forward, whether that be at a cost to the council or not and to report back to Full Council.

ii) It was agreed that the keys to the tennis hut and Town Council Garage could be issued for the use of the community garden - subject to agreement with the Council's Grounds Team. These would be handed to and kept in the care of Councillor Collins and Councillor Kenyon as members of the Community Garden Committee.

There being no further business the meeting closed at 8.55 PM

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

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

8th October 2020

Dear Member

You are hereby summoned to A **VIRTUAL** meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 13th October 2020 at 7pm.**
Join Zoom Meeting
https://us02web.zoom.us/j/84869080570?pwd=ZlZnZWxuRnBSSElFdlhPTFlqZHdKZz09

Meeting ID: 848 6908 0570
Passcode: 333914

Dial by your location
+44 131 460 1196 United Kingdom
+44 203 051 2874 United Kingdom
+44 203 481 5237 United Kingdom
+44 203 481 5240 United Kingdom
+44 203 901 7895 United Kingdom
Meeting ID: 848 6908 0570
Passcode: 333914

Yours sincerely,

LAReuben

L.A.Reuben
Town Clerk.

Public and press are welcome to view all council meetings - member of the public joining the meeting will need to identify themselves and will be muted throughout the meeting unless invited to speak.

AGENDA

Part 1

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 8th September 2020 *(pages 1-2)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Participation – need to be sent to Town Clerk 48 hrs prior to meeting
6. Review of Services – ongoing
7. Income & Expenditure Reports Month 5 *(pages 3-16)*
8. Balance Sheet Month 5 *(pages 17-18)*
9. Payments for information up to date *(page 19-20)*

Part 2 – Excluding Press and Public

10. Staffing Committee minutes of the meeting held 15th September 2020 *(page 21)*
11. Redundancy calculator (pages 22)

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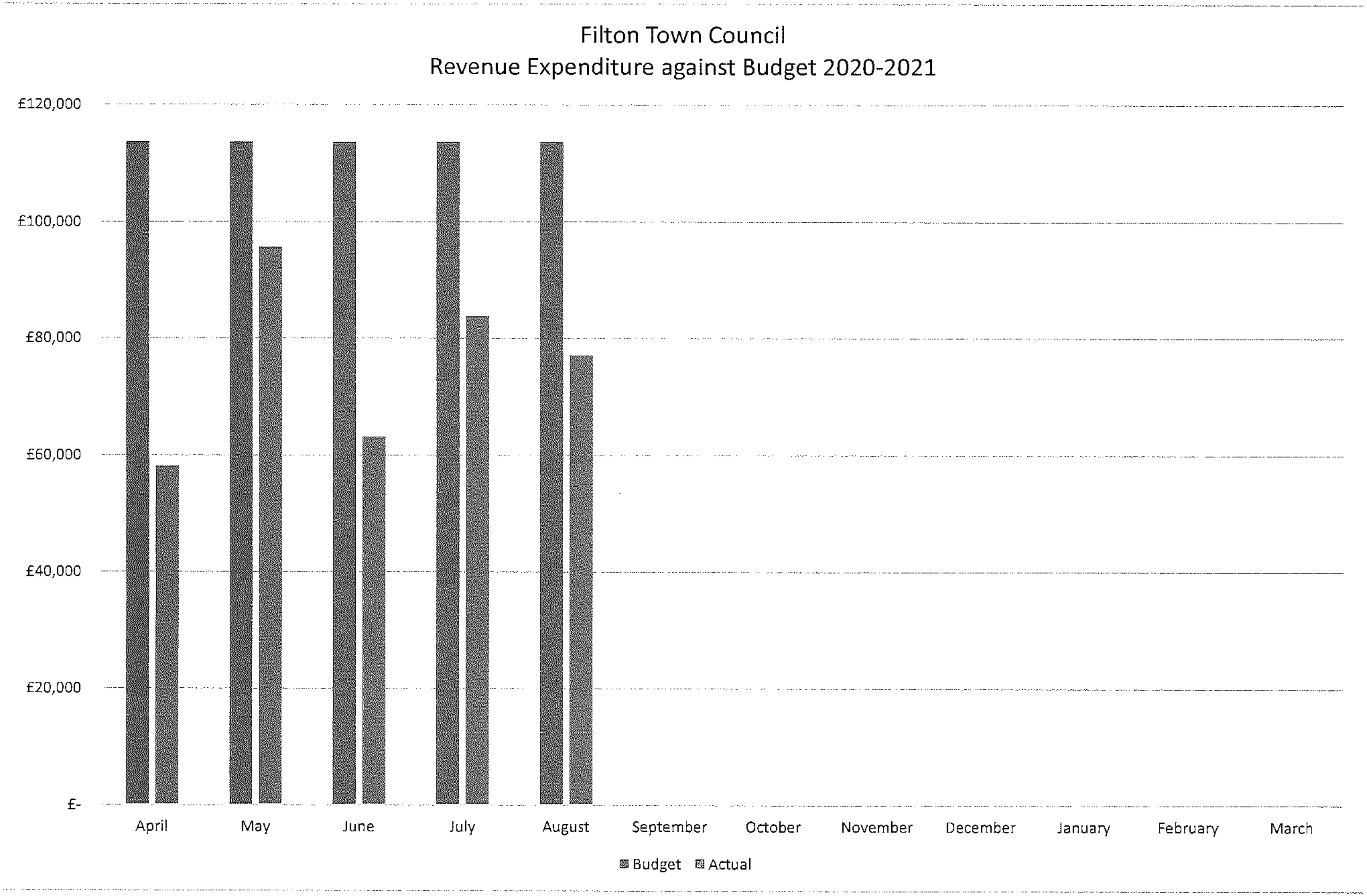
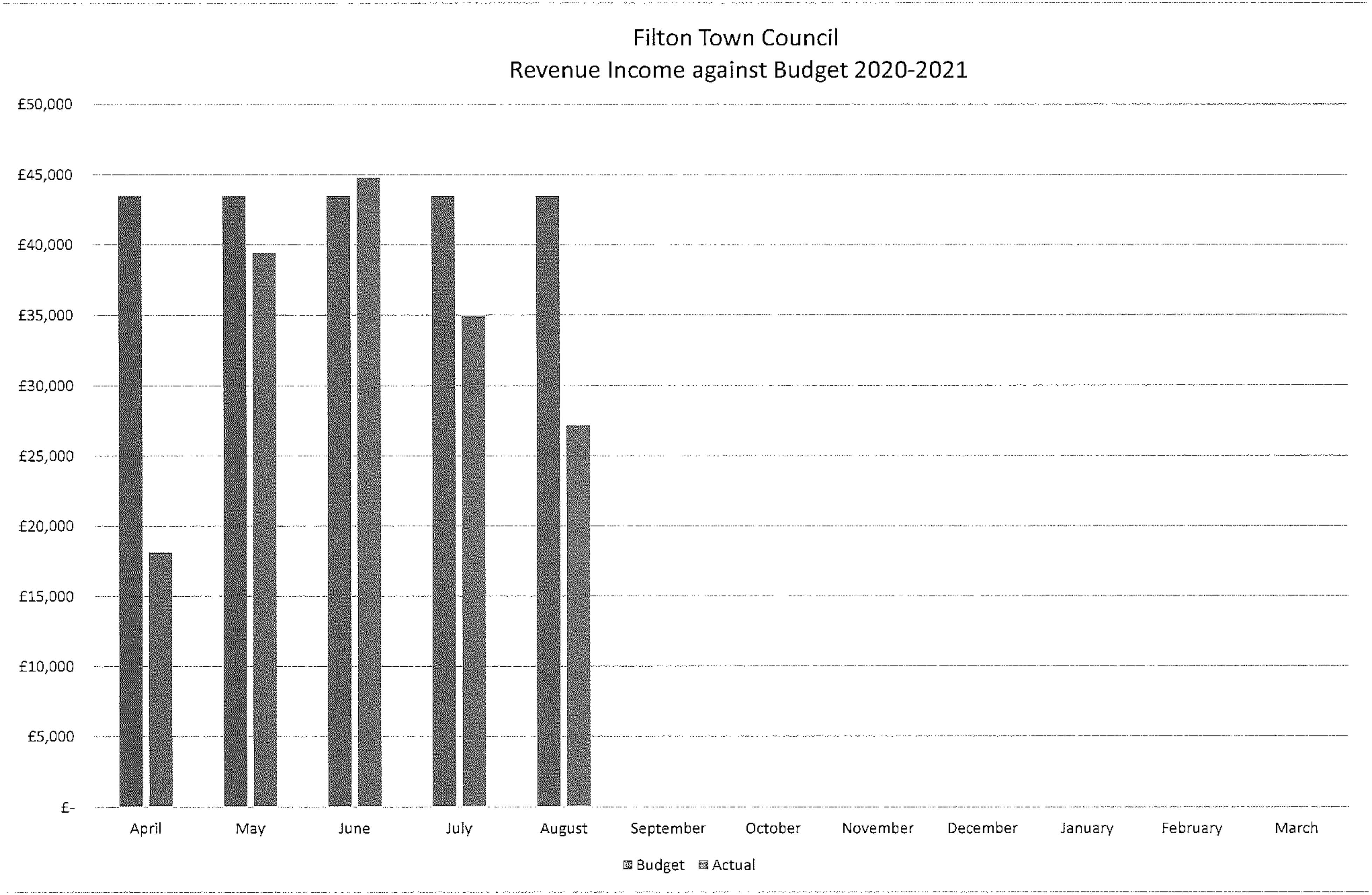
(3)



