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

7th January 2021

Dear Member

You are hereby summoned to A **VIRTUAL** meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 12th January 2021 7pm**
Join Zoom Meeting
https://us02web.zoom.us/j/87046156674?pwd=RDQzOS9MUVFtU095TzVNdlVOaVlKdz09

Meeting ID: 870 4615 6674
Passcode: 647565
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: 870 4615 6674
Passcode: 647565

Find your local number: https://us02web.zoom.us/u/kcFjxFERJc

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 10th November 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. To discuss and set 2021/22 Precept requirement (pages 3-5)
7. Conclusion of External Audit 2019/20 (page 6-11)
8. Review of Leisure Services – amended timeline (page 12)

9. Ratepayers Licence renewal
10. FACE funding (appendix 1)
11. Income & Expenditure Reports Month 9 (*pages13-20*)
12. Balance Sheet Month 9*(pages 12-22)*
13. Payments for information up to date *(pages 23-24)*

Part 2 – Excluding Press and Public

14. Staffing Committee minutes of the meeting held 3rd November 2020 (*page 25)*

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

FILTON TOWN COUNCIL

BAND D CHARGE UNCHANGED

(Prepared 5/11/20)

Budget Summary

Year Ended 31st March 2022

	2020-21 Projected	2020-21 Budgeted	Notes	2021-22 Proposed	Budget Incr/(Decr)	
REVENUE EXPENDITURE						
Filton Leisure Centre	836354	*1023378*		**966771**	*-56,607*	
Parks and Open Spaces	5675	*5925*		**5675**	*-250*	
Community Services	49704	*49704*		**49780**	*76*	
Corporate & Democratic	-4050	*300*		**-4300**	*-4,600*	
Central & Outside Services	262450	*267950*		**264850**	*-3,100*	
	1150133	*1347257*		**1282776**	*-64,481*	
INCOME						
Filton Leisure Centre	309964	*513073*		**478908**	*-34,165*	
Parks and Open Spaces	2500	*5000*		**5000**	*0*	
Community Services	0	*2500*		**2500**	*0*	
Corporate & Democratic	0	*0*		**0**	*0*	
Central & Outside Services	352	*2*		**352**	*350*	
Interest Receivable	500	*1000*		**500**	*-500*	
	313316	*521575*		**487260**	*-34,315*	
NET REVENUE EXPENDITURE	836817	*825682*		**795516**	*-30,166*	
CAPITAL & PROJECT EXPENDITURE (NET)						
Loan Repayments	16103	*16103*		**16103**	*0*	
Capital Projects (net)	0	*0*		**0**	*0*	
Rolling Capital Programme	40000	*40000*		**40000**	*0*	
NET CAPITAL EXPENDITURE	56103	*56103*		**56103**	*0*	
TOTAL NET EXPENDITURE	892920	*881785*		**851619**	*-30,166*	
Financed as follows:						
Reserves at 1st April	26100	*-26415*		**114966**		
Reserves at 31st March	114966	*73585*	**	**240715**		
Used to Fund Expenditure	-88866	*-100000*		*-125749*		
Precept Support Grant	0	*0*		**0**	*0*	#DIV/0!
Precept Required	981786	*981785*		**977368**	*-4,417*	-0.45%
TOTAL TAXATION FUNDING REQUIRED	981786	*981785*		**977368**	*-4,417*	-0.45%
	892920	*881785*		**851619**		

977368

ADJUSTED BASIS

	2020-21	2021-22		
Band D Equivalents	3114	3100		
Precept per Band D Equivalent (£/annum)	£ 315.28	£315.28	£0.00	0.00%
Precept per Band D Equivalent (p/week)	604.64	604.64	0.00	0.00%

		31/03/2021	31/03/2022
Notes: **	Recommended **minimum** reserve equal to	206421	198879
	3 months net revenue expenditure		
	Reserves surplus/deficit to minimum level	-91455	41836

FILTON TOWN COUNCIL

Budget Summary

PRECEPT UNCHANGED

(Prepared 5/11/20)

Year Ended 31st March 2022

	2020-21 Projected	2020-21 *Budgeted*	Notes	2021-22 **Proposed**	*Budget Incr/(Decr)*	
REVENUE EXPENDITURE						
Filton Leisure Centre	836354	*1023378*		**966771**	*-56,607*	
Parks and Open Spaces	5675	*5925*		**5675**	*-250*	
Community Services	49704	*49704*		**49780**	*76*	
Corporate & Democratic	-4050	*300*		**-4300**	*-4,600*	
Central & Outside Services	262450	*267950*		**264850**	*-3,100*	
	1150133	*1347257*		**1282776**	*-64,481*	
INCOME						
Filton Leisure Centre	309964	*513073*		**478908**	*-34,165*	
Parks and Open Spaces	2500	*5000*		**5000**	*0*	
Community Services	0	*2500*		**2500**	*0*	
Corporate & Democratic	0	*0*		**0**	*0*	
Central & Outside Services	352	*2*		**352**	*350*	
Interest Receivable	500	*1000*		**500**	*-500*	
	313316	*521575*		**487260**	*-34,315*	
NET REVENUE EXPENDITURE	836817	*825682*		**795516**	*-30,166*	
CAPITAL & PROJECT EXPENDITURE (NET)						
Loan Repayments	16103	*16103*		**16103**	*0*	
Capital Projects (net)	0	*0*		**0**	*0*	
Rolling Capital Programme	40000	*40000*		**40000**	*0*	
NET CAPITAL EXPENDITURE	56103	*56103*		**56103**	*0*	
TOTAL NET EXPENDITURE	892920	*881785*		**851619**	*-30,166*	
Financed as follows:						
Reserves at 1st April	26100	*-26415*		**114966**		
Reserves at 31st March	114966	*73585*	**	**245132**		
Used to Fund Expenditure	-88866	*-100000*		*-130166*		
Precept Support Grant	0	*0*		0	*0*	#DIV/0!
Precept Required	981786	*981785*		981785	*0*	0.00%
TOTAL TAXATION FUNDING REQUIRED	981786	*981785*		981785	*0*	0.00%
	892920	*881785*		851619		

ADJUSTED BASIS

	2020-21	2021-22		
Band D Equivalents	3114	3100		
Precept per Band D Equivalent (£/annum)	£ 315.28	£316.70	£1.42	0.45%
Precept per Band D Equivalent (p/week)	604.64	607.37	2.73	0.45%

		31/03/2021	31/03/2022
Notes: **	Recommended **minimum** reserve equal to	206421	198879
	3 months net revenue expenditure		
	Reserves surplus/deficit to minimum level	-91455	46253

Prepared by:
DCK Accounting Solutions Ltd

For:
Filton Town Council

11:53
08/01/2021

FILTON TOWN COUNCIL

(Prepared 5/11/20)

Budget Summary

Year Ended 31st March 2022

	2020-21		2021-22	Budget
	Projected	*Budgeted*	**Proposed**	*Incr/(Decr)*
Operating Budgets - Expenditure				
Leisure Centre General	581764	*703159*	**676360**	*-26799*
Leisure Centre Sw Pool	125925	*138200*	**127475**	*-10725*
Leisure Centre Bar	113415	*164769*	**145686**	*-19083*
Leisure Centre I/d Sports	15000	*17000*	**17000**	*0*
Leisure Centre O/d Sports	250	*250*	**250**	*0*
	836354	*1023378*	**966771**	
Playing Fields	2250	*2500*	**2250**	*-250*
Play Areas	2000	*2000*	**2000**	*0*
Millennium Green	500	*500*	**500**	*0*
Allotments	925	*925*	**925**	*0*
	5675	*5925*	**5675**	
Roads & Highways	3124	*3124*	**3200**	*76*
Community Development	46580	*46580*	**46580**	*0*
	49704	*49704*	**49780**	
Corporate Management	-11000	*-6800*	**-11400**	*-4600*
Democratic Rep'n & Mgmt	6000	*6150*	**6150**	*0*
Civic Expenses	950	*950*	**950**	*0*
	-4050	*300*	**-4300**	
Central Services	155600	*158200*	**153100**	*-5100*
Outside Services	106850	*109750*	**111750**	*2000*
	262450	*267950*	**264850**	
	1150133	*1347257*	**1282776**	*-64481*

PKF Littlejohn LLP

PKF

Accountants &
business advisers

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

Our ref AV0050
SAAA ref SB03264

Email sba@pkf-l.com

28 November 2020

Dear Ms Reuben

Filton Town Council
Completion of the limited assurance review for the year ended 31 March 2020

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Filton Town Council for the year ended 31 March 2020. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

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

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

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 November, which must include publication on the smaller authority's website. This deadline has been extended from 30 September 2020 for 2019/20 only as a result of the restrictions imposed by the government to prevent the spread of Covid-19. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which the "Notice" must be published. There is no requirement for the "Notice" to be publicly accessible for 5 years, as there is for the AGAR and the external auditor report and certificate. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

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

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

***Please return the remittance advice with your payment, which should be sent to:* PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference AV0050 or Filton Town Council as a reference when paying by BACS.

Timetable for 2020/21

The timetable for this year was exceptional due to the impact of Covid-19. Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2021. It is anticipated that the instructions will be sent out during March 2021, subject to arrangements for the 2020/21 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

The timetable amendments introduced as a result of the exceptional Covid-19 circumstances apply to 2019/20 only. The arrangements for next year are expected to revert to those set out in the Accounts and Audit Regulations 2015 but if there are any changes arising from updates to the statutory requirements, you will be notified in good time.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2021, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
    - at the earliest, between Thursday 3 June and Wednesday 14 July 2021; and
    - at the latest, between Thursday 1 July and Wednesday 11 August 2021.

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

Feedback on 2019/20

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP

Filton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

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

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

	Notes
1. The audit of accounts for **Filton Town Council** for the year ended 31 March 2020 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. **This must include publication on the smaller authority's website.** The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Filton Town Council** on application to:	
(a) Lesley Reuben Town Clerk Filton Town Council, Elm Park Filton, BS34 7PS	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) 9:00am - 1:00pm	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £NIL (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) Lesley Reuben - Town Clerk	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 09th December 2020	(e) Insert the date of placing of the notice

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:

14/07/2020

and recorded as minute reference:

F.109

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

Chairman

Clerk

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

www.filtontowncouncil.gov.uk

Section 2 – Accounting Statements 2019/20 for

FILTON TOWN COUNCIL

	Year ending 31 March 2019 £	Year ending 31 March 2020 £	Notes and guidance: *Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	84,586	95,341	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	675,000	710,184	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	626,262	521494	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	-827,014	-805,821	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	-15,917	-15,920	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	-447,576	-460,552	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	95,341	44,726	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	131,448	85372	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	3,009,470	3,048,167	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	51,000	37,338	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date 17/07/2020

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

14/07/2020

as recorded in minute reference:

F.109

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

Section 3 – External Auditor Report and Certificate 2019/20

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

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2019/20

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

The AGAR has not been signed and approved in accordance with the Accounts and Audit Regulations 2015 as Section 2 was not signed by the Responsible Finance Officer before approval.

The smaller authority has disclosed that it made proper provision during the year 2019/20 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.

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

The smaller authority has not provided an adequate explanation for the difference between Section 2, Boxes 7 and 8.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP Date 27/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Review of Leisure Services

Item 8. Amended timescale which you will see still seeks to get a new contract commencing in June 2021 so doesn't delay the overall timescale.

ISIT submissions - 1 March 2021 at 12 noon
Selection of Shortlist - 12 March 2021
Invite Final Tenders - 15 March 2021
Final Tender Submission - 15 April 2021
Appoint Preferred Partner - 30 April
New Contract - June 2021

Detailed Income & Expenditure by Budget Heading 08/01/2021

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	128	1,583	1,456			8.1%	
1010	Pavillion Hire	0	250	6,500	6,250			3.8%	
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	(274)	10,000	10,274			(2.7%)	
1080	MISCELLANEOUS INCOME	0	8	500	492			1.7%	
1088	HMRC JRS Grant	(14,653)	132,529	0	(132,529)			0.0%	
	Leisure Centre - General :- Income	**(14,653)**	**132,641**	**21,608**	**(111,033)**			**613.9%**	**0**
4001	SALARIES & WAGES	33,586	296,920	554,509	257,589		257,589	53.5%	
4003	COST OF TRAINING COURSES	0	103	1,000	898		898	10.3%	
4006	PROTECTIVE CLOTHING	0	0	1,000	1,000		1,000	0.0%	
4008	TRAINING	0	82	1,000	918		918	8.2%	
4011	RATES	6,246	43,726	62,800	19,074		19,074	69.6%	
4014	ELECTRICITY	236	3,144	2,500	(644)		(644)	125.7%	
4015	GAS	2,079	3,711	4,500	789		789	82.5%	
4016	JANITORIAL	394	2,089	5,500	3,411		3,411	38.0%	
4017	HEALTH & SAFETY	0	2,679	800	(1,879)		(1,879)	334.8%	
4018	REFUSE DISPOSAL	0	6,382	7,500	1,118		1,118	85.1%	
4021	TELEPHONE & FAX	0	347	600	253		253	57.8%	
4023	STATIONERY/PRINTING	0	33	2,000	1,967		1,967	1.6%	
4025	INSURANCE	1,830	11,991	12,000	9		9	99.9%	
4030	RECRUITMENT ADVTG	0	0	1,000	1,000		1,000	0.0%	
4032	PUBLICITY	0	688	3,000	2,313		2,313	22.9%	
4035	SECURITY COSTS	98	1,785	8,000	6,215		6,215	22.3%	
4036	PROPERTY MAINTCE	198	8,308	10,000	1,692		1,692	83.1%	
4038	MAINTENANCE CTRCTS	45	1,784	8,000	6,216		6,216	22.3%	
4040	EQUIPMENT & SMALL TOOLS	0	458	1,500	1,042		1,042	30.6%	
4042	EQUIPMENT MAINTCE	1,158	1,158	500	(658)		(658)	231.6%	
4051	BANK CHARGES	0	1,992	5,000	3,008		3,008	39.8%	
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	**45,870**	**387,380**	**703,159**	**315,779**	**0**	**315,779**	**55.1%**	**0**
	Net Income over Expenditure	**(60,523)**	**(254,739)**	**(681,551)**	**(426,812)**				
102	Leisure Centre - Swimming Pool								
1001	RENT RECEIVED	128	128	0	(128)			0.0%	
1012	Bouncy Castle Parties	0	0	500	500			0.0%	
1020	SWIMMING - PUBLIC	1,550	7,281	55,000	47,719			13.2%	

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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
1021 SWIMMING - LESSONS	1,657	12,732	200,000	187,268			6.4%	
1022 SWIMMING - SCHOOLS	0	(690)	25,000	25,690			(2.8%)	
1023 SWIMMING - CLUBS	6,255	7,725	24,000	16,275			32.2%	
1024 SALES (STOCK) POOL	100	267	5,000	4,733			5.3%	
1025 Pool Parties	0	(333)	4,500	4,833			(7.4%)	
1027 Aqua Fit	379	2,000	6,000	4,000			33.3%	
1028 Lifeguard Courses	0	0	4,000	4,000			0.0%	
1099 TILL DISCREPANCIES	0	25	0	(25)			0.0%	
Leisure Centre - Swimming Pool :- Income	**10,069**	**29,135**	**324,000**	**294,865**			**9.0%**	**0**
4103 PURCHASES FOR RESALE	0	358	4,000	3,642		3,642	9.0%	
Leisure Centre - Swimming Pool :- Direct Expenditure	**0**	**358**	**4,000**	**3,642**	**0**	**3,642**	**9.0%**	**0**
4002 TEMPORARY & CASUAL STAFF	0	165	3,000	2,835		2,835	5.5%	
4008 TRAINING	211	671	2,000	1,329		1,329	33.6%	
4012 WATER RATES	1,406	11,745	20,000	8,255		8,255	58.7%	
4014 ELECTRICITY	2,352	20,541	30,000	9,459		9,459	68.5%	
4015 GAS	0	9,402	32,000	22,598		22,598	29.4%	
4017 HEALTH & SAFETY	0	1,250	1,500	250		250	83.3%	
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	0	714	2,500	1,786		1,786	28.6%	
4038 MAINTENANCE CTRCTS	0	741	2,400	1,659		1,659	30.9%	
4040 EQUIPMENT & SMALL TOOLS	0	18	500	482		482	3.5%	
4042 EQUIPMENT MAINTCE	0	1,814	30,000	28,186		28,186	6.0%	
4115 LICENCES	0	75	0	(75)		(75)	0.0%	
4120 POOL CHEMICALS	0	1,382	4,500	3,118		3,118	30.7%	
4125 POOL PURCHASES NOT FOR RESALE	0	121	2,000	1,879		1,879	6.1%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	**3,970**	**48,959**	**134,200**	**85,241**	**0**	**85,241**	**36.5%**	**0**
Net Income over Expenditure	**6,099**	**(20,183)**	**185,800**	**205,983**				
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	5,775	8,700	2,925			66.4%	
1031 MACHINE INCOME	0	0	800	800			0.0%	
1032 Tickets	0	0	700	700			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
1040	BAR INCOME - LOUNGE	0	14,960	125,000	110,040			12.0%	
1041	BAR INCOME - HALL	0	0	13,000	13,000			0.0%	
1049	CAFE INCOME	0	46	3,500	3,454			1.3%	
1056	FUNCTION ROOM HIRE	0	110	750	640			14.7%	
1088	HMRC JRS Grant	(3,227)	15,434	0	(15,434)			0.0%	
1095	INSURANCE CLAIM	0	8,802	0	(8,802)			0.0%	
1099	TILL DISCREPANCIES	0	(243)	0	243			0.0%	
	Leisure Centre - Bar :- Income	**(2,502)**	**44,884**	**152,450**	**107,566**			**29.4%**	0
4101	PURCHASES - WET STOCK	0	6,049	55,900	49,851		49,851	10.8%	
4102	PURCHASES - DRY STOCK	85	295	3,000	2,705		2,705	9.8%	
4109	PURCHASES - CAFE	0	123	2,000	1,877		1,877	6.2%	
	Leisure Centre - Bar :- Direct Expenditure	**85**	**6,467**	**60,900**	**54,433**	0	**54,433**	**10.6%**	0
4001	SALARIES & WAGES	5,162	45,826	86,114	40,288		40,288	53.2%	
4008	TRAINING	0	0	500	500		500	0.0%	
4020	SUNDRY OFFICE & IT COSTS	53	210	0	(210)		(210)	0.0%	
4036	PROPERTY MAINTCE	0	469	3,000	2,531		2,531	15.6%	
4038	MAINTENANCE CTRCTS	0	398	305	(93)		(93)	130.5%	
4040	EQUIPMENT & SMALL TOOLS	0	356	400	44		44	89.1%	
4041	EQUIPMENT HIRE	182	1,130	6,000	4,870		4,870	18.8%	
4051	BANK CHARGES	0	74	500	426		426	14.8%	
4060	OTHER PROF FEES	0	200	1,200	1,000		1,000	16.7%	
4104	BAR SUNDRIES	0	21	500	479		479	4.2%	
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	**5,397**	**48,943**	**103,869**	**54,926**	0	**54,926**	**47.1%**	0
	Net Income over Expenditure	**(7,984)**	**(10,526)**	**(12,319)**	**(1,793)**				
105	Leisure Centre - Indoor Sports								
1050	BADMINTON FEES	0	(213)	1,500	1,713			(14.2%)	
1051	SNOOKER FEES	0	0	5,000	5,000			0.0%	
1052	PARTY ROOM HIRE	0	(13)	3,000	3,013			(0.4%)	
1053	SKITTLE ALLEY	0	0	200	200			0.0%	
	Leisure Centre - Indoor Sports :- Income	**0**	**(226)**	**9,700**	**9,926**			**(2.3%)**	0
4014	ELECTRICITY	0	1,386	12,000	10,614		10,614	11.5%	
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	**0**	**1,386**	**17,000**	**15,614**	0	**15,614**	**8.2%**	0
	Net Income over Expenditure	**0**	**(1,612)**	**(7,300)**	**(5,688)**				

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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	67	987	4,590	3,603			21.5%	
1061 OUTSIDE COURTS	0	0	100	100			0.0%	
1063 Petanque Income	0	(6)	125	131			(5.0%)	
Leisure Centre - Outdoor Sport :- Income	**67**	**980**	**4,815**	**3,834**			**20.4%**	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	**67**	**813**	**4,565**	**3,752**				
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	506	2,250	1,744		1,744	22.5%	
4115 LICENCES	0	0	250	250		250	0.0%	
Playing Fields :- Indirect Expenditure	**0**	**506**	**2,500**	**1,994**	**0**	**1,994**	**20.3%**	0
Net Income over Expenditure	**0**	**(506)**	**0**	**506**				
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	723	1,000	278			72.3%	
Allotments :- Income	**0**	**723**	**1,000**	**278**			**72.2%**	0
4012 WATER RATES	39	344	400	56		56	86.0%	

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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
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	235	250	15		15	94.0%	
Allotments :- Indirect Expenditure	**39**	**579**	**925**	**346**	0	**346**	**62.6%**	0
Net Income over Expenditure	**(39)**	**144**	**75**	**(69)**				
301 Roads & Highways								
4080 STREET CARE (ex S Glos)	0	2,343	3,124	781		781	75.0%	
Roads & Highways :- Indirect Expenditure	0	**2,343**	**3,124**	**781**	**0**	**781**	**75.0%**	**0**
Net Expenditure	**0**	**(2,343)**	**(3,124)**	**(781)**				
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	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	100	100	6,500	6,400		6,400	1.5%	
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	**100**	**17,600**	**46,580**	**28,980**	0	**28,980**	**37.8%**	0
Net Income over Expenditure	**(100)**	**(17,668)**	**(44,080)**	**(26,413)**				
801 Corporate Management								
4004 PENSION DEFICIT	(917)	(8,250)	(6,800)	1,450		1,450	121.3%	
Corporate Management :- Indirect Expenditure	**(917)**	**(8,250)**	**(6,800)**	**1,450**	0	**1,450**	**121.3%**	0
Net Expenditure	**917**	**8,250**	**6,800**	**(1,450)**				
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	388	3,000	2,613		2,613	12.9%	

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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**	**388**	**6,150**	**5,763**	**0**	**5,763**	**6.3%**	**0**
Net Expenditure	**0**	**(388)**	**(6,150)**	**(5,763)**				
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	8,681	78,133	114,300	36,167		36,167	68.4%	
4005 HR Costs-Service level agr'mnt	0	8,817	7,500	(1,317)		(1,317)	117.6%	
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	378	4,727	4,000	(727)		(727)	118.2%	
4021 TELEPHONE & FAX	193	907	750	(157)		(157)	121.0%	
4022 POSTAGE	64	794	1,000	206		206	79.4%	
4023 STATIONERY/PRINTING	161	886	1,000	114		114	88.6%	
4024 SUBSCRIPTIONS	45	1,626	1,600	(26)		(26)	101.6%	
4026 PHOTOCOPY CHARGES	409	727	2,000	1,273		1,273	36.3%	
4027 OFFICE EQUIPMENT	50	259	500	241		241	51.8%	
4039 MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4040 EQUIPMENT & SMALL TOOLS	0	313	0	(313)		(313)	0.0%	
4051 BANK CHARGES	27	470	1,500	1,030		1,030	31.3%	
4052 BANK INTEREST	0	10	0	(10)		(10)	0.0%	
4056 LEGAL FEES	0	525	1,000	475		475	52.5%	
4057 AUDIT FEES	0	0	3,300	3,300		3,300	0.0%	
4058 ACCOUNTANCY FEES	616	8,117	12,000	3,883		3,883	67.6%	
4060 OTHER PROF FEES	0	6,724	3,200	(3,524)		(3,524)	210.1%	
4115 LICENCES	0	320	0	(320)		(320)	0.0%	
Central Services :- Indirect Expenditure	**10,624**	**113,453**	**158,200**	**44,747**	**0**	**44,747**	**71.7%**	**0**
Net Income over Expenditure	**(10,624)**	**(113,453)**	**(158,198)**	**(44,745)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
902	Outside Services								
1001	RENT RECEIVED	0	350	0	(350)			0.0%	
	Outside Services :- Income	**0**	**350**	**0**	**(350)**				**0**
4001	SALARIES & WAGES	7,858	70,718	97,300	26,582		26,582	72.7%	
4006	PROTECTIVE CLOTHING	0	0	200	200		200	0.0%	
4008	TRAINING	0	0	500	500		500	0.0%	
4036	PROPERTY MAINTCE	0	1,287	1,500	213		213	85.8%	
4037	GROUNDS MAINTENANCE	0	2,732	2,500	(232)		(232)	109.3%	
4039	MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	736	2,000	1,264		1,264	36.8%	
4041	EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042	EQUIPMENT MAINTCE	0	347	3,000	2,653		2,653	11.6%	
4044	VEHICLE FUEL,OIL & MAINT	0	2,196	2,500	304		304	87.8%	
	Outside Services :- Indirect Expenditure	**7,858**	**78,116**	**109,750**	**31,634**	**0**	**31,634**	**71.2%**	**0**
	Net Income over Expenditure	**(7,858)**	**(77,766)**	**(109,750)**	**(31,984)**				
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%	
4918	CAP Gates & Fencing	0	3,197	0	(3,197)		(3,197)	0.0%	
4978	CAP Fire Alarm Upgrade	0	0	32,101	32,101		32,101	0.0%	
4980	CAP - Defibrillators	0	2,450	0	(2,450)		(2,450)	0.0%	
4992	FUNDING FROM R CAP FUND	0	(2,450)	(32,101)	(29,651)		(29,651)	7.6%	
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%	
4999	TFR FR EARMARKED RSV	0	(3,197)	0	3,197		3,197	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	981,786	981,785	(1)			100.0%	
1090	INTEREST RECEIVED	21	359	1,000	641			35.9%	
	Precept & Interest :- Income	**21**	**982,145**	**982,785**	**640**			**99.9%**	**0**
	Net Income	**21**	**982,145**	**982,785**	**640**				

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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
Grand Totals:- Income	(6,999)	1,221,528	1,503,360	281,832			81.3%	
Expenditure	73,024	777,486	1,403,360	625,874	0	625,874	55.4%	
Net Income over Expenditure	(80,023)	444,042	100,000	(344,042)				
Movement to/(from) Gen Reserve	(80,023)	444,042						

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 08/01/2021

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	6,504		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	2,719		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	(23,377)		
201	BANK IMPREST WAGES AC	231,634		
220	PETTY CASH - OFFICE	132		
221	PETTY CASH - BAR	269		
225	FLOAT - BAR	295		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	165		
245	CCLA Public Sector Investment	415,000		
	Total Current Assets		**634,428**	
	Current Liabilities			
500	TRADE CREDITORS	1,997		
501	SUNDRY CREDITORS	(265)		
510	ACCRUED EXPENSES	3,395		
513	ACCRUED MISSING INVOICES	956		
520	NET WAGES CONTROL	39,522		
525	PAYE AND NI DUE	18,079		
526	SUPERANNUATION DUE	12,161		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		**80,345**	
	Net Current Assets			**554,084**
	Total Assets less Current Liabilities			**1,344,100**
	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			**1,101,079**
	Represented by :-			
300	CURRENT YEAR FUND	444,042		
310	GENERAL FUND	26,100		
315	ROLLING CAPITAL FUND	38,239		
325	EMR 4 Towns Play Association	300		

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 08/01/2021

A/c	Description	Actual	
328	EMR Elections	10,338	
329	EMR CIL 19/20	4,101	
330	CAPITAL FINANCE ACCOUNT	546,996	
331	EMR CIL 20/21	30,963	
	Total Equity		**1,101,079**

BANK ACCOUNT-GENERAL

List of Payments made between 05/11/2020 and 08/01/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/11/2020	Co-op Bank	DDR	10.00		Service Charge
05/11/2020	Delta Card Fee	DDR	0.20		Delta Card Fee
06/11/2020	Co-Op Bank	DDR	24.20		Commission
08/11/2020	South Gloucestershire Council	Std Ord	6,246.00		Sports Centre Rates 20-21
10/11/2020	Barclays Bank PLC	DDR1	48.14		014963381020/4824/Barclays Ban
20/11/2020	British Gas	DDR2	755.40		977501808/4829/British Gas
23/11/2020	British Gas	DDR3	2,921.86		981481766/4828/British Gas
27/11/2020	Pitney Bowes	DDR4	273.02		4741-Franking postage charge
30/11/2020	Zoom	DDR	14.39		Zoom Subscription
02/12/2020	Avoira Ltd	5514	375.00		4768-ICOM portable
02/12/2020	British Telecommunications plc	5515	56.42		4735-TV Service
02/12/2020	CryoService Ltd	5516	237.29		4739-Food gas cylinder
02/12/2020	DCK Accounting Solutions Ltd	5517	967.90		4761-Budget setting visit
02/12/2020	DL I.T. Solutions Ltd	5518	885.48		4772-Call charge Oct 20
02/12/2020	Everflow Ltd	5519	5,167.29		4752-Water charge 18.12-17.01
02/12/2020	FACE	5520	2,500.00		4762-2nd annual grant 2020/21
02/12/2020	GM Engineering (Bristol) Ltd	5521	216.00		4734-Fit new lock to gate
02/12/2020	Rentokil Initial UK Ltd	5522	357.32		P/Ledger Electronic Payment
02/12/2020	Cape Meridian Ltd	5523	351.00		4750-Alarm activation callout
02/12/2020	Rialtas Business Solutions Ltd	5524	70.80		4773-MTD VAT Annual fee
02/12/2020	South Gloucestershire Council	5525	1,257.22		4760-Premises annual fee
02/12/2020	Splash About International Ltd	5526	301.16		4753-Pool stock
02/12/2020	St Austell Brewery Company Ltd	5527	1,058.03		4748-Bar stock purchase
02/12/2020	Ernest Till (South West) & co	5528	688.80		4770-Replace faulty shower
02/12/2020	Travis Perkins Trading Co Ltd	5529	81.68		4765-Wood screw
02/12/2020	Viridor Waste Management Ltd	5530	1,545.54		4764-Waste collection Oct
02/12/2020	Waterlogic GB Ltd	5531	179.27		P/Ledger Electronic Payment
02/12/2020	South Gloucestershire Council	CNXL005525	-320.00		Purchase Ledger Payment
02/12/2020	South Gloucestershire Council	CNXL5525	-937.22		Purchase Ledger Payment
04/12/2020	Service charge	CHRG	10.00		Service charge
04/12/2020	Commission charge	COMMISSION	16.70		Commission charge
04/12/2020	Delta card fee	FEE	0.10		Delta card fee
08/12/2020	South Gloucestershire Council	Std Ord	6,246.00		Sports Centre Rates 20-21
10/12/2020	Barclays Bank PLC	DD01	33.71		014963381120/4827/Barclays Ban
22/12/2020	British Telecommunications plc	5532	231.96		Q069VK/4844/British Telecommun
22/12/2020	Capital Cleaning (Kent) Ltd	5533	277.26		0000340497/4845/Capital Cleani
22/12/2020	CryoService Ltd	5534	420.25		415389235/4847/CryoService Ltd
22/12/2020	DL I.T. Solutions Ltd	5535	446.04		1002093/4849/DL I.T. Solutions
22/12/2020	Everflow Ltd	5536	3,302.91		673321/4870/Everflow Ltd
22/12/2020	Filton Voice Ltd	5537	150.00		00606/4831/Filton Voice Ltd
22/12/2020	Gazprom Marketing & Trading Re	5538	5,728.70		INV01516994/4852/Gazprom Marke
22/12/2020	Robert Haddow	5539	140.00		RSJ045/4863/Robert Haddow
22/12/2020	Rentokil Initial UK Ltd	5540	576.57		33716125/4853/Rentokil Initial
22/12/2020	JTS Snack Foods	5541	85.42		16081522/4854/JTS Snack Foods
22/12/2020	KN Office Supplies Ltd	5542	192.63		I48001/4855/KN Office Supplies
22/12/2020	Cape Meridian Ltd	5543	117.00		2020/11/033/4856/Cape Meridian
22/12/2020	Open Spaces Society	5544	45.00		MAR20LAP/4857/Open Spaces Soci

Continued on Page 2

BANK ACCOUNT-GENERAL

List of Payments made between 05/11/2020 and 08/01/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
22/12/2020	RBL Poppy Appeal	5545	100.00		141220/4859/RBL Poppy Appeal
22/12/2020	Rentokil Initial UK Ltd	5546	237.73		21357028/4860/Rentokil Initial
22/12/2020	Ricoh UK Ltd	5547	490.37		101721619/4862/Ricoh UK Ltd
22/12/2020	South Gloucestershire Council	5548	9,270.00		3804367011/4839/South Gloucest
22/12/2020	Ernest Till (South West) & co	5549	1,389.60		00012428/4864/Ernest Till (Sou
22/12/2020	Travis Perkins Trading Co Ltd	5550	4.03		3015APK318/4840/Travis Perkins
22/12/2020	Viridor Waste Management Ltd	5551	912.48		00003310549AB/4841/Viridor Was
22/12/2020	Zurich Municipal	5552	2,123.43		503962794/4865/Zurich Municipa
06/01/2021	The ASA (Swim England Ltd)	5554	85.00		4906-Pool staff training
06/01/2021	A.M.P Window Cleaning Services	5553	45.00		4907-Cleaning window Dec 20
06/01/2021	DL I.T. Solutions Ltd	5556	63.00		4909-Broadband Fibre monthly
06/01/2021	DCK Accounting Solutions Ltd	5555	739.26		4908-Contract accounting Dec
06/01/2021	South Gloucestershire Council	5557	320.00		Purchase Ledger Payment
06/01/2021	South Gloucestershire Council	5558	937.22		Purchase Ledger Payment
		Total Payments	60,069.56		

Minutes of the virtual Staffing Committee meeting held remotely via zoom on 3rd November 2020 at 7p.m.