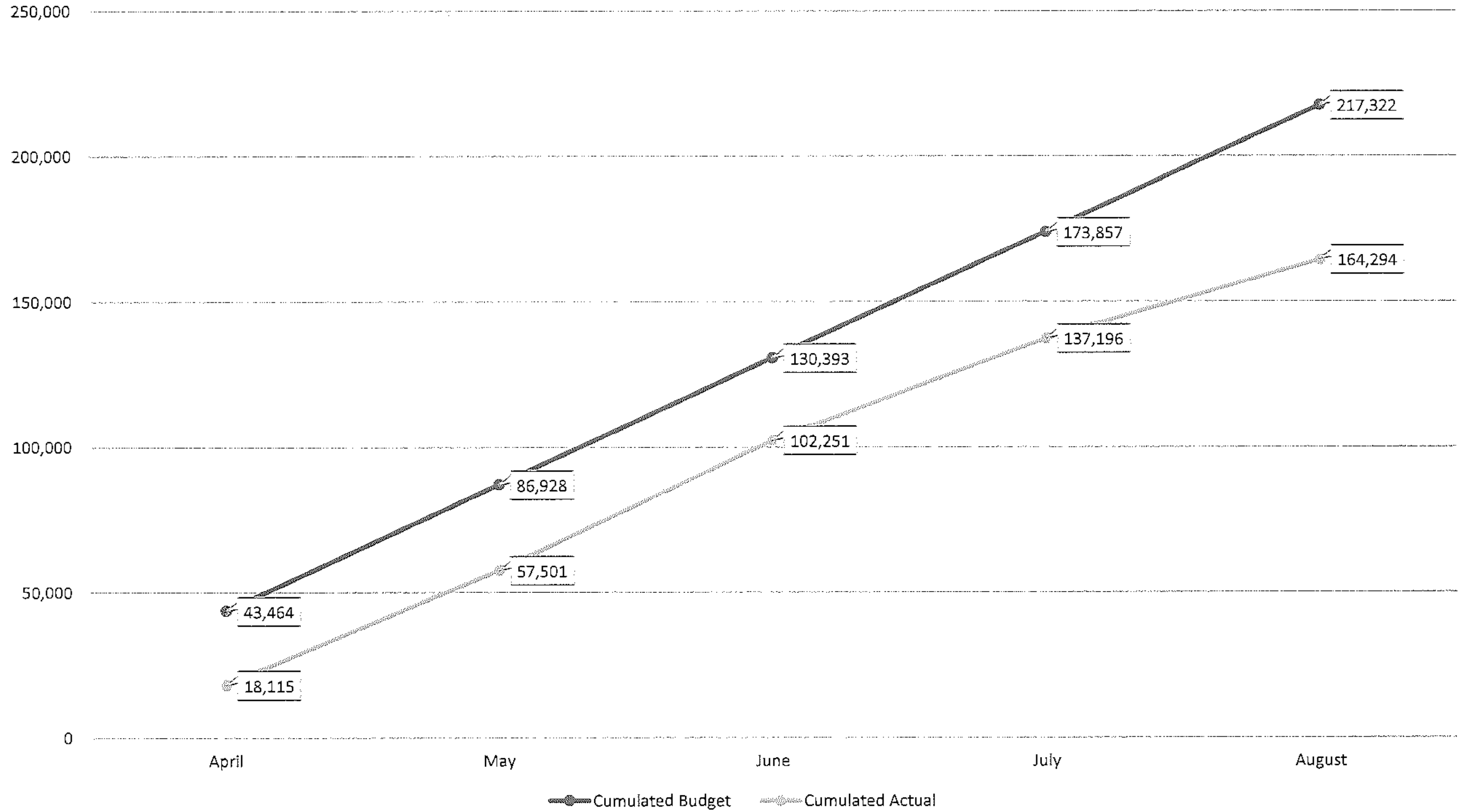
Filton Town Council
Revenue Expenditure against Budget 2020-2021
£120,000
£100,000
£80,000
£60,000
£40,000
£20,000
£-
April
May
June
July
August
September
October
November
December
January
February
March
Budget
Actual


Filton Town Council
Revenue Income against Budget 2020-2021
£50,000
£45,000
£40,000
£35,000
£30,000
£25,000
£20,000
£15,000
£10,000
£5,000
£-
April
May
June
July
August
September
October
November
December
January
February
March
Budget
Actual