PRESENT: Cllrs:- M.Chaudhry, D.Collins, A Doyle(Chairing), Tom Mewies.

ALSO PRESENT: DH(Bar Manager), LR (Town Clerk) SF(Leisure Centre Manager), NP(Maintenance Manager)

APOLOGIES: B.Mead

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093. Minutes. Minutes of the meeting held 6th October 2020 approved as a true record.

094. Matters arising from the minutes not already included in the agenda - there were none.

095. Maintenance Manager Report updates were given on positive feedback on teams using the field under the current restrictions. Maintenance work continued in the Pavilion changing rooms. Work on the Elm Park and Millenium Green tree survey.

096. Bar Managers Report – a verbal update was given from the Bar Manager on the current situation.

097. Leisure Centre Managers Report the committee were updated that the centre was continue to run on phase 4 of the post Covid recovery with all five swimming lanes now open. Swim clubs have also returned. With a further lockdown forecast until 2nd December 2020. Previous shutdown and reopening plans were already in place. All Leisure Centre and Bar staff would be furloughed until further notice.

098. Data Subject Access Request – had been received from a resident. It was agreed to investigate the cost of an outside independent response being provided.

099. Ongoing HR issue agreed that an outcome focused final letter be sent to the resident with the offer of meeting still being offered.

092. Date of next meeting 1st December 7 p.m.

There being no further business, the meeting closed at 8p.m

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 12th January 2021on held remotely via **ZOOM CONFERENCE CALLING.**

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

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

F.154 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F. 155 DECLARATION OF INTEREST: There were none. Discussions took place regarding Councillors ensuring that their Register of Interest's are always kept accurate.

F.156 MINUTES: Minutes from the meeting held 10th November 2020 were approved as accurate.

F.157 MATTERS OF REPORT ARISING FROM MINUTES: None.

F.158 PUBLIC PARTICIPATION: An email had been received from a resident expressing concerns about Filton Town Council allowing their play areas, outdoor gym and skate park to remain open. The Town Clerk has followed all government guidelines and would like the Council to decide on what action to take. After a discussion it was voted 10 FOR and 1 AGAINST to keep the areas open at present but to publicise the safe use of all the public areas at Elm Park.

F.159 TO DISCUSS AND SET 2021-2022 PRECEPT REQUIREMENTS: The proposed budget tabled suggested that Filton Town Council set 0.45% decrease which allowed for a 0% increase per Band D property. Savings had been made within the salary budget but there would be no job losses as a result of this. There would however be a slight reduction in the general reserves. A discussion took place regarding issues with 0% increases and its implications of on future years if increases were not made in line with inflation. It was resolved that the Town Clerk resubmit figures with several percentage scenarios and bring back to January 2021 Full Council meeting.

ACTION Town Council Office

F.160 CONCLUSION OF 2020-2021 EXTERNAL AUDIT: was discussed and it was confirmed that this was on the FTC website. The Town Clerk to circulate to members the Box 7 & 8 explanation that the external auditors had since acknowledged receipt after the conclusion had been issued.

F.161 REVIEW OF SERVICES TIMELINE: Due to the current lockdown the timeline has been extended. It was reported that members will receive a report on the best way forward by the end of March which will include recommendations on the approach to public consultation. Council commitment would need to be by the end of April by which time it was hoped that any controversial elements would be ironed out prior to appointment of any potential operator.

F.162 RATEPAYERS LICENCE RENEWAL: It was proposed and seconded to renew the licence. VOTED unanimously FOR.

F.162 FACE funding: Debbie Teml submitted a report for Filton Town Council for them to continue to receive the funding as of the previous years. It was agreed to keep the funding as have the previous the years. Filton Town Council formally thanked FACE for all the out-reach work they have done for Filton during the past 12 months. Filton Town Council also asked FACE to submit a proposal to engage in more community engagement work.

F.163 INCOME & EXPENDITURE REPORTS MONTH 9: The reports were noted.

F.164 BALANCE SHEET MONTH 9: The report was noted.

F.165 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public.

F.166 STAFFING COMMITTEE MINUTES OF MEETING HELD 3rd NOVEMBER 2020: The minutes were noted.

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There being no further business the meeting closed at 8.35 PM.

FILTON TOWN COUNCIL

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

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

4th February 2021

Dear Member

You are hereby summoned to A **VIRTUAL** meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 9th February 2021 7pm**

Join Zoom Meeting
https://us02web.zoom.us/j/87113120811?pwd=eXBjQWFXNU9HN0VvK25sUW5TUkVpdz09

Meeting ID: 871 1312 0811
Passcode: 636806

Dial by your location
+44 203 901 7895 United Kingdom
+44 131 460 1196 United Kingdom
+44 203 051 2874 United Kingdom
+44 203 481 5237 United Kingdom
+44 203 481 5240 United Kingdom
Meeting ID: 871 1312 0811
Passcode: 636806
Find your local number: https://us02web.zoom.us/u/kdOCl5tAG1

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 12th January 2021 *(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. Planning Committee Selection (5 members minimum)

7. Pavilion Boiler Repairs (to be circulated)
8. Third Avenue Fencing Repairs (to be circulated)
9. Income & Expenditure Reports Month 9 (*pages 3-12*)
10. Balance Sheet Month 9 *(pages 13-14)*
11. Payments for information up to date *(pages 15)*

Part 2 – Excluding Press and Public

12. Staffing Committee minutes of the meeting held 1st December 2020 (*page 16)*

DRAFT

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 12th January 2021on held remotely via **ZOOM CONFERENCE CALLING.**

PRESENT: Cllrs: - D Collins, M Chaudhry, K Briffett, A Doyle, T Mewies, I Scott, C Wood, A Monk, B Mead, A Kenyon, A Robinson,
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F.149 INCOME & EXPENDITURE REPORTS MONTH 9: The reports were noted.

F.150 BALANCE SHEET MONTH 9: 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 3rd NOVEMBER 2020: The minutes were noted.

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There being no further business the meeting closed at 8.35 PM.

Filton Town Council 20-21

Detailed Income & Expenditure by Budget Heading 04/02/2021

Month No: 9

Cost Centre Report

Code	Heading	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	128	1,583	1,456			8.1%	
1010	Pavillion Hire	0	250	6,500	6,250			3.8%	
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	(274)	10,000	10,274			(2.7%)	
1080	MISCELLANEOUS INCOME	0	8	500	492			1.7%	
1088	HMRC JRS Grant	3,802	150,984	0	(150,984)			0.0%	
	Leisure Centre - General :- Income	**3,802**	**151,096**	**21,608**	**(129,488)**			**699.3%**	**0**
4001	SALARIES & WAGES	33,586	296,920	554,509	257,589		257,589	53.5%	
4003	COST OF TRAINING COURSES	0	103	1,000	898		898	10.3%	
4006	PROTECTIVE CLOTHING	0	0	1,000	1,000		1,000	0.0%	
4008	TRAINING	0	82	1,000	918		918	8.2%	
4011	RATES	6,246	43,726	62,800	19,074		19,074	69.6%	
4014	ELECTRICITY	236	3,144	2,500	(644)		(644)	125.7%	
4015	GAS	2,079	3,711	4,500	789		789	82.5%	
4016	JANITORIAL	394	2,089	5,500	3,411		3,411	38.0%	
4017	HEALTH & SAFETY	0	2,679	800	(1,879)		(1,879)	334.8%	
4018	REFUSE DISPOSAL	0	6,382	7,500	1,118		1,118	85.1%	
4021	TELEPHONE & FAX	0	347	600	253		253	57.8%	
4023	STATIONERY/PRINTING	0	33	2,000	1,967		1,967	1.6%	
4025	INSURANCE	1,830	11,991	12,000	9		9	99.9%	
4030	RECRUITMENT ADVTG	0	0	1,000	1,000		1,000	0.0%	
4032	PUBLICITY	0	688	3,000	2,313		2,313	22.9%	
4035	SECURITY COSTS	98	1,785	8,000	6,215		6,215	22.3%	
4036	PROPERTY MAINTCE	198	8,308	10,000	1,692		1,692	83.1%	
4038	MAINTENANCE CTRCTS	45	1,784	8,000	6,216		6,216	22.3%	
4040	EQUIPMENT & SMALL TOOLS	0	458	1,500	1,042		1,042	30.6%	
4042	EQUIPMENT MAINTCE	1,158	1,158	500	(658)		(658)	231.6%	
4051	BANK CHARGES	(1,011)	982	5,000	4,018		4,018	19.6%	
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	**44,859**	**386,369**	**703,159**	**316,790**	**0**	**316,790**	**54.9%**	**0**
	Net Income over Expenditure	**(41,057)**	**(235,273)**	**(681,551)**	**(446,278)**				
102	Leisure Centre - Swimming Pool								
1012	Bouncy Castle Parties	0	0	500	500			0.0%	
1020	SWIMMING - PUBLIC	1,550	7,281	55,000	47,719			13.2%	
1021	SWIMMING - LESSONS	1,657	12,732	200,000	187,268			6.4%	

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	6,255	7,725	24,000	16,275			32.2%	
1024 SALES (STOCK) POOL	100	267	5,000	4,733			5.3%	
1025 Pool Parties	0	(333)	4,500	4,833			(7.4%)	
1027 Aqua Fit	379	2,000	6,000	4,000			33.3%	
1028 Lifeguard Courses	0	0	4,000	4,000			0.0%	
1099 TILL DISCREPANCIES	13	38	0	(38)			0.0%	
Leisure Centre - Swimming Pool :- Income	**9,954**	**29,020**	**324,000**	**294,980**			9.0%	0
4103 PURCHASES FOR RESALE	0	358	4,000	3,642		3,642	9.0%	
Leisure Centre - Swimming Pool :- Direct Expenditure	**0**	**358**	**4,000**	**3,642**	**0**	**3,642**	**9.0%**	0
4002 TEMPORARY & CASUAL STAFF	0	165	3,000	2,835		2,835	5.5%	
4008 TRAINING	211	671	2,000	1,329		1,329	33.6%	
4012 WATER RATES	1,406	11,745	20,000	8,255		8,255	58.7%	
4014 ELECTRICITY	2,352	20,541	30,000	9,459		9,459	68.5%	
4015 GAS	0	9,402	32,000	22,598		22,598	29.4%	
4017 HEALTH & SAFETY	0	1,250	1,500	250		250	83.3%	
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	0	714	2,500	1,786		1,786	28.6%	
4038 MAINTENANCE CTRCTS	0	741	2,400	1,659		1,659	30.9%	
4040 EQUIPMENT & SMALL TOOLS	0	18	500	482		482	3.5%	
4042 EQUIPMENT MAINTCE	0	1,814	30,000	28,186		28,186	6.0%	
4115 LICENCES	0	75	0	(75)		(75)	0.0%	
4120 POOL CHEMICALS	37	1,419	4,500	3,081		3,081	31.5%	
4125 POOL PURCHASES NOT FOR RESALE	0	121	2,000	1,879		1,879	6.1%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	**4,007**	**48,996**	**134,200**	**85,204**	**0**	**85,204**	**36.5%**	0
Net Income over Expenditure	**5,947**	**(20,335)**	**185,800**	**206,135**				
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	5,775	8,700	2,925			66.4%	
1031 MACHINE INCOME	0	0	800	800			0.0%	
1032 Tickets	0	0	700	700			0.0%	
1040 BAR INCOME - LOUNGE	0	14,960	125,000	110,040			12.0%	

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Detailed Income & Expenditure by Budget Heading 04/02/2021

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
1041	BAR INCOME - HALL	0	0	13,000	13,000			0.0%	
1049	CAFE INCOME	0	46	3,500	3,454			1.3%	
1056	FUNCTION ROOM HIRE	0	110	750	640			14.7%	
1088	HMRC JRS Grant	2,721	21,383	0	(21,383)			0.0%	
1095	INSURANCE CLAIM	0	8,802	0	(8,802)			0.0%	
1099	TILL DISCREPANCIES	(1)	(244)	0	244			0.0%	
	Leisure Centre - Bar :- Income	**3,445**	**50,831**	**152,450**	**101,619**			**33.3%**	0
4101	PURCHASES - WET STOCK	0	6,049	55,900	49,851		49,851	10.8%	
4102	PURCHASES - DRY STOCK	85	295	3,000	2,705		2,705	9.8%	
4109	PURCHASES - CAFE	0	123	2,000	1,877		1,877	6.2%	
	Leisure Centre - Bar :- Direct Expenditure	**85**	**6,467**	**60,900**	**54,433**	0	**54,433**	**10.6%**	0
4001	SALARIES & WAGES	5,162	45,826	86,114	40,288		40,288	53.2%	
4008	TRAINING	0	0	500	500		500	0.0%	
4014	ELECTRICITY	97	97	0	(97)		(97)	0.0%	
4020	SUNDRY OFFICE & IT COSTS	53	210	0	(210)		(210)	0.0%	
4036	PROPERTY MAINTCE	0	469	3,000	2,531		2,531	15.6%	
4038	MAINTENANCE CTRCTS	0	398	305	(93)		(93)	130.5%	
4040	EQUIPMENT & SMALL TOOLS	0	356	400	44		44	89.1%	
4041	EQUIPMENT HIRE	182	1,130	6,000	4,870		4,870	18.8%	
4051	BANK CHARGES	0	74	500	426		426	14.8%	
4060	OTHER PROF FEES	0	200	1,200	1,000		1,000	16.7%	
4104	BAR SUNDRIES	0	21	500	479		479	4.2%	
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	**5,493**	**49,040**	**103,869**	**54,829**	0	**54,829**	**47.2%**	0
	Net Income over Expenditure	**(2,134)**	**(4,676)**	**(12,319)**	**(7,643)**				
105	Leisure Centre - Indoor Sports								
1050	BADMINTON FEES	0	(213)	1,500	1,713			(14.2%)	
1051	SNOOKER FEES	0	0	5,000	5,000			0.0%	
1052	PARTY ROOM HIRE	0	(13)	3,000	3,013			(0.4%)	
1053	SKITTLE ALLEY	0	0	200	200			0.0%	
	Leisure Centre - Indoor Sports :- Income	**0**	**(226)**	**9,700**	**9,926**			**(2.3%)**	0
4014	ELECTRICITY	0	1,386	12,000	10,614		10,614	11.5%	
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	**0**	**1,386**	**17,000**	**15,614**	0	**15,614**	**8.2%**	0
	Net Income over Expenditure	**0**	**(1,612)**	**(7,300)**	**(5,688)**				

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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	67	987	4,590	3,603			21.5%	
1061 OUTSIDE COURTS	0	0	100	100			0.0%	
1063 Petanque Income	0	(6)	125	131			(5.0%)	
Leisure Centre - Outdoor Sport :- Income	**67**	**980**	**4,815**	**3,834**			**20.4%**	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	**67**	**813**	**4,565**	**3,752**				
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	506	2,250	1,744		1,744	22.5%	
4115 LICENCES	0	0	250	250		250	0.0%	
Playing Fields :- Indirect Expenditure	**0**	**506**	**2,500**	**1,994**	**0**	**1,994**	**20.3%**	**0**
Net Income over Expenditure	**0**	**(506)**	**0**	**506**				
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	250	973	1,000	28			97.3%	
Allotments :- Income	**250**	**973**	**1,000**	**28**			**97.2%**	**0**
4012 WATER RATES	39	344	400	56		56	86.0%	

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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
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	0	235	250	15		15	94.0%	
	Allotments :- Indirect Expenditure	**39**	**579**	**925**	**346**	**0**	**346**	**62.6%**	**0**
	Net Income over Expenditure	**211**	**394**	**75**	**(319)**				
301	Roads & Highways								
4080	STREET CARE (ex S Glos)	0	2,343	3,124	781		781	75.0%	
	Roads & Highways :- Indirect Expenditure	**0**	**2,343**	**3,124**	**781**	**0**	**781**	**75.0%**	**0**
	Net Expenditure	**0**	**(2,343)**	**(3,124)**	**(781)**				
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	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	100	100	6,500	6,400		6,400	1.5%	
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	**100**	**17,600**	**46,580**	**28,980**	**0**	**28,980**	**37.8%**	**0**
	Net Income over Expenditure	**(100)**	**(17,668)**	**(44,080)**	**(26,413)**				
801	Corporate Management								
4004	PENSION DEFICIT	(917)	(8,250)	(6,800)	1,450		1,450	121.3%	
	Corporate Management :- Indirect Expenditure	**(917)**	**(8,250)**	**(6,800)**	**1,450**	**0**	**1,450**	**121.3%**	**0**
	Net Expenditure	**917**	**8,250**	**6,800**	**(1,450)**				
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	388	3,000	2,613		2,613	12.9%	

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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	388	6,150	5,763	0	5,763	6.3%	0
Net Expenditure	0	(388)	(6,150)	(5,763)				
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	8,681	78,133	114,300	36,167		36,167	68.4%	
4005 HR Costs-Service level agr'mnt	0	8,817	7,500	(1,317)		(1,317)	117.6%	
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	393	4,741	4,000	(741)		(741)	118.5%	
4021 TELEPHONE & FAX	193	907	750	(157)		(157)	121.0%	
4022 POSTAGE	64	794	1,000	206		206	79.4%	
4023 STATIONERY/PRINTING	161	886	1,000	114		114	88.6%	
4024 SUBSCRIPTIONS	45	1,626	1,600	(26)		(26)	101.6%	
4026 PHOTOCOPY CHARGES	409	727	2,000	1,273		1,273	36.3%	
4027 OFFICE EQUIPMENT	50	259	500	241		241	51.8%	
4039 MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4040 EQUIPMENT & SMALL TOOLS	0	313	0	(313)		(313)	0.0%	
4051 BANK CHARGES	36	478	1,500	1,022		1,022	31.9%	
4052 BANK INTEREST	0	10	0	(10)		(10)	0.0%	
4056 LEGAL FEES	0	525	1,000	475		475	52.5%	
4057 AUDIT FEES	0	0	3,300	3,300		3,300	0.0%	
4058 ACCOUNTANCY FEES	616	7,472	12,000	4,528		4,528	62.3%	
4060 OTHER PROF FEES	0	6,724	3,200	(3,524)		(3,524)	210.1%	
4115 LICENCES	0	320	0	(320)		(320)	0.0%	
Central Services :- Indirect Expenditure	10,647	112,831	158,200	45,369	0	45,369	71.3%	0
Net Income over Expenditure	(10,647)	(112,831)	(158,198)	(45,367)				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
902 Outside Services								
1001 RENT RECEIVED	0	350	0	(350)			0.0%	
Outside Services :- Income	0	350	0	(350)				0
4001 SALARIES & WAGES	7,858	70,718	97,300	26,582		26,582	72.7%	
4006 PROTECTIVE CLOTHING	0	0	200	200		200	0.0%	
4008 TRAINING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTCE	0	1,287	1,500	213		213	85.8%	
4037 GROUNDS MAINTENANCE	0	2,732	2,500	(232)		(232)	109.3%	
4039 MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4040 EQUIPMENT & SMALL TOOLS	44	780	2,000	1,220		1,220	39.0%	
4041 EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042 EQUIPMENT MAINTCE	0	347	3,000	2,653		2,653	11.6%	
4044 VEHICLE FUEL,OIL & MAINT	0	2,196	2,500	304		304	87.8%	
Outside Services :- Indirect Expenditure	7,901	78,160	109,750	31,590	0	31,590	71.2%	0
Net Income over Expenditure	(7,901)	(77,810)	(109,750)	(31,940)				
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	775	1,220	1,732	512		512	70.4%	
4055 LOAN CAPITAL REPAID	7,276	14,371	14,371	0		0	100.0%	
4918 CAP Gates & Fencing	0	3,197	0	(3,197)		(3,197)	0.0%	
4978 CAP Fire Alarm Upgrade	0	0	32,101	32,101		32,101	0.0%	
4980 CAP - Defibrillators	0	2,450	0	(2,450)		(2,450)	0.0%	
4992 FUNDING FROM R CAP FUND	0	(2,450)	(32,101)	(29,651)		(29,651)	7.6%	
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%	
4999 TFR FR EARMARKED RSV	0	(3,197)	0	3,197		3,197	0.0%	
Capital & Projects :- Indirect Expenditure	8,051	86,554	56,103	(30,451)	0	(30,451)	154.3%	0
Net Income over Expenditure	(8,051)	(55,591)	(56,103)	(512)				
998 Precept & Interest								
1076 PRECEPT	0	981,786	981,785	(1)			100.0%	
1090 INTEREST RECEIVED	23	361	1,000	639			36.1%	
Precept & Interest :- Income	23	982,147	982,785	638			99.9%	0
Net Income	23	982,147	982,785	638				

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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
Grand Totals:- Income	17,541	1,246,068	1,503,360	257,292			82.9%	
Expenditure	80,266	784,083	1,403,360	619,277	0	619,277	55.9%	
Net Income over Expenditure	(62,725)	461,985	100,000	(361,985)				
Movement to/(from) Gen Reserve	(62,725)	461,985						

Summary Income & Expenditure by Budget Heading 04/02/2021

Month No: 10 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	6,000	157,096	21,608	(135,488)			727.0%
		Expenditure	8,180	394,550	703,159	308,609		308,609	56.1%
	Movement to/(from) Gen Reserve		(2,180)	(237,453)					
102	Leisure Centre - Swimming Pool	Income	4,267	33,287	324,000	290,713			10.3%
		Expenditure	10,151	59,506	138,200	78,694		78,694	43.1%
	Movement to/(from) Gen Reserve		(5,884)	(26,219)					
103	Leisure Centre - Pool Vending	Income	0	0	500	500			0.0%
104	Leisure Centre - Bar	Income	725	51,556	152,450	100,894			33.8%
		Expenditure	213	55,720	164,769	109,049		109,049	33.8%
	Movement to/(from) Gen Reserve		512	(4,164)					
105	Leisure Centre - Indoor Sports	Income	0	(226)	9,700	9,926			(2.3%)
		Expenditure	302	1,688	17,000	15,312		15,312	9.9%
	Movement to/(from) Gen Reserve		(302)	(1,914)					
106	Leisure Centre - Outdoor Sport	Income	0	980	4,815	3,834			20.4%
		Expenditure	0	167	250	83		83	66.9%
	Movement to/(from) Gen Reserve		0	813					
201	Playing Fields	Income	0	0	2,500	2,500			0.0%
		Expenditure	0	506	2,500	1,994		1,994	20.3%
	Movement to/(from) Gen Reserve		0	(506)					
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	973	1,000	28			97.3%
		Expenditure	13	592	925	333		333	64.0%
	Movement to/(from) Gen Reserve		(13)	381					
301	Roads & Highways	Expenditure	0	2,343	3,124	781		781	75.0%
302	Community Development	Income	0	(68)	2,500	2,568			(2.7%)
		Expenditure	0	17,600	46,580	28,980		28,980	37.8%
	Movement to/(from) Gen Reserve		0	(17,668)					
801	Corporate Management	Expenditure	0	(8,250)	(6,800)	1,450		1,450	121.3%
802	Democratic Rep'n & Mgmt	Expenditure	0	388	6,150	5,763		5,763	6.3%
803	Civic Expenses	Expenditure	0	0	950	950		950	0.0%
901	Central Services	Income	0	0	2	2			0.0%
		Expenditure	1,778	114,609	158,200	43,591		43,591	72.4%
	Movement to/(from) Gen Reserve		(1,778)	(114,609)					
902	Outside Services	Income	0	350	0	(350)			0.0%
		Expenditure	68	78,228	109,750	31,522		31,522	71.3%
	Movement to/(from) Gen Reserve		(68)	(77,878)					

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Summary Income & Expenditure by Budget Heading 04/02/2021

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
909 Capital & Projects	Income	0	30,963	0	(30,963)			0.0%
	Expenditure	0	86,554	56,103	(30,451)		(30,451)	154.3%
	Movement to/(from) Gen Reserve	0	(55,591)					
998 Precept & Interest	Income	18	982,165	982,785	620			99.9%
	Grand Totals:- Income	**11,010**	**1,257,078**	**1,503,360**	**246,282**			**83.6%**
	Expenditure	**20,706**	**804,789**	**1,403,360**	**598,571**	**0**	**598,571**	**57.3%**
	Net Income over Expenditure	**(9,696)**	**452,289**	**100,000**	**(352,289)**			
	Movement to/(from) Gen Reserve	**(9,696)**	**452,289**					

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 04/02/2021

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	8,202		
115	OTHER DEBTORS	6,523		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	2,719		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	(12,341)		
201	BANK IMPREST WAGES AC	195,771		
215	POOL TAKINGS CASHBOOK	(117)		
220	PETTY CASH - OFFICE	132		
221	PETTY CASH - BAR	269		
225	FLOAT - BAR	295		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	165		
245	CCLA Public Sector Investment	395,000		
	Total Current Assets		**597,706**	
	Current Liabilities			
500	TRADE CREDITORS	2,555		
501	SUNDRY CREDITORS	(265)		
506	DEFERRED VAT COVID 19	1,253		
510	ACCRUED EXPENSES	750		
513	ACCRUED MISSING INVOICES	956		
525	PAYE AND NI DUE	9,992		
526	SUPERANNUATION DUE	5,938		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		**25,679**	
	Net Current Assets			**572,027**
	Total Assets less Current Liabilities			**1,362,043**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,258,443)		
401	PWLB Loan 486814	22,967		
	Total Long Term Liabilities		**235,744**	
	Total Assets less Total Liabilities			**1,126,299**
	Represented by :-			
300	CURRENT YEAR FUND	461,985		
310	GENERAL FUND	26,100		

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 04/02/2021

A/c	Description	Actual	
315	ROLLING CAPITAL FUND	38,239	
325	EMR 4 Towns Play Association	300	
328	EMR Elections	10,338	
329	EMR CIL 19/20	4,101	
330	CAPITAL FINANCE ACCOUNT	554,272	
331	EMR CIL 20/21	30,963	
	Total Equity		**1,126,299**

Date: 04/02/2021

Time: 11:39

Filton Town Council 20-21

BANK ACCOUNT-GENERAL

List of Payments made between 08/01/2021 and 04/02/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
08/01/2021	South Gloucestershire Council	Std Ord	6,246.00		Sports Centre Rates 20-21
11/01/2021	Barclays Bank PLC	DDR	24.00		Purchase Ledger Payment
12/01/2021	Co-Op Bank	DDR	10.50		Unpaid item fee
14/01/2021	Co-OP Bank	DDR	10.50		Unpaid item fee
15/01/2021	Co-Op Bank	DDR	21.00		2 x Unpaid item fee
19/01/2021	British Telecommunications plc	5559	116.12		M082X8/4920/British Telecommun
19/01/2021	Fitronics Ltd	5560	3,938.16		SUPC02863/4921/Fitronics Ltd
19/01/2021	CryoService Ltd	5561	201.30		415569497/4922/CryoService Ltd
19/01/2021	DL I.T. Solutions Ltd	5562	1,176.24		1002250/4926/DL I.T. Solutions
19/01/2021	Everflow Ltd	5563	1,301.71		819859/4927/Everflow Ltd
19/01/2021	Rentokil Initial UK Ltd	5564	195.95		33746040/4930/Rentokil Initial
19/01/2021	Cape Meridian Ltd	5565	39.00		2020/12/036/4931/Cape Meridian
19/01/2021	PKF Littlejohn LLP	5566	2,400.00		SB20203779/4933/PKF Littlejohn
19/01/2021	South Gloucestershire Council	5567	937.22		Purchase Ledger Payment
19/01/2021	Travis Perkins Trading Co Ltd	5568	52.44		3015APL878/4935/Travis Perkins
19/01/2021	Waterlogic GB Ltd	5569	44.83		5990463/4936/Waterlogic GB Ltd
19/01/2021	Zurich Municipal	5570	2,123.43		Purchase Ledger Payment
21/01/2021	British Gas	DDR1	275.28		955706948/4924/British Gas
22/01/2021	EE	D/CARD	20.00		Mobile top up
22/01/2021	British Gas	DDR2	2,718.58		191765136/4923/British Gas
29/01/2021	Pitney Bowes	DDR3	71.00		BH865621/4932/Pitney Bowes
03/02/2021	C. Brewer & Sons Ltd	5571	58.56		FLT/327906/4956/C. Brewer & So
03/02/2021	CryoService Ltd	5572	18.34		415676792/4954/CryoService Ltd
03/02/2021	DCK Accounting Solutions Ltd	5573	935.17		TPC9500/4960/DCK Accounting So
03/02/2021	South Gloucestershire Council	5574	635.16		3804555085/4962/South Gloucest
03/02/2021	Society of Local Council Clerk	5575	346.00		MEM233592/4961/Society of Loca
03/02/2021	Ernest Till (South West) & co	5576	1,389.60		Purchase Ledger Payment
03/02/2021	Travis Perkins Trading Co Ltd	5577	23.25		3015APM509/4963/Travis Perkins
03/02/2021	Viridor Waste Management Ltd	5578	1,771.54		Purchase Ledger Payment
03/02/2021	Whitehall Printing Co (Avon) L	5579	448.80		75765/4965/Whitehall Printing
		Total Payments	27,549.68		

Minutes of the virtual Staffing Committee meeting held remotely via zoom on 1st December 2020 at 6p.m.

PRESENT: Cllrs:- D.Collins, A Doyle(Chairing), B.Mead

ALSO PRESENT: LR (Town Clerk) SF(Leisure Centre Manager), NP(Maintenance Manager) CW(Minute taking)

APOLOGIES:

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101. Minutes. Minutes of the meeting held 3rd November 2020 approved as a true record.

102. Matters arising from the minutes not already included in the agenda

i.Minute 098 – The Data Subject Access Request - the response had now been sent.

103. Maintenance Manager Report updates were given on work completed during the lockdown 2.

104. Bar Managers Report – the manager was furloughed therefore a verbal update was given from the Town Clerk. As the local area was moving into Tier 3 there was no option to open the Ratepayers Arms. Even if the area dropped to Tier 2 we would need to be providing substantial meals, which again was not an option. Further advice was awaited on 16th December however as the Centre has already had plans to close for the Christmas period and staff were due to use annual leave during this period it was agreed to recommend that the remain closed and the situation reviewed in January 2021. It was reported that 2 members of staff would be temporarily returning from furlough to sort through stock and where possible return or sell to minimise any potential losses.

105. Leisure Centre Managers Report the committee were updated that staff were returning from furlough and the Centre would re-open on Thursday 3rd December albeit at a reduced capacity due to the current restrictions.

Staff had raised concern over their future employment should the council resolve to move to a new operator. Reassurance was given that there would be full consultation process with all departments should this decision be taken.

106. Ongoing HR issue a final letter had been sent to the resident and a reply received. It was agreed to refer the matter back to full council for agreement of 'no further action'.

107. Date of next meeting Tuesday 5th January 2021.

There being no further business, the meeting closed at 6.45p.m

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 9th February 2021 held remotely via **ZOOM CONFERENCE CALLING.**

PRESENT: Cllrs: - D Collins, M Chaudhry, K Briffett, , T Mewies, I Scott, C Wood, A Monk, B Mead, A Kenyon, A Robinson,
ALSO PRESENT: N Gould (Town Council Support Officer), C Westcott (Administrator)
APOLOGIES: Cllrs: - A Doyle
NON-ATTENDANCE: - Cllrs: -

F.167 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F. 168 DECLARATION OF INTEREST: There were none

F.169 MINUTES: Minutes from the meeting held 12th January 2021 were approved as accurate.

F.170 MATTERS OF REPORT ARISING FROM MINUTES: None.