4

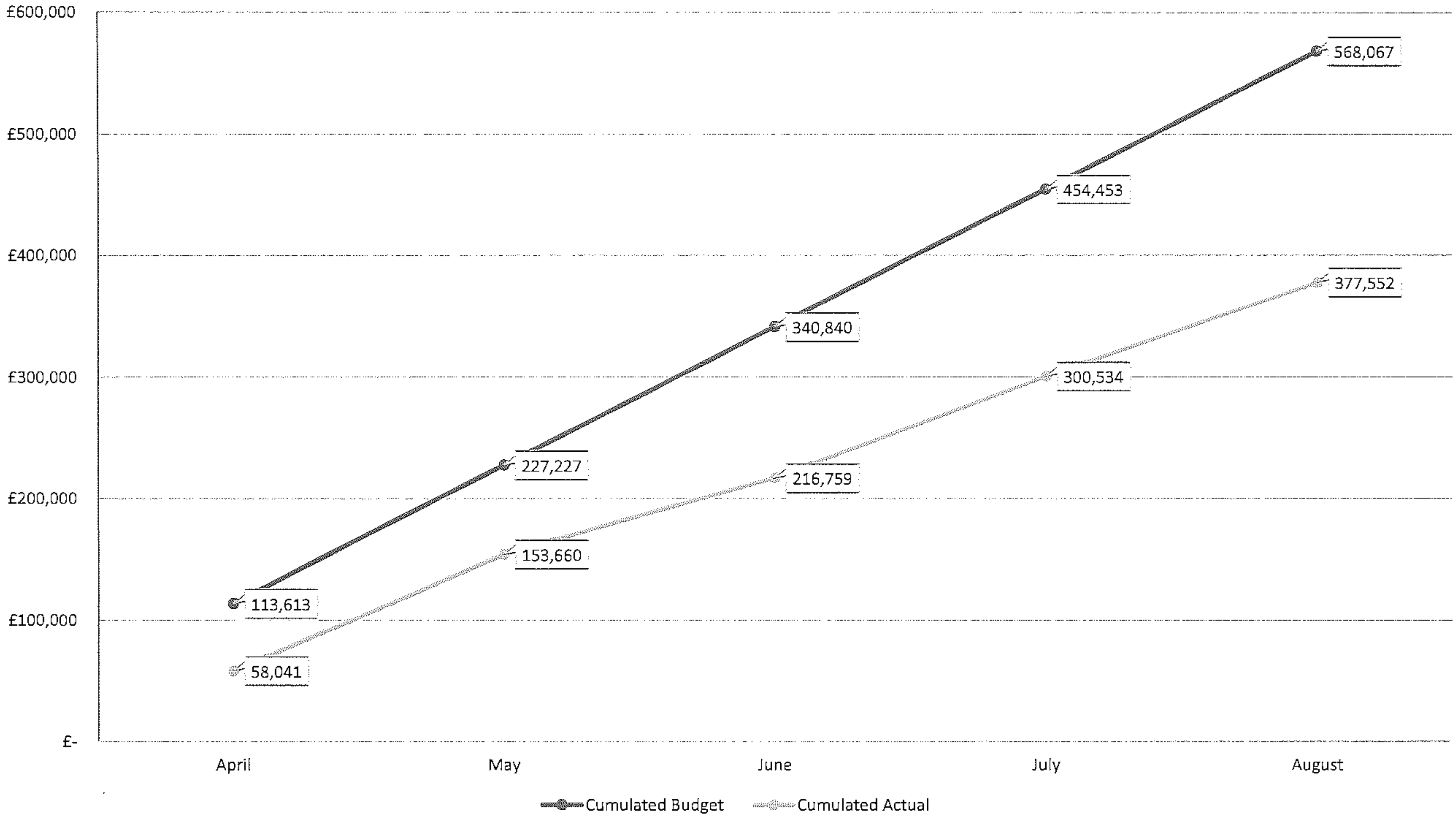
5

Filton Town Council
Cumulative Revenue Income against Budget 2020-2021
as at 31st August 2020



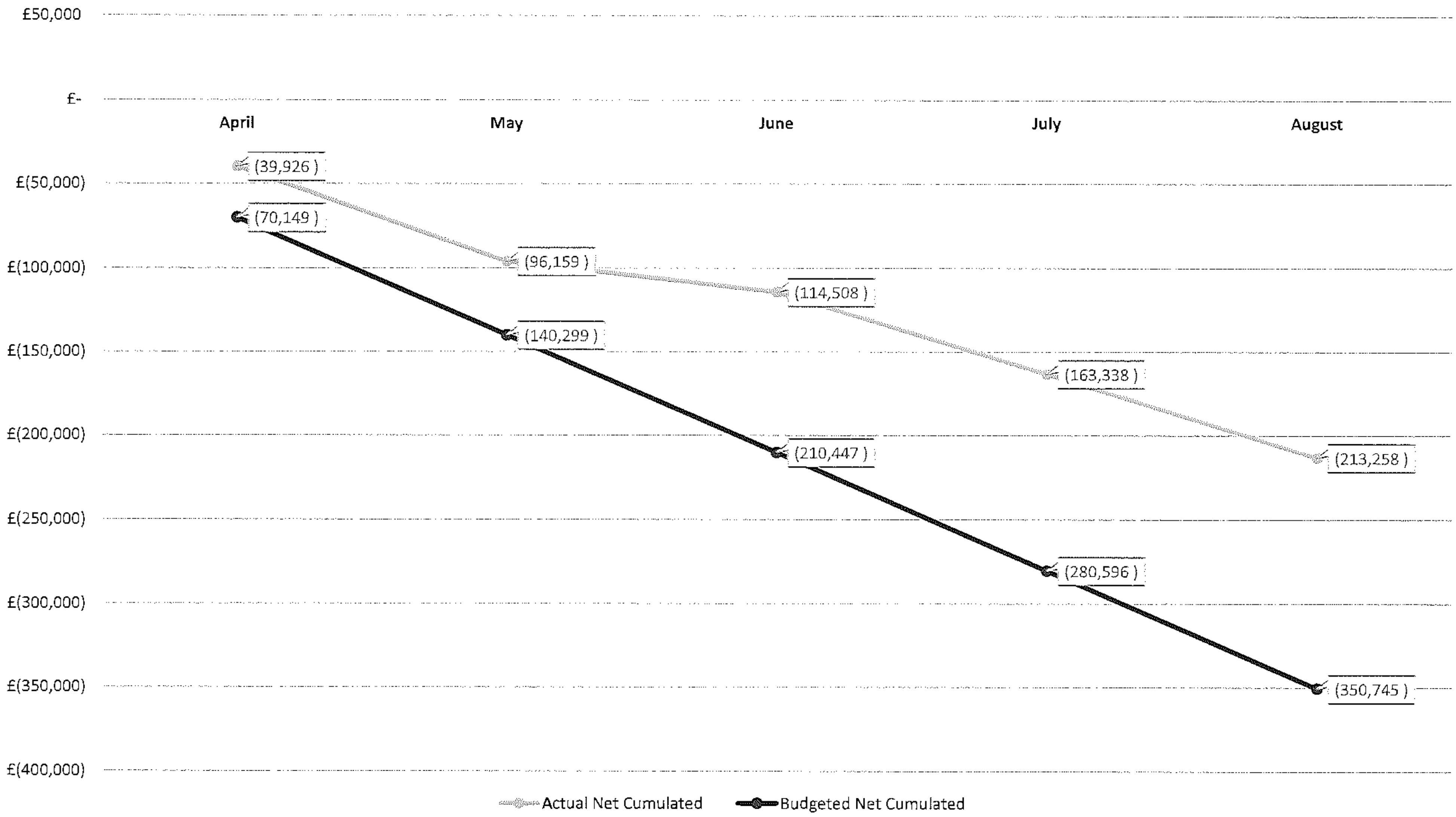
6

Filton Town Council
Cumulative Revenue Expenditure against Budget 2020-2021
as at 31st August 2020



7

Filton Town Council
Net Revenue Surplus/ (Deficit) against Budget 2020-2021
as at 31st August 2020