F.171 PUBLIC PARTICIPATION: Discussion took place on how the Council to gain more public participation. It was decided that Filton Town Council would work with Filton Voice and produce a form that can be manually submitted by post as to not exclude non internet users from being able to share their submissions.

Action Town Council Office

F.172 PLANNING COMMITTEE SELECTION: Currently only 4 members have chosen to be on the committee. One of which is only temporary. There needs to be 5 members to be able to run the committee.

F.173 PAVILION BOILER REPAIRS: Currently have 2 quotations and waiting the last one to replace the pavilion boiler. Discussions took place as to the quality of the boilers in each of the quotes, where the boiler was used, specifications of each boiler. It was proposed and seconded once confirmed that as long as there was no health and safety risks to wait for the third quote and then go with the one with best value.

F.174 THIRD AVENUE FENCING REPAIRS: A report was discussed regarding the current issues with the fence. Councillors would like an updated report with prices to show fixing, replacing and then making the fence higher. It was decided should the residents want anything extra to what currently stands then residents contributions would be expected. It was also noted that any change to the current size of the fence would need to be agreed by all residents who's gardens back on to the lane.

F.175 INCOME & EXPENDITURE REPORTS MONTH 9: The reports were noted.

F.176 BALANCE SHEET MONTH 9: The report was noted.

F.177 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public.

F.178 STAFFING COMMITTEE MINUTES OF MEETING HELD 1ST DECEMBER: The minutes were noted accurate.

.

There being no further business the meeting closed at 8.04 PM.

FILTON TOWN COUNCIL

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

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

4th March 2021

Dear Member

You are hereby summoned to A **VIRTUAL** meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 9th March 2021 at 7pm**

Join Zoom Meeting
https://us02web.zoom.us/j/81340773054?pwd=b3ovQ2xtamdseHlPdTVlRzQ2MldOZz09

Meeting ID: 813 4077 3054
Passcode: 495913

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: 813 4077 3054
Passcode: 495913

Find your local number: https://us02web.zoom.us/u/kyXnrj1bB

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 9th February 2021 *(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. Grant Payments *(page 3)*
7. Income & Expenditure Reports Month 10 (*pages 4-13*)
8. Balance Sheet Month 10 *(pages 14-15)*
9. Payments for information up to date *(pages 16)*

Part 2 – Excluding Press and Public

10. Staffing Committee minutes of the meeting held 2nd March 2021 (*to be circulated prior to meeting)*

DRAFT

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 9th February 2021 held remotely via **ZOOM CONFERENCE CALLING.**

PRESENT: Cllrs: - D Collins, M Chaudhry, K Briffett, , T Mewies, I Scott, C Wood, A Monk, B Mead, A Kenyon, A Robinson,
ALSO PRESENT: N Gould (Town Council Support Officer), C Westcott (Administrator)
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Part 2 excluding press and public.

F.178 STAFFING COMMITTEE MINUTES OF MEETING HELD 1ST DECEMBER:
The minutes were noted accurate.

There being no further business the meeting closed at 8.04 PM.

Organisation	Contact	Charity No.	Amount requested	To Spend On
North Bristol Advice Centre	Katherine Tanko	1066921	£500	Towards project costs entailed in supporting Filton clients. Including salaries, volunteer expenses, travel costs and over heads.
Four Towns transport	Izzie Nicholls	1084874	£1000	To Continue to help the community to have access to safe transport to enable access the community, medical appointments, social activities. Currently have 116 clients who live in Filton on.

	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	128	1,583	1,456			8.1%	
1010 Pavillion Hire	0	250	6,500	6,250			3.8%	
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	(274)	10,000	10,274			(2.7%)	
1080 MISCELLANEOUS INCOME	0	8	500	492			1.7%	
1088 HMRC JRS Grant	21,432	172,416	0	(172,416)			0.0%	
1089 South Glos Covid-19 Grant	10,500	10,500	0	(10,500)			0.0%	
Leisure Centre - General :- Income	**31,932**	**183,028**	**21,608**	**(161,420)**			**847.0%**	0
4001 SALARIES & WAGES	25,799	322,719	554,509	231,790		231,790	58.2%	
4003 COST OF TRAINING COURSES	0	103	1,000	898		898	10.3%	
4006 PROTECTIVE CLOTHING	0	0	1,000	1,000		1,000	0.0%	
4008 TRAINING	0	82	1,000	918		918	8.2%	
4011 RATES	6,246	49,972	62,800	12,828		12,828	79.6%	
4014 ELECTRICITY	229	3,373	2,500	(873)		(873)	134.9%	
4015 GAS	383	4,094	4,500	406		406	91.0%	
4016 JANITORIAL	200	2,289	5,500	3,211		3,211	41.6%	
4017 HEALTH & SAFETY	0	2,679	800	(1,879)		(1,879)	334.8%	
4018 REFUSE DISPOSAL	1,517	7,899	7,500	(399)		(399)	105.3%	
4021 TELEPHONE & FAX	0	347	600	253		253	57.8%	
4023 STATIONERY/PRINTING	374	407	2,000	1,593		1,593	20.4%	
4025 INSURANCE	0	11,991	12,000	9		9	99.9%	
4030 RECRUITMENT ADVTG	0	0	1,000	1,000		1,000	0.0%	
4032 PUBLICITY	0	688	3,000	2,313		2,313	22.9%	
4035 SECURITY COSTS	33	1,818	8,000	6,182		6,182	22.7%	
4036 PROPERTY MAINTCE	0	8,308	10,000	1,692		1,692	83.1%	
4038 MAINTENANCE CTRCTS	0	1,784	8,000	6,216		6,216	22.3%	
4040 EQUIPMENT & SMALL TOOLS	0	458	1,500	1,042		1,042	30.6%	
4042 EQUIPMENT MAINTCE	0	1,158	500	(658)		(658)	231.6%	
4051 BANK CHARGES	115	1,096	5,000	3,904		3,904	21.9%	
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	**34,895**	**421,265**	**703,159**	**281,894**	0	**281,894**	**59.9%**	0
Net Income over Expenditure	**(2,963)**	**(238,236)**	**(681,551)**	**(443,315)**				
102 Leisure Centre - Swimming Pool								
1012 Bouncy Castle Parties	0	0	500	500			0.0%	
1020 SWIMMING - PUBLIC	3	7,284	55,000	47,716			13.2%	

Continued over page

Detailed Income & Expenditure by Budget Heading 04/03/2021

Month No: 10 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
1021 SWIMMING - LESSONS	0	12,732	200,000	187,268			6.4%	
1022 SWIMMING - SCHOOLS	0	(690)	25,000	25,690			(2.8%)	
1023 SWIMMING - CLUBS	540	8,265	24,000	15,735			34.4%	
1024 SALES (STOCK) POOL	0	267	5,000	4,733			5.3%	
1025 Pool Parties	0	(333)	4,500	4,833			(7.4%)	
1027 Aqua Fit	0	2,000	6,000	4,000			33.3%	
1028 Lifeguard Courses	0	0	4,000	4,000			0.0%	
1095 INSURANCE CLAIM	3,724	3,724	0	(3,724)			0.0%	
1099 TILL DISCREPANCIES	0	38	0	(38)			0.0%	
Leisure Centre - Swimming Pool :- Income	**4,267**	**33,287**	**324,000**	**290,713**			**10.3%**	**0**
4103 PURCHASES FOR RESALE	0	358	4,000	3,642		3,642	9.0%	
Leisure Centre - Swimming Pool :- Direct Expenditure	**0**	**358**	**4,000**	**3,642**	**0**	**3,642**	**9.0%**	**0**
4002 TEMPORARY & CASUAL STAFF	0	165	3,000	2,835		2,835	5.5%	
4008 TRAINING	0	671	2,000	1,329		1,329	33.6%	
4012 WATER RATES	1,289	13,033	20,000	6,967		6,967	65.2%	
4014 ELECTRICITY	2,655	23,196	30,000	6,804		6,804	77.3%	
4015 GAS	2,926	12,328	32,000	19,672		19,672	38.5%	
4017 HEALTH & SAFETY	0	1,250	1,500	250		250	83.3%	
4020 SUNDRY OFFICE & IT COSTS	0	320	3,500	3,180		3,180	9.1%	
4024 SUBSCRIPTIONS	3,282	3,282	300	(2,982)		(2,982)	1093.9%	
4036 PROPERTY MAINTCE	0	714	2,500	1,786		1,786	28.6%	
4038 MAINTENANCE CTRCTS	0	741	2,400	1,659		1,659	30.9%	
4040 EQUIPMENT & SMALL TOOLS	0	18	500	482		482	3.5%	
4042 EQUIPMENT MAINTCE	0	1,814	30,000	28,186		28,186	6.0%	
4115 LICENCES	0	75	0	(75)		(75)	0.0%	
4120 POOL CHEMICALS	0	1,419	4,500	3,081		3,081	31.5%	
4125 POOL PURCHASES NOT FOR RESALE	0	121	2,000	1,879		1,879	6.1%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	**10,151**	**59,148**	**134,200**	**75,052**	**0**	**75,052**	**44.1%**	**0**
Net Income over Expenditure	**(5,884)**	**(26,219)**	**185,800**	**212,019**				
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	6,500	8,700	2,200			74.7%	
1031 MACHINE INCOME	0	0	800	800			0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 04/03/2021

Month No: 10

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
1032	Tickets	0	0	700	700			0.0%	
1040	BAR INCOME - LOUNGE	0	14,960	125,000	110,040			12.0%	
1041	BAR INCOME - HALL	0	0	13,000	13,000			0.0%	
1049	CAFE INCOME	0	46	3,500	3,454			1.3%	
1056	FUNCTION ROOM HIRE	0	110	750	640			14.7%	
1088	HMRC JRS Grant	3,729	25,112	0	(25,112)			0.0%	
1095	INSURANCE CLAIM	0	8,802	0	(8,802)			0.0%	
1099	TILL DISCREPANCIES	0	(244)	0	244			0.0%	
	Leisure Centre - Bar :- Income	**4,454**	**55,286**	**152,450**	**97,164**			**36.3%**	**0**
4101	PURCHASES - WET STOCK	0	6,049	55,900	49,851		49,851	10.8%	
4102	PURCHASES - DRY STOCK	0	295	3,000	2,705		2,705	9.8%	
4109	PURCHASES - CAFE	0	123	2,000	1,877		1,877	6.2%	
	Leisure Centre - Bar :- Direct Expenditure	**0**	**6,467**	**60,900**	**54,433**	**0**	**54,433**	**10.6%**	**0**
4001	SALARIES & WAGES	3,965	49,791	86,114	36,323		36,323	57.8%	
4008	TRAINING	0	0	500	500		500	0.0%	
4014	ELECTRICITY	0	97	0	(97)		(97)	0.0%	
4020	SUNDRY OFFICE & IT COSTS	53	263	0	(263)		(263)	0.0%	
4036	PROPERTY MAINTCE	0	469	3,000	2,531		2,531	15.6%	
4038	MAINTENANCE CTRCTS	0	398	305	(93)		(93)	130.5%	
4040	EQUIPMENT & SMALL TOOLS	20	376	400	24		24	94.1%	
4041	EQUIPMENT HIRE	141	1,271	6,000	4,729		4,729	21.2%	
4051	BANK CHARGES	0	74	500	426		426	14.8%	
4060	OTHER PROF FEES	0	200	1,200	1,000		1,000	16.7%	
4104	BAR SUNDRIES	0	21	500	479		479	4.2%	
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	**4,179**	**53,218**	**103,869**	**50,651**	**0**	**50,651**	**51.2%**	**0**
	Net Income over Expenditure	**276**	**(4,400)**	**(12,319)**	**(7,919)**				
105	Leisure Centre - Indoor Sports								
1050	BADMINTON FEES	0	(213)	1,500	1,713			(14.2%)	
1051	SNOOKER FEES	0	0	5,000	5,000			0.0%	
1052	PARTY ROOM HIRE	0	(13)	3,000	3,013			(0.4%)	
1053	SKITTLE ALLEY	0	0	200	200			0.0%	
	Leisure Centre - Indoor Sports :- Income	**0**	**(226)**	**9,700**	**9,926**			**(2.3%)**	**0**
4014	ELECTRICITY	302	1,688	12,000	10,312		10,312	14.1%	
4036	PROPERTY MAINTCE	0	0	4,000	4,000		4,000	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
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
Leisure Centre - Indoor Sports :- Indirect Expenditure	**302**	**1,688**	**17,000**	**15,312**	**0**	**15,312**	**9.9%**	**0**
Net Income over Expenditure	**(302)**	**(1,914)**	**(7,300)**	**(5,386)**				
106 Leisure Centre - Outdoor Sport								
1060 GRASS INCOME	0	987	4,590	3,603			21.5%	
1061 OUTSIDE COURTS	0	0	100	100			0.0%	
1063 Petanque Income	0	(6)	125	131			(5.0%)	
Leisure Centre - Outdoor Sport :- Income	**0**	**980**	**4,815**	**3,834**			**20.4%**	**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**	**813**	**4,565**	**3,752**				
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	506	2,250	1,744		1,744	22.5%	
4115 LICENCES	0	0	250	250		250	0.0%	
Playing Fields :- Indirect Expenditure	**0**	**506**	**2,500**	**1,994**	**0**	**1,994**	**20.3%**	**0**
Net Income over Expenditure	**0**	**(506)**	**0**	**506**				
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**				

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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	973	1,000	28			97.3%	
Allotments :- Income	0	973	1,000	28			97.2%	0
4012 WATER RATES	13	357	400	43		43	89.2%	
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	235	250	15		15	94.0%	
Allotments :- Indirect Expenditure	13	592	925	333	0	333	64.0%	0
Net Income over Expenditure	(13)	381	75	(306)				
301 Roads & Highways								
4080 STREET CARE (ex S Glos)	0	2,343	3,124	781		781	75.0%	
Roads & Highways :- Indirect Expenditure	0	2,343	3,124	781	0	781	75.0%	0
Net Expenditure	0	(2,343)	(3,124)	(781)				
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	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	0	100	6,500	6,400		6,400	1.5%	
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	17,600	46,580	28,980	0	28,980	37.8%	0
Net Income over Expenditure	0	(17,668)	(44,080)	(26,413)				
801 Corporate Management								
4004 PENSION DEFICIT	(917)	(9,167)	(6,800)	2,367		2,367	134.8%	
Corporate Management :- Indirect Expenditure	(917)	(9,167)	(6,800)	2,367	0	2,367	134.8%	0
Net Expenditure	917	9,167	6,800	(2,367)				

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
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	388	3,000	2,613		2,613	12.9%	
4065	MEETING COSTS	0	0	150	150		150	0.0%	
	Democratic Rep'n & Mgmt :- Indirect Expenditure	**0**	**388**	**6,150**	**5,763**	**0**	**5,763**	**6.3%**	**0**
	Net Expenditure	**0**	**(388)**	**(6,150)**	**(5,763)**				
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	8,681	86,815	114,300	27,485		27,485	76.0%	
4005	HR Costs-Service level agr'mnt	529	9,346	7,500	(1,846)		(1,846)	124.6%	
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	494	5,235	4,000	(1,235)		(1,235)	130.9%	
4021	TELEPHONE & FAX	180	1,087	750	(337)		(337)	145.0%	
4022	POSTAGE	169	963	1,000	37		37	96.3%	
4023	STATIONERY/PRINTING	0	886	1,000	114		114	88.6%	
4024	SUBSCRIPTIONS	0	1,626	1,600	(26)		(26)	101.6%	
4026	PHOTOCOPY CHARGES	0	727	2,000	1,273		1,273	36.3%	
4027	OFFICE EQUIPMENT	0	259	500	241		241	51.8%	
4039	MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	313	0	(313)		(313)	0.0%	
4051	BANK CHARGES	66	545	1,500	955		955	36.3%	
4052	BANK INTEREST	0	10	0	(10)		(10)	0.0%	
4056	LEGAL FEES	0	525	1,000	475		475	52.5%	
4057	AUDIT FEES	0	0	3,300	3,300		3,300	0.0%	
4058	ACCOUNTANCY FEES	779	8,251	12,000	3,749		3,749	68.8%	

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
4060	OTHER PROF FEES	0	6,724	3,200	(3,524)		(3,524)	210.1%	
4115	LICENCES	0	320	0	(320)		(320)	0.0%	
	Central Services :- Indirect Expenditure	**10,900**	**123,731**	**158,200**	**34,469**	**0**	**34,469**	**78.2%**	**0**
	Net Income over Expenditure	**(10,900)**	**(123,731)**	**(158,198)**	**(34,467)**				
902	Outside Services								
1001	RENT RECEIVED	0	350	0	(350)			0.0%	
	Outside Services :- Income	**0**	**350**	**0**	**(350)**				**0**
4001	SALARIES & WAGES	7,858	78,576	97,300	18,724		18,724	80.8%	
4006	PROTECTIVE CLOTHING	0	0	200	200		200	0.0%	
4008	TRAINING	0	0	500	500		500	0.0%	
4036	PROPERTY MAINTCE	0	1,287	1,500	213		213	85.8%	
4037	GROUNDS MAINTENANCE	68	2,801	2,500	(301)		(301)	112.0%	
4039	MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	780	2,000	1,220		1,220	39.0%	
4041	EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042	EQUIPMENT MAINTCE	0	347	3,000	2,653		2,653	11.6%	
4044	VEHICLE FUEL,OIL & MAINT	0	2,196	2,500	304		304	87.8%	
	Outside Services :- Indirect Expenditure	**7,926**	**86,086**	**109,750**	**23,664**	**0**	**23,664**	**78.4%**	**0**
	Net Income over Expenditure	**(7,926)**	**(85,736)**	**(109,750)**	**(24,014)**				
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	1,220	1,732	512		512	70.4%	
4055	LOAN CAPITAL REPAID	0	14,371	14,371	0		0	100.0%	
4903	CAP IT Upgrading	661	661	0	(661)		(661)	0.0%	
4918	CAP Gates & Fencing	0	3,197	0	(3,197)		(3,197)	0.0%	
4978	CAP Fire Alarm Upgrade	0	0	32,101	32,101		32,101	0.0%	
4980	CAP - Defibrillators	0	2,450	0	(2,450)		(2,450)	0.0%	
4992	FUNDING FROM R CAP FUND	(661)	(3,111)	(32,101)	(28,990)		(28,990)	9.7%	
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%	
4999	TFR FR EARMARKED RSV	0	(3,197)	0	3,197		3,197	0.0%	
	Capital & Projects :- Indirect Expenditure	**0**	**86,554**	**56,103**	**(30,451)**	**0**	**(30,451)**	**154.3%**	**0**
	Net Income over Expenditure	**0**	**(55,591)**	**(56,103)**	**(512)**				

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Detailed Income & Expenditure by Budget Heading 04/03/2021

Month No: 10 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
998	Precept & Interest								
1076	PRECEPT	0	981,786	981,785	(1)			100.0%	
1090	INTEREST RECEIVED	20	381	1,000	619			38.1%	
	Precept & Interest :- Income	**20**	**982,167**	**982,785**	**618**			**99.9%**	**0**
	Net Income	**20**	**982,167**	**982,785**	**618**				
	Grand Totals:- Income	**40,673**	**1,286,740**	**1,503,360**	**216,619**			**85.6%**	
	Expenditure	**67,449**	**851,532**	**1,403,360**	**551,828**	**0**	**551,828**	**60.7%**	
	Net Income over Expenditure	**(26,776)**	**435,209**	**100,000**	**(335,209)**				
	Movement to/(from) Gen Reserve	**(26,776)**	**435,209**						

Month No: 10 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	31,932	183,028	21,608	(161,420)			847.0%
		Expenditure	34,895	421,265	703,159	281,894		281,894	59.9%
		Movement to/(from) Gen Reserve	(2,963)	(238,236)					
102	Leisure Centre - Swimming Pool	Income	4,267	33,287	324,000	290,713			10.3%
		Expenditure	10,151	59,506	138,200	78,694		78,694	43.1%
		Movement to/(from) Gen Reserve	(5,884)	(26,219)					
103	Leisure Centre - Pool Vending	Income	0	0	500	500			0.0%
104	Leisure Centre - Bar	Income	4,454	55,286	152,450	97,164			36.3%
		Expenditure	4,179	59,686	164,769	105,083		105,083	36.2%
		Movement to/(from) Gen Reserve	276	(4,400)					
105	Leisure Centre - Indoor Sports	Income	0	(226)	9,700	9,926			(2.3%)
		Expenditure	302	1,688	17,000	15,312		15,312	9.9%
		Movement to/(from) Gen Reserve	(302)	(1,914)					
106	Leisure Centre - Outdoor Sport	Income	0	980	4,815	3,834			20.4%
		Expenditure	0	167	250	83		83	66.9%
		Movement to/(from) Gen Reserve	0	813					
201	Playing Fields	Income	0	0	2,500	2,500			0.0%
		Expenditure	0	506	2,500	1,994		1,994	20.3%
		Movement to/(from) Gen Reserve	0	(506)					
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	973	1,000	28			97.3%
		Expenditure	13	592	925	333		333	64.0%
		Movement to/(from) Gen Reserve	(13)	381					
301	Roads & Highways	Expenditure	0	2,343	3,124	781		781	75.0%
302	Community Development	Income	0	(68)	2,500	2,568			(2.7%)
		Expenditure	0	17,600	46,580	28,980		28,980	37.8%
		Movement to/(from) Gen Reserve	0	(17,668)					
801	Corporate Management	Expenditure	(917)	(9,167)	(6,800)	2,367		2,367	134.8%
802	Democratic Rep'n & Mgmt	Expenditure	0	388	6,150	5,763		5,763	6.3%
803	Civic Expenses	Expenditure	0	0	950	950		950	0.0%
901	Central Services	Income	0	0	2	2			0.0%
		Expenditure	10,900	123,731	158,200	34,469		34,469	78.2%
		Movement to/(from) Gen Reserve	(10,900)	(123,731)					
902	Outside Services	Income	0	350	0	(350)			0.0%
		Expenditure	7,926	86,086	109,750	23,664		23,664	78.4%
		Movement to/(from) Gen Reserve	(7,926)	(85,736)					

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Summary Income & Expenditure by Budget Heading 04/03/2021

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
909 Capital & Projects	Income	0	30,963	0	(30,963)			0.0%
	Expenditure	0	86,554	56,103	(30,451)		(30,451)	154.3%
	Movement to/(from) Gen Reserve	0	(55,591)					
998 Precept & Interest	Income	20	982,167	982,785	618			99.9%
	Grand Totals:- Income	**40,673**	**1,286,740**	**1,503,360**	**216,619**			**85.6%**
	Expenditure	**67,449**	**851,532**	**1,403,360**	**551,828**	**0**	**551,828**	**60.7%**
	Net Income over Expenditure	**(26,776)**	**435,209**	**100,000**	**(335,209)**			
	Movement to/(from) Gen Reserve	**(26,776)**	**435,209**					

Filton Town Council 20-21

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 04/03/2021

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	2,949		
115	OTHER DEBTORS	25,161		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	2,719		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	11,255		
201	BANK IMPREST WAGES AC	164,324		
215	POOL TAKINGS CASHBOOK	(621)		
220	PETTY CASH - OFFICE	132		
221	PETTY CASH - BAR	269		
225	FLOAT - BAR	295		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	165		
245	CCLA Public Sector Investment	365,000		
	Total Current Assets		**572,735**	
	Current Liabilities			
500	TRADE CREDITORS	8,098		
501	SUNDRY CREDITORS	(265)		
506	DEFERRED VAT COVID 19	1,253		
510	ACCRUED EXPENSES	750		
513	ACCRUED MISSING INVOICES	956		
525	PAYE AND NI DUE	7,474		
526	SUPERANNUATION DUE	5,378		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		**28,145**	
	Net Current Assets			**544,590**
	Total Assets less Current Liabilities			**1,334,606**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,258,443)		
401	PWLB Loan 486814	22,967		
	Total Long Term Liabilities		**235,744**	
	Total Assets less Total Liabilities			**1,098,862**
	Represented by :-			
300	CURRENT YEAR FUND	435,209		
310	GENERAL FUND	26,100		

Filton Town Council 20-21

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 04/03/2021

A/c	Description	Actual	
315	ROLLING CAPITAL FUND	37,578	
325	EMR 4 Towns Play Association	300	
328	EMR Elections	10,338	
329	EMR CIL 19/20	4,101	
330	CAPITAL FINANCE ACCOUNT	554,272	
331	EMR CIL 20/21	30,963	
	Total Equity		**1,098,862**

Filton Town Council 20-21

BANK ACCOUNT-GENERAL

List of Payments made between 10/02/2021 and 04/03/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
17/02/2021	Avon Local Councils' Associati	5580	40.00		4992-Council admin 3 course
17/02/2021	CryoService Ltd	5581	201.30		5000-Monthly charge
17/02/2021	Filton Voice Ltd	5582	1,200.00		4994-Feb page annual report
17/02/2021	Gazprom Marketing & Trading Re	5583	6,802.62		4999-Gas Jan 2021
17/02/2021	South Gloucestershire Council	5584	1,212.22		5001-Land at rear of Mortimer
17/02/2021	Viridor Waste Management Ltd	5585	961.62		4996-Waste collection
03/03/2021	Atradius Collections	5586	460.85		5030-Cryo interest
03/03/2021	CryoService Ltd	5587	19.96		5019-Rental food gas
03/03/2021	DCK Accounting Solutions Ltd	5588	525.30		5021-Contract accounting
03/03/2021	Glasdon Manufacturing Limited	5589	218.04		5023-Plastic liner, post mount
03/03/2021	GM Engineering (Bristol) Ltd	5590	396.00		5025-Replace lock casing
03/03/2021	Loomis UK Ltd	5591	39.89		0406342/4838/Loomis UK Ltd
03/03/2021	South Gloucestershire Council	5592	5,510.40		5022-Xmas lights 2020-21
03/03/2021	Tailor Made Office Supplies Lt	5593	50.19		5017-Glue stick
		Total Payments	17,638.39		

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 9th March 2021 held remotely via **ZOOM CONFERENCE CALLING.**

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

F.179 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.180 DECLARATION OF INTEREST: Cllr Kenyon declared a personal interest in Four Towns Transport.

F.181 MINUTES: Minutes from the meeting held 09th February 2021 were approved as an accurate record.

F.182 MATTERS OF REPORT ARISING FROM MINUTES: There were none.

F.183 PUBLIC PARTICIPATION:
i) HMO – Third Avenue – The letter from the resident was discussed, it was noted that this had already been taken to South Gloucestershire Council and they were looking into all the concerns raised.
A councillor asked if this could be incorporated into the community plan, the Town Clerk noted that to be able to have any legal stance on planning the Town Council would need to produce a neighbourhood plan which feeds into the local plan and sets out the frameworks. It was proposed, seconded and ***Agreed:*** to instruct the Town Clerk to contact ALCA for advice on working towards creating a neighbourhood plan.

Action: Town Clerk

F.184 GRANT PAYMENTS: Two applications had been received from North Bristol Advice Centre and Four Towns Transport. The Council have a budget of £500 for NBAC and £1000 for Four Towns Transport. Both applications were requesting £1000 for works in Filton. It was proposed, seconded and agreed by all participating to award both applications a grant of £1000, NBAC would be awarded their £500 budget and an additional £500 from the section 137 grants budget.

Action: Town Council Office

F.185 INCOME & EXPENDITURE REPORTS MONTH 10: The reports were noted. The Town Council Office were asked to look into the below budget codes and come back to the next meeting and advise why they were currently over budget;
4024-102 (Subscriptions)
4005-901 (HR SLA)

F.186 BALANCE SHEET MONTH 10: The report was noted.

F.187 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public.

F.188 STAFFING COMMITTEE MINUTES OF MEETING HELD 2nd MARCH: The minutes were noted as an accurate record.

Arising from minute 110 (Furlough Figures). The updated figures had been circulated prior to the meeting. Following discussion, it was proposed and seconded to not pay the additional 20% backdated to April 2020. An amendment to the original motion was put forward not pay the backdated 20% but to look to implications of paying the real living wage across the board. This was seconded and voted 6 in favour 2 abstentions.

The original motion was put to the vote and superseded by the amendment with 4 in favour, 2 against and 2 abstentions.

It was noted that the Town Council Office were waiting for the financial impact report to be received from South Glos payroll which would outline details of implementing the real living wage. This report would be brought to the first meeting after being received.

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There being no further business the meeting closed at 8.10PM.

FILTON TOWN COUNCIL

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Town Clerk: Lesley Reuben
Tel: 01454 866698

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

08th April 2021

Dear Member

You are hereby summoned to A **VIRTUAL** meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 13th April 2021 at 7pm**

Lesley Reuben is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://us02web.zoom.us/j/86299700632?pwd=Q3dkMFpURnJJVlVpdzJBbXd5SXloZz09

Meeting ID: 862 9970 0632
Passcode: 723159

Dial by your location
+44 203 481 5240 United Kingdom
+44 203 901 7895 United Kingdom
+44 208 080 6591 United Kingdom
+44 208 080 6592 United Kingdom
+44 330 088 5830 United Kingdom
+44 131 460 1196 United Kingdom
+44 203 481 5237 United Kingdom
Meeting ID: 862 9970 0632
Passcode: 723159
Find your local number: https://us02web.zoom.us/u/kcB4RTBlAU

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 9th March 2021 *(pages1-2)*

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. New Bank Account Update (pages 3-5)
7. Audit Report (pages 6-18)
8. Real Living Wage Report (to be circulated prior to meeting)
9. Income & Expenditure Reports Month 11 *(pages19-28)*
10. Balance Sheet Month 11 *(pages 29-31)*
11. Bank Reconciliation (pages 32-36)
12. Payments for information up to date *(page 37)*

Part 2 – Excluding Press and Public

13. Staffing Committee minutes and recommendations therein :
    i)Staffing Committee minutes of meeting and 2nd March 2021
    ii) DRAFT Staffing Committee minutes of meeting 6th April 2021 (page 38-39)

DRAFT

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 9th March 2021 held remotely via **ZOOM CONFERENCE CALLING.**

PRESENT: Cllrs: - D Collins, A Doyle, T Mewies, I Scott, A Monk, B Mead, A Kenyon, A Robinson,

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

APOLOGIES: Cllrs: - K Briffett, M Chaudhry

NON-ATTENDANCE: - Cllrs: - C Wood,

F.179 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.180 DECLARATION OF INTEREST: Cllr Kenyon declared a personal interest in Four Towns Transport.

F.181 MINUTES: Minutes from the meeting held 09th February 2021 were approved as an accurate record.

F.182 MATTERS OF REPORT ARISING FROM MINUTES: There were none.

F.183 PUBLIC PARTICIPATION:

i) HMO – Third Avenue – The letter from the resident was discussed, it was noted that this had already been taken to South Gloucestershire Council and they were looking into all the concerns raised.

A councillor asked if this could be incorporated into the community plan, the Town Clerk noted that to be able to have any legal stance on planning the Town Council would need to produce a neighbourhood plan which feeds into the local plan and sets out the frameworks. It was proposed, seconded and ***Agreed:*** to instruct the Town Clerk to contact ALCA for advice on working towards creating a neighbourhood plan.

Action: Town Clerk

F.184 GRANT PAYMENTS: Two applications had been received from North Bristol Advice Centre and Four Towns Transport. The Council have a budget of £500 for NBAC and £1000 for Four Towns Transport. Both applications were requesting £1000 for works in Filton. It was proposed, seconded and agreed by all participating to award both applications a grant of £1000, NBAC would be awarded their £500 budget and an additional £500 from the section 137 grants budget.

Action: Town Council Office

F.185 INCOME & EXPENDITURE REPORTS MONTH 10: The reports were noted. The Town Council Office were asked to look into the below budget codes and come back to the next meeting and advise why they were currently over budget;
4024-102 (Subscriptions)
4005-901 (HR SLA)

F.186 BALANCE SHEET MONTH 10: The report was noted.

F.187 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public.

F.188 STAFFING COMMITTEE MINUTES OF MEETING HELD 2nd MARCH: The minutes were noted as an accurate record.

Arising from minute 110 (Furlough Figures). The updated figures had been circulated prior to the meeting. Following discussion, it was proposed and seconded to not pay the additional 20% backdated to April 2020. An amendment to the original motion was put forward not pay the backdated 20% but to look to implications of paying the real living wage across the board. This was seconded and voted 6 in favour 2 abstentions.

The original motion was put to the vote and superseded by the amendment with 4 in favour, 2 against and 2 abstentions.

It was noted that the Town Council Office were waiting for the financial impact report to be received from South Glos payroll which would outline details of implementing the real living wage. This report would be brought to the first meeting after being received.