Detailed Income & Expenditure by Budget Heading 08/10/2020

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	0	0	1,583	1,583			0.0%	
1010 Pavillion Hire	0	150	6,500	6,350			2.3%	
1011 HALL BLOCK BOOKINGS	0	0	3,000	3,000			0.0%	
1013 EQUIPMENT HIRE INCOME	0	0	25	25			0.0%	
1054 Softplay Income	0	(216)	10,000	10,216			(2.2%)	
1080 MISCELLANEOUS INCOME	8	8	500	492			1.7%	
1088 HMRC JRS Grant	20,254	128,414	0	(128,414)			0.0%	
Leisure Centre - General :- Income	**20,263**	**128,357**	**21,608**	**(106,749)**			**594.0%**	0
4001 SALARIES & WAGES	35,271	162,843	554,509	391,666		391,666	29.4%	
4003 COST OF TRAINING COURSES	0	0	1,000	1,000		1,000	0.0%	
4006 PROTECTIVE CLOTHING	0	0	1,000	1,000		1,000	0.0%	
4008 TRAINING	0	0	1,000	1,000		1,000	0.0%	
4011 RATES	6,246	18,742	62,800	44,058		44,058	29.8%	
4014 ELECTRICITY	639	1,422	2,500	1,078		1,078	56.9%	
4015 GAS	233	922	4,500	3,578		3,578	20.5%	
4016 JANITORIAL	360	1,079	5,500	4,421		4,421	19.6%	
4017 HEALTH & SAFETY	543	1,156	800	(356)		(356)	144.5%	
4018 REFUSE DISPOSAL	722	3,579	7,500	3,921		3,921	47.7%	
4021 TELEPHONE & FAX	0	0	600	600		600	0.0%	
4023 STATIONERY/PRINTING	0	0	2,000	2,000		2,000	0.0%	
4025 INSURANCE	0	10,162	12,000	1,838		1,838	84.7%	
4030 RECRUITMENT ADVTG	0	0	1,000	1,000		1,000	0.0%	
4032 PUBLICITY	438	438	3,000	2,563		2,563	14.6%	
4035 SECURITY COSTS	11	791	8,000	7,209		7,209	9.9%	
4036 PROPERTY MAINTCE	2,928	3,936	10,000	6,064		6,064	39.4%	
4038 MAINTENANCE CTRCTS	212	635	8,000	7,365		7,365	7.9%	
4040 EQUIPMENT & SMALL TOOLS	0	313	1,500	1,187		1,187	20.9%	
4042 EQUIPMENT MAINTCE	(75)	(0)	500	500		500	0.0%	
4051 BANK CHARGES	240	407	5,000	4,593		4,593	8.1%	
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	**47,767**	**206,424**	**703,159**	**496,735**	**0**	**496,735**	**29.4%**	**0**
Net Income over Expenditure	**(27,505)**	**(78,067)**	**(681,551)**	**(603,484)**				
102 Leisure Centre - Swimming Pool								
1012 Bouncy Castle Parties	0	0	500	500			0.0%	
1020 SWIMMING - PUBLIC	1,630	1,692	55,000	53,308			3.1%	
1021 SWIMMING - LESSONS	0	(42)	200,000	200,042			0.0%	

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Code	Description	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1022	SWIMMING - SCHOOLS	0	(690)	25,000	25,690			(2.8%)	
1023	SWIMMING - CLUBS	0	0	24,000	24,000			0.0%	
1024	SALES (STOCK) POOL	25	25	5,000	4,975			0.5%	
1025	Pool Parties	(146)	(146)	4,500	4,646			(3.2%)	
1027	Aqua Fit	163	163	6,000	5,838			2.7%	
1028	Lifeguard Courses	0	0	4,000	4,000			0.0%	
1099	TILL DISCREPANCIES	0	90	0	(90)			0.0%	
	Leisure Centre - Swimming Pool :- Income	**1,672**	**1,091**	**324,000**	**322,909**			**0.3%**	**0**
4103	PURCHASES FOR RESALE	0	0	4,000	4,000		4,000	0.0%	
	Leisure Centre - Swimming Pool :- Direct Expenditure	**0**	**0**	**4,000**	**4,000**	**0**	**4,000**	**0.0%**	**0**
4002	TEMPORARY & CASUAL STAFF	0	75	3,000	2,925		2,925	2.5%	
4008	TRAINING	0	116	2,000	1,884		1,884	5.8%	
4012	WATER RATES	0	3,585	20,000	16,415		16,415	17.9%	
4014	ELECTRICITY	2,442	11,002	30,000	18,998		18,998	36.7%	
4015	GAS	1,125	3,368	32,000	28,632		28,632	10.5%	
4017	HEALTH & SAFETY	1,213	1,213	1,500	287		287	80.9%	
4020	SUNDRY OFFICE & IT COSTS	0	320	3,500	3,180		3,180	9.1%	
4024	SUBSCRIPTIONS	0	0	300	300		300	0.0%	
4036	PROPERTY MAINTCE	287	387	2,500	2,113		2,113	15.5%	
4038	MAINTENANCE CTRCTS	0	208	2,400	2,192		2,192	8.7%	
4040	EQUIPMENT & SMALL TOOLS	0	0	500	500		500	0.0%	
4042	EQUIPMENT MAINTCE	0	1,280	30,000	28,720		28,720	4.3%	
4120	POOL CHEMICALS	517	653	4,500	3,847		3,847	14.5%	
4125	POOL PURCHASES NOT FOR RESALE	0	0	2,000	2,000		2,000	0.0%	
	Leisure Centre - Swimming Pool :- Indirect Expenditure	**5,585**	**22,208**	**134,200**	**111,992**	**0**	**111,992**	**16.5%**	**0**
	Net Income over Expenditure	**(3,913)**	**(21,117)**	**185,800**	**206,917**				
103	Leisure Centre - Pool Vending								
1030	Vending Machine Income	0	0	500	500			0.0%	
	Leisure Centre - Pool Vending :- Income	**0**	**0**	**500**	**500**			**0.0%**	**0**
	Net Income	**0**	**0**	**500**	**500**				
104	Leisure Centre - Bar								
1001	RENT RECEIVED	775	3,050	8,700	5,650			35.1%	
1031	MACHINE INCOME	0	0	800	800			0.0%	
1032	Tickets	0	0	700	700			0.0%	
1040	BAR INCOME - LOUNGE	3,946	7,299	125,000	117,701			5.8%	
1041	BAR INCOME - HALL	0	0	13,000	13,000			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
1049 CAFE INCOME	0	0	3,500	3,500			0.0%	
1056 FUNCTION ROOM HIRE	0	110	750	640			14.7%	
1088 HMRC JRS Grant	389	15,434	0	(15,434)			0.0%	
1095 INSURANCE CLAIM	0	8,802	0	(8,802)			0.0%	
1099 TILL DISCREPANCIES	(79)	(183)	0	183			0.0%	
Leisure Centre - Bar :- Income	**5,032**	**34,512**	**152,450**	**117,938**			**22.6%**	**0**
4101 PURCHASES - WET STOCK	0	509	55,900	55,391		55,391	0.9%	
4102 PURCHASES - DRY STOCK	122	208	3,000	2,792		2,792	6.9%	
4109 PURCHASES - CAFE	0	0	2,000	2,000		2,000	0.0%	
Leisure Centre - Bar :- Direct Expenditure	**122**	**717**	**60,900**	**60,183**	**0**	**60,183**	**1.2%**	0
4001 SALARIES & WAGES	5,448	24,457	86,114	61,657		61,657	28.4%	
4008 TRAINING	0	0	500	500		500	0.0%	
4020 SUNDRY OFFICE & IT COSTS	0	53	0	(53)		(53)	0.0%	
4036 PROPERTY MAINTCE	0	0	3,000	3,000		3,000	0.0%	
4038 MAINTENANCE CTRCTS	0	146	305	159		159	47.8%	
4040 EQUIPMENT & SMALL TOOLS	15	29	400	371		371	7.2%	
4041 EQUIPMENT HIRE	194	726	6,000	5,274		5,274	12.1%	
4051 BANK CHARGES	0	0	500	500		500	0.0%	
4060 OTHER PROF FEES	0	200	1,200	1,000		1,000	16.7%	
4104 BAR SUNDRIES	0	0	500	500		500	0.0%	
4110 PROMOTIONS	0	0	3,500	3,500		3,500	0.0%	
4115 LICENCES	0	258	1,500	1,242		1,242	17.2%	
4116 GAMING MACHINE DUTY	0	0	350	350		350	0.0%	
Leisure Centre - Bar :- Indirect Expenditure	**5,657**	**25,868**	**103,869**	**78,001**	**0**	**78,001**	**24.9%**	**0**
Net Income over Expenditure	**(747)**	**7,927**	**(12,319)**	**(20,246)**				
105 Leisure Centre - Indoor Sports								
1050 BADMINTON FEES	0	0	1,500	1,500			0.0%	
1051 SNOOKER FEES	0	0	5,000	5,000			0.0%	
1052 PARTY ROOM HIRE	0	0	3,000	3,000			0.0%	
1053 SKITTLE ALLEY	0	0	200	200			0.0%	
Leisure Centre - Indoor Sports :- Income	**0**	**0**	**9,700**	**9,700**			**0.0%**	0
4014 ELECTRICITY	0	50	12,000	11,950		11,950	0.4%	
4036 PROPERTY MAINTCE	0	0	4,000	4,000		4,000	0.0%	
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
Leisure Centre - Indoor Sports :- Indirect Expenditure	**0**	50	**17,000**	**16,950**	**0**	**16,950**	**0.3%**	0
Net Income over Expenditure	**0**	**(50)**	**(7,300)**	**(7,250)**				