There being no further business the meeting closed at 8.10PM.

Service Tariff
Current Account Charges

unity trust bank

Unity Custom Account

Turnover per annum †	£2m+
Fee	Negotiated
Charged	Negotiated
Opening deposit	Minimum £500
Interest	No credit interest paid

Unity Current Account

Turnover per annum †	£100k - £2m
Fee	£6 per month plus 15p per individual credit and debit *
Charged	Quarterly
Opening deposit	Minimum £500
Interest	No credit interest paid

Turnover per annum †	Under £100k
Fee	£6 per month
Charged	Quarterly
Opening deposit	Minimum £500
Interest	No credit interest paid

† Turnover is the total value of credits into your account(s), excluding internal transfers, across a defined period of 12 months

* Credit and debit charges include manual Bank Giro Credits, Standing Orders in (Faster Payment in), other automated credits, cheques issued, Standing Orders out (Faster Payment out), internet bill payments (Faster Payment out), Direct Debits and other automated debits.

Tariff of Charges

Audit Letter	£35.00
Bank originated bill payment	£15.00
Bankers draft/cheque	£15.00
Bankers reference/status enquiry	£15.00
Certificate of balance	£15.00
CHAPS	£28.00
Copy cheque/deposit slip (per item)	£6.00
Copy statement (per statement)	£8.00
Stop cheque by phone by internet banking	 £15.00 £8.00
Trace missing funds	£25.00
Unauthorised overdraft letter (Where a payment has taken your account balance overdrawn, and we have honoured that payment, we will write to advise that the unauthorised overdraft rate has been applied to the overdrawn amount)	£10.00
Unauthorised overdraft rate	25% ABR (above base rate) per annum
Unpaid cheque in (Where drawer's bank has returned a cheque unpaid, which you had previously deposited)	£6.00
Unpaid items out (per item)	£15.00, up to a maximum of £45.00 in any one day

From time to time, you may have requirements for services which fall outside our normal tariff and which may incur an additional management fee. In these circumstances, the fee will be agreed with you before we provide the service.

UTB 671 / August 2017

unity trust bank

Encashment/Paying-in facility

For paying into your account at Post Office®, Bank Counters or via our Freepost service.

Cash paid, per £100.00	50p*
Cheque collected, per item	30p*

*Applies to all accounts unless your organisation's turnover is below £100k, on our fixed £6 per month tariff and pay in less than £1,500 cash or 15 cheques.

Reconciliation Service

This service gives customers the ability to reconcile receipts and payments by automated means.

	Per account
Re-creation of Internet download	£10
Daily Internet download	Per quarter £62.50
Weekly Internet download	£25
Monthly Internet download*	£12.50

*for existing customers

Foreign Service Charges

Foreign cheque	Minimum	Maximum
negotiation with recourse	£9.50	£71.00
collection	£20.50	£71.00
inward collection (£10.00 of the charge is deducted from the outward proceeds)	£15.50	£21.00
Foreign cheque unpaid (cheque returned unpaid which you had previously deposited)	£10.00	
Foreign transfer (sterling or currency)	£20.00	£46.00

Important information about Unity Foreign services

- All foreign payments and transactions are undertaken for us by third party agents, and the type of foreign service will determine which agent we use. The fee shown includes their charge for providing the service in addition to our charge for processing your request. This fee will be debited to your account as a separate item.
- Please note that we can only advise foreign exchange rates when we have received your original paperwork (we are unable to accept faxed requests).
- Your account with Unity will be debited with the sterling equivalent of your foreign transfer, together with any associated fees, on the day we process your request.
- From time to time there may be additional charges made by foreign banks, relating to foreign payments, over which we have no control. These may be passed on to you when advised to us. We will notify you of the charges before we debit your account.

From time to time, you may have requirements for services which fall outside our normal tariff and which may incur an additional management fee. In these circumstances, the fee will be agreed with you before we provide the service.

UTB 671 / September 2018

Service Tariff
Bacstel IP and Unity e-Payments

unity trust bank

Bacstel IP

Suitable for customers who want to make or collect payments using either their own software or an external service provider to process their Bacs payments.

This can be completed as:

- Direct Submitter - Customers using their own software
- Indirect Submitter - Customers using an external service provider

Direct Submitters
To make payments (eg. Paying salaries, suppliers, expenses etc) you will need:

- SUN (Service User Number)
- Minimum of two Smart Cards
- Smart Card reader and software

To collect Direct Debit payments you will need:

- All of the above, plus
- AUDDIS

Indirect Submitters
To make payments (eg. Paying salaries, suppliers, expenses etc) you will need:

- SUN (Service User Number)

To collect Direct Debit payments you will need:

- The above item, plus
- AUDDIS*

Set Up Costs

Bacstel IP set up costs are set by NatWest

SUN	£200.00
AUDDIS	£200.00
Paperless Direct Debit	£200.00
New Smart Card	£85.00 per card
Smart Card reader and software	£35.00

AUDDIS: the process that enables the electronic set up of Direct Debits once your organisation has received instructions from your customer.
Paperless Direct Debits: the process that enables your organisation to receive your customers Direct Debit instructions over the telephone or internet ie there is no need for a paper instruction from your customer.
Please note that all customers originating direct debits must use AUDDIS.

Bacstel Transaction Costs – Standard Tariff

Per transaction	14p*
File (per file)	£8.00
Exceeding agreed credit limit	£100.00
Transfer of sponsorship	£100.00
File extractions / Stop / Reinput	£35.00
Recall Bacs payment	£20.00

Unity e-Payments

Suitable for customers who make or collect payments.

	Tariff 1	Tariff 2
Set up **	£300.00	£300.00
Template	£125.00	£125.00
Monthly charge †	£12.00	£28.80
Transaction per item *	48p	25.2p
File submissions (per file)	£2.75	£2.75
Exceeding agreed credit limit	£100.00	£100.00

If you require additional SUN or authorised users the following charges apply:

Additional SUN	£6.00 per month
Additional user	£6.00 per month

* This charge applies to all debit and credit payments and AUDDIS transactions. Please note that Unity e-Payment can be used for direct debit collection, however to do this, you would need to be set up as an AUDDIS originator.

** These charges are set by NatWest or other third party provider.

† All prices include three SUN and six users

From time to time, you may have requirements for services which fall outside our normal tariff and which may incur an additional management fee. In these circumstances, the fee will be agreed with you before we provide the service.

Audit Report

Filton Town Council – In Year Assurance Audit 2020/21

Audit Plan Year: Sept – Dec 2020

Audit Status: Audit Completed

Audit Review Date 19th & 20th January 2021

Report Distribution:

Lesley Reuben – Clerk Lesley.Reuben@filtontowncouncil.gov.uk
Darryl Collins - Chair of the Council Darryl.Collins@filtontowncouncil.gov.uk

Due to the current COVID 19 pandemic and in line with Government and Council guidelines on reducing all non-essential travel, internal audit services have conducted audits remotely. Our aim has been to continue to deliver our audit service whilst maintaining the safety of staff and clients. In line with this, we have not undertaken any site visits. The Clerk has supplied all relevant documentation as evidence electronically via email.

Objective

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

Overview

The Town Council currently has 12 Councillors who sit across Full Council, Full Council (Finance and General Purposes) and a Staffing committee. There are currently 48 members of staff, many have been furloughed due to the pandemic.

The 2020/21 annual precept was increased from £710,184 in 2019/20 to £981,785.

The temporary closure of the Leisure Centre during the national lockdowns, has reduced the Town Council's overheads and income, which they have reported to us has left them in a stronger position financially than last year. Current reserves are projected to be £114,966 at the end of the financial year. NALC guidelines recommend an authority with an NRE (Net Revenue Expenditure) in excess of £200,000 should plan on 3 months equivalent in General Reserve.

After consultation with the local community, In October 2020 the Town Council went out to tender for the outsourcing of the swimming pool function. This tender process is being conducted by a consultancy company.

No community grant funding has been awarded so far this year.

Out of five recommendations in 2020, two remain outstanding and are included in the action plan below, two have been implemented, and one is a work in progress.

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.

- **Key Strengths**

- Council meetings were quorate and all meeting minutes were available to view on the Town Councils website;
- Supplementary Standing Orders for Covid-19 have been provided;
- The Council have reviewed their Risk Assessments during the pandemic;
- Precept for 20/21 has been set in accordance to the budget.

- **Key Risks**

- Reliance on reserves to fund expenditure;
- The Council have struggle to obtain competitive quotations in the past year due to many businesses being closed as a result of the lockdowns;
- Standing orders & Financial Regulations do not reflect present working practices;
- Petty cash level differs to the 'Float' amount stipulated within the Financial Regulations;
- Bank reconciliations and bank statements are not presently checked for accuracy by Councillors;
- The dates of display for the notice of public rights were included in the Full Council Minutes but not the actual display process, in line with ALCA guidelines;
- The Debt Policy provided was undated.

- **Key Actions**

- Where the Council are procuring goods and / or services over their thresholds for obtaining quotations the Council should keep a record of companies approached, therefore even if they decline / are unable to quote, the office staff can demonstrate that they have actively attempted to seek best value as per their own Regulations;
- With the easing of lockdown it is recommended that the practice prior to the pandemic is resumed; whereby the Chair of Finance reviews bank reconciliations in line with bank statements and then the reports from RBS are all presented to Full Council. The bank reconciliations should be signed and dated by the Chair;
- To ensure that the display process of the exercise of the public rights document is discussed at Full Council and recorded in the meeting minutes – that is, where the notice will be displayed and how to access it on the website. The Clerk has advised that in future she will take photos of the noticeboards also;
- The Debt Policy should be dated following Councillor approval;
- Pitch hire agreements for football clubs T's & C's require updating.

- **Advisory points**

- It is understood that the Town Council are exploring the possibility of online banking to help reduce the costs associated with producing and posting large amounts of cheques. South Gloucestershire Council Internal Audit would support this development.
- Income payments sample has not been fully checked as invoices, completed letting agreements, bank statements or paying in books were not available – the auditor will review further at Year End.
- During the national lockdowns due to COVID 19 the Clerk has been unable to access the accounting system remotely. It would be good practice for the Town Council to review the agreements with RBS so that the office staff can access the accounting system remotely.
- The 2019/20 Internal Audit report was presented in February 2020. Councillors asked for a more detailed action plan to be brought back to the next finance meeting, outlining exactly what the administration had done to rectify points raised. There was no evidence recorded within future meeting minutes that this was followed through. Please document more information within the minutes where applicable.

- **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.

- **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.	Partially
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.	Yes
E.	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	To be checked further at year end
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.	Partially
I	Periodic and year-end bank account reconciliations are properly carried out.	Test at Year End
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.	Test at Year End
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 2020 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirement of the Accounts and Regulations.	Yes
M	(For local councils only) Trusts funds (including charitable) – The council met its responsibilities as a trustees.	N/A

- **Auditors & Acknowledgements**

Audit Manager	Justine Lawson
Audit Officer	Rachel Massey
Senior Auditor Officer	Maria Bowes

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer; Proposed Timescale	Date Completed
Priority: High					
1	**Standing Orders & Financial Regulations** Financial Regulations are not being followed. Due to the change in committee / full council structure, payments over £500 are no longer approved at committee level. All payments under a limit of £5000 are approved by the Clerk, which is a threshold only provided for urgent purchasing, not standard. A Clerk's limit of £5000 for standard purchasing is high based on our experience of working with Town Councils of a similar size. Petty cash level is currently running at a £250 balance, but in the Financial Regulations it is recorded as a float of £200. Petty cash receipts were unavailable during the audit. There are also several petty cash systems but this is unclear in the Regulations	The reduction in oversight by the Councillors is placing increased financial responsibility on to the Clerk. ***Financial Regulations:*** *4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:* *• the council for all items over [£5,000];* *• a duly delegated committee of the council for items over [£500]; or* *• the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].* *Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and*	Current working practices should either be reviewed, or Financial Regulations updated to reflect the current working practices, to ensure consistency between Regulations and application. The level of £5,000 could be reviewed depending upon the future of the sports centre. The petty cash level anomaly should be investigated, and all the petty cash systems and their balances should be listed in the Regulations. For transparency it is good practice to make the Town Council's Standing Orders & Financial Regulations documents available on the Town Council Website.	**Responsible Officer** Clerk & Full Council **Target Implementation Date** 30/04/2021	***Ongoing, to be reviewed at Annual Meeting.*** ***Petty Cash receipts are fully up to date and the Financial Regs have been updated to show correct petty cash system for both office petty cash and bar petty cash.*** ***Both Financial Regs and Standing Orders are now available to***

	The Town Councils Standing Orders & Financial Regulations have not been reviewed since May 2019 due to the Annual Meeting where this would normally take place being cancelled due to the COVID 19 pandemic. Neither documents were available on the Town Council Website.	*where necessary also by the appropriate Chairman.* *6.21. The Town Clerk/RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement. a) The RFO shall maintain a petty cash float of [£200] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.*	Re-schedule the review and re-approval of the Standing Orders and Financial Regulations following the above, and please provide a copy to the auditor at Year End.		***view on Town Council Website.*** ***Both documents will be reviewed at the Annual Meeting in May.***
2	**Purchases** Only one estimate was made available for a high value purchase between the value of £100 and £3000 during the audit. It is understood that the office staff have had difficulties in obtaining competitive quotations in the past year with some many companies being shut as a result of the lockdowns. While orders are used for standard items such as: First Aid, Health and	There is a risk of overspend. ***Financial Regulations:*** ***10. ORDERS FOR WORK, GOODS AND SERVICES*** *10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.* *10.2. Order books shall be controlled by the RFO.*	Ensure that three quotes / estimates are obtained for any goods and services within the limits set in the Financial Regulations. Where companies have either declined to or been unable to quote, a record should be kept of the companies approached to demonstrate that the Council has attempted to seek best value.	**Responsible Officer** Clerk & administrative team. **Target Implementation Date** 30/04/2021	***New Quote approval document created and implemented on 05th February 2021.***

	Safety, Cleaning Material and Stationery, they are not used for larger procurement. **This recommendation remains outstanding from last year's audit.**	*10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.* *a)h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.*	For ease of review, a high value proforma / schedule could be drawn up showing: nature of the project / works; companies approached, and; amounts; and then subsequently signed off by the Chair following Councillor approval. The Town Council should review their Regulations on purchase orders in line with what happens in practice to ensure consistency.		

3	**Bank Reconciliation / Bank Statements** Prior to the pandemic the standard practice was for the Chair of Finance to visit the office and review bank reconciliations in line with bank statements and then the RBS reports were presented to Councillors. Since the pandemic this practice has not taken place due to the office being predominantly shut and even when open precautions have been in place.	No independent verification of bank balances. Lack of transparency and oversight.	With the easing of lockdown it is recommended that this practice is resumed. Only the one bank statement sheet at month end, relating to the reconciliation figure, then needs be copied and presented to Full Council to accompany the reconciliation as evidence for each bank account. It is acknowledged that the Council are giving consideration to internet banking. Councillor signatories then having read only access to statements should enable this task to be performed remotely in future if the office cannot be accessed for whatever reason. ***NALC Practitioners' Guide 2020:*** *Reconciling the cash book to bank statements should be reported to members, and the full*	**Responsible Officer** Clerk & Full Council **Target Implementation Date** 30/04/2021	***Bank Reconciliation/Bank Statements – The last page of the bank statements for the month will now be included with the reconciliation document.*** ***Internet banking is ongoing.***

			reconciliation made available for their scrutiny each time it is done. Approval of the bank reconciliation by the authority or the chair of finance or another authority nominee is not only good practice but it is also a safeguard for the RFO and may fulfil one of the authority's internal control objectives.		
Priority: Medium					
4	**Notice of exercise of public rights for the inspection of the Annual Accounts.** While the dates of the display have been detailed in the minutes the display process was not documented – ie which noticeboards the notice will be on and how to access via the Council's Website. The auditor had been unable to verify the dates of display of this document on the Town Council	Statutory / Legislative Risk: The minute record is non compliant with ALCA recommended guidelines.	To ensure that the full display process of the exercise of public rights document is discussed at Full Council and recorded in the meeting minutes. Locations of the notice boards and website publishing dates and how to find this on the Council Website should be clearly itemised.	**Responsible Officer** Clerk & Full Council **Target Implementation Date** 22/07/2021	

	website or on noticeboards around the Council area. On the Website the dates are noted as display from July 24 2018 and Notice of Conclusion of Audit is November 29 2019 on website. The display dates aren't in the correct year. The correct link was subsequently provided and Internal Audit can now confirm the information has been displayed.		Correct dates are necessary on the website and any previous year's information should be archived to avoid any unnecessary confusion. **Management Comment:** The Clerk confirmed she will also take photos of the noticeboards from now on.		

5	**Debt Recovery Policy & Procedures** The copy of the Debt Recovery Policy supplied is not dated. The Clerk advised it was due for review.	Confusion amongst Council staff – uncertainty as to whether they are working to the most recent version. Potential lack of Council overview / input into the Policy if there is no evidence it has been approved.	The Debt Policy should be reviewed by Councillors, approved and dated. To ensure reviews and dates are formally captured going forwards, the Council could draw up a policy review schedule, and a policy header sheet for each of their polices which states: name of the policy; date of review; approval, at what level, and; date of next review. It is understood that Council staff have deliberately not chased 9 allotment tenants for non-payment of rent in the past year due to the pandemic and lockdown situation. It is understood this is just one annual payment. With the ease of the lockdown, normal debt recovery procedures should start to be resumed in the ensuing months.	**Responsible Officer** Clerk & Full Council for Policy review **Target Implementation Date** 30/04/2021	***Policy review schedule has been completed and is also available on the website.*** ***Policy documents will be put on the agenda for review at the Annual Meeting in May.***

Priority: Low					
6	**Asset Register** The Town Council Asset Register is clearly presented, however, no dates are recorded on the document so it is unclear when this was last checked.	The assets may be out of date and incorrectly stated in the council's accounts / records.	To check the Town Councils assets are reviewed at least annually and record the date of the review on the document.	**Responsible Officer** Clerk **Target Implementation Date** 30/04/2021	***The Asset register will be sent round to the management team to review 6 monthly.***

Summary Income & Expenditure by Budget Heading 06/04/2021

Month No: 11

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	28,359	211,387	21,608	(189,779)			978.3%
		Expenditure	31,841	453,106	703,159	250,053		250,053	64.4%
	Movement to/(from) Gen Reserve		(3,482)	(241,718)					
102	Leisure Centre - Swimming Pool	Income	146	33,433	324,000	290,567			10.3%
		Expenditure	5,777	65,283	138,200	72,917		72,917	47.2%
	Movement to/(from) Gen Reserve		(5,631)	(31,850)					
103	Leisure Centre - Pool Vending	Income	0	0	500	500			0.0%
104	Leisure Centre - Bar	Income	4,454	59,740	152,450	92,710			39.2%
		Expenditure	4,352	64,038	164,769	100,731		100,731	38.9%
	Movement to/(from) Gen Reserve		102	(4,298)					
105	Leisure Centre - Indoor Sports	Income	0	(226)	9,700	9,926			(2.3%)
		Expenditure	0	1,688	17,000	15,312		15,312	9.9%
	Movement to/(from) Gen Reserve		0	(1,914)					
106	Leisure Centre - Outdoor Sport	Income	0	980	4,815	3,835			20.4%
		Expenditure	0	167	250	83		83	66.9%
	Movement to/(from) Gen Reserve		0	813					
201	Playing Fields	Income	0	0	2,500	2,500			0.0%
		Expenditure	182	688	2,500	1,812		1,812	27.5%
	Movement to/(from) Gen Reserve		(182)	(688)					
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	973	1,000	28			97.3%
		Expenditure	37	629	925	296		296	68.0%
	Movement to/(from) Gen Reserve		(37)	343					
301	Roads & Highways	Expenditure	1,056	3,399	3,124	(275)		(275)	108.8%
302	Community Development	Income	0	(68)	2,500	2,568			(2.7%)
		Expenditure	4,592	22,192	46,580	24,388		24,388	47.6%
	Movement to/(from) Gen Reserve		(4,592)	(22,260)					
801	Corporate Management	Expenditure	(917)	(10,084)	(6,800)	3,284		3,284	148.3%
802	Democratic Rep'n & Mgmt	Expenditure	1,000	1,388	6,150	4,763		4,763	22.6%
803	Civic Expenses	Expenditure	0	0	950	950		950	0.0%
901	Central Services	Income	0	0	2	2			0.0%
		Expenditure	9,559	133,290	158,200	24,910		24,910	84.3%
	Movement to/(from) Gen Reserve		(9,559)	(133,290)					
902	Outside Services	Income	0	350	0	(350)			0.0%
		Expenditure	8,212	94,298	109,750	15,452		15,452	85.9%
	Movement to/(from) Gen Reserve		(8,212)	(93,948)					

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Summary Income & Expenditure by Budget Heading 06/04/2021

Month No: 11

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
909 Capital & Projects	Income	0	30,963	0	(30,963)			0.0%
	Expenditure	0	86,554	56,103	(30,451)		(30,451)	154.3%
	Movement to/(from) Gen Reserve	0	(55,591)					
998 Precept & Interest	Income	13	982,180	982,785	605			99.9%
	Grand Totals:- Income	**32,972**	**1,319,713**	**1,503,360**	**183,647**			**87.8%**
	Expenditure	**65,692**	**917,224**	**1,403,360**	**486,136**	0	**486,136**	**65.4%**
	Net Income over Expenditure	**(32,720)**	**402,489**	**100,000**	**(302,489)**			
	Movement to/(from) Gen Reserve	**(32,720)**	**402,489**					

		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	128	1,583	1,456			8.1%	
1010	Pavillion Hire	0	250	6,500	6,250			3.8%	
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	(274)	10,000	10,274			(2.7%)	
1080	MISCELLANEOUS INCOME	0	8	500	492			1.7%	
1088	HMRC JRS Grant	19,359	191,775	0	(191,775)			0.0%	
1089	South Glos Covid-19 Grant	9,000	19,500	0	(19,500)			0.0%	
	Leisure Centre - General :- Income	**28,359**	**211,387**	**21,608**	**(189,779)**			**978.3%**	0
4001	SALARIES & WAGES	24,908	347,627	554,509	206,882		206,882	62.7%	
4003	COST OF TRAINING COURSES	0	103	1,000	898		898	10.3%	
4006	PROTECTIVE CLOTHING	0	0	1,000	1,000		1,000	0.0%	
4008	TRAINING	0	82	1,000	918		918	8.2%	
4011	RATES	6,246	56,218	62,800	6,582		6,582	89.5%	
4014	ELECTRICITY	212	3,585	2,500	(1,085)		(1,085)	143.4%	
4015	GAS	387	4,481	4,500	19		19	99.6%	
4016	JANITORIAL	0	2,289	5,500	3,211		3,211	41.6%	
4017	HEALTH & SAFETY	0	2,679	800	(1,879)		(1,879)	334.8%	
4018	REFUSE DISPOSAL	0	7,899	7,500	(399)		(399)	105.3%	
4021	TELEPHONE & FAX	0	347	600	253		253	57.8%	
4023	STATIONERY/PRINTING	0	407	2,000	1,593		1,593	20.4%	
4025	INSURANCE	0	11,991	12,000	9		9	99.9%	
4030	RECRUITMENT ADVTG	0	0	1,000	1,000		1,000	0.0%	
4032	PUBLICITY	0	688	3,000	2,313		2,313	22.9%	
4035	SECURITY COSTS	0	1,818	8,000	6,182		6,182	22.7%	
4036	PROPERTY MAINTCE	0	8,308	10,000	1,692		1,692	83.1%	
4038	MAINTENANCE CTRCTS	0	1,784	8,000	6,216		6,216	22.3%	
4040	EQUIPMENT & SMALL TOOLS	43	501	1,500	999		999	33.4%	
4042	EQUIPMENT MAINTCE	0	1,158	500	(658)		(658)	231.6%	
4051	BANK CHARGES	45	1,141	5,000	3,859		3,859	22.8%	
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	**31,841**	**453,106**	**703,159**	**250,053**	0	**250,053**	**64.4%**	0
	Net Income over Expenditure	(3,482)	(241,718)	(681,551)	(439,833)				
102	Leisure Centre - Swimming Pool								
1012	Bouncy Castle Parties	0	0	500	500			0.0%	
1020	SWIMMING - PUBLIC	140	7,424	55,000	47,576			13.5%	

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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
1021 SWIMMING - LESSONS	0	12,732	200,000	187,268			6.4%	
1022 SWIMMING - SCHOOLS	0	(690)	25,000	25,690			(2.8%)	
1023 SWIMMING - CLUBS	0	8,265	24,000	15,735			34.4%	
1024 SALES (STOCK) POOL	0	267	5,000	4,733			5.3%	
1025 Pool Parties	0	(333)	4,500	4,833			(7.4%)	
1027 Aqua Fit	0	2,000	6,000	4,000			33.3%	
1028 Lifeguard Courses	0	0	4,000	4,000			0.0%	
1095 INSURANCE CLAIM	0	3,724	0	(3,724)			0.0%	
1099 TILL DISCREPANCIES	6	44	0	(44)			0.0%	
Leisure Centre - Swimming Pool :- Income	**146**	**33,433**	**324,000**	**290,567**			10.3%	**0**
4103 PURCHASES FOR RESALE	0	358	4,000	3,642		3,642	9.0%	
Leisure Centre - Swimming Pool :- Direct Expenditure	**0**	**358**	**4,000**	**3,642**	**0**	**3,642**	**9.0%**	**0**
4002 TEMPORARY & CASUAL STAFF	0	165	3,000	2,835		2,835	5.5%	
4008 TRAINING	0	671	2,000	1,329		1,329	33.6%	
4012 WATER RATES	1,409	14,442	20,000	5,558		5,558	72.2%	
4014 ELECTRICITY	2,396	25,592	30,000	4,408		4,408	85.3%	
4015 GAS	1,973	14,301	32,000	17,699		17,699	44.7%	
4017 HEALTH & SAFETY	0	1,250	1,500	250		250	83.3%	
4020 SUNDRY OFFICE & IT COSTS	0	320	3,500	3,180		3,180	9.1%	
4024 SUBSCRIPTIONS	0	3,282	300	(2,982)		(2,982)	1093.9%	
4036 PROPERTY MAINTCE	0	714	2,500	1,786		1,786	28.6%	
4038 MAINTENANCE CTRCTS	0	741	2,400	1,659		1,659	30.9%	
4040 EQUIPMENT & SMALL TOOLS	0	18	500	482		482	3.5%	
4042 EQUIPMENT MAINTCE	0	1,814	30,000	28,186		28,186	6.0%	
4115 LICENCES	0	75	0	(75)		(75)	0.0%	
4120 POOL CHEMICALS	0	1,419	4,500	3,081		3,081	31.5%	
4125 POOL PURCHASES NOT FOR RESALE	0	121	2,000	1,879		1,879	6.1%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	**5,777**	**64,925**	**134,200**	**69,275**	**0**	**69,275**	**48.4%**	**0**
Net Income over Expenditure	**(5,631)**	**(31,850)**	**185,800**	**217,650**				
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**				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Leisure Centre - Bar								
1001 RENT RECEIVED	725	7,225	8,700	1,475			83.0%	
1031 MACHINE INCOME	0	0	800	800			0.0%	
1032 Tickets	0	0	700	700			0.0%	
1040 BAR INCOME - LOUNGE	0	14,960	125,000	110,040			12.0%	
1041 BAR INCOME - HALL	0	0	13,000	13,000			0.0%	
1049 CAFE INCOME	0	46	3,500	3,454			1.3%	
1056 FUNCTION ROOM HIRE	0	110	750	640			14.7%	
1088 HMRC JRS Grant	3,729	28,841	0	(28,841)			0.0%	
1095 INSURANCE CLAIM	0	8,802	0	(8,802)			0.0%	
1099 TILL DISCREPANCIES	0	(244)	0	244			0.0%	
Leisure Centre - Bar :- Income	**4,454**	**59,740**	**152,450**	**92,710**			**39.2%**	0
4101 PURCHASES - WET STOCK	0	6,049	55,900	49,851		49,851	10.8%	
4102 PURCHASES - DRY STOCK	0	295	3,000	2,705		2,705	9.8%	
4109 PURCHASES - CAFE	0	123	2,000	1,877		1,877	6.2%	
Leisure Centre - Bar :- Direct Expenditure	**0**	**6,467**	**60,900**	**54,433**	**0**	**54,433**	**10.6%**	**0**
4001 SALARIES & WAGES	4,105	53,897	86,114	32,217		32,217	62.6%	
4008 TRAINING	0	0	500	500		500	0.0%	
4014 ELECTRICITY	0	97	0	(97)		(97)	0.0%	
4020 SUNDRY OFFICE & IT COSTS	0	263	0	(263)		(263)	0.0%	
4036 PROPERTY MAINTCE	0	469	3,000	2,531		2,531	15.6%	
4038 MAINTENANCE CTRCTS	0	398	305	(93)		(93)	130.5%	
4040 EQUIPMENT & SMALL TOOLS	0	376	400	24		24	94.1%	
4041 EQUIPMENT HIRE	247	1,518	6,000	4,482		4,482	25.3%	
4051 BANK CHARGES	0	74	500	426		426	14.8%	
4060 OTHER PROF FEES	0	200	1,200	1,000		1,000	16.7%	
4104 BAR SUNDRIES	0	21	500	479		479	4.2%	
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	**4,352**	**57,570**	**103,869**	**46,299**	**0**	**46,299**	**55.4%**	**0**
Net Income over Expenditure	**102**	**(4,298)**	**(12,319)**	**(8,021)**				
105 Leisure Centre - Indoor Sports								
1050 BADMINTON FEES	0	(213)	1,500	1,713			(14.2%)	
1051 SNOOKER FEES	0	0	5,000	5,000			0.0%	
1052 PARTY ROOM HIRE	0	(13)	3,000	3,013			(0.4%)	
1053 SKITTLE ALLEY	0	0	200	200			0.0%	
Leisure Centre - Indoor Sports :- Income	**0**	**(226)**	**9,700**	**9,926**			**(2.3%)**	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	0	1,688	12,000	10,312		10,312	14.1%	
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**	**1,688**	**17,000**	**15,312**	**0**	**15,312**	**9.9%**	**0**
	Net Income over Expenditure	**0**	**(1,914)**	**(7,300)**	**(5,386)**				
106	Leisure Centre - Outdoor Sport								
1060	GRASS INCOME	0	987	4,590	3,603			21.5%	
1061	OUTSIDE COURTS	0	0	100	100			0.0%	
1063	Petanque Income	0	(6)	125	131			(5.0%)	
	Leisure Centre - Outdoor Sport :- Income	**0**	**980**	**4,815**	**3,835**			**20.4%**	**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**	**813**	**4,565**	**3,752**				
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	182	688	2,250	1,562		1,562	30.6%	
4115	LICENCES	0	0	250	250		250	0.0%	
	Playing Fields :- Indirect Expenditure	**182**	**688**	**2,500**	**1,812**	**0**	**1,812**	**27.5%**	**0**
	Net Income over Expenditure	**(182)**	**(688)**	**0**	**688**				
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**				

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Detailed Income & Expenditure by Budget Heading 06/04/2021