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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
106 Leisure Centre - Outdoor Sport								
1060 GRASS INCOME	94	94	4,590	4,496			2.1%	
1061 OUTSIDE COURTS	0	0	100	100			0.0%	
1063 Petanque Income	0	(6)	125	131			(5.0%)	
Leisure Centre - Outdoor Sport :- Income	**94**	**88**	**4,815**	**4,727**			**1.8%**	**0**
4014 ELECTRICITY	0	167	250	83		83	66.9%	
Leisure Centre - Outdoor Sport :- Indirect Expenditure	**0**	**167**	**250**	**83**	**0**	**83**	**66.9%**	**0**
Net Income over Expenditure	**94**	**(79)**	**4,565**	**4,644**				
201 Playing Fields								
1201 Field Hire Income	0	0	2,500	2,500			0.0%	
Playing Fields :- Income	**0**	**0**	**2,500**	**2,500**			**0.0%**	**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**	**0**	**2,500**	**2,500**	**0**	**2,500**	**0.0%**	**0**
Net Income over Expenditure	**0**	**0**	**0**	**0**				
202 Play Areas								
4037 GROUNDS MAINTENANCE	0	478	1,000	522		522	47.8%	
4042 EQUIPMENT MAINTCE	0	111	1,000	890		890	11.1%	
Play Areas :- Indirect Expenditure	**0**	**589**	**2,000**	**1,412**	**0**	**1,412**	**29.4%**	**0**
Net Expenditure	**0**	**(589)**	**(2,000)**	**(1,412)**				
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**
Net Income over Expenditure	**0**	**0**	**1,000**	**1,000**				
204 Allotments								
1001 RENT RECEIVED	0	45	1,000	955			4.5%	
Allotments :- Income	**0**	**45**	**1,000**	**955**			**4.5%**	**0**
4012 WATER RATES	0	33	400	367		367	8.3%	

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Detailed Income & Expenditure by Budget Heading 08/10/2020

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
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	0	0	250	250		250	0.0%	
	Allotments :- Indirect Expenditure	**0**	**33**	**925**	**892**	**0**	**892**	**3.6%**	**0**
	Net Income over Expenditure	0	**12**	**75**	**63**				
301	Roads & Highways								
4080	STREET CARE (ex S Glos)	781	1,562	3,124	1,562		1,562	50.0%	
	Roads & Highways :- Indirect Expenditure	**781**	**1,562**	**3,124**	**1,562**	**0**	**1,562**	**50.0%**	**0**
	Net Expenditure	**(781)**	**(1,562)**	**(3,124)**	**(1,562)**				
302	Community Development								
1082	Filton Festival	0	(68)	2,500	2,568			(2.7%)	
	Community Development :- Income	**0**	**(68)**	**2,500**	**2,568**			**(2.7%)**	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	4,280	4,280		4,280	0.0%	
4707	GRANTS - YOUTH PROVISION	0	15,000	17,500	2,500		2,500	85.7%	
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	0	0	10,000	10,000		10,000	0.0%	
	Community Development :- Indirect Expenditure	**0**	**15,000**	**46,580**	**31,580**	**0**	**31,580**	**32.2%**	**0**
	Net Income over Expenditure	**0**	**(15,068)**	**(44,080)**	**(29,013)**				
801	Corporate Management								
4004	PENSION DEFICIT	(917)	(4,583)	(6,800)	(2,217)		(2,217)	67.4%	
	Corporate Management :- Indirect Expenditure	**(917)**	**(4,583)**	**(6,800)**	**(2,217)**	**0**	**(2,217)**	**67.4%**	**0**
	Net Expenditure	**917**	**4,583**	**6,800**	**2,217**				
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	2,500	2,500		2,500	0.0%	
4033	NEWSLETTER	0	138	3,000	2,863		2,863	4.6%	

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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
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	**0**	**138**	**6,150**	**6,013**	**0**	**6,013**	**2.2%**	**0**
Net Expenditure	**0**	**(138)**	**(6,150)**	**(6,013)**				
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**
Net Expenditure	**0**	**0**	**(950)**	**(950)**				
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	8,444	42,221	114,300	72,079		72,079	36.9%	
4005 HR Costs-Service level agr'mnt	0	314	7,500	7,186		7,186	4.2%	
4007 COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008 TRAINING	0	0	2,500	2,500		2,500	0.0%	
4009 TRAVEL	0	0	200	200		200	0.0%	
4010 OTHER STAFF COSTS	0	0	1,600	1,600		1,600	0.0%	
4020 SUNDRY OFFICE & IT COSTS	406	2,636	4,000	1,364		1,364	65.9%	
4021 TELEPHONE & FAX	0	471	750	279		279	62.8%	
4022 POSTAGE	22	330	1,000	670		670	33.0%	
4023 STATIONERY/PRINTING	88	725	1,000	275		275	72.5%	
4024 SUBSCRIPTIONS	0	1,581	1,600	19		19	98.8%	
4026 PHOTOCOPY CHARGES	0	0	2,000	2,000		2,000	0.0%	
4027 OFFICE EQUIPMENT	0	209	500	291		291	41.8%	
4039 MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4051 BANK CHARGES	21	318	1,500	1,182		1,182	21.2%	
4056 LEGAL FEES	192	525	1,000	475		475	52.5%	
4057 AUDIT FEES	0	0	3,300	3,300		3,300	0.0%	
4058 ACCOUNTANCY FEES	501	2,212	12,000	9,788		9,788	18.4%	
4060 OTHER PROF FEES	0	6,724	3,200	(3,524)		(3,524)	210.1%	
Central Services :- Indirect Expenditure	**9,674**	**58,365**	**158,200**	**99,835**	**0**	**99,835**	**36.9%**	**0**
Net Income over Expenditure	**(9,674)**	**(58,365)**	**(158,198)**	**(99,833)**				
902 Outside Services								
4001 SALARIES & WAGES	7,639	38,196	97,300	59,104		59,104	39.3%	
4006 PROTECTIVE CLOTHING	0	0	200	200		200	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
4008	TRAINING	0	0	500	500		500	0.0%	
4036	PROPERTY MAINTCE	227	617	1,500	883		883	41.1%	
4037	GROUNDS MAINTENANCE	417	2,290	2,500	210		210	91.6%	
4039	MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4040	EQUIPMENT & SMALL TOOLS	65	477	2,000	1,523		1,523	23.8%	
4041	EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042	EQUIPMENT MAINTCE	0	0	3,000	3,000		3,000	0.0%	
4044	VEHICLE FUEL,OIL & MAINT	0	1,796	2,500	704		704	71.8%	
	Outside Services :- Indirect Expenditure	8,348	43,476	109,750	66,274	0	66,274	39.6%	0
	Net Expenditure	(8,348)	(43,476)	(109,750)	(66,274)				
909	Capital & Projects								
1074	CIL Income	0	30,963	0	(30,963)			0.0%	
	Capital & Projects :- Income	0	30,963	0	(30,963)				0
4054	LOAN INTEREST PWLB	0	445	1,732	1,287		1,287	25.7%	
4055	LOAN CAPITAL REPAID	0	7,095	14,371	7,276		7,276	49.4%	
4978	CAP Fire Alarm Upgrade	0	0	32,101	32,101		32,101	0.0%	
4980	CAP - Defibrillators	0	2,000	0	(2,000)		(2,000)	0.0%	
4992	FUNDING FROM R CAP FUND	0	(2,000)	(32,101)	(30,101)		(30,101)	6.2%	
4993	TFR TO ROLLING CAPITAL FUND	0	40,000	40,000	0		0	100.0%	
4998	TFR TO EARMARKED RSV	0	30,963	0	(30,963)		(30,963)	0.0%	
	Capital & Projects :- Indirect Expenditure	0	78,502	56,103	(22,399)	0	(22,399)	139.9%	0
	Net Income over Expenditure	0	(47,539)	(56,103)	(8,564)				
998	Precept & Interest								
1076	PRECEPT	0	490,893	981,785	490,892			50.0%	
1090	INTEREST RECEIVED	38	269	1,000	731			26.9%	
	Precept & Interest :- Income	38	491,162	982,785	491,623			50.0%	0
	Net Income	38	491,162	982,785	491,623				
	Grand Totals:- Income	27,098	686,151	1,503,360	817,209			45.6%	
	Expenditure	77,018	448,515	1,403,360	954,845	0	954,845	32.0%	
	Net Income over Expenditure	(49,919)	237,636	100,000	(137,636)				
	Movement to/(from) Gen Reserve	(49,919)	237,636						

Filton Town Council 20-21

Summary Income & Expenditure by Budget Heading 08/10/2020

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	20,263	128,357	21,608	(106,749)			594.0%
		Expenditure	47,767	206,424	703,159	496,735		496,735	29.4%
	Movement to/(from) Gen Reserve		(27,505)	(78,067)					
102	Leisure Centre - Swimming Pool	Income	1,672	1,091	324,000	322,909			0.3%
		Expenditure	5,585	22,208	138,200	115,992		115,992	16.1%
	Movement to/(from) Gen Reserve		(3,913)	(21,117)					
103	Leisure Centre - Pool Vending	Income	0	0	500	500			0.0%
104	Leisure Centre - Bar	Income	5,032	34,512	152,450	117,938			22.6%
		Expenditure	5,779	26,585	164,769	138,184		138,184	16.1%
	Movement to/(from) Gen Reserve		(747)	7,927					
105	Leisure Centre - Indoor Sports	Income	0	0	9,700	9,700			0.0%
		Expenditure	0	50	17,000	16,950		16,950	0.3%
	Movement to/(from) Gen Reserve		0	(50)					
106	Leisure Centre - Outdoor Sport	Income	94	88	4,815	4,727			1.8%
		Expenditure	0	167	250	83		83	66.9%
	Movement to/(from) Gen Reserve		94	(79)					
201	Playing Fields	Income	0	0	2,500	2,500			0.0%
		Expenditure	0	0	2,500	2,500		2,500	0.0%
	Movement to/(from) Gen Reserve		0	0					
202	Play Areas	Expenditure	0	589	2,000	1,412		1,412	29.4%
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	45	1,000	955			4.5%
		Expenditure	0	33	925	892		892	3.6%
	Movement to/(from) Gen Reserve		0	12					
301	Roads & Highways	Expenditure	781	1,562	3,124	1,562		1,562	50.0%
302	Community Development	Income	0	(68)	2,500	2,568			(2.7%)
		Expenditure	0	15,000	46,580	31,580		31,580	32.2%
	Movement to/(from) Gen Reserve		0	(15,068)					
801	Corporate Management	Expenditure	(917)	(4,583)	(6,800)	(2,217)		(2,217)	67.4%
802	Democratic Rep'n & Mgmt	Expenditure	0	138	6,150	6,013		6,013	2.2%
803	Civic Expenses	Expenditure	0	0	950	950		950	0.0%
901	Central Services	Income	0	0	2	2			0.0%
		Expenditure	9,674	58,365	158,200	99,835		99,835	36.9%
	Movement to/(from) Gen Reserve		(9,674)	(58,365)					
902	Outside Services	Expenditure	8,348	43,476	109,750	66,274		66,274	39.6%
909	Capital & Projects	Income	0	30,963	0	(30,963)			0.0%
		Expenditure	0	78,502	56,103	(22,399)		(22,399)	139.9%
	Movement to/(from) Gen Reserve		0	(47,539)					
998	Precept & Interest	Income	38	491,162	982,785	491,623			50.0%

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Summary Income & Expenditure by Budget Heading 08/10/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	27,098	686,151	1,503,360	817,209			45.6%
Expenditure	77,018	448,515	1,403,360	954,845	0	954,845	32.0%
Net Income over Expenditure	(49,919)	237,636	100,000	(137,636)			
Movement to/(from) Gen Reserve	(49,919)	237,636					

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 08/10/2020

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,520,977	693,551
11	LEASEHOLD LAND & BUILDINGS	25,000	6,500	18,500
21	VEHICLES & EQUIPMENT	555,859	521,014	34,845
41	INFRASTRUCTURE ASSET	191,408	180,560	10,848
61	COMMUNITY ASSETS	61,372	29,100	32,272
	Total Fixed Assets	**3,048,167**	**2,258,151**	**790,016**
	Current Assets			
105	VAT CONTROL	1,969		
115	OTHER DEBTORS	20,643		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	2,719		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	57,172		
201	BANK IMPREST WAGES AC	132,257		
220	PETTY CASH - OFFICE	245		
221	PETTY CASH - BAR	269		
225	FLOAT - BAR	295		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	165		
245	CCLA Public Sector Investment	165,000		
	Total Current Assets		**381,821**	
	Current Liabilities			
500	TRADE CREDITORS	6,329		
510	ACCRUED EXPENSES	3,395		
513	ACCRUED MISSING INVOICES	956		
525	PAYE AND NI DUE	8,570		
526	SUPERANNUATION DUE	6,746		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		**30,496**	
	Net Current Assets			**351,325**
	Total Assets less Current Liabilities			**1,141,341**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,258,443)		
401	PWLB Loan 486814	30,243		
	Total Long Term Liabilities		**243,020**	
	Total Assets less Total Liabilities			**898,320**
	Represented by :-			
300	CURRENT YEAR FUND	237,636		
310	GENERAL FUND	26,100		
315	ROLLING CAPITAL FUND	38,689		
325	EMR 4 Towns Play Association	300		
328	EMR Elections	10,338		

A/c	Description	Actual	
329	EMR CIL 19/20	7,298	
330	CAPITAL FINANCE ACCOUNT	546,996	
331	EMR CIL 20/21	30,963	
	Total Equity		**898,320**