Month No: 11 Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204	Allotments								
1001	RENT RECEIVED	0	973	1,000	28			97.3%	
	Allotments :- Income	0	973	1,000	28			97.2%	0
4012	WATER RATES	37	394	400	6		6	98.6%	
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	0	235	250	15		15	94.0%	
	Allotments :- Indirect Expenditure	37	629	925	296	0	296	68.0%	0
	Net Income over Expenditure	(37)	343	75	(268)				
301	Roads & Highways								
4080	STREET CARE (ex S Glos)	1,056	3,399	3,124	(275)		(275)	108.8%	
	Roads & Highways :- Indirect Expenditure	1,056	3,399	3,124	(275)	0	(275)	108.8%	0
	Net Expenditure	(1,056)	(3,399)	(3,124)	275				
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	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	0	100	6,500	6,400		6,400	1.5%	
4720	CHRISTMAS ACTIVITIES	4,592	4,592	3,000	(1,592)		(1,592)	153.1%	
4725	FILTON FESTIVAL	0	0	10,000	10,000		10,000	0.0%	
	Community Development :- Indirect Expenditure	4,592	22,192	46,580	24,388	0	24,388	47.6%	0
	Net Income over Expenditure	(4,592)	(22,260)	(44,080)	(21,821)				
801	Corporate Management								
4004	PENSION DEFICIT	(917)	(10,084)	(6,800)	3,284		3,284	148.3%	
	Corporate Management :- Indirect Expenditure	(917)	(10,084)	(6,800)	3,284	0	3,284	148.3%	0
	Net Expenditure	917	10,084	6,800	(3,284)				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
802	Democratic Rep'n & Mgmt								
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4009	TRAVEL	0	0	50	50		50	0.0%	
4024	SUBSCRIPTIONS	0	0	200	200		200	0.0%	
4028	ELECTION COSTS	0	0	2,500	2,500		2,500	0.0%	
4033	NEWSLETTER	1,000	1,388	3,000	1,613		1,613	46.3%	
4065	MEETING COSTS	0	0	150	150		150	0.0%	
	Democratic Rep'n & Mgmt :- Indirect Expenditure	**1,000**	**1,388**	**6,150**	**4,763**	**0**	**4,763**	**22.6%**	**0**
	Net Expenditure	**(1,000)**	**(1,388)**	**(6,150)**	**(4,763)**				
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	8,681	95,496	114,300	18,804		18,804	83.5%	
4005	HR Costs-Service level agr'mnt	0	9,346	7,500	(1,846)		(1,846)	124.6%	
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	40	40	2,500	2,460		2,460	1.6%	
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	44	5,280	4,000	(1,280)		(1,280)	132.0%	
4021	TELEPHONE & FAX	0	1,087	750	(337)		(337)	145.0%	
4022	POSTAGE	64	1,027	1,000	(27)		(27)	102.7%	
4023	STATIONERY/PRINTING	(99)	787	1,000	213		213	78.7%	
4024	SUBSCRIPTIONS	0	1,626	1,600	(26)		(26)	101.6%	
4026	PHOTOCOPY CHARGES	0	727	2,000	1,273		1,273	36.3%	
4027	OFFICE EQUIPMENT	0	259	500	241		241	51.8%	
4039	MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	313	0	(313)		(313)	0.0%	
4051	BANK CHARGES	30	575	1,500	925		925	38.3%	
4052	BANK INTEREST	0	10	0	(10)		(10)	0.0%	
4056	LEGAL FEES	0	525	1,000	475		475	52.5%	
4057	AUDIT FEES	0	0	3,300	3,300		3,300	0.0%	
4058	ACCOUNTANCY FEES	799	9,049	12,000	2,951		2,951	75.4%	

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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
4060	OTHER PROF FEES	0	6,724	3,200	(3,524)		(3,524)	210.1%	
4115	LICENCES	0	320	0	(320)		(320)	0.0%	
	Central Services :- Indirect Expenditure	**9,559**	**133,290**	**158,200**	**24,910**	**0**	**24,910**	**84.3%**	**0**
	Net Income over Expenditure	**(9,559)**	**(133,290)**	**(158,198)**	**(24,908)**				
902	Outside Services								
1001	RENT RECEIVED	0	350	0	(350)			0.0%	
	Outside Services :- Income	**0**	**350**	**0**	**(350)**				**0**
4001	SALARIES & WAGES	7,858	86,433	97,300	10,867		10,867	88.8%	
4006	PROTECTIVE CLOTHING	0	0	200	200		200	0.0%	
4008	TRAINING	0	0	500	500		500	0.0%	
4036	PROPERTY MAINTCE	330	1,617	1,500	(117)		(117)	107.8%	
4037	GROUNDS MAINTENANCE	25	2,825	2,500	(325)		(325)	113.0%	
4039	MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	780	2,000	1,220		1,220	39.0%	
4041	EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042	EQUIPMENT MAINTCE	0	347	3,000	2,653		2,653	11.6%	
4044	VEHICLE FUEL,OIL & MAINT	0	2,196	2,500	304		304	87.8%	
	Outside Services :- Indirect Expenditure	**8,212**	**94,298**	**109,750**	**15,452**	**0**	**15,452**	**85.9%**	**0**
	Net Income over Expenditure	**(8,212)**	**(93,948)**	**(109,750)**	**(15,802)**				
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	1,220	1,732	512		512	70.4%	
4055	LOAN CAPITAL REPAID	0	14,371	14,371	0		0	100.0%	
4903	CAP IT Upgrading	0	661	0	(661)		(661)	0.0%	
4918	CAP Gates & Fencing	0	3,197	0	(3,197)		(3,197)	0.0%	
4960	CAP - MUGA Project	141	141	0	(141)		(141)	0.0%	
4978	CAP Fire Alarm Upgrade	0	0	32,101	32,101		32,101	0.0%	
4980	CAP - Defibrillators	0	2,450	0	(2,450)		(2,450)	0.0%	
4992	FUNDING FROM R CAP FUND	0	(3,111)	(32,101)	(28,990)		(28,990)	9.7%	
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%	
4999	TFR FR EARMARKED RSV	(141)	(3,338)	0	3,338		3,338	0.0%	
	Capital & Projects :- Indirect Expenditure	**0**	**86,554**	**56,103**	**(30,451)**	**0**	**(30,451)**	**154.3%**	**0**
	Net Income over Expenditure	**0**	**(55,591)**	**(56,103)**	**(512)**				

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
998 Precept & Interest								
1076 PRECEPT	0	981,786	981,785	(1)			100.0%	
1090 INTEREST RECEIVED	13	394	1,000	606			39.4%	
Precept & Interest :- Income	**13**	**982,180**	**982,785**	**605**			**99.9%**	**0**
Net Income	**13**	**982,180**	**982,785**	**605**				
Grand Totals:- Income	**32,972**	**1,319,713**	**1,503,360**	**183,647**			**87.8%**	
Expenditure	**65,692**	**917,224**	**1,403,360**	**486,136**	**0**	**486,136**	**65.4%**	
Net Income over Expenditure	**(32,720)**	**402,489**	**100,000**	**(302,489)**				
Movement to/(from) Gen Reserve	**(32,720)**	**402,489**						

Summary Balance Sheet - Excluding Stock Movement

Month 11 Date 06/04/2021

	Actual		
Fixed Assets	Asset Value	Depreciation	Net Value
Total Fixed Assets	3,048,167	2,258,151	790,016
Current Assets			
Total Current Assets		538,913	
Current Liabilities			
Total Current Liabilities		27,183	
Net Current Assets			511,730
Total Assets less Current Liabilities			1,301,746
Long Term Liabilities			
Total Long Term Liabilities		235,744	
Total Assets less Total Liabilities			1,066,002
Represented by :-			
Total Equity			1,066,002

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 06/04/2021

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	5,498		
110	PREPAYMENTS	346		
115	OTHER DEBTORS	23,088		
116	STAFF ADVANCES	(625)		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	2,719		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	16,492		
201	BANK IMPREST WAGES AC	154,446		
220	PETTY CASH - OFFICE	132		
221	PETTY CASH - BAR	269		
225	FLOAT - BAR	295		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	165		
245	CCLA Public Sector Investment	335,000		
	Total Current Assets		**538,913**	
	Current Liabilities			
500	TRADE CREDITORS	7,160		
501	SUNDRY CREDITORS	(265)		
506	DEFERRED VAT COVID 19	1,253		
510	ACCRUED EXPENSES	750		
513	ACCRUED MISSING INVOICES	956		
525	PAYE AND NI DUE	7,301		
526	SUPERANNUATION DUE	5,529		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		**27,183**	
	Net Current Assets			**511,730**
	Total Assets less Current Liabilities			**1,301,746**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,258,443)		
401	PWLB Loan 486814	22,967		
	Total Long Term Liabilities		**235,744**	
	Total Assets less Total Liabilities			**1,066,002**
	Represented by :-			
300	CURRENT YEAR FUND	402,489		

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 06/04/2021

A/c	Description	Actual	
310	GENERAL FUND	26,100	
315	ROLLING CAPITAL FUND	37,578	
325	EMR 4 Towns Play Association	300	
328	EMR Elections	10,338	
329	EMR CIL 19/20	3,961	
330	CAPITAL FINANCE ACCOUNT	554,272	
331	EMR CIL 20/21	30,963	
	Total Equity		**1,066,002**

Filton Town Council 20-21

Bank Reconciliation Statement as at 28/02/2021
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-Operative Community Acc	28/02/2021	280	32,913.20
			32,913.20

[redacted]

Receipts not Banked/Cleared (Plus)

0.00

0.00

[redacted]

[redacted]:- [redacted]

[redacted]

Adjustments to Reconciliation

[redacted] [redacted]

[redacted]

Unreconciled Difference is :- 0.00

The co-operative bank
co-operativebank.co.uk/business

phone 03457 213 213

MRS L A REUBEN
Filton Town Council
Elm Park
Filton
Bristol
BS34 7PS

M8197/J1041457000 39600

Current Account

Summary

Account title
FILTON TOWN COUNCIL

Sort code
[redacted]

Account number
[redacted]

Statement date
[illegible]

Statement number
[illegible]

Page number
1 of 1

Previous opening balance
[redacted]

Total withdrawals
[redacted]

Total deposits
[redacted]

Statement closing balance
32,913.20

International Bank Account Number
[redacted]

Bank Identification Code
[redacted]

Date	Description	Withdrawals	Deposits	Balance
18 FEB 21	OPENING BALANCE			[redacted]
[redacted]				
	Statement closing balance			32,913.20

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction Fee. Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

Bank Reconciliation Statement as at 28/02/2021
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Imprest A/c -01364383	28/02/2021	425	100.00
Natwest Business A/c -08609098	28/02/2021	468	154,526.06
			154,626.06

Unpresented Cheques (Minus)		Amount	
12/08/2020 008954	Reissue-Connells Chq	180.00	
			180.00
			154,446.06

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		154,446.06

Balance per Cash Book is :- **154,446.06**

Difference is :- **0.00**

2 00212 0001/0001. 01055706

NatWest Current Account

Date	Details		Withdrawn	Paid in	Balance
26 Feb 2021	BROUGHT FORWARD				100.00
3 Mar	Credit	FROM [redacted]		625.00	
	Cheque	008960	625.00		100.00

Account Number [redacted]

425 Branch sort code [redacted]

National Westminster Bank Plc

FILTON TOWN COUNCIL
V5

2 00402 01741481 0001/0001

NatWest Business Reserve Account

Date	Details	Withdrawn	Paid in	Balance
[redacted]				
26 Feb	Interest 26FEB-GRS 08609098		1.32	
	Debit TO 01364383	32,270.27		154,526.06

Account Number [redacted]
467 Branch sort code [redacted]
National Westminster Bank Plc

FILTON TOWN COUNCIL
V5

BANK ACCOUNT-GENERAL

List of Payments made between 30/03/2021 and 06/04/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
31/03/2021	ANDREW TALBOT LTD	5610	0.00		VOID CHEQUE
31/03/2021	AIR PRODUCTS - DD	5611	0.00		VOID CHEQUE
31/03/2021	DLIT - DD	5612	0.00		VOID CHEQUE
31/03/2021	GLACIER ENVIRONMENTA	5613	0.00		VOID CHEQUE
31/03/2021	GLASDONUK	5614	0.00		VOID CHEQUE
31/03/2021	INITIAL	5615	0.00		VOID CHEQUE
31/03/2021	RED DOG TECHNOLOGY	5616	0.00		VOID CHEQUE
31/03/2021	SOUTH GLOS NON RATES	5617	0.00		VOID CHEQUE
31/03/2021	ERNEST TILL	5618	0.00		VOID CHEQUE
31/03/2021	Andrew Talbot Design Limited	5610	150.00		3072/5107/Andrew Talbot Design
31/03/2021	CryoService Ltd	5611	17.90		416243824/5096/CryoService Ltd
31/03/2021	DL I.T. Solutions Ltd	5612	399.23		22308/5100/DL I.T. Solutions L
31/03/2021	Glacier environmental Ltd	5613	606.60		SI-12112/5103/Glacier environm
31/03/2021	Glasdon UK Ltd	5614	218.04		SI807624/5023/Glasdon UK Ltd
31/03/2021	Rentokil Initial UK Ltd	5615	195.95		33819910/5104/Rentokil Initial
31/03/2021	Red Dog Technology Ltd	5616	1,894.20		3036/5105/Red Dog Technology L
31/03/2021	South Gloucestershire Council	5617	918.00		3804617253/5106/South Gloucest
31/03/2021	Ernest Till (South West) & co	5618	8,902.57		00012639/5110/Ernest Till (Sou

Total Payments 13,302.49

Minutes of the virtual Staffing Committee meeting held remotely via zoom on 2nd March 2021 at 6p.m.

PRESENT: Cllrs:- D.Collins, A Doyle(Chairing), Tom Mewies

ALSO PRESENT: LR (Town Clerk) TG(Town Council Support Officer) Cllr A Robinson

APOLOGIES: M.Chaudhry

108. Minutes. Minutes of the meeting held 1st December 2020 approved as a true record.

109. Matters arising from the minutes not already included in the agenda

There were none

110. Staff Furlough Payments – were discussed and it was agreed to find out more information on associated costs and refer back to the confidential session of the next full council (finance).

111. Date of next meeting Tuesday 6th April 2021.

There being no further business, the meeting closed at 7.10p.m

DRAFT

Minutes of the virtual Staffing Committee meeting held remotely via zoom on 6th April 2021 at 6p.m.
PRESENT: Cllrs:- D.Collins, A Doyle(Chairing), Tom Mewies

ALSO PRESENT: LR (Town Clerk) TG(Administrator)

APOLOGIES: M.Chaudhry

112. Minutes. Minutes of the meeting held 2nd March approved as a true record.

113. Matters arising from the minutes not already included in the agenda
There were none

114. Manager Updates
i)Maintenance Manager – Pavilion Boiler now installed and working efficiently; Leisure Centre all ready to hand over to Leisure Team for re-opening; Water handling Contractors to work with leisure team moving forward;
Keen to progress with wild flower beds in Elm Park and Millennium Green – plan to be circulated to members;
Idea of a history type information board at Elm Park to be costed;
ii)Leisure Centre Manager – Plans all in place to re-open on the 12th April 2021 with staff training currently underway. Still school holidays so the first week will be bookable family swims with lessons resuming from the 19th April. Lessons will still be restricted to 6-8 per lesson as per the guidance from Swim England. The manager confirmed that lessons took priority over evening public swim sessions as these sessions hadn't proven to be cost effective in previous trials. It was agreed to review the situation.

115. Real Living Wage - Figures had been circulated for those employees at the lower end of the pay scale that earn under £9.50 per hour. On the current pay scales to pay RLW to the lower end would equate to approx. an extra £1500 per year. It was agreed to recommend to Full Council (Finance) that this be implemented and the cost implications of paying across the board be circulated as soon as they are compiled or received from South Glos.

116. Pay Review – was currently underway for the administrator post and it was agreed to broadly support this being implemented subject to comparison of the current job descriptions with workload.

117. Pension Information – it was agreed to obtain up to date figures from Avon Pension Fund.

118. Date of next meeting - to be confirmed after annual meeting

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 8th June 2021 held in the Pavilion, Elm Park, Filton

PRESENT: Cllrs: - D Collins, D Boardman, A Bird, K Briffett, M Chaudhry, A Doyle, T Mewies, I Scott, A Monk, B Mead, A Kenyon, A Robinson, C Wood

ALSO PRESENT: N Gould (Town Council Support Officer), R Thompson (RBT Consulting)

APOLOGIES: Cllrs: - B Mead

NON-ATTENDANCE: - Cllrs: -

F.189 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.190 DECLARATION OF INTEREST: Cllr Monk declared he had a nephew who worked at Filton Sports & Leisure Centre.

F.191 MINUTES: Minutes from the meeting held 09th March 2021 were approved as an accurate record.

F.192 MATTERS OF REPORT ARISING FROM MINUTES: Arising from Minute F.183 – It was noted that an officer would be coming to present about a community plan at the September meeting.

Action: Town Council Office

F.193 REVIEW OF SERVICES PRESENTATION: Robin Thompson presented the final tender evaluation report to Councillors which outlined the bidders plans and financial . Questions were asked resulting in the suggestion to get a building conditions survey completed.
It was proposed and seconded to get a structural survey completed before commencing with any new contract, this was ***Agreed:*** unanimously.
A second motion was put forward to go ahead with the preferred bidder and a reserved bidder, this was seconded and ***Agreed:*** 12 in favour 1 abstention.

F.194 DATE FOR PRESENTATION OF END OF YEAR ACCOUNTS: Councillors agreed to hold an extra ordinary meeting on Tuesday 22nd June 2021.

There being no further business the meeting closed at 8.35PM

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

1st June 2021

Dear Member

You are hereby summoned to meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 8th June,2021 at 7p.m. in the Pavilion, Elm Park, BS34 7PS**

THIS MEETING WILL BE CLOSED TO THE PUBLIC DUE TO THE COMMERCIALLY SENSITIVE NATURE OF THE MATTERS BEING DISCUSSED.

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. To approve the Minutes of the meeting held 9th March 2021 *(pages1-2)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Review of Services – presentation from RPT Consulting
6. Questions on the above – *(please forward in advance if possible)*
7. Vote on preferred bidder
8. Action Plan
9. Date for presentation of end of year accounts – (proposed meeting for 22nd June 2021)

DRAFT

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 9th March 2021 held remotely via **ZOOM CONFERENCE CALLING.**

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

F.179 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.180 DECLARATION OF INTEREST: Cllr Kenyon declared a personal interest in Four Towns Transport.

F.181 MINUTES: Minutes from the meeting held 09th February 2021 were approved as an accurate record.

F.182 MATTERS OF REPORT ARISING FROM MINUTES: There were none.

F.183 PUBLIC PARTICIPATION:
i) HMO – Third Avenue – The letter from the resident was discussed, it was noted that this had already been taken to South Gloucestershire Council and they were looking into all the concerns raised.
A councillor asked if this could be incorporated into the community plan, the Town Clerk noted that to be able to have any legal stance on planning the Town Council would need to produce a neighbourhood plan which feeds into the local plan and sets out the frameworks. It was proposed, seconded and ***Agreed:*** to instruct the Town Clerk to contact ALCA for advice on working towards creating a neighbourhood plan.

Action: Town Clerk

F.184 GRANT PAYMENTS: Two applications had been received from North Bristol Advice Centre and Four Towns Transport. The Council have a budget of £500 for NBAC and £1000 for Four Towns Transport. Both applications were requesting £1000 for works in Filton. It was proposed, seconded and agreed by all participating to award both applications a grant of £1000, NBAC would be awarded their £500 budget and an additional £500 from the section 137 grants budget.

Action: Town Council Office

F.185 INCOME & EXPENDITURE REPORTS MONTH 10: The reports were noted. The Town Council Office were asked to look into the below budget codes and come back to the next meeting and advise why they were currently over budget;
4024-102 (Subscriptions)
4005-901 (HR SLA)

F.186 BALANCE SHEET MONTH 10: The report was noted.

F.187 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public.

DRAFT

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 9th March 2021 held remotely via **ZOOM CONFERENCE CALLING.**

PRESENT: Cllrs: - D Collins, A Doyle, T Mewies, I Scott, A Monk, B Mead, A Kenyon, A Robinson,

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer)
APOLOGIES: Cllrs: - K Briffett, M Chaudhry
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Action: Town Clerk

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Action: Town Council Office

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Part 2 excluding press and public.

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

8th July 2021

Dear Member

You are hereby summoned to A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 13th July 2021 at 7.00pm in the Badminton Hall, BS34 7PS.**

Yours sincerely,

L.A.Reuben
Town Clerk.

AGENDA

1. Election of Chair and Declaration of Acceptance of Office
2. Election of Vice Chair and Declaration of Acceptance of Office
3. Apologies for Absence
4. Declarations of Interest
5. Matters of report arising from the minutes not otherwise covered by the Agenda
6. To approve the minutes of the meeting Full Council (Finance) 8th June 2021. *(page 1)*
7. Public Participation – need to be sent to Town Clerk 48 hrs prior to meeting
8. Matters of report arising from the minutes not otherwise included on the Agenda
9. Filton Beat Team Update *(page 2)*
10. Reports from Committees, Working Groups and the Town Clerk:
    a. Defibrillator
    b. Wessex Reserve Lease *(pages 3-4)*
11. Income & Expenditure Reports Month 2 *(pages 5-13)*
12. Balance Sheet Month 2 *(pages 14-16)*
13. Bank Reconciliation *(pages 17-21)*
14. Payments for information up to date *(page 22)*

Part 2 – Excluding Press and Public

15. Review of Services

DRAFT

Minutes of the meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 8th June 2021 held in the Pavilion, Elm Park, Filton

PRESENT: Cllrs: - D Collins, D Boardman, A Bird, K Briffett, M Chaudhry, A Doyle, T Mewies, I Scott, A Monk, B Mead, A Kenyon, A Robinson

ALSO PRESENT: N Gould (Town Council Support Officer), R Thompson (RBT Consulting)

APOLOGIES: Cllrs: - B Mead

NON-ATTENDANCE: - Cllrs: -

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A second motion was put forward to go ahead with the preferred bidder and a reserved bidder, this was seconded and ***Agreed:*** 12 in favour 1 against.

F.194 DATE FOR PRESENTATION OF END OF YEAR ACCOUNTS: Councillors agreed to hold an extra ordinary meeting on Tuesday 22nd June 2021.

There being no further business the meeting closed at 8.35PM

Filton Town Council Report – June 2021

Number of reported crimes below are statistics of those reported crimes which effect the area. Please also be aware that these statistics still include some of Little Stoke due to our boundary issues. (This is still trying to be rectified)

.

May	**June (to date)**
Arson & Criminal Damage – 4	8
Burglary (dwelling & non-dwelling) – 4	8
Drug offences – 1	0
Public Order –17	8
Theft –27	18
Vehicle Offences –9	10
Violence against the person – 47	27

Over the last 2 weeks we have seen an increase in shed/garage breaks and also theft from motor vehicle. We are looking into where these offences are taking place and implementing a patrol plan so that we can target out patrols to hotspot areas.

We again encourage residents to report any suspicious behaviour. If any residents have CCTV of any incidents or suspicious behaviour then please get in contact with us via 101 or on the Avon and Somerset Police website.

Filton will be losing PCSO Georgia Bush as she moves to a different area in a new role. In the coming months Filton will be recruiting another PCSO to fill this position and are also looking to recruit an additional beat manager.

Message from PCSO Georgia Bush –

I will be leaving the Filton Neighbourhood Policing Team after 6 years of working in Filton. It has been a pleasure to work with the councillors and the Filton Town Council staff. Thank you for all your support over the years and I wish you all the best for the future.

Dear Sir or Madam

I act for Wessex Reserve Forces & Cadets Association and understand that you are the landlord of the Lease to the Air Training Corps.

I attach a copy of the Land Registry details for the freehold and leasehold titles and a copy of the Lease. My client would like to make a substantial investment in this site but their lease is due to expire in 2025 – I have been asked to approach you to see if you would consider granting them a fresh 25/30 year lease.

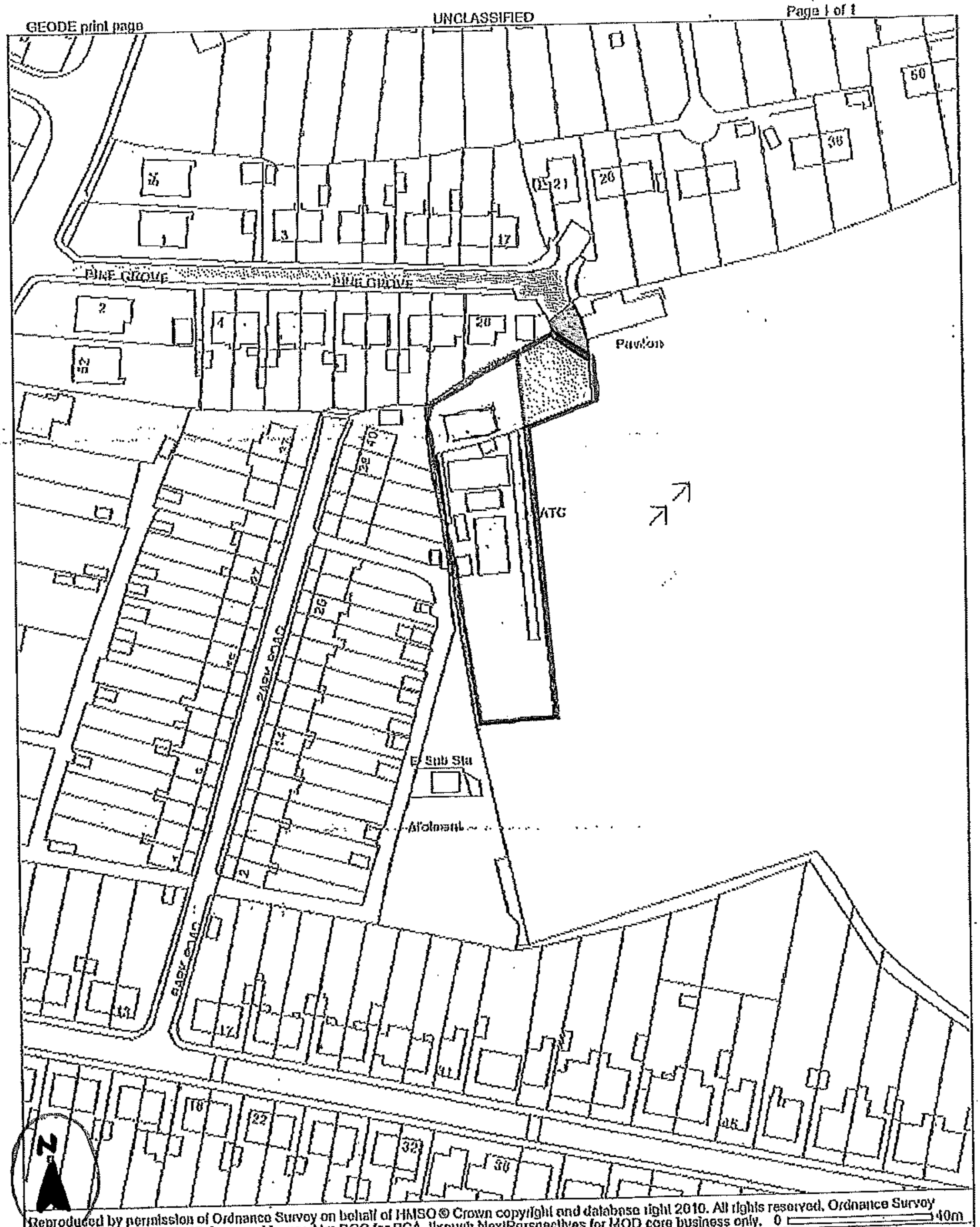
I look forward to hearing from you.

Kind regards

Nicola

Nicola Janus-Harris

Senior Associate



Title : Pine Grove Filton

Contact: Scale 1: 1250

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Map coordinate system: British National Grid

This map has been produced from a web browser and should not be used to generate definitive measurements of length or area