Filton Town Council 20-21

BANK ACCOUNT-GENERAL

List of Payments made between 01/09/2020 and 01/10/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2020	Zoom Video Communications Inc.	DDR	14.39		4428-monthly subs
02/09/2020	POOL TAKINGS CASHBOOK	PCCR2	65.00		Pool Card Refunds 2.9.20
03/09/2020	Vink UK Ltd	DDR2	193.60		444-Acrylic cast
04/09/2020	Co-Op Bank	DDR	10.00		Service charge
04/09/2020	Co-Op Bank	DDR	14.00		Commission
04/09/2020	Delta Card fee	DDR	0.20		Delta Card fee
07/09/2020	POOL TAKINGS CASHBOOK	PCCR7	188.00		Pool Card Refund 7.9.20
08/09/2020	South Glos Council	DDR	6,246.00		Sports Centre Rates 20-21
09/09/2020	POOL TAKINGS CASHBOOK	PCCR9	159.50		Pool Card Refunds 9.9.20
10/09/2020	POOL TAKINGS CASHBOOK	PCCR10	344.00		Pool Card Refunds 10.9.20
11/09/2020	POOL TAKINGS CASHBOOK	PCCR11	6.50		Pool Card Refunds 11.9.20
14/09/2020	POOL TAKINGS CASHBOOK	PCCR14	26.00		Pool Card Refunds 14.9.20
16/09/2020	C. Brewer & Sons Ltd	5427	60.19		4445-Dulux paint+filler
16/09/2020	British Telecommunications plc	5428	273.26		4435-Monthly phone charge
16/09/2020	CryoService Ltd	5429	209.30		4433-Monthly charge
16/09/2020	DCK Accounting Solutions Ltd	5430	601.62		4423-Contract accounting Aug
16/09/2020	D&G Flooring	5431	3,459.60		4447-Uplift vinyl + dispose
16/09/2020	Filton Voice Ltd	5432	150.00		4424-Semptember advert space
16/09/2020	Gazprom Marketing & Trading Re	5433	5,052.81		4426-Gas August 2020
16/09/2020	Glacier environmental Ltd	5434	594.00		4429-Water sampling test
16/09/2020	JTS Snack Foods	5435	146.87		4453-Bar stock purchase
16/09/2020	Red Dog Technology Ltd	5436	254.03		4451-Day rate engineer callout
16/09/2020	Rentokil Initial UK Ltd	5437	237.73		4436-Service 24.09.20-23.12.20
16/09/2020	Ricoh UK Ltd	5438	381.63		4422-Copier charge June-Aug20
16/09/2020	ST JOHN AMBULANCE SUPPLIES	5439	354.00		4437-Battery for Defibrillator
16/09/2020	Ernest Till (South West) & co	5440	4,768.80		4446-Call-loss of plant rmpump
16/09/2020	Travis Perkins Trading Co Ltd	5441	713.07		4450-Redwood planed timber
16/09/2020	Viridor Waste Management Ltd	5442	866.58		4430-Mixed waste collection
16/09/2020	WCS Environmental Limited	5443	1,455.46		4459-LP Samples July 2020
16/09/2020	POOL TAKINGS CASHBOOK	PCCR16	26.00		Pool Card Refunds 16.9.20
21/09/2020	POOL TAKINGS CASHBOOK	PCC21	72.00		
22/09/2020	POOL TAKINGS CASHBOOK	PCC22	134.10		
23/09/2020	BRENNTAG	5444	0.00		VOID CHEQUE
23/09/2020	CRANHAM	5445	0.00		VOID CHEQUE
23/09/2020	AIR PRODUCTS - DD	5446	0.00		VOID CHEQUE
23/09/2020	FILTON VOICE	5447	0.00		VOID CHEQUE
23/09/2020	FLEET LTD	5448	0.00		VOID CHEQUE
23/09/2020	JP LENNARD	5449	0.00		VOID CHEQUE
23/09/2020	LOCKERTEK	5450	0.00		VOID CHEQUE
23/09/2020	RLSS	5451	0.00		VOID CHEQUE
23/09/2020	ERNEST TILL	5452	0.00		VOID CHEQUE
23/09/2020	TRAVIS PERKINS	5453	0.00		VOID CHEQUE
23/09/2020	Brenntag UK Ltd	5454	99.99		47SI4791129/4494/Brenntag UK L
23/09/2020	Miss Rosalind A Cranham	5455	80.00		013/4495/Miss Rosalind A Cranh
23/09/2020	CryoService Ltd	5456	17.59		414586736/4493/CryoService Ltd
23/09/2020	Filton Voice Ltd	5457	525.00		4631/4491/Filton Voice Ltd
23/09/2020	Fleet (Line Markers) Ltd	5458	204.72		SI202309/4499/Fleet (Line Mark

Continued on Page 2

BANK ACCOUNT-GENERAL

List of Payments made between 01/09/2020 and 01/10/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
23/09/2020	J P Lennard Ltd	5459	168.43		976337/4502/J P Lennard Ltd
23/09/2020	Lockertek Ltd	5460	358.62		18772/4503/Lockertek Ltd
23/09/2020	RLSS UK Enterprises Ltd	5461	82.00		SI644891-1/4506/RLSS UK Enterp
23/09/2020	Ernest Till (South West) & co	5462	548.40		00012206/4498/Ernest Till (Sou
23/09/2020	Travis Perkins Trading Co Ltd	5463	29.86		3015APE408/4507/Travis Perkins
25/09/2020	POOL TAKINGS CASHBOOK	PCC25	171.60		Pool Cards 25.9.20
		Total Payments	29,364.45		

Minutes of the virtual Staffing Committee meeting held remotely via zoom on 15th September 2020 at 7p.m.

PRESENT: Cllrs:- Brian Mead(Chair), A Doyle(Vice Chair), D.Collins, Tom Mewies,

ALSO PRESENT: DH(Bar Manager), LR (Town Clerk) NG (TCSO), SF(Leisure Centre Manager), LC (HR Advisor)

APOLOGIES: NP (Maintenance Manager)

075. Minutes. Minutes of the meeting held 4th August 2020 approved with a slight amendment to the wording in 073.

076. HR Support – HR Advisor joined the meeting and advised the committee on a robust way forward to manage an ongoing issue.

077. Matters arising from the minutes: included in Agenda

078. Maintenance Manager Report – was discussed which outlined new sport teams to play at Elm Park. An update on the Great Run for which funding had now been awarded. There was a delay in the run starting at Elm Park due to the Covid pandemic however a meeting was to be held to discuss a Covid secure way forward. Signage had been installed during lockdown showing the mile route and this had proved popular with local runners.
The Pavilion was currently being refurbished and due to be completed at the end of the month.
The grounds team had been busy at the Station Road allotments and new plots had been issued to those on the waiting list.

079. Bar Managers Report – updated the committee on the income and expenditure for August. Concern was noted that the Bar was not currently profitable however it was agreed that it was best to keep trading whilst the review was underway.
The Bar was still being run from the Badminton Hall and it was noted that it would be moving back into the Lounge at the end of September which would allow for activities such as snooker to return as well as making room for group bookings back into the Hall.

080. Leisure Centre Managers Report updated the committee on phase 3 of the post Covid recovery.
Five lanes were now open allowing more swimming capacity. Swim school was running at a reduced capacity offering 57 lessons, giving a maximum of 342 swim lessons per week until the end of October. Aquafit and Dinky Dolphins were now so popular that extra sessions and been arranged. Clubs were back using the pool. It was noted that all of this was subject to government latest government advice and could change at any time.
All contracted lifeguards, reception team and most of the swim team were now back from the furlough scheme.