UNCLASSIFIED

09-04-2010

Detailed Income & Expenditure by Budget Heading 08/07/2021

Month No: 2 Cost Centre Report

		Actual Last Year	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	128	50	1,583	1,533			3.2%	
1010	Pavillion Hire	250	100	5,000	4,900			2.0%	
1011	HALL BLOCK BOOKINGS	0	75	1,500	1,425			5.0%	
1054	Softplay Income	(274)	245	9,600	9,355			2.5%	
1077	GRANTS RECEIVED	0	2,536	0	(2,536)			0.0%	
1080	MISCELLANEOUS INCOME	8	0	1,000	1,000			0.0%	
1088	HMRC JRS Grant	204,779	6,231	0	(6,231)			0.0%	
1089	South Glos Covid-19 Grant	24,214	0	0	0			0.0%	
	Leisure Centre - General :- Income	**229,105**	**9,236**	**18,683**	**9,447**			**49.4%**	**0**
4001	SALARIES & WAGES	376,196	61,308	524,162	462,854		462,854	11.7%	
4003	COST OF TRAINING COURSES	103	0	1,000	1,000		1,000	0.0%	
4006	PROTECTIVE CLOTHING	0	0	1,000	1,000		1,000	0.0%	
4008	TRAINING	82	0	1,500	1,500		1,500	0.0%	
4011	RATES	62,464	10,414	63,150	52,736		52,736	16.5%	
4014	ELECTRICITY	4,295	21	2,800	2,779		2,779	0.7%	
4015	GAS	5,177	537	5,200	4,663		4,663	10.3%	
4016	JANITORIAL	2,094	661	2,800	2,139		2,139	23.6%	
4017	HEALTH & SAFETY	2,679	389	1,000	611		611	38.9%	
4018	REFUSE DISPOSAL	9,496	1,594	7,200	5,606		5,606	22.1%	
4021	TELEPHONE & FAX	347	0	600	600		600	0.0%	
4023	STATIONERY/PRINTING	407	0	1,721	1,721		1,721	0.0%	
4025	INSURANCE	11,991	10,297	24,326	14,029		14,029	42.3%	
4030	RECRUITMENT ADVTG	0	0	1,500	1,500		1,500	0.0%	
4032	PUBLICITY	688	406	3,000	2,594		2,594	13.5%	
4035	SECURITY COSTS	3,669	330	3,000	2,670		2,670	11.0%	
4036	PROPERTY MAINTCE	8,573	217	10,000	9,783		9,783	2.2%	
4038	MAINTENANCE CTRCTS	2,044	1,708	8,000	6,293		6,293	21.3%	
4040	EQUIPMENT & SMALL TOOLS	537	0	1,500	1,500		1,500	0.0%	
4042	EQUIPMENT MAINTCE	1,964	0	500	500		500	0.0%	
4051	BANK CHARGES	1,186	255	2,000	1,745		1,745	12.7%	
4069	Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0%	
4115	LICENCES	0	48	400	352		352	12.0%	
4990	DEPRECIATION CHARGED	94,640	0	0	0		0	0.0%	
4991	DEFERRED GRANTS RELEASED	(41,875)	0	0	0		0	0.0%	
	Leisure Centre - General :- Indirect Expenditure	**546,755**	**88,183**	**676,359**	**588,176**	**0**	**588,176**	**13.0%**	**0**
	Net Income over Expenditure	**(317,650)**	**(78,947)**	**(657,676)**	**(578,729)**				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Leisure Centre - Swimming Pool								
1012 Bouncy Castle Parties	0	0	10,000	10,000			0.0%	
1020 SWIMMING - PUBLIC	7,424	5,433	60,000	54,567			9.1%	
1021 SWIMMING - LESSONS	12,714	14,241	200,000	185,759			7.1%	
1022 SWIMMING - SCHOOLS	5,808	0	10,000	10,000			0.0%	
1023 SWIMMING - CLUBS	13,830	6,870	25,000	18,130			27.5%	
1024 SALES (STOCK) POOL	267	374	5,000	4,626			7.5%	
1025 Pool Parties	(333)	488	2,500	2,013			19.5%	
1026 One to One Lessons	0	(75)	6,000	6,075			(1.3%)	
1027 Aqua Fit	2,000	1,025	6,500	5,475			15.8%	
1028 Lifeguard Courses	0	1,367	2,000	633			68.3%	
1080 MISCELLANEOUS INCOME	0	0	1,000	1,000			0.0%	
1095 INSURANCE CLAIM	3,724	0	0	0			0.0%	
1099 TILL DISCREPANCIES	44	6	0	(6)			0.0%	
Leisure Centre - Swimming Pool :- Income	45,477	29,729	328,000	298,271			9.1%	0
4103 PURCHASES FOR RESALE	358	277	4,000	3,723		3,723	6.9%	
Leisure Centre - Swimming Pool :- Direct Expenditure	358	277	4,000	3,723	0	3,723	6.9%	0
4002 TEMPORARY & CASUAL STAFF	165	0	1,000	1,000		1,000	0.0%	
4008 TRAINING	646	973	1,000	28		28	97.3%	
4012 WATER RATES	16,996	1,584	20,000	18,416		18,416	7.9%	
4014 ELECTRICITY	31,656	135	27,000	26,865		26,865	0.5%	
4015 GAS	18,539	2,571	31,000	28,429		28,429	8.3%	
4017 HEALTH & SAFETY	1,250	209	1,800	1,592		1,592	11.6%	
4020 SUNDRY OFFICE & IT COSTS	445	0	1,200	1,200		1,200	0.0%	
4024 SUBSCRIPTIONS	0	372	200	(172)		(172)	185.9%	
4036 PROPERTY MAINTCE	714	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CTRCTS	1,881	3,008	2,000	(1,008)		(1,008)	150.4%	
4040 EQUIPMENT & SMALL TOOLS	18	172	500	328		328	34.4%	
4042 EQUIPMENT MAINTCE	1,814	357	30,000	29,643		29,643	1.2%	
4115 LICENCES	75	0	75	75		75	0.0%	
4120 POOL CHEMICALS	1,645	1,251	4,200	2,949		2,949	29.8%	
4125 POOL PURCHASES NOT FOR RESALE	121	694	1,000	306		306	69.4%	
4990 DEPRECIATION CHARGED	3,879	0	0	0		0	0.0%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	79,844	11,326	123,475	112,149	0	112,149	9.2%	0
Net Income over Expenditure	(34,725)	18,126	200,525	182,399				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103	Leisure Centre - Pool Vending								
1030	Vending Machine Income	0	0	600	600			0.0%	
	Leisure Centre - Pool Vending :- Income	**0**	**0**	**600**	**600**			**0.0%**	**0**
	Net Income	**0**	**0**	**600**	**600**				
104	Leisure Centre - Bar								
1001	RENT RECEIVED	8,675	0	8,700	8,700			0.0%	
1031	MACHINE INCOME	0	0	800	800			0.0%	
1032	Tickets	0	0	700	700			0.0%	
1040	BAR INCOME - LOUNGE	14,960	0	100,000	100,000			0.0%	
1041	BAR INCOME - HALL	0	0	10,000	10,000			0.0%	
1049	CAFE INCOME	46	0	0	0			0.0%	
1056	FUNCTION ROOM HIRE	27	0	250	250			0.0%	
1088	HMRC JRS Grant	29,996	7,804	0	(7,804)			0.0%	
1095	INSURANCE CLAIM	8,802	0	0	0			0.0%	
1099	TILL DISCREPANCIES	(244)	0	0	0			0.0%	
	Leisure Centre - Bar :- Income	**62,261**	**7,804**	**120,450**	**112,646**			**6.5%**	**0**
4101	PURCHASES - WET STOCK	5,744	(371)	40,500	40,871		40,871	(0.9%)	
4102	PURCHASES - DRY STOCK	295	0	2,500	2,500		2,500	0.0%	
4109	PURCHASES - CAFE	123	0	0	0		0	0.0%	
	Leisure Centre - Bar :- Direct Expenditure	**6,163**	**(371)**	**43,000**	**43,371**	**0**	**43,371**	**(0.9%)**	**0**
4001	SALARIES & WAGES	58,455	7,877	87,886	80,009		80,009	9.0%	
4008	TRAINING	0	0	500	500		500	0.0%	
4014	ELECTRICITY	0	151	0	(151)		(151)	0.0%	
4020	SUNDRY OFFICE & IT COSTS	368	0	0	0		0	0.0%	
4036	PROPERTY MAINTCE	469	497	3,000	2,503		2,503	16.6%	
4038	MAINTENANCE CTRCTS	398	168	500	332		332	33.5%	
4040	EQUIPMENT & SMALL TOOLS	376	16	400	384		384	4.0%	
4041	EQUIPMENT HIRE	1,766	17	4,000	3,983		3,983	0.4%	
4051	BANK CHARGES	74	0	500	500		500	0.0%	
4060	OTHER PROF FEES	(100)	100	1,200	1,100		1,100	8.3%	
4100	COST OF SALES	1,898	0	0	0		0	0.0%	
4104	BAR SUNDRIES	(177)	0	500	500		500	0.0%	
4110	PROMOTIONS	0	0	2,500	2,500		2,500	0.0%	
4115	LICENCES	416	0	1,200	1,200		1,200	0.0%	
4116	GAMING MACHINE DUTY	0	0	500	500		500	0.0%	
4990	DEPRECIATION CHARGED	589	0	0	0		0	0.0%	
	Leisure Centre - Bar :- Indirect Expenditure	**64,532**	**8,825**	**102,686**	**93,861**	**0**	**93,861**	**8.6%**	**0**
	Net Income over Expenditure	**(8,433)**	**(650)**	**(25,236)**	**(24,586)**				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105	Leisure Centre - Indoor Sports								
1050	BADMINTON FEES	(213)	14	850	836			1.6%	
1051	SNOOKER FEES	0	75	5,000	4,925			1.5%	
1052	PARTY ROOM HIRE	(13)	0	2,000	2,000			0.0%	
1053	SKITTLE ALLEY	0	0	200	200			0.0%	
	Leisure Centre - Indoor Sports :- Income	**(226)**	**89**	**8,050**	**7,961**			**1.1%**	0
4014	ELECTRICITY	2,848	0	12,000	12,000		12,000	0.0%	
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%	
4990	DEPRECIATION CHARGED	351	0	0	0		0	0.0%	
	Leisure Centre - Indoor Sports :- Indirect Expenditure	**3,199**	**0**	**17,000**	**17,000**	**0**	**17,000**	**0.0%**	**0**
	Net Income over Expenditure	**(3,425)**	**89**	**(8,950)**	**(9,039)**				
106	Leisure Centre - Outdoor Sport								
1060	GRASS INCOME	997	313	2,000	1,687			15.7%	
1061	OUTSIDE COURTS	0	0	1,000	1,000			0.0%	
1063	Petanque Income	(6)	0	125	125			0.0%	
	Leisure Centre - Outdoor Sport :- Income	**990**	**313**	**3,125**	**2,812**			**10.0%**	0
4014	ELECTRICITY	197	0	250	250		250	0.0%	
4990	DEPRECIATION CHARGED	955	0	0	0		0	0.0%	
	Leisure Centre - Outdoor Sport :- Indirect Expenditure	**1,152**	**0**	**250**	**250**	**0**	**250**	**0.0%**	0
	Net Income over Expenditure	**(162)**	**313**	**2,875**	**2,562**				
201	Playing Fields								
1078	DONATIONS RECEIVED	0	539	0	(539)			0.0%	
1201	Field Hire Income	0	0	2,500	2,500			0.0%	
	Playing Fields :- Income	**0**	**539**	**2,500**	**1,961**			**21.6%**	0
4037	GROUNDS MAINTENANCE	688	0	2,250	2,250		2,250	0.0%	
4990	DEPRECIATION CHARGED	140	0	0	0		0	0.0%	
	Playing Fields :- Indirect Expenditure	**828**	**0**	**2,250**	**2,250**	**0**	**2,250**	**0.0%**	**0**
	Net Income over Expenditure	**(828)**	**539**	**250**	**(289)**				
202	Play Areas								
4037	GROUNDS MAINTENANCE	1,168	0	1,000	1,000		1,000	0.0%	
4042	EQUIPMENT MAINTCE	111	267	1,000	733		733	26.7%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4990	DEPRECIATION CHARGED	1,010	0	0	0		0	0.0%	
4991	DEFERRED GRANTS RELEASED	(911)	0	0	0		0	0.0%	
	Play Areas :- Indirect Expenditure	**1,378**	**267**	**2,000**	**1,733**	**0**	**1,733**	**13.4%**	**0**
	Net Expenditure	**(1,378)**	**(267)**	**(2,000)**	**(1,733)**				
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%	
4990	DEPRECIATION CHARGED	988	0	0	0		0	0.0%	
4991	DEFERRED GRANTS RELEASED	(369)	0	0	0		0	0.0%	
	Millennium Green :- Indirect Expenditure	**619**	**0**	**500**	**500**	**0**	**500**	**0.0%**	**0**
	Net Income over Expenditure	**(619)**	**0**	**1,000**	**1,000**				
204	Allotments								
1001	RENT RECEIVED	973	133	1,000	868			13.3%	
	Allotments :- Income	**973**	**133**	**1,000**	**868**			**13.2%**	0
4012	WATER RATES	481	88	400	312		312	22.1%	
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	235	0	250	250		250	0.0%	
4990	DEPRECIATION CHARGED	1,299	0	0	0		0	0.0%	
4991	DEFERRED GRANTS RELEASED	(500)	0	0	0		0	0.0%	
	Allotments :- Indirect Expenditure	**1,515**	**88**	**925**	**837**	**0**	**837**	**9.5%**	0
	Net Income over Expenditure	**(543)**	**44**	**75**	**31**				
301	Roads & Highways								
4080	STREET CARE (ex S Glos)	3,399	781	3,200	2,419		2,419	24.4%	
4990	DEPRECIATION CHARGED	810	0	0	0		0	0.0%	
	Roads & Highways :- Indirect Expenditure	**4,209**	**781**	**3,200**	**2,419**	**0**	**2,419**	**24.4%**	0
	Net Expenditure	**(4,209)**	**(781)**	**(3,200)**	**(2,419)**				
302	Community Development								
1082	Filton Festival	(68)	0	2,500	2,500			0.0%	
	Community Development :- Income	**(68)**	0	**2,500**	**2,500**			**0.0%**	0
4701	GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4702	GRANTS - TWINNING ASS'N	500	0	300	300		300	0.0%	
4703	GRANTS - FOUR TOWNS TPT	1,000	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	17,500	8,750	17,500	8,750		8,750	50.0%	
4708	GRANTS - COMM'Y PARTNERSHIP	0	2,247	3,500	1,254		1,254	64.2%	
4711	GRANTS - S137 GENERAL	600	0	6,500	6,500		6,500	0.0%	
4720	CHRISTMAS ACTIVITIES	4,592	0	3,000	3,000		3,000	0.0%	
4725	FILTON FESTIVAL	0	0	10,000	10,000		10,000	0.0%	
4990	DEPRECIATION CHARGED	588	0	0	0		0	0.0%	
4991	DEFERRED GRANTS RELEASED	(186)	0	0	0		0	0.0%	
4998	TFR TO EARMARKED RSV	14,280	0	0	0		0	0.0%	
	Community Development :- Indirect Expenditure	**38,874**	**10,997**	**46,580**	**35,584**	**0**	**35,584**	**23.6%**	**0**
	Net Income over Expenditure	**(38,942)**	**(10,997)**	**(44,080)**	**(33,084)**				
801	Corporate Management								
4004	PENSION DEFICIT	(11,001)	(1,900)	(11,400)	(9,500)		(9,500)	16.7%	
	Corporate Management :- Indirect Expenditure	**(11,001)**	**(1,900)**	**(11,400)**	**(9,500)**	**0**	**(9,500)**	**16.7%**	**0**
	Net Expenditure	**11,001**	**1,900**	**11,400**	**9,500**				
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	1,388	375	3,000	2,625		2,625	12.5%	
4065	MEETING COSTS	0	0	150	150		150	0.0%	
	Democratic Rep'n & Mgmt :- Indirect Expenditure	**1,388**	**375**	**6,150**	**5,775**	**0**	**5,775**	**6.1%**	**0**
	Net Expenditure	**(1,388)**	**(375)**	**(6,150)**	**(5,775)**				
803	Civic Expenses								
4006	PROTECTIVE CLOTHING	0	35	0	(35)		(35)	0.0%	
4066	CHAIRMANS ALLOWANCE	950	0	950	950		950	0.0%	
	Civic Expenses :- Indirect Expenditure	**950**	**35**	**950**	**915**	**0**	**915**	**3.7%**	**0**
	Net Expenditure	**(950)**	**(35)**	**(950)**	**(915)**				
901	Central Services								
1001	RENT RECEIVED	0	0	2	2			0.0%	
	Central Services :- Income	**0**	**0**	**2**	**2**			**0.0%**	**0**

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001	SALARIES & WAGES	104,178	17,435	106,000	88,565		88,565	16.4%	
4005	HR Costs-Service level agr'mnt	9,868	0	7,500	7,500		7,500	0.0%	
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	75	80	2,500	2,420		2,420	3.2%	
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	6,060	1,278	6,000	4,722		4,722	21.3%	
4021	TELEPHONE & FAX	1,305	0	750	750		750	0.0%	
4022	POSTAGE	937	154	1,000	846		846	15.4%	
4023	STATIONERY/PRINTING	787	128	1,000	872		872	12.8%	
4024	SUBSCRIPTIONS	1,626	1,448	1,700	252		252	85.2%	
4026	PHOTOCOPY CHARGES	1,047	0	2,000	2,000		2,000	0.0%	
4027	OFFICE EQUIPMENT	269	0	500	500		500	0.0%	
4032	PUBLICITY	125	0	0	0		0	0.0%	
4039	MISC EXPS, XMAS DECORATIONS	100	0	100	100		100	0.0%	
4040	EQUIPMENT & SMALL TOOLS	313	0	0	0		0	0.0%	
4051	BANK CHARGES	604	96	1,500	1,404		1,404	6.4%	
4052	BANK INTEREST	10	0	0	0		0	0.0%	
4056	LEGAL FEES	525	0	1,000	1,000		1,000	0.0%	
4057	AUDIT FEES	2,765	0	3,300	3,300		3,300	0.0%	
4058	ACCOUNTANCY FEES	11,153	297	12,600	12,303		12,303	2.4%	
4060	OTHER PROF FEES	6,724	3,750	3,600	(150)		(150)	104.2%	
4115	LICENCES	320	0	0	0		0	0.0%	
4990	DEPRECIATION CHARGED	7,147	0	0	0		0	0.0%	
4991	DEFERRED GRANTS RELEASED	(4,143)	0	0	0		0	0.0%	
4992	FUNDING FROM R CAP FUND	0	(3,750)	0	3,750		3,750	0.0%	
	Central Services :- Indirect Expenditure	**151,795**	**20,917**	**153,100**	**132,183**	**0**	**132,183**	**13.7%**	**0**
	Net Income over Expenditure	**(151,795)**	**(20,917)**	**(153,098)**	**(132,181)**				
902	Outside Services								
1001	RENT RECEIVED	350	0	350	350			0.0%	
	Outside Services :- Income	**350**	**0**	**350**	**350**			**0.0%**	**0**
4001	SALARIES & WAGES	94,291	15,711	99,200	83,489		83,489	15.8%	
4006	PROTECTIVE CLOTHING	0	41	200	159		159	20.6%	
4008	TRAINING	0	0	500	500		500	0.0%	
4036	PROPERTY MAINTCE	1,686	35	1,500	1,465		1,465	2.3%	
4037	GROUNDS MAINTENANCE	2,204	1,252	2,500	1,248		1,248	50.1%	
4039	MISC EXPS, XMAS DECORATIONS	100	0	100	100		100	0.0%	
4040	EQUIPMENT & SMALL TOOLS	882	384	2,000	1,616		1,616	19.2%	

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041	EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042	EQUIPMENT MAINTCE	347	0	3,000	3,000		3,000	0.0%	
4044	VEHICLE FUEL,OIL & MAINT	2,243	1,021	2,500	1,479		1,479	40.8%	
4990	DEPRECIATION CHARGED	130	0	0	0		0	0.0%	
4991	DEFERRED GRANTS RELEASED	(83)	0	0	0		0	0.0%	
	Outside Services :- Indirect Expenditure	**101,801**	**18,444**	**111,750**	**93,306**	**0**	**93,306**	**16.5%**	**0**
	Net Income over Expenditure	**(101,451)**	**(18,444)**	**(111,400)**	**(92,956)**				
909	Capital & Projects								
1074	CIL Income	30,963	13,309	0	(13,309)			0.0%	
	Capital & Projects :- Income	**30,963**	**13,309**	**0**	**(13,309)**				**0**
4054	LOAN INTEREST PWLB	1,538	0	986	986		986	0.0%	
4055	LOAN CAPITAL REPAID	14,371	0	15,117	15,117		15,117	0.0%	
4918	CAP Gates & Fencing	0	3,500	0	(3,500)		(3,500)	0.0%	
4992	FUNDING FROM R CAP FUND	(9,650)	(3,500)	0	3,500		3,500	0.0%	
4993	TFR TO ROLLING CAPITAL FUND	40,000	40,000	40,000	0		0	100.0%	
4997	ASSETS CAPITALISED	12,987	0	0	0		0	0.0%	
4998	TFR TO EARMARKED RSV	30,963	13,309	0	(13,309)		(13,309)	0.0%	
4999	TFR FR EARMARKED RSV	(3,338)	0	0	0		0	0.0%	
	Capital & Projects :- Indirect Expenditure	**86,872**	**53,309**	**56,103**	**2,794**	**0**	**2,794**	**95.0%**	**0**
	Net Income over Expenditure	**(55,909)**	**(40,000)**	**(56,103)**	**(16,103)**				
998	Precept & Interest								
1076	PRECEPT	981,786	493,347	986,694	493,347			50.0%	
1090	INTEREST RECEIVED	419	12	500	488			2.5%	
	Precept & Interest :- Income	**982,205**	**493,359**	**987,194**	**493,835**			**50.0%**	**0**
	Net Income	**982,205**	**493,359**	**987,194**	**493,835**				
999	Asset Management Revenue A/c								
1990	CAPITAL CHARGES (INC)	112,526	0	0	0			0.0%	
	Asset Management Revenue A/c :- Income	**112,526**	**0**	**0**	**0**				**0**
801	BUILDINGS	98,175	0	0	0		0	0.0%	
811	LEASEHOLD L & B DEPRECIATION	500	0	0	0		0	0.0%	
821	VEHICLES & EQUIPMENT	9,516	0	0	0		0	0.0%	
841	INFRASTRUCTURE ASSET	2,269	0	0	0		0	0.0%	
861	COMMUNITY ASSETS	2,066	0	0	0		0	0.0%	
4996	REVERSE DEPRECIATION	(112,526)	0	0	0		0	0.0%	

Continued over page

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5005 TFR DEF GRANTS RELEASED TO CFR	48,067	0	0	0		0	0.0%	
Asset Management Revenue A/c :- Indirect Expenditure	48,067	0	0	0	0	0		0
Net Income over Expenditure	64,459	0	0	0				
Grand Totals:- Income	1,464,557	554,512	1,473,954	919,442			37.6%	
Expenditure	1,129,296	211,553	1,338,878	1,127,325	0	1,127,325	15.8%	
Net Income over Expenditure	335,261	342,959	135,076	(207,883)				
Movement to/(from) Gen Reserve	335,261	342,959						

Filton Town Council 21-22

Summary Balance Sheet - Excluding Stock Movement

Month 2 Date 08/07/2021

	Actual		
Fixed Assets	Asset Value	Depreciation	Net Value
Total Fixed Assets	3,061,013	2,370,677	690,336
Current Assets			
Total Current Assets		888,295	
Current Liabilities			
Total Current Liabilities		46,894	
Net Current Assets			841,402
Total Assets less Current Liabilities			1,531,738
Long Term Liabilities			
Total Long Term Liabilities		187,677	
Total Assets less Total Liabilities			1,344,061
Represented by :-			
Total Equity			1,344,061

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 08/07/2021

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,619,152	595,376
11	LEASEHOLD LAND & BUILDINGS	25,000	7,000	18,000
21	VEHICLES & EQUIPMENT	565,508	530,530	34,978
41	INFRASTRUCTURE ASSET	194,605	182,829	11,776
61	COMMUNITY ASSETS	61,372	31,166	30,206
	Total Fixed Assets	**3,061,013**	**2,370,677**	**690,336**
	Current Assets			
100	TRADE DEBTORS	12,063		
105	VAT CONTROL	5,447		
110	PREPAYMENTS	544		
115	OTHER DEBTORS	4,415		
116	STAFF ADVANCES	(600)		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	821		
121	STOCK - LEISURE	642		
190	CAPITAL WORK IN PROGRESS	141		
200	BANK ACCOUNT-GENERAL	14,818		
201	BANK IMPREST WAGES AC	242,576		
215	POOL TAKINGS CASHBOOK	995		
220	PETTY CASH - OFFICE	260		
221	PETTY CASH - BAR	269		
225	FLOAT - BAR	295		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	165		
245	CCLA Public Sector Investment	605,000		
	Total Current Assets		**888,295**	
	Current Liabilities			
500	TRADE CREDITORS	19,512		
506	DEFERRED VAT COVID 19	1,253		
510	ACCRUED EXPENSES	6,725		
512	ACCRUED LOAN INTEREST	318		
524	OTHER DEDUCTIONS	58		
525	PAYE AND NI DUE	8,201		
526	SUPERANNUATION DUE	6,327		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		**46,894**	
	Net Current Assets			**841,402**
	Total Assets less Current Liabilities			**1,531,738**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,306,510)		
401	PWLB Loan 486814	22,967		
	Total Long Term Liabilities		**187,677**	

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 08/07/2021

A/c	Description	Actual	
	Total Assets less Total Liabilities		**1,344,061**
	Represented by :-		
300	CURRENT YEAR FUND	342,959	
310	GENERAL FUND	361,361	
315	ROLLING CAPITAL FUND	63,790	
323	EMR Festival	10,000	
325	EMR 4 Towns Play Association	4,580	
328	EMR Elections	10,338	
329	EMR CIL 19/20	3,961	
330	CAPITAL FINANCE ACCOUNT	502,800	
331	EMR CIL 20/21	30,963	
332	CIL EMR 21/22	13,309	
	Total Equity		**1,344,061**

Filton Town Council 21-22

Bank Reconciliation Statement as at 30/06/2021
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-Operative Community Acc	30/06/2021	293	66,044.78
			66,044.78

[redacted] Amount

[redacted]

Receipts not Banked/Cleared (Plus)

[redacted]

Balance per Cash Book is :- [redacted]

Difference Excluding Adjustments is :- [redacted]

The **co-operative** bank

co-operativebank.co.uk/business

phone 03457 213 213

MRS L A REUBEN
Filton Town Council
Elm Park
Filton
Bristol
BS34 7PS

M6232/J1054B13000 **39600**

Current Account

Summary

Account title
F[illegible]N TOWN COUNCIL

[redacted]

Statement closing balance
66,044.78

[redacted]

Date	Description	Withdrawals	Deposits	Balance
28 JUN 21	OPENING BALANCE			36,731.77
[redacted]				
	Statement closing balance			**66,044.78**

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction Fee. Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

Bank Reconciliation Statement as at 30/06/2021
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Imprest A/c -01364383	25/06/2021	440	100.00
Natwest Business A/c -08609098	25/06/2021	483	232,302.92
			232,402.92

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		232,402.92

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		232,402.92

Balance per Cash Book is :-	**232,402.92**
Difference is :-	**0.00**

2 00108 00561269 0001/0001

NatWest **Current Account**

Date	Details	Withdrawn	Paid in	Balance
18 Jun 2021	BROUGHT FORWARD			100.00
22 Jun	[redacted]		[redacted]	
	[redacted]CSV			
	BACS	[redacted]		100.00
25 Jun	[redacted]		[redacted]	
	[redacted]	[redacted]		100.00

Account Number 01364383
440 Branch sort code 52-10-05
National Westminster Bank Plc

FILTON TOWN COUNCIL
V5

20.

2 00108 0001/0001 00561271

NatWest

Business Reserve Account

Date	Details	Withdrawn	Paid in	Balance
18 Jun 2021	BROUGHT FORWARD			[redacted]
22 Jun	D[redacted]			
25 Jun	[redacted]			232,302.92

Account Number 08609098
483 Branch sort code 52-10-05
National Westminster Bank Plc

FILTON TOWN COUNCIL
V5

21.

Filton Town Council 21-22

BANK ACCOUNT-GENERAL

List of Payments made between 01/07/2021 and 08/07/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
07/07/2021	Brenntag UK Ltd	5707	599.99		165-Pool chemicals
07/07/2021	Avon Local Councils' Associati	5708	30.00		159-Year end Accounts + Audit
07/07/2021	A.M.P Window Cleaning Services	5709	50.00		160-Cleaning windows 26/06/21
07/07/2021	Avon Data Care	5710	34.00		167-ref 80 mm till rolls
07/07/2021	DL I.T. Solutions Ltd	5711	63.00		161-Fibre broadband
07/07/2021	Glasdon UK Limited	5712	646.82		168-Phoenix seat
07/07/2021	GM Engineering (Bristol) Ltd	5713	600.00		158-Fit new lock to gates
07/07/2021	Living Wage Foundation	5714	144.00		162-Ers accreditation FTC
07/07/2021	Ernest Till (South West) & co	5715	858.00		176-Boiler service + gas check
07/07/2021	Travis Perkins Trading Co Ltd	5716	44.43		156-Chipboard screw, corner br
07/07/2021	Viridor Waste Management Ltd	5717	288.72		166-Refuse collection
07/07/2021	Waterlogic GB Ltd	5718	148.03		170-P POU Rental
		Total Payments	3,506.99		

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 13th July 2021 held in the Badminton Hall, Filton**.**

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

F.195 ELECTION OF CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE: Cllr Doyle was nominated, seconded and elected Chair unanimously.

F.196 ELECTION OF VICE CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE: Cllr Mewies was nominated, seconded and elected Vice Chair unanimously.

F.197 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.198 DECLARATION OF INTEREST: Cllr Robinson declared a personal interest in the planning application for 20 Pine Grove.

F.199 MINUTES: Minutes from the meeting held 08th June 2021 were approved as an accurate record, after noting that Cllr Wood was present at the meeting and minute F.193 motion two, should be recorded as 12 in favour and 1 abstention.

F.200 MATTERS OF REPORT ARISING FROM MINUTES: Arising from minute F.194 it was requested that the Town Council office develop a Capital Plan and bring back to the next meeting.

Action: Town Council Office

F.201 PUBLIC PARTICIPATION: No questions had been received. After a short discussion around submitting public questions in advance it was agreed to change the line on the agenda to read, "Advised that questions be sent to the Council Office 48 hours prior to meeting".

F.202 REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Defibrillator – Following on from the resident submission at the last meeting costings had been provided for a defibrillator to be placed on the outside walls of the swimming pool, opposite the park at Elm Park. It was estimated that the total cost of purchase and installation would be just over £2000. It was proposed, seconded and ***Agreed:*** unanimously to go ahead with purchase and allow the Clerk to decided best location.

Action: Town Council Office

ii) Wessex Reserve Lease – Councillors discussed the lease and nearby planning application (20 Pine Grove) which looked like it might be taking some "no mans land" leading into the entrance of the ATC building. After a short discussion Councillors asked the Town Clerk to come back to the next meeting with answers to the following;

- What the ATC are planning to spend the money doing.
- Check with the ATC that if a section of the land is taking within the planning of 20 Pine Grove it won't have an impact on them accessing the site.
- Within the lease are the ATC able to change the terms of the lease or sell the lease on?

It was proposed and seconded to instruct the Town Clerk to agree the extended lease in principle, after investigating the above points, this was ***Agreed:*** 10 in favour, 1 against and 1 opposed.
iii) Printing Filton Chest & Heart – It was ***Agreed:*** unanimously to continue to print Filton Chest & Heart content for free.

F.203 INCOME & EXPENDITURE REPORTS MONTH 2: The reports were noted. The Town Council Office were asked to look into the below budget codes and come back to the next meeting and advise why they were currently over budget;
4008-102 (Training)
4024-102 (Subscriptions)
4038-102 (Maintenance Contracts)

F.204 BALANCE SHEET MONTH 2: The report was noted.

F.205 BANK RECONCILLIATION: The documents were noted.

F.206 PAYMENTS FOR INFORMATION: The document was noted.

Chair Closes meeting to Public at 7.40pm

Part 2 excluding press and public.

F.208 REVIEW OF SERVICES: Councillors agreed they had received the updated figures from Active Nation regarding the real living wage and were now happy with how the financials sat. It was proposed, seconded and ***Agreed:*** to move forward with the joint press statement outlining that Active Nation had been chosen as preferred bidder. A seconded proposal was put forward, seconded and ***Agreed:*** To allow the Town Clerk to start the process of applying to the secretary of state for borrowing approval.

Action: Town Council Office

Summer Café – The Town Clerk updated Councillors on the suggestion that Active Nation work along side the Council to bring Bar Staff back from Furlough and set up a summer café in the Badminton Hall. Councillors asked for a full report including cost to train staff, cost of stock, impact on any users currently booked into the room and projected profit margins.

Action: Town Council Office

There being no further business the meeting closed at 8.15PM.

FILTON TOWN COUNCIL

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

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

9th September 2021

Dear Member

You are hereby summoned to A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 14th September 2021 at 7.00pm in the Pavilion, Elm Park, Filton**

Yours sincerely,

L.A.Reuben
Town Clerk.

AGENDA

PART 1 CLOSED SESSION DUE TO COMERCIAL SENSITIVITY (excl. press and public)

1. Apologies for Absence
2. Declarations of Interest
3. Future Leisure Provision - (to be presented by RPT Consulting). Project update, Award of Contract and delegated authority to sign letter of intent. *(pages 1-3)*
4. MULTI USE GAMES AREA – Presentation from Bidder 1

PART 2 (press and public welcome)

5. Matters of report arising from the minutes not otherwise covered by the Agenda
6. To approve the minutes of the meeting Full Council (Finance) 13th July 2021. *(pages 4-5)*
7. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting
8. Matters of report arising from the minutes not otherwise included on the Agenda
9. Reports from Committees, Working Groups and the Town Clerk:
   a. Wessex Reserve Lease update
   b. Shield Rd playing field update
   c. Millennium Green lighting previously circulated
   d. Election of Staffing Committee – 5 members
10. Income & Expenditure Reports Month 4 *(pages 6-15)*
11. Balance Sheet Month 4 *(pages 16-17)*
12. Bank Reconciliation *(pages 18-22)*
13. Payments for information up to date *(pages23-24)*

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Action: Town Council Office

There being no further business the meeting closed at 8.15PM.

Detailed Income & Expenditure by Budget Heading 31/07/2021

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
101	Leisure Centre - General								
1001	RENT RECEIVED	0	1,950	1,583	(367)			123.2%	
1010	Pavillion Hire	221	563	5,000	4,437			11.3%	
1011	HALL BLOCK BOOKINGS	399	643	1,500	857			42.9%	
1054	Softplay Income	606	1,327	9,600	8,273			13.8%	
1077	GRANTS RECEIVED	0	2,536	0	(2,536)			0.0%	
1080	MISCELLANEOUS INCOME	0	2	1,000	998			0.2%	
1088	HMRC JRS Grant	0	6,231	0	(6,231)			0.0%	
	Leisure Centre - General :- Income	**1,226**	**13,252**	**18,683**	**5,431**			**70.9%**	**0**
4001	SALARIES & WAGES	41,924	141,452	524,162	382,710		382,710	27.0%	
4003	COST OF TRAINING COURSES	375	375	1,000	625		625	37.5%	
4006	PROTECTIVE CLOTHING	0	0	1,000	1,000		1,000	0.0%	
4008	TRAINING	0	0	1,500	1,500		1,500	0.0%	
4011	RATES	5,205	20,824	63,150	42,326		42,326	33.0%	
4014	ELECTRICITY	1,011	1,200	2,800	1,600		1,600	42.9%	
4015	GAS	1,859	2,839	5,200	2,361		2,361	54.6%	
4016	JANITORIAL	515	1,551	2,800	1,249		1,249	55.4%	
4017	HEALTH & SAFETY	165	666	1,000	334		334	66.6%	
4018	REFUSE DISPOSAL	1,570	3,405	7,200	3,795		3,795	47.3%	
4021	TELEPHONE & FAX	0	0	600	600		600	0.0%	
4023	STATIONERY/PRINTING	0	34	1,721	1,687		1,687	2.0%	
4025	INSURANCE	0	10,297	24,326	14,029		14,029	42.3%	
4030	RECRUITMENT ADVTG	0	0	1,500	1,500		1,500	0.0%	
4032	PUBLICITY	125	781	3,000	2,219		2,219	26.0%	
4035	SECURITY COSTS	0	330	3,000	2,670		2,670	11.0%	
4036	PROPERTY MAINTCE	0	267	10,000	9,733		9,733	2.7%	
4038	MAINTENANCE CTRCTS	43	4,957	8,000	3,043		3,043	62.0%	
4040	EQUIPMENT & SMALL TOOLS	0	123	1,500	1,377		1,377	8.2%	
4042	EQUIPMENT MAINTCE	0	0	500	500		500	0.0%	
4051	BANK CHARGES	234	693	2,000	1,307		1,307	34.6%	
4069	Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0%	
4115	LICENCES	0	48	400	352		352	12.0%	
	Leisure Centre - General :- Indirect Expenditure	**53,025**	**189,841**	**676,359**	**486,518**	**0**	**486,518**	**28.1%**	**0**
	Net Income over Expenditure	**(51,799)**	**(176,589)**	**(657,676)**	**(481,087)**				
102	Leisure Centre - Swimming Pool								
1012	Bouncy Castle Parties	0	0	10,000	10,000			0.0%	
1020	SWIMMING - PUBLIC	6,390	17,080	60,000	42,920			28.5%	
1021	SWIMMING - LESSONS	14,377	40,582	200,000	159,418			20.3%	

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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
1022	SWIMMING - SCHOOLS	0	(6,498)	10,000	16,498			(65.0%)	
1023	SWIMMING - CLUBS	3,960	9,048	25,000	15,953			36.2%	
1024	SALES (STOCK) POOL	395	1,105	5,000	3,895			22.1%	
1025	Pool Parties	100	775	2,500	1,725			31.0%	
1026	One to One Lessons	(28)	(133)	6,000	6,133			(2.2%)	
1027	Aqua Fit	546	2,325	6,500	4,175			35.8%	
1028	Lifeguard Courses	0	1,367	2,000	633			68.3%	
1080	MISCELLANEOUS INCOME	115	115	1,000	885			11.5%	
1099	TILL DISCREPANCIES	(1)	(13)	0	13			0.0%	
	Leisure Centre - Swimming Pool :- Income	**25,854**	**65,751**	**328,000**	**262,249**			**20.0%**	**0**
4103	PURCHASES FOR RESALE	588	864	4,000	3,136		3,136	21.6%	
	Leisure Centre - Swimming Pool :- Direct Expenditure	**588**	**864**	**4,000**	**3,136**	**0**	**3,136**	**21.6%**	**0**
4002	TEMPORARY & CASUAL STAFF	0	0	1,000	1,000		1,000	0.0%	
4008	TRAINING	140	1,361	1,000	(361)		(361)	136.1%	
4012	WATER RATES	1,415	1,108	20,000	18,892		18,892	5.5%	
4014	ELECTRICITY	839	1,346	27,000	25,654		25,654	5.0%	
4015	GAS	2,526	7,532	31,000	23,468		23,468	24.3%	
4017	HEALTH & SAFETY	0	209	1,800	1,592		1,592	11.6%	
4020	SUNDRY OFFICE & IT COSTS	0	0	1,200	1,200		1,200	0.0%	
4024	SUBSCRIPTIONS	49	49	200	151		151	24.5%	
4036	PROPERTY MAINTCE	0	0	2,500	2,500		2,500	0.0%	
4038	MAINTENANCE CTRCTS	0	0	2,000	2,000		2,000	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	172	500	328		328	34.4%	
4042	EQUIPMENT MAINTCE	0	357	30,000	29,643		29,643	1.2%	
4115	LICENCES	0	0	75	75		75	0.0%	
4120	POOL CHEMICALS	257	2,514	4,200	1,686		1,686	59.9%	
4125	POOL PURCHASES NOT FOR RESALE	291	986	1,000	14		14	98.6%	
	Leisure Centre - Swimming Pool :- Indirect Expenditure	**5,517**	**15,633**	**123,475**	**107,842**	**0**	**107,842**	**12.7%**	**0**
	Net Income over Expenditure	**19,749**	**49,254**	**200,525**	**151,271**				
103	Leisure Centre - Pool Vending								
1030	Vending Machine Income	0	0	600	600			0.0%	
	Leisure Centre - Pool Vending :- Income	**0**	**0**	**600**	**600**			**0.0%**	**0**
	Net Income	**0**	**0**	**600**	**600**				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Leisure Centre - Bar								
1001 RENT RECEIVED	0	28	8,700	8,673			0.3%	
1031 MACHINE INCOME	0	0	800	800			0.0%	
1032 Tickets	0	0	700	700			0.0%	
1040 BAR INCOME - LOUNGE	0	0	100,000	100,000			0.0%	
1041 BAR INCOME - HALL	0	0	10,000	10,000			0.0%	
1056 FUNCTION ROOM HIRE	0	0	250	250			0.0%	
1088 HMRC JRS Grant	3,637	16,086	0	(16,086)			0.0%	
Leisure Centre - Bar :- Income	**3,637**	**16,114**	**120,450**	**104,336**			**13.4%**	**0**
4101 PURCHASES - WET STOCK	0	(371)	40,500	40,871		40,871	(0.9%)	
4102 PURCHASES - DRY STOCK	0	0	2,500	2,500		2,500	0.0%	
4109 PURCHASES - CAFE	69	69	0	(69)		(69)	0.0%	
Leisure Centre - Bar :- Direct Expenditure	**69**	**(302)**	**43,000**	**43,302**	**0**	**43,302**	**(0.7%)**	**0**
4001 SALARIES & WAGES	2,756	13,385	87,886	74,501		74,501	15.2%	
4008 TRAINING	0	0	500	500		500	0.0%	
4014 ELECTRICITY	334	563	0	(563)		(563)	0.0%	
4020 SUNDRY OFFICE & IT COSTS	53	53	0	(53)		(53)	0.0%	
4036 PROPERTY MAINTCE	173	670	3,000	2,330		2,330	22.3%	
4038 MAINTENANCE CTRCTS	0	168	500	332		332	33.5%	
4040 EQUIPMENT & SMALL TOOLS	34	50	400	350		350	12.6%	
4041 EQUIPMENT HIRE	0	17	4,000	3,983		3,983	0.4%	
4051 BANK CHARGES	0	0	500	500		500	0.0%	
4060 OTHER PROF FEES	0	100	1,200	1,100		1,100	8.3%	
4104 BAR SUNDRIES	0	0	500	500		500	0.0%	
4110 PROMOTIONS	0	0	2,500	2,500		2,500	0.0%	
4111 CAFE	78	78	0	(78)		(78)	0.0%	
4115 LICENCES	0	0	1,200	1,200		1,200	0.0%	
4116 GAMING MACHINE DUTY	0	0	500	500		500	0.0%	
Leisure Centre - Bar :- Indirect Expenditure	**3,428**	**15,083**	**102,686**	**87,603**	**0**	**87,603**	**14.7%**	**0**
Net Income over Expenditure	**140**	**1,332**	**(25,236)**	**(26,568)**				
105 Leisure Centre - Indoor Sports								
1050 BADMINTON FEES	59	196	850	654			23.1%	
1051 SNOOKER FEES	123	289	5,000	4,711			5.8%	
1052 PARTY ROOM HIRE	50	50	2,000	1,950			2.5%	
1053 SKITTLE ALLEY	0	0	200	200			0.0%	
Leisure Centre - Indoor Sports :- Income	**232**	**535**	**8,050**	**7,515**			**6.6%**	**0**
4014 ELECTRICITY	313	313	12,000	11,687		11,687	2.6%	

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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
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	**313**	**313**	**17,000**	**16,687**	**0**	**16,687**	**1.8%**	**0**
	Net Income over Expenditure	**(81)**	**222**	**(8,950)**	**(9,172)**				
106	Leisure Centre - Outdoor Sport								
1060	GRASS INCOME	2,430	2,855	2,000	(855)			142.8%	
1061	OUTSIDE COURTS	0	0	1,000	1,000			0.0%	
1063	Petanque Income	0	0	125	125			0.0%	
	Leisure Centre - Outdoor Sport :- Income	**2,430**	**2,855**	**3,125**	**270**			**91.4%**	**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	**2,430**	**2,855**	**2,875**	**20**				
201	Playing Fields								
1078	DONATIONS RECEIVED	0	539	0	(539)			0.0%	
1201	Field Hire Income	0	0	2,500	2,500			0.0%	
	Playing Fields :- Income	**0**	**539**	**2,500**	**1,961**			**21.6%**	**0**
4037	GROUNDS MAINTENANCE	0	0	2,250	2,250		2,250	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	539	0	(539)		(539)	0.0%	
	Playing Fields :- Indirect Expenditure	**0**	**539**	**2,250**	**1,711**	**0**	**1,711**	**24.0%**	**0**
	Net Income over Expenditure	**0**	**0**	**250**	**250**				
202	Play Areas								
4037	GROUNDS MAINTENANCE	0	320	1,000	680		680	32.0%	
4042	EQUIPMENT MAINTCE	0	267	1,000	733		733	26.7%	
	Play Areas :- Indirect Expenditure	**0**	**587**	**2,000**	**1,413**	**0**	**1,413**	**29.4%**	**0**
	Net Expenditure	**0**	**(587)**	**(2,000)**	**(1,413)**				
203	Millennium Green								
1001	RENT RECEIVED	0	1,500	1,500	0			100.0%	
	Millennium Green :- Income	**0**	**1,500**	**1,500**	**0**			**100.0%**	**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**	**1,500**	**1,000**	**(500)**				

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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	215	1,000	785			21.5%	
Allotments :- Income	**0**	**215**	**1,000**	**785**			**21.5%**	**0**
4012 WATER RATES	38	173	400	227		227	43.2%	
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	100	250	150		150	40.0%	
Allotments :- Indirect Expenditure	**38**	**273**	**925**	**652**	**0**	**652**	**29.5%**	**0**
Net Income over Expenditure	**(38)**	**(58)**	**75**	**133**				
301 Roads & Highways								
4080 STREET CARE (ex S Glos)	0	781	3,200	2,419		2,419	24.4%	
Roads & Highways :- Indirect Expenditure	**0**	**781**	**3,200**	**2,419**	**0**	**2,419**	**24.4%**	**0**
Net Expenditure	**0**	**(781)**	**(3,200)**	**(2,419)**				
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	8,750	17,500	8,750		8,750	50.0%	
4708 GRANTS - COMM'Y PARTNERSHIP	0	2,247	3,500	1,254		1,254	64.2%	
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**	**10,997**	**46,580**	**35,584**	**0**	**35,584**	**23.6%**	**0**
Net Income over Expenditure	**0**	**(10,997)**	**(44,080)**	**(33,084)**				
801 Corporate Management								
4004 PENSION DEFICIT	(950)	(3,800)	(11,400)	(7,600)		(7,600)	33.3%	
Corporate Management :- Indirect Expenditure	**(950)**	**(3,800)**	**(11,400)**	**(7,600)**	**0**	**(7,600)**	**33.3%**	**0**
Net Expenditure	**950**	**3,800**	**11,400**	**7,600**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
802	Democratic Rep'n & Mgmt								
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4009	TRAVEL	0	0	50	50		50	0.0%	
4024	SUBSCRIPTIONS	0	0	200	200		200	0.0%	
4028	ELECTION COSTS	0	0	2,500	2,500		2,500	0.0%	
4033	NEWSLETTER	0	375	3,000	2,625		2,625	12.5%	
4065	MEETING COSTS	0	0	150	150		150	0.0%	
	Democratic Rep'n & Mgmt :- Indirect Expenditure	**0**	**375**	**6,150**	**5,775**	**0**	**5,775**	**6.1%**	**0**
	Net Expenditure	**0**	**(375)**	**(6,150)**	**(5,775)**				
803	Civic Expenses								
4006	PROTECTIVE CLOTHING	0	35	0	(35)		(35)	0.0%	
4066	CHAIRMANS ALLOWANCE	0	0	950	950		950	0.0%	
	Civic Expenses :- Indirect Expenditure	**0**	**35**	**950**	**915**	**0**	**915**	**3.7%**	**0**
	Net Expenditure	**0**	**(35)**	**(950)**	**(915)**				
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	8,622	34,703	106,000	71,297		71,297	32.7%	
4005	HR Costs-Service level agr'mnt	557	557	7,500	6,943		6,943	7.4%	
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	0	110	2,500	2,390		2,390	4.4%	
4009	TRAVEL	0	0	200	200		200	0.0%	
4010	OTHER STAFF COSTS	120	120	1,600	1,480		1,480	7.5%	
4020	SUNDRY OFFICE & IT COSTS	810	2,492	6,000	3,508		3,508	41.5%	
4021	TELEPHONE & FAX	0	251	750	499		499	33.5%	
4022	POSTAGE	65	310	1,000	690		690	31.0%	
4023	STATIONERY/PRINTING	313	441	1,000	559		559	44.1%	
4024	SUBSCRIPTIONS	0	1,794	1,700	(94)		(94)	105.6%	
4026	PHOTOCOPY CHARGES	0	357	2,000	1,643		1,643	17.8%	
4027	OFFICE EQUIPMENT	0	0	500	500		500	0.0%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4051	BANK CHARGES	43	92	1,500	1,408		1,408	6.1%	
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057	AUDIT FEES	0	0	3,300	3,300		3,300	0.0%	
4058	ACCOUNTANCY FEES	677	2,031	12,600	10,569		10,569	16.1%	
4060	OTHER PROF FEES	0	3,750	3,600	(150)		(150)	104.2%	

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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
4992	FUNDING FROM R CAP FUND	0	(3,750)	0	3,750		3,750	0.0%	
	Central Services :- Indirect Expenditure	**11,208**	**43,258**	**153,100**	**109,842**	**0**	**109,842**	**28.3%**	**0**
	Net Income over Expenditure	**(11,208)**	**(43,258)**	**(153,098)**	**(109,840)**				
902	Outside Services								
1001	RENT RECEIVED	0	0	350	350			0.0%	
	Outside Services :- Income	**0**	**0**	**350**	**350**			**0.0%**	**0**
4001	SALARIES & WAGES	7,856	31,422	99,200	67,778		67,778	31.7%	
4006	PROTECTIVE CLOTHING	0	41	200	159		159	20.6%	
4008	TRAINING	0	0	500	500		500	0.0%	
4036	PROPERTY MAINTCE	76	1,392	1,500	108		108	92.8%	
4037	GROUNDS MAINTENANCE	186	2,054	2,500	446		446	82.2%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4040	EQUIPMENT & SMALL TOOLS	657	1,160	2,000	840		840	58.0%	
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	0	1,021	2,500	1,479		1,479	40.8%	
	Outside Services :- Indirect Expenditure	**8,775**	**37,091**	**111,750**	**74,660**	**0**	**74,660**	**33.2%**	**0**
	Net Income over Expenditure	**(8,775)**	**(37,091)**	**(111,400)**	**(74,310)**				
909	Capital & Projects								
1074	CIL Income	0	13,309	0	(13,309)			0.0%	
	Capital & Projects :- Income	**0**	**13,309**	**0**	**(13,309)**				**0**
4054	LOAN INTEREST PWLB	0	271	986	715		715	27.4%	
4055	LOAN CAPITAL REPAID	0	7,463	15,117	7,654		7,654	49.4%	
4918	CAP Gates & Fencing	0	3,500	0	(3,500)		(3,500)	0.0%	
4965	CAP Cafe Furniture & Equipment	3,075	3,075	0	(3,075)		(3,075)	0.0%	
4982	CAP LC Outsourcing costs	525	525	0	(525)		(525)	0.0%	
4992	FUNDING FROM R CAP FUND	(3,600)	(7,100)	0	7,100		7,100	0.0%	
4993	TFR TO ROLLING CAPITAL FUND	0	40,000	40,000	0		0	100.0%	
4998	TFR TO EARMARKED RSV	0	13,309	0	(13,309)		(13,309)	0.0%	
	Capital & Projects :- Indirect Expenditure	**0**	**61,042**	**56,103**	**(4,939)**	**0**	**(4,939)**	**108.8%**	**0**
	Net Income over Expenditure	**0**	**(47,733)**	**(56,103)**	**(8,370)**				
998	Precept & Interest								
1076	PRECEPT	0	493,347	986,694	493,347			50.0%	
1090	INTEREST RECEIVED	17	43	500	457			8.6%	
	Precept & Interest :- Income	**17**	**493,390**	**987,194**	**493,804**			**50.0%**	**0**
	Net Income	**17**	**493,390**	**987,194**	**493,804**				

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Detailed Income & Expenditure by Budget Heading 31/07/2021

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
Grand Totals:- Income	33,395	607,460	1,473,954	866,494			41.2%	
Expenditure	82,011	372,611	1,338,878	966,268	0	966,268	27.8%	
Net Income over Expenditure	(48,616)	234,849	135,076	(99,773)				
Movement to/(from) Gen Reserve	(48,616)	234,849						

Summary Income & Expenditure by Budget Heading 31/07/2021

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	1,226	13,252	18,683	5,431			70.9%
		Expenditure	53,025	189,841	676,359	486,518		486,518	28.1%
	Movement to/(from) Gen Reserve		(51,799)	(176,589)					
102	Leisure Centre - Swimming Pool	Income	25,854	65,751	328,000	262,249			20.0%
		Expenditure	6,105	16,497	127,475	110,978		110,978	12.9%
	Movement to/(from) Gen Reserve		19,749	49,254					
103	Leisure Centre - Pool Vending	Income	0	0	600	600			0.0%
104	Leisure Centre - Bar	Income	3,637	16,114	120,450	104,336			13.4%
		Expenditure	3,497	14,781	145,686	130,905		130,905	10.1%
	Movement to/(from) Gen Reserve		140	1,332					
105	Leisure Centre - Indoor Sports	Income	232	535	8,050	7,515			6.6%
		Expenditure	313	313	17,000	16,687		16,687	1.8%
	Movement to/(from) Gen Reserve		(81)	222					
106	Leisure Centre - Outdoor Sport	Income	2,430	2,855	3,125	270			91.4%
		Expenditure	0	0	250	250		250	0.0%
	Movement to/(from) Gen Reserve		2,430	2,855					
201	Playing Fields	Income	0	539	2,500	1,961			21.6%
		Expenditure	0	539	2,250	1,711		1,711	24.0%
	Movement to/(from) Gen Reserve		0	0					
202	Play Areas	Expenditure	0	587	2,000	1,413		1,413	29.4%
203	Millennium Green	Income	0	1,500	1,500	0			100.0%
		Expenditure	0	0	500	500		500	0.0%
	Movement to/(from) Gen Reserve		0	1,500					
204	Allotments	Income	0	215	1,000	785			21.5%
		Expenditure	38	273	925	652		652	29.5%
	Movement to/(from) Gen Reserve		(38)	(58)					
301	Roads & Highways	Expenditure	0	781	3,200	2,419		2,419	24.4%
302	Community Development	Income	0	0	2,500	2,500			0.0%
		Expenditure	0	10,997	46,580	35,584		35,584	23.6%
	Movement to/(from) Gen Reserve		0	(10,997)					
801	Corporate Management	Expenditure	(950)	(3,800)	(11,400)	(7,600)		(7,600)	33.3%
802	Democratic Rep'n & Mgmt	Expenditure	0	375	6,150	5,775		5,775	6.1%
803	Civic Expenses	Expenditure	0	35	950	915		915	3.7%
901	Central Services	Income	0	0	2	2			0.0%
		Expenditure	11,208	43,258	153,100	109,842		109,842	28.3%
	Movement to/(from) Gen Reserve		(11,208)	(43,258)					
902	Outside Services	Income	0	0	350	350			0.0%
		Expenditure	8,775	37,091	111,750	74,660		74,660	33.2%
	Movement to/(from) Gen Reserve		(8,775)	(37,091)					

Continued over page

Summary Income & Expenditure by Budget Heading 31/07/2021

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
909 Capital & Projects	Income	0	13,309	0	(13,309)			0.0%
	Expenditure	0	61,042	56,103	(4,939)		(4,939)	108.8%
	Movement to/(from) Gen Reserve	0	(47,733)					
998 Precept & Interest	Income	17	493,390	987,194	493,804			50.0%
	Grand Totals:- Income	**33,395**	**607,460**	**1,473,954**	**866,494**			**41.2%**
	Expenditure	**82,011**	**372,611**	**1,338,878**	**966,268**	**0**	**966,268**	**27.8%**
	Net Income over Expenditure	**(48,616)**	**234,849**	**135,076**	**(99,773)**			
	Movement to/(from) Gen Reserve	**(48,616)**	**234,849**					

Filton Town Council 21-22

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2021

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,619,152	595,376
11	LEASEHOLD LAND & BUILDINGS	25,000	7,000	18,000
21	VEHICLES & EQUIPMENT	565,508	530,530	34,978
41	INFRASTRUCTURE ASSET	194,605	182,829	11,776
61	COMMUNITY ASSETS	61,372	31,166	30,206
	Total Fixed Assets	**3,061,013**	**2,370,677**	**690,336**
	Current Assets			
105	VAT CONTROL	1,708		
115	OTHER DEBTORS	3,637		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	821		
121	STOCK - LEISURE	642		
190	CAPITAL WORK IN PROGRESS	141		
200	BANK ACCOUNT-GENERAL	66,226		
201	BANK IMPREST WAGES AC	136,658		
215	POOL TAKINGS CASHBOOK	850		
220	PETTY CASH - OFFICE	260		
221	PETTY CASH - BAR	269		
225	FLOAT - BAR	295		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	165		
245	CCLA Public Sector Investment	555,000		
	Total Current Assets		**767,118**	
	Current Liabilities			
500	TRADE CREDITORS	10,377		
510	ACCRUED EXPENSES	6,080		
520	NET WAGES CONTROL	115		
525	PAYE AND NI DUE	9,100		
526	SUPERANNUATION DUE	7,253		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		**37,425**	
	Net Current Assets			**729,692**
	Total Assets less Current Liabilities			**1,420,028**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,306,510)		
401	PWLB Loan 486814	15,504		
	Total Long Term Liabilities		**180,214**	
	Total Assets less Total Liabilities			**1,239,814**
	Represented by :-			
300	CURRENT YEAR FUND	234,849		
310	GENERAL FUND	361,361		
315	ROLLING CAPITAL FUND	60,190		

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2021

A/c	Description	Actual	
323	EMR Festival	10,000	
325	EMR 4 Towns Play Association	4,580	
328	EMR Elections	10,338	
329	EMR CIL 19/20	3,961	
330	CAPITAL FINANCE ACCOUNT	510,263	
331	EMR CIL 20/21	30,963	
332	EMR CIL 21/22	13,309	
	Total Equity		**1,239,814**

Filton Town Council 21-22

Bank Reconciliation Statement as at 31/08/2021
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-Operative Community Acc	31/08/2021	299	18,334.61
Unity Trust Current Account	31/08/2021	3	74,100.97
			92,435.58

Unpresented Cheques (Minus)		Amount	
05/05/2021	5644	100.00	
19/05/2021	5661	396.00	
23/06/2021	5706	495.00	
22/07/2021	5724	150.00	
11/08/2021	5733	41.24	
11/08/2021	5734	422.16	
11/08/2021	5746	9,814.14	
11/08/2021	5747	196.44	
11/08/2021	5755	93.49	
25/08/2021	1	394.20	
25/08/2021	2	514.20	
25/08/2021	3	1,401.47	
25/08/2021	4	425.88	
25/08/2021	5	195.95	
25/08/2021	6	302.42	
25/08/2021	7	937.22	
25/08/2021	8	454.20	
25/08/2021	9	19.68	
25/08/2021	10	630.00	
25/08/2021	11	348.72	
25/08/2021	12	64.88	
			17,397.29
			75,038.29

Receipts not Banked/Cleared (Plus)			
31/08/2021	PCC31	689.30	
31/08/2021	BCC31	241.20	
			930.50
			75,968.79

Balance per Cash Book is :-	**75,968.79**
Difference is :-	**0.00**

The **co-operative** bank

co-operativebank.co.uk/business

phone 03457 213 213

MRS L A REUBEN
Filton Town Council
Elm Park
Filton
Bristol
BS34 7PS

M8642/J1061070000 **39600**

Current Account

Summary

Account title
FILTON TOWN COUNCIL

Statement closing balance
18,334.61

Date	Description	Withdrawals	Deposits	Balance
20 AUG 21	**OPENING BALANCE**			**38,632.57**
20 AUG 21	005752 0023605075870000	91.48		
20 AUG 21	005753 0023598848870000	1,883.86		36,657.23
23 AUG 21	005732 0023622295870000	242.01		
23 AUG 21	005736 0023623717870000	375.25		
23 AUG 21	005743 0023608499870000	80.00		
23 AUG 21	005744 0023620898870000	12,600.00		
23 AUG 21	005754 0023619262870000	51.60		23,308.37
24 AUG 21	005737 0023650478870000	812.52		
24 AUG 21	005738 0023646056870000	93.00		
24 AUG 21	005740 0023652038870000	49.07		22,353.78
25 AUG 21	005749 0023657422870000	424.00		21,929.78
26 AUG 21	005739 0023688243870000	371.94		21,557.84
27 AUG 21	005748 0023707366870000	198.05		
27 AUG 21	005750 0023705494870000	466.80		20,892.99
31 AUG 21	3209 ZOOM.US 888-7	14.39		
31 AUG 21	005741 0023737683870000	2,608.99		
31 AUG 21			65.00	18,334.61
	Statement closing balance			**18,334.61**

R

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction Fee. Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

Name of account: Filton Town Council
Date: 31 August 2021
Account number:

Statement 003 (page 2 of 2)
Bank sort code:

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
	Balance brought forward			34,084.26 *
18 AUG 21	BCARD1478496170821 BCARD		1,000.05	35,084.31 *
19 AUG 21	BCARD1478496180821 BCARD		537.25	35,621.56 *
20 AUG 21	S/O to: FILTON TOWN COUNCI	70,000.00		
20 AUG 21	Reversed S/O to: FILTON TOWN CO		70,000.00	
20 AUG 21	BCARD1478496190821 BCARD		705.75	36,327.31 *
23 AUG 21	BCARD1478496220821 BCARD		707.43	
23 AUG 21	BCARD1478496200821 BCARD		778.35	
23 AUG 21	BCARD1478496210821 BCARD		765.80	38,578.89 *
24 AUG 21	BCARD1478496230821 BCARD		629.70	39,208.59 *
25 AUG 21	BCARD1478496240821 BCARD		1,116.30	40,324.89 *
26 AUG 21	Direct Debit (BRITISH GAS TRADI	37.74		
26 AUG 21	Direct Debit (BRITISH GAS TRADI	147.72		
26 AUG 21	BCARD1478496250821 BCARD		740.85	40,880.28 *
27 AUG 21	Direct Debit (PITNEY BOWES)	109.76		
27 AUG 21	BCARD1478496260821 BCARD		1,224.20	41,994.72
31 AUG 21	BCARD1478496300821 BCARD		121.00	
31 AUG 21	BCARD1478496270821 BCARD		993.45	
31 AUG 21	BCARD1478496290821 BCARD		454.00	
31 AUG 21	BCARD1478496280821 BCARD		537.80	
31 AUG 21	Inward Payment CCLA		30,000.00	74,100.97 *
	Balance carried forward			74,100.97 *

You can ask us to send you details of our rates and how we work them out.
Abbreviations: * credit balance DR overdrawn S sub total (intermediate balance)

Bank Reconciliation Statement as at 08/09/2021
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Imprest A/c -01364383	26/08/2021	449	100.00
Natwest Business A/c -08609098	26/08/2021	492	127,401.39
			127,501.39

Unpresented Cheques (Minus)			Amount	
27/08/2021	008973	Bar Petty cash	58.54	
27/08/2021	008974	Bar petty cash	50.78	
				109.32
				127,392.07

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		127,392.07
	Balance per Cash Book is :-	**127,376.77**
	Difference Excluding Adjustments is :-	**15.30**

Adjustments to Reconciliation				
06/08/2021	Credit	Child Support	115.30	
18/08/2021	ATM Trasac	ATM Transaction	-100.00	
				15.30
			Unreconciled Difference is :-	**0.00**

2 00229 01082791 0001/0001

NatWest

Current Account

Date	Details		Withdrawn	Paid in	Balance
20 Aug 2021	BROUGHT FORWARD				100.00
25 Aug	Credit No.000007	521005		1,064.72	
	Debit	TO 08609098	%c 1,064.72		100.00
26 Aug	Credit	FROM 08609098		%c 140.00	
	Cheque	008972	140.00		100.00

Account Number

449 Branch sort code

National Westminster Bank Plc

FILTON TOWN COUNCIL
V5

2 00229 01082793 0001/0001

NatWest

Business Reserve Account

Date	Details		Withdrawn	Paid in	Balance
20 Aug 2021	BROUGHT FORWARD				126,476.67
25 Aug	Credit	FROM 01364383		%c 1,064.72	127,541.39
26 Aug	Debit	TO 01364383	%c 140.00		127,401.39

Account Number

492 Branch sort code

National Westminster Bank Plc

FILTON TOWN COUNCIL
V5

22.

BANK ACCOUNT-GENERAL

List of Payments made between 01/07/2021 and 31/08/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/07/2021	Bank charge payable	CHRG	10.00		Bank charge payable
05/07/2021	Commission charge payable	CHRG	15.90		Commission charge payable
05/07/2021	Card purchase fee	FEE	0.10		Card purchase fee
07/07/2021	Brenntag UK Ltd	5707	599.99		165-Pool chemicals
07/07/2021	Avon Local Councils' Associati	5708	30.00		159-Year end Accounts + Audit
07/07/2021	A.M.P Window Cleaning Services	5709	50.00		160-Cleaning windows 26/06/21
07/07/2021	Avon Data Care	5710	34.00		167-ref 80 mm till rolls
07/07/2021	DL I.T. Solutions Ltd	5711	63.00		161-Fibre broadband
07/07/2021	Glasdon UK Limited	5712	646.82		168-Phoenix seat
07/07/2021	GM Engineering (Bristol) Ltd	5713	600.00		158-Fit new lock to gates
07/07/2021	Living Wage Foundation	5714	144.00		162-Ers accreditation FTC
07/07/2021	Ernest Till (South West) & co	5715	858.00		176-Boiler service + gas check
07/07/2021	Travis Perkins Trading Co Ltd	5716	44.43		156-Chipboard screw, corner br
07/07/2021	Viridor Waste Management Ltd	5717	288.72		166-Refuse collection
07/07/2021	Waterlogic GB Ltd	5718	148.03		170-P POU Rental
08/07/2021	South Glos-Rates	DDR	5,205.00		South Glos-Rates
12/07/2021	Barclays Bank PLC	DD01	212.80		014784960621/198/Barclays Bank
22/07/2021	Brenntag UK Ltd	5719	17.40		47SI4803591/222/Brenntag UK Lt
22/07/2021	Chandlers (Farm Equipment) Ltd	5720	610.65		505192/199/Chandlers (Farm Equ
22/07/2021	DCK Accounting Solutions Ltd	5721	2,042.72		TPC9751/202/DCK Accounting Sol
22/07/2021	DL I.T. Solutions Ltd	5722	481.20		555283/210/DL I.T. Solutions L
22/07/2021	Everflow Ltd	5723	1,452.70		1064188/211/Everflow Ltd
22/07/2021	Filton Voice Ltd	5724	150.00		00818/212/Filton Voice Ltd
22/07/2021	GM Engineering (Bristol) Ltd	5725	180.00		1384/215/GM Engineering (Brist
22/07/2021	Rentokil Initial UK Ltd	5726	195.95		33957513/216/Rentokil Initial
22/07/2021	J P Lennard Ltd	5727	56.40		110407/217/J P Lennard Ltd
22/07/2021	JWH Training	5728	80.00		21/02/203/JWH Training
22/07/2021	South Gloucestershire Council	5729	668.34		3804723370/219/South Glouceste
22/07/2021	Swim England Awards	5730	243.00		SWINV047184/221/Swim England A
22/07/2021	Travis Perkins Trading Co Ltd	5731	198.41		3015AQA612/220/Travis Perkins
22/07/2021	JWH Training	CNXL005728	-80.00		P/Ledger Electronic Payment
22/07/2021	British Gas Business - DD	DD02	2,652.96		965700610/207/British Gas Busi
23/07/2021	Leisure Bench	DC	1,926.00		Leisure Bench-8 Seat Round tab
26/07/2021	British Gas	DD03	22.17		P/Ledger Electronic Payment
26/07/2021	British Gas	DD04	144.58		P/Ledger Electronic Payment
27/07/2021	British Gas Business - DD	DD05	375.81		976577992/206/British Gas Busi
28/07/2021	SurveyMonkey	DC	384.00		SurveyMonkey- Annual Subs
29/07/2021	Pitney Bowes	DD06	72.76		BI278191/218/Pitney Bowes
29/07/2021	Mobberley Cakes	DC	68.98		Mobberley Cakes-Cafe Stock
29/07/2021	Moberley Cake	DC	-0.04		Moberley Cake
30/07/2021	Zoom-Monthly subs	DC	14.39		Zoom-Monthly subs
05/08/2021	Service charge	CHRG	10.00		Service charge
05/08/2021	Commission payable	COMMISSION	23.20		Commission payable
05/08/2021	Card fee	FEE	0.20		Card fee
09/08/2021	South Glos-Rates 20/21	DDR	5,205.00		South Glos-Rates 20/21
09/08/2021	Barclays Bank PLC	DD01	243.30		258-Card processing charge
09/08/2021	Paperups Direct	DC	86.70		Icecream stock

Continued on Page 2

Filton Town Council 21-22

BANK ACCOUNT-GENERAL

List of Payments made between 01/07/2021 and 31/08/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
11/08/2021	Brenntag UK Ltd	5732	242.01		254-Pool chemical
11/08/2021	C. Brewer & Sons Ltd	5733	41.24		265-Chalkboard paint
11/08/2021	Capital Cleaning (Kent) Ltd	5734	422.16		275-Disposable gloves
11/08/2021	Chandlers (Farm Equipment) Ltd	5735	362.46		268-Oil seal, etc.
11/08/2021	Complete Business Solutions Gr	5736	375.25		248-Copier paper, envelopes
11/08/2021	DCK Accounting Solutions Ltd	5737	812.52		246-Accounting visit
11/08/2021	DL I.T. Solutions Ltd	5738	93.00		271-Monthly phone charge
11/08/2021	Earth Anchors Ltd	5739	371.94		269-Anchored fixing kits
11/08/2021	Gaffey Technical Services Ltd	5740	49.07		252-Probe cleaner
11/08/2021	Gazprom Marketing & Trading Re	5741	2,608.99		INV01887350/214/Gazprom Market
11/08/2021	J P Lennard Ltd	5742	554.01		272-Storage bag
11/08/2021	RPT Consulting Limited	5744	12,600.00		249-Appraisal-Operator procure
11/08/2021	RSJ Services	5745	140.00		260-NPLQ Assessment
11/08/2021	South Gloucestershire Council	5746	9,814.14		245-OH Telephone review
11/08/2021	Splash About International Ltd	5747	196.44		250-Pool stocks
11/08/2021	ST JOHN AMBULANCE SUPPLIES	5748	198.05		256-Adult defib pads
11/08/2021	Swimtime Training Academy Ltd	5749	424.00		261-STA Membership
11/08/2021	Ernest Till (South West) & co	5750	466.80		264-Invt. water tank overflow
11/08/2021	True Leisure Solutions Ltd	5751	2,477.36		242-Leisure consultancy
11/08/2021	Travis Perkins Trading Co Ltd	5752	91.48		267-Caberwood MDF trade
11/08/2021	Viridor Waste Management Ltd	5753	1,883.86		278-Waste collection
11/08/2021	Waterlogic GB Ltd	5754	51.60		255-POU rental
11/08/2021	Workwear Express Ltd	5755	93.49		270-Staff uniform
11/08/2021	Mr Joshua W. Hemmings	5743	80.00		P/Ledger Electronic Payment
11/08/2021	RSJ Services	CNXL5745	-140.00		P/Ledger Electronic Payment
11/08/2021	Papercups Direct	REFUND	-28.56		Refund-Icecream stock
17/08/2021	Mobberley cakes	DC	108.29		Cafe stock
25/08/2021	DCK Accounting Solutions Ltd	1	394.20		318-Pre-printed cheques
25/08/2021	DL I.T. Solutions Ltd	2	514.20		320-IT Support/Office 365
25/08/2021	Everflow Ltd	3	1,401.47		321-Water charges
25/08/2021	Fleet (Line Markers) Ltd	4	425.88		315-Pitchmarker
25/08/2021	Rentokil Initial UK Ltd	5	195.95		324-Cleaning materials
25/08/2021	J P Lennard Ltd	6	302.42		347-Wrist bands
25/08/2021	South Gloucestershire Council	7	937.22		327-Grass Cuttung Jul-Sep 21
25/08/2021	Splash About International Ltd	8	454.20		328-Goggles/armbands
25/08/2021	ST JOHN AMBULANCE SUPPLIES	9	19.68		329-Resusci Face shield
25/08/2021	Surrey Hills Solicitors LLP	10	630.00		316-Outsourcing legal fees
25/08/2021	Ernest Till (South West) & co	11	348.72		330-PAT testing
25/08/2021	Travis Perkins Trading Co Ltd	12	64.88		332-Jigsaw blades
26/08/2021	British Gas	DD02	37.74		344-Pavilion electricity
26/08/2021	British Gas	DD03	147.72		338-Pavilion electricity
27/08/2021	Pitney Bowes	DD04	109.76		326-Postage
31/08/2021	Zoom	DC	14.39		Zoom-monthly subs
		Total Payments	66,865.60		

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 14th September 2021**.