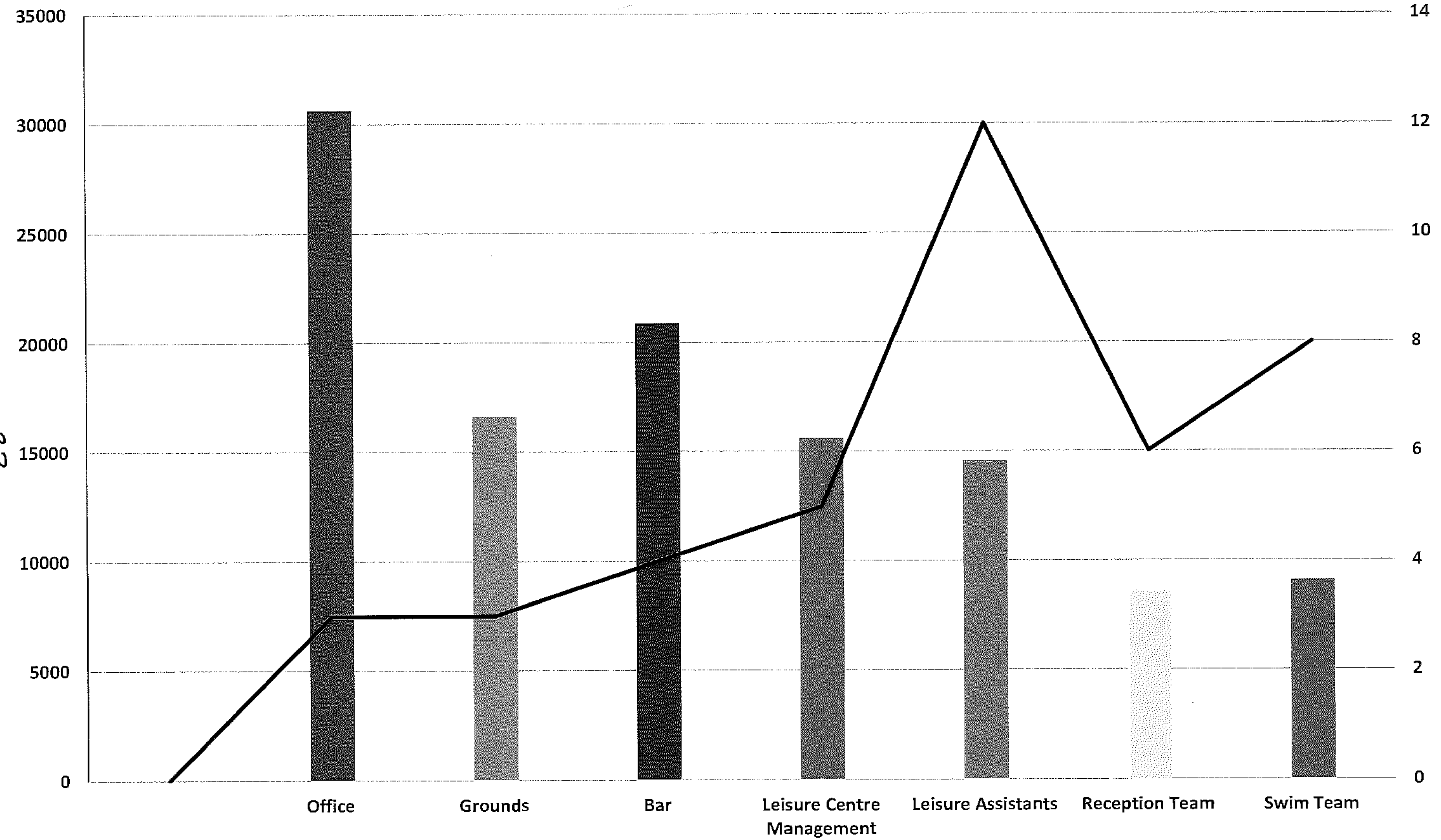
081. Furlough Job Retention Scheme information regarding employees and those that had returned to work was discussed and noted.

082. Pay Awards - NALC, SLCC and the Unions had finally agreed 2020 pay increases of 2.75%

083. Date of next meeting 6TH October 7p.m.

There being no further business, the meeting closed at 8.30p.m.

Rolling Statutory Redundancy Spreadsheet



22

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 13th October 2020 on held remotely via **ZOOM CONFERENCE CALLING.**

PRESENT: Cllrs: - M Chaudhry (Chair), K Briffett, D Collins, A Doyle, T Mewies, I Scott, A Robinson, J Tucker, C Wood

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

APOLOGIES: Cllrs: - A Monk, A Johnstone, B Mead, A Kenyon

NON-ATTENDANCE: - Cllrs: -

Part 1

F.130 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.131 DECLARATION OF INTEREST: There were none.

F.132 MINUTES: Minutes from the meeting held 08th September 2020 were approved.

F.133 MATTERS OF REPORT ARISING FROM MINUTES: There were none.

F.134 PUBLIC PARTICIPATION: There were none.

F.135 REVIEW OF SERVICES: The Town Clerk let Councillors know that the tender notice had now been uploaded to the portal.

Councillors asked if there was any paperwork providing information on the in-house review of services as requested at the last meeting. There had been a misunderstanding with what information was required for this meeting, after a short discussion it was agreed to bring a detailed report to the next Finance meeting which should include; projections for both the Bar and Pool of net expenditure from now until the end of the year, taking into account events and activities that will now not be able to go ahead because of Covid19. The report should also include what the cost will be to the council to remove services, figures for departmental redundancies, how these redundancies will affect other departments on the site and also how removing a service will affect residents of Filton.

Action: Town Council Office

F.136 INCOME & EXPENDITURE REPORTS MONTH 5: The reports were noted.

F.137 BALANCE SHEET MONTH 5: The report was noted

F.138 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public

F.139 STAFFING COMMITTEE MINUTES OF MEETING HELD 15TH SEPTEMBER 2020: The minutes were noted.

F.140 REDUNDANCY CALCULATOR: The spreadsheet was noted. It was agreed the Town Council office would go away and clarify the following points;

- Whether the Council were to pay statutory or double.

- The spreadsheet should include employees notice periods in the figures.

- Employees contracts should be checked to see what it states about redundancy.

There being no further business the meeting closed at 8.15 PM

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 10th November 2020 on held remotely via **ZOOM CONFERENCE CALLING.**

PRESENT: Cllrs: - M Chaudhry (Chair), K Briffett, D Collins, A Doyle, T Mewies, I Scott, C Wood, A Monk, A Johnstone, B Mead, A Kenyon

ALSO PRESENT: L Reuben (Town Clerk) C Westcott (Administrator)
APOLOGIES: Cllrs: - K Briffett, A Robinson, J Tucker
NON-ATTENDANCE: - Cllrs: -

F.141 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.142 DECLARATION OF INTEREST: There were none.

F.143 PRESENTATION OF 2021/2022 DRAFT BUDGET BY DEREK KEMP ACCOUNTING SOLUTIONS: Derek Kemp (Accounting Solutions) presented the draft 2020/21 budgets. It was explained that these budgets were by no means a firm proposal due to COVID 19 effects on Filton Town Council and Filton Leisure Centre/Bar.
The current climate makes it near impossible to project accurately so the previous year's figures are based using the assumption of minimal change. As the future of the leisure centre bar is currently under review, these figures would not be relevant if changes were to be made for the forth coming financial year. A further set of proposals will be put together and presented by the accountants in January 2021 when more facts and figures would be available.
The accountant was thanked for his time and it was noted that budgets would be looked at again in January.

F.144 MINUTES: Minutes from the meeting held 13th October 2020 were approved.

F.145 MATTERS OF REPORT ARISING FROM MINUTES: F140.The Town Clerk answered the queries from these points previously asked.

F.146 PUBLIC PARTICIPATION: There were none.

F.147 SUBJECT ACCESS REQUEST: The Town Clerk expressed concerns regarding the need to ensure the recent request SAR from a resident was completed accurately and in a timely manner. Discussions took place regarding the best way to ensure this. It was suggested using an outside source to complete an independent response, although this would be costly. It was agreed that contact be made with the Information Commissioner Office to seek further advice on the best course of action if the request exceeded recommended timeframes and costs.

ACTION Town Council Office

F.148 REVIEW OF SERVICES: The consultant had confirmed that there had been interest and discussions with a number of potential operators and was expecting bidders to submit by 23rd November 2020. Updates will be given shortly after wards and this will be brought to a future Full Council Meeting.

F.149 INCOME & EXPENDITURE REPORTS MONTH 6: The reports were noted.

F.150 BALANCE SHEET MONTH 6: The report was noted

F.151 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public

F.152 STAFFING COMMITTEE MINUTES OF MEETING HELD 6th OCTOBER 2020:
The minutes were noted.
Discussion regarding staff levels and furlough arrangements took place and it was agreed Furlough arrangements to be an agenda item for the next finance meeting.

F.153 BAR YEARLY COMPARISONS: Figures and Graphs were discussed and noted.

There being no further business the meeting closed at 9.15 PM