PRESENT: Cllrs: D Collins (Chair), C Wood, A Bird, D Boardman, A Monk, K Briffett, A Kenyon, I Scott, M Chaudhry
ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Support Officer)
APOLOGIES: A Robinson, A Doyle, B Mead, T Mewies
NON-ATTENDANCE: N/A

0299. APOLOGIES FOR ABSENCE: Apologies were noted

0300. **EVACUATION PROCEDURE**: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0301. DECLARATIONS OF INTEREST: There were none.

0302. FUTURE LEISURE PROVISON (PRESENTATION FROM ROBIN AT RPT CONSULTING): Robin Thompson (RPT Consulting), updated Councillors on the progress of the project. Questions were asked regarding the 88K that needed to be underwritten by the council to reflect the commencement of the works prior to contract start with the Council only paying for this if the contract doesn't start through no fault of Active Nation. It was proposed, seconded and ***Agreed*** nem con. to write a letter of intent to Active Nation agreeing to the points summarised in this report.

Action:- ***Town Council Office***

0303. MULTI USE GAMES AREA PRESENTATION (WICKSTEED): Lyn Eggerton talked through the presentation from Wickstead and answered questions about fence height, drainage, Tarmac and surfacing. The flood lights were raised as a concern and after a short discussion it was proposed and seconded to proceed in principle with the Wickstead proposal after getting conformation about tarmac surfacing and reduction in cost, the Council would also like Wickstead to provide a full quote for the flood lights as well as getting two quotes from local electricians and asking Active Nation. The final decision would be made at the next Full Council meeting in a public session once all other information had been received. This was ***Agreed:*** unanimously.

Action:- Town Council Office

0304. TO APPROVE THE MINUTES OF THE MEETING HELD 13TH JULY 2021: The minutes were approved.

0305. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: Arising from minute F202 (Defibrillator) the Town Clerk updated Councillors that the Circus had offered to pay for the new Defibrillator at Elm Park. The Town Clerk was asked to write to the Circus and thank them for their generosity.

Action: Town Clerk

0306. REPORTS FROM COMMITEES, WORKING GROUPS AND THE TOWN CLERK:
i) Wessex Reserve:- An update was given, Councillors asked if they could be invited to the next meeting.

Action: Town Council Office

ii) Shield Road Playing Field Update:- Noted.
ii) Millennium Green Lighting:- Councillors asked for more details to be brought back to the next Finance Meeting.
iii) Election of Staffing Committee:- It was proposed and seconded to keep the staffing committee as is, Cllrs T. Mewies, A. Doyle, D. Collins, A. Robinson and B. Mead.

0307. **INCOME AND EXPENDITURE REPORTS MONTH 4:** The reports were noted.

0308. **BALANCE SHEETS MONTH 4:** The reports were noted.

0309. **BANK RECONCILLIATION:** The documents were noted.

0310. **PAYMENTS FOR INFORMATION:** The documents were noted.

THE CHAIR CLOSED THE MEETING AT 8.30PM

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

7th October 2021

Dear Member

You are hereby summoned to A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 12th October 2021 at 7.00pm in the Pavilion, Elm Park, Filton**

Yours sincerely,

L.A.Reuben
Town Clerk.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Matters of report arising from the minutes not otherwise covered by the Agenda
4. To approve the minutes of the meeting Full Council (Finance) 14th September 2021. *(pages1-2)*
5. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Reports from Committees, Working Groups and the Town Clerk:
   i) MUGA update (previously circulated)
   ii) Wessex Reserves update
8. Grant Application – Above and beyond (appendix 1)
9. Income & Expenditure Reports Month 5 *(pages 3-12)*
10. Balance Sheet Month 5 *(pages13-15)*
11. Bank Reconciliation *(pages 16-20)*
12. Payments for information up to date *(page 21)*

DRAFT

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 14th September 2021**.

PRESENT: Cllrs: D Collins (Chair), C Wood, A Bird, D Boardman, A Monk, K Briffett, A Kenyon, I Scott, M Chaudhry
ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Support Officer)
APOLOGIES: A Robinson, A Doyle, B Mead, T Mewies
NON-ATTENDANCE: N/A

0299. APOLOGIES FOR ABSENCE: Apologies were noted

0300. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0301. DECLARATIONS OF INTEREST: There were none.

0302. FUTURE LEISURE PROVISON (PRESENTATION FROM ROBIN AT RPT CONSULTING): Robin Thompson (RPT Consulting), updated Councillors on the progress of the project. Questions were asked regarding the 88K that needed to be underwritten by the council to reflect the commencement of the works prior to contract start with the Council only paying for this if the contract doesn't start through no fault of Active Nation. It was proposed, seconded and ***Agreed*** nem con. to write a letter of intent to Active Nation agreeing to the points summarised in this report.

Action:- *Town Council Office*

0303. MULTI USE GAMES AREA PRESENTATION (WICKSTEED): Lyn Eggerton talked through the presentation from Wickstead and answered questions about fence height, drainage, Tarmac and surfacing. The flood lights were raised as a concern and after a short discussion it was proposed and seconded to proceed in principle with the Wickstead proposal after getting conformation about tarmac surfacing and reduction in cost, the Council would also like Wickstea
d to provide a full quote for the flood lights as well as getting two quotes from local electricians and asking Active Nation. The final decision would be made at the next Full Council meeting in a public session once all other information had been received. This was ***Agreed:*** unanimously.

Action:- Town Council Office

0304. TO APPROVE THE MINUTES OF THE MEETING HELD 13TH JULY 2021: The minutes were approved.

0305. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: Arising from minute F202 (Defibrillator) the Town Clerk updated Councillors that the Circus had offered to pay for the new Defibrillator at Elm Park. The Town Clerk was asked to write to the Circus and thank them for their generosity.

Action: Town Clerk

0306. REPORTS FROM COMMITEES, WORKING GROUPS AND THE TOWN CLERK:
i) Wessex Reserve:- An update was given, Councillors asked if they could be invited to the next meeting.

Action: Town Council Office

ii) Shield Road Playing Field Update:- Noted.
ii) Millennium Green Lighting:- Councillors asked for more details to be brought back to the next Finance Meeting.
iii) Election of Staffing Committee:- It was proposed and seconded to keep the staffing committee as is, Cllrs T. Mewies, A. Doyle, D. Collins, A. Robinson and B. Mead.

0307. INCOME AND EXPENDITURE REPORTS MONTH 4: The reports were noted.

0308. BALANCE SHEETS MONTH 4: The reports were noted.

0309. BANK RECONCILLIATION: The documents were noted.

0310. PAYMENTS FOR INFORMATION: The documents were noted.

THE CHAIR CLOSED THE MEETING AT 8.30PM

Summary Income & Expenditure by Budget Heading 06/10/2021

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	1,485	14,737	18,683	3,946			78.9%
		Expenditure	50,245	240,086	676,359	436,273		436,273	35.5%
		Movement to/(from) Gen Reserve	(48,760)	(225,349)					
102	Leisure Centre - Swimming Pool	Income	18,466	84,217	328,000	243,783			25.7%
		Expenditure	7,073	23,569	127,475	103,906		103,906	18.5%
		Movement to/(from) Gen Reserve	11,393	60,647					
103	Leisure Centre - Pool Vending	Income	150	150	600	450			25.0%
104	Leisure Centre - Cafe	Income	4,671	20,784	120,450	99,666			17.3%
		Expenditure	8,571	23,352	145,686	122,334		122,334	16.0%
		Movement to/(from) Gen Reserve	(3,900)	(2,568)					
105	Leisure Centre - Indoor Sports	Income	265	800	8,050	7,250			9.9%
		Expenditure	299	612	17,000	16,388		16,388	3.6%
		Movement to/(from) Gen Reserve	(34)	188					
106	Leisure Centre - Outdoor Sport	Income	330	3,185	3,125	(60)			101.9%
		Expenditure	0	0	250	250		250	0.0%
		Movement to/(from) Gen Reserve	330	3,185					
201	Playing Fields	Income	0	539	2,500	1,961			21.6%
		Expenditure	0	539	2,250	1,711		1,711	24.0%
		Movement to/(from) Gen Reserve	0	0					
202	Play Areas	Expenditure	0	587	2,000	1,413		1,413	29.4%
203	Millennium Green	Income	0	1,500	1,500	0			100.0%
		Expenditure	0	0	500	500		500	0.0%
		Movement to/(from) Gen Reserve	0	1,500					
204	Allotments	Income	0	215	1,000	785			21.5%
		Expenditure	37	310	925	615		615	33.6%
		Movement to/(from) Gen Reserve	(37)	(95)					
301	Roads & Highways	Expenditure	781	1,562	3,200	1,638		1,638	48.8%
302	Community Development	Income	0	0	2,500	2,500			0.0%
		Expenditure	0	10,997	46,580	35,584		35,584	23.6%
		Movement to/(from) Gen Reserve	0	(10,997)					
801	Corporate Management	Expenditure	(950)	(4,750)	(11,400)	(6,650)		(6,650)	41.7%
802	Democratic Rep'n & Mgmt	Expenditure	0	375	6,150	5,775		5,775	6.1%
803	Civic Expenses	Expenditure	0	35	950	915		915	3.7%
901	Central Services	Income	0	0	2	2			0.0%
		Expenditure	18,410	61,669	153,100	91,431		91,431	40.3%
		Movement to/(from) Gen Reserve	(18,410)	(61,669)					
902	Outside Services	Income	0	0	350	350			0.0%
		Expenditure	7,988	45,079	111,750	66,671		66,671	40.3%
		Movement to/(from) Gen Reserve	(7,988)	(45,079)					

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Summary Income & Expenditure by Budget Heading 06/10/2021

Month No: 5

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
909 Capital & Projects	Income	0	13,309	0	(13,309)			0.0%
	Expenditure	0	61,042	56,103	(4,939)		(4,939)	108.8%
	Movement to/(from) Gen Reserve	0	(47,733)					
998 Precept & Interest	Income	12	493,402	987,194	493,792			50.0%
	Grand Totals:- Income	**25,379**	**632,839**	**1,473,954**	**841,115**			**42.9%**
	Expenditure	**92,455**	**465,066**	**1,338,878**	**873,812**	**0**	**873,812**	**34.7%**
	Net Income over Expenditure	**(67,076)**	**167,773**	**135,076**	**(32,697)**			
	Movement to/(from) Gen Reserve	**(67,076)**	**167,773**					

Detailed Income & Expenditure by Budget Heading 06/10/2021

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	1,950	1,583	(367)			123.2%	
1010	Pavillion Hire	228	790	5,000	4,210			15.8%	
1011	HALL BLOCK BOOKINGS	290	933	1,500	567			62.2%	
1013	EQUIPMENT HIRE INCOME	(0)	(0)	0	0			0.0%	
1054	Softplay Income	966	2,293	9,600	7,307			23.9%	
1077	GRANTS RECEIVED	0	2,536	0	(2,536)			0.0%	
1080	MISCELLANEOUS INCOME	2	4	1,000	996			0.4%	
1088	HMRC JRS Grant	0	6,231	0	(6,231)			0.0%	
	Leisure Centre - General :- Income	**1,485**	**14,737**	**18,683**	**3,946**			**78.9%**	0
4001	SALARIES & WAGES	41,861	183,313	524,162	340,849		340,849	35.0%	
4003	COST OF TRAINING COURSES	0	375	1,000	625		625	37.5%	
4006	PROTECTIVE CLOTHING	0	0	1,000	1,000		1,000	0.0%	
4008	TRAINING	0	0	1,500	1,500		1,500	0.0%	
4011	RATES	5,205	26,029	63,150	37,121		37,121	41.2%	
4014	ELECTRICITY	141	1,341	2,800	1,459		1,459	47.9%	
4015	GAS	303	3,142	5,200	2,058		2,058	60.4%	
4016	JANITORIAL	338	1,888	2,800	912		912	67.4%	
4017	HEALTH & SAFETY	16	682	1,000	318		318	68.2%	
4018	REFUSE DISPOSAL	895	4,299	7,200	2,901		2,901	59.7%	
4020	SUNDRY OFFICE & IT COSTS	70	70	0	(70)		(70)	0.0%	
4021	TELEPHONE & FAX	0	0	600	600		600	0.0%	
4023	STATIONERY/PRINTING	0	34	1,721	1,687		1,687	2.0%	
4025	INSURANCE	0	10,297	24,326	14,029		14,029	42.3%	
4030	RECRUITMENT ADVTG	0	0	1,500	1,500		1,500	0.0%	
4032	PUBLICITY	250	1,031	3,000	1,969		1,969	34.4%	
4035	SECURITY COSTS	0	330	3,000	2,670		2,670	11.0%	
4036	PROPERTY MAINTCE	291	558	10,000	9,442		9,442	5.6%	
4038	MAINTENANCE CTRCTS	6	4,963	8,000	3,037		3,037	62.0%	
4040	EQUIPMENT & SMALL TOOLS	598	721	1,500	779		779	48.1%	
4042	EQUIPMENT MAINTCE	0	0	500	500		500	0.0%	
4051	BANK CHARGES	272	965	2,000	1,035		1,035	48.2%	
4069	Irrecoverable VAT	0	0	10,000	10,000		10,000	0.0%	
4115	LICENCES	0	48	400	352		352	12.0%	
	Leisure Centre - General :- Indirect Expenditure	**50,245**	**240,086**	**676,359**	**436,273**	0	**436,273**	**35.5%**	0
	Net Income over Expenditure	**(48,760)**	**(225,349)**	**(657,676)**	**(432,327)**				
102	Leisure Centre - Swimming Pool								
1012	Bouncy Castle Parties	0	0	10,000	10,000			0.0%	

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Code	Heading	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1020	SWIMMING - PUBLIC	10,291	27,371	60,000	32,629			45.6%	
1021	SWIMMING - LESSONS	1,943	42,525	200,000	157,475			21.3%	
1022	SWIMMING - SCHOOLS	0	(6,498)	10,000	16,498			(65.0%)	
1023	SWIMMING - CLUBS	4,455	13,503	25,000	11,498			54.0%	
1024	SALES (STOCK) POOL	587	1,692	5,000	3,308			33.8%	
1025	Pool Parties	475	1,250	2,500	1,250			50.0%	
1026	One to One Lessons	15	(118)	6,000	6,118			(2.0%)	
1027	Aqua Fit	727	3,052	6,500	3,448			46.9%	
1028	Lifeguard Courses	0	1,367	2,000	633			68.3%	
1080	MISCELLANEOUS INCOME	0	115	1,000	885			11.5%	
1099	TILL DISCREPANCIES	(27)	(41)	0	41			0.0%	
	Leisure Centre - Swimming Pool :- Income	**18,466**	**84,217**	**328,000**	**243,783**			**25.7%**	**0**
4103	PURCHASES FOR RESALE	529	1,393	4,000	2,607		2,607	34.8%	
	Leisure Centre - Swimming Pool :- Direct Expenditure	**529**	**1,393**	**4,000**	**2,607**	**0**	**2,607**	**34.8%**	**0**
4002	TEMPORARY & CASUAL STAFF	0	0	1,000	1,000		1,000	0.0%	
4008	TRAINING	0	1,361	1,000	(361)		(361)	136.1%	
4012	WATER RATES	1,364	2,472	20,000	17,528		17,528	12.4%	
4014	ELECTRICITY	2,275	3,621	27,000	23,379		23,379	13.4%	
4015	GAS	1,608	9,140	31,000	21,860		21,860	29.5%	
4017	HEALTH & SAFETY	0	209	1,800	1,592		1,592	11.6%	
4020	SUNDRY OFFICE & IT COSTS	0	0	1,200	1,200		1,200	0.0%	
4024	SUBSCRIPTIONS	0	49	200	151		151	24.5%	
4036	PROPERTY MAINTCE	0	0	2,500	2,500		2,500	0.0%	
4038	MAINTENANCE CTRCTS	0	0	2,000	2,000		2,000	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	172	500	328		328	34.4%	
4042	EQUIPMENT MAINTCE	867	1,224	30,000	28,776		28,776	4.1%	
4115	LICENCES	75	75	75	0		0	100.0%	
4120	POOL CHEMICALS	245	2,759	4,200	1,441		1,441	65.7%	
4125	POOL PURCHASES NOT FOR RESALE	110	1,095	1,000	(95)		(95)	109.5%	
	Leisure Centre - Swimming Pool :- Indirect Expenditure	**6,544**	**22,176**	**123,475**	**101,299**	**0**	**101,299**	**18.0%**	**0**
	Net Income over Expenditure	**11,393**	**60,647**	**200,525**	**139,878**				
103	Leisure Centre - Pool Vending								
1030	Vending Machine Income	150	150	600	450			25.0%	
	Leisure Centre - Pool Vending :- Income	**150**	**150**	**600**	**450**			**25.0%**	**0**
	Net Income	**150**	**150**	**600**	**450**				

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Detailed Income & Expenditure by Budget Heading 06/10/2021

Month No: 5

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104	Leisure Centre - Cafe								
1001	RENT RECEIVED	0	28	8,700	8,673			0.3%	
1016	Bouncy Castle	512	512	0	(512)			0.0%	
1031	MACHINE INCOME	0	0	800	800			0.0%	
1032	Tickets	(0)	(0)	700	700			0.0%	
1040	BAR INCOME - LOUNGE	0	0	100,000	100,000			0.0%	
1041	BAR INCOME - HALL	0	0	10,000	10,000			0.0%	
1049	CAFE INCOME	4,161	4,161	0	(4,161)			0.0%	
1056	FUNCTION ROOM HIRE	0	0	250	250			0.0%	
1088	HMRC JRS Grant	0	16,086	0	(16,086)			0.0%	
1099	TILL DISCREPANCIES	(2)	(2)	0	2			0.0%	
	Leisure Centre - Cafe :- Income	**4,671**	**20,784**	**120,450**	**99,666**			**17.3%**	**0**
4101	PURCHASES - WET STOCK	0	(371)	40,500	40,871		40,871	(0.9%)	
4102	PURCHASES - DRY STOCK	0	0	2,500	2,500		2,500	0.0%	
4109	PURCHASES - CAFE	672	741	0	(741)		(741)	0.0%	
	Leisure Centre - Cafe :- Direct Expenditure	**672**	**370**	**43,000**	**42,630**	**0**	**42,630**	**0.9%**	**0**
4001	SALARIES & WAGES	4,125	17,510	87,886	70,376		70,376	19.9%	
4008	TRAINING	0	0	500	500		500	0.0%	
4014	ELECTRICITY	36	599	0	(599)		(599)	0.0%	
4019	DOG BINS	68	68	0	(68)		(68)	0.0%	
4020	SUNDRY OFFICE & IT COSTS	0	53	0	(53)		(53)	0.0%	
4036	PROPERTY MAINTCE	216	886	3,000	2,114		2,114	29.5%	
4038	MAINTENANCE CTRCTS	0	168	500	332		332	33.5%	
4040	EQUIPMENT & SMALL TOOLS	1,100	1,150	400	(750)		(750)	287.6%	
4041	EQUIPMENT HIRE	237	254	4,000	3,746		3,746	6.3%	
4051	BANK CHARGES	0	0	500	500		500	0.0%	
4060	OTHER PROF FEES	2,117	2,217	1,200	(1,017)		(1,017)	184.8%	
4104	BAR SUNDRIES	0	0	500	500		500	0.0%	
4110	PROMOTIONS	0	0	2,500	2,500		2,500	0.0%	
4111	CAFE	0	78	0	(78)		(78)	0.0%	
4115	LICENCES	0	0	1,200	1,200		1,200	0.0%	
4116	GAMING MACHINE DUTY	0	0	500	500		500	0.0%	
	Leisure Centre - Cafe :- Indirect Expenditure	**7,899**	**22,982**	**102,686**	**79,704**	**0**	**79,704**	**22.4%**	**0**
	Net Income over Expenditure	**(3,900)**	**(2,568)**	**(25,236)**	**(22,668)**				
105	Leisure Centre - Indoor Sports								
1050	BADMINTON FEES	0	196	850	654			23.1%	
1051	SNOOKER FEES	127	417	5,000	4,583			8.3%	
1052	PARTY ROOM HIRE	138	188	2,000	1,813			9.4%	

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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
1053 SKITTLE ALLEY	0	0	200	200			0.0%	
Leisure Centre - Indoor Sports :- Income	**265**	**800**	**8,050**	**7,250**			**9.9%**	0
4014 ELECTRICITY	299	612	12,000	11,388		11,388	5.1%	
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	**299**	**612**	**17,000**	**16,388**	**0**	**16,388**	**3.6%**	**0**
Net Income over Expenditure	**(34)**	**188**	**(8,950)**	**(9,138)**				
106 Leisure Centre - Outdoor Sport								
1060 GRASS INCOME	330	3,185	2,000	(1,185)			159.3%	
1061 OUTSIDE COURTS	0	0	1,000	1,000			0.0%	
1063 Petanque Income	0	0	125	125			0.0%	
Leisure Centre - Outdoor Sport :- Income	**330**	**3,185**	**3,125**	**(60)**			**101.9%**	**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	**330**	**3,185**	**2,875**	**(310)**				
201 Playing Fields								
1078 DONATIONS RECEIVED	0	539	0	(539)			0.0%	
1201 Field Hire Income	0	0	2,500	2,500			0.0%	
Playing Fields :- Income	**0**	**539**	**2,500**	**1,961**			**21.6%**	0
4037 GROUNDS MAINTENANCE	0	0	2,250	2,250		2,250	0.0%	
4040 EQUIPMENT & SMALL TOOLS	0	539	0	(539)		(539)	0.0%	
Playing Fields :- Indirect Expenditure	**0**	**539**	**2,250**	**1,711**	**0**	**1,711**	**24.0%**	**0**
Net Income over Expenditure	**0**	**0**	**250**	**250**				
202 Play Areas								
4037 GROUNDS MAINTENANCE	0	320	1,000	680		680	32.0%	
4042 EQUIPMENT MAINTCE	0	267	1,000	733		733	26.7%	
Play Areas :- Indirect Expenditure	**0**	**587**	**2,000**	**1,413**	**0**	**1,413**	**29.4%**	**0**
Net Expenditure	**0**	**(587)**	**(2,000)**	**(1,413)**				
203 Millennium Green								
1001 RENT RECEIVED	0	1,500	1,500	0			100.0%	
Millennium Green :- Income	**0**	**1,500**	**1,500**	**0**			**100.0%**	**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
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**	**1,500**	**1,000**	**(500)**				
204 Allotments								
1001 RENT RECEIVED	0	215	1,000	785			21.5%	
Allotments :- Income	**0**	**215**	**1,000**	**785**			**21.5%**	**0**
4012 WATER RATES	37	210	400	190		190	52.6%	
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	100	250	150		150	40.0%	
Allotments :- Indirect Expenditure	**37**	**310**	**925**	**615**	**0**	**615**	**33.6%**	**0**
Net Income over Expenditure	**(37)**	**(95)**	**75**	**170**				
301 Roads & Highways								
4080 STREET CARE (ex S Glos)	781	1,562	3,200	1,638		1,638	48.8%	
Roads & Highways :- Indirect Expenditure	**781**	**1,562**	**3,200**	**1,638**	**0**	**1,638**	**48.8%**	**0**
Net Expenditure	**(781)**	**(1,562)**	**(3,200)**	**(1,638)**				
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	8,750	17,500	8,750		8,750	50.0%	
4708 GRANTS - COMM'Y PARTNERSHIP	0	2,247	3,500	1,254		1,254	64.2%	
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**	**10,997**	**46,580**	**35,584**	**0**	**35,584**	**23.6%**	**0**
Net Income over Expenditure	**0**	**(10,997)**	**(44,080)**	**(33,084)**				
801 Corporate Management								
4004 PENSION DEFICIT	(950)	(4,750)	(11,400)	(6,650)		(6,650)	41.7%	
Corporate Management :- Indirect Expenditure	**(950)**	**(4,750)**	**(11,400)**	**(6,650)**	**0**	**(6,650)**	**41.7%**	**0**
Net Expenditure	**950**	**4,750**	**11,400**	**6,650**				

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
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	375	3,000	2,625		2,625	12.5%	
4065	MEETING COSTS	0	0	150	150		150	0.0%	
	Democratic Rep'n & Mgmt :- Indirect Expenditure	**0**	**375**	**6,150**	**5,775**	**0**	**5,775**	**6.1%**	**0**
	Net Expenditure	**0**	**(375)**	**(6,150)**	**(5,775)**				
803	Civic Expenses								
4006	PROTECTIVE CLOTHING	0	35	0	(35)		(35)	0.0%	
4066	CHAIRMANS ALLOWANCE	0	0	950	950		950	0.0%	
	Civic Expenses :- Indirect Expenditure	**0**	**35**	**950**	**915**	**0**	**915**	**3.7%**	**0**
	Net Expenditure	**0**	**(35)**	**(950)**	**(915)**				
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	8,622	43,325	106,000	62,675		62,675	40.9%	
4005	HR Costs-Service level agr'mnt	8,178	8,735	7,500	(1,235)		(1,235)	116.5%	
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	0	110	2,500	2,390		2,390	4.4%	
4009	TRAVEL	0	0	200	200		200	0.0%	
4010	OTHER STAFF COSTS	0	120	1,600	1,480		1,480	7.5%	
4020	SUNDRY OFFICE & IT COSTS	472	2,964	6,000	3,036		3,036	49.4%	
4021	TELEPHONE & FAX	102	353	750	397		397	47.1%	
4022	POSTAGE	0	310	1,000	690		690	31.0%	
4023	STATIONERY/PRINTING	329	769	1,000	231		231	76.9%	
4024	SUBSCRIPTIONS	0	1,794	1,700	(94)		(94)	105.6%	
4026	PHOTOCOPY CHARGES	0	357	2,000	1,643		1,643	17.8%	
4027	OFFICE EQUIPMENT	0	0	500	500		500	0.0%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4051	BANK CHARGES	30	122	1,500	1,378		1,378	8.1%	
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057	AUDIT FEES	0	0	3,300	3,300		3,300	0.0%	
4058	ACCOUNTANCY FEES	677	2,708	12,600	9,892		9,892	21.5%	
4060	OTHER PROF FEES	10,500	14,250	3,600	(10,650)		(10,650)	395.8%	

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
4992	FUNDING FROM R CAP FUND	(10,500)	(14,250)	0	14,250		14,250	0.0%	
	Central Services :- Indirect Expenditure	**18,410**	**61,669**	**153,100**	**91,431**	**0**	**91,431**	**40.3%**	**0**
	Net Income over Expenditure	**(18,410)**	**(61,669)**	**(153,098)**	**(91,429)**				
902	Outside Services								
1001	RENT RECEIVED	0	0	350	350			0.0%	
	Outside Services :- Income	**0**	**0**	**350**	**350**			0.0%	**0**
4001	SALARIES & WAGES	7,529	38,951	99,200	60,249		60,249	39.3%	
4006	PROTECTIVE CLOTHING	65	106	200	94		94	53.1%	
4008	TRAINING	0	0	500	500		500	0.0%	
4016	JANITORIAL	42	42	0	(42)		(42)	0.0%	
4036	PROPERTY MAINTCE	53	1,445	1,500	55		55	96.3%	
4037	GROUNDS MAINTENANCE	0	2,054	2,500	446		446	82.2%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4040	EQUIPMENT & SMALL TOOLS	179	1,340	2,000	660		660	67.0%	
4041	EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042	EQUIPMENT MAINTCE	19	19	3,000	2,981		2,981	0.6%	
4044	VEHICLE FUEL,OIL & MAINT	101	1,122	2,500	1,378		1,378	44.9%	
	Outside Services :- Indirect Expenditure	**7,988**	**45,079**	**111,750**	**66,671**	**0**	**66,671**	**40.3%**	**0**
	Net Income over Expenditure	**(7,988)**	**(45,079)**	**(111,400)**	**(66,321)**				
909	Capital & Projects								
1074	CIL Income	0	13,309	0	(13,309)			0.0%	
	Capital & Projects :- Income	**0**	**13,309**	**0**	**(13,309)**				**0**
4054	LOAN INTEREST PWLB	0	271	986	715		715	27.4%	
4055	LOAN CAPITAL REPAID	0	7,463	15,117	7,654		7,654	49.4%	
4918	CAP Gates & Fencing	0	3,500	0	(3,500)		(3,500)	0.0%	
4965	CAP Cafe Furniture & Equipment	0	3,075	0	(3,075)		(3,075)	0.0%	
4982	CAP LC Outsourcing costs	0	525	0	(525)		(525)	0.0%	
4992	FUNDING FROM R CAP FUND	0	(7,100)	0	7,100		7,100	0.0%	
4993	TFR TO ROLLING CAPITAL FUND	0	40,000	40,000	0		0	100.0%	
4998	TFR TO EARMARKED RSV	0	13,309	0	(13,309)		(13,309)	0.0%	
	Capital & Projects :- Indirect Expenditure	**0**	**61,042**	**56,103**	**(4,939)**	**0**	**(4,939)**	**108.8%**	**0**
	Net Income over Expenditure	**0**	**(47,733)**	**(56,103)**	**(8,370)**				

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
998 Precept & Interest								
1076 PRECEPT	0	493,347	986,694	493,347			50.0%	
1090 INTEREST RECEIVED	12	55	500	445			11.0%	
Precept & Interest :- Income	**12**	**493,402**	**987,194**	**493,792**			**50.0%**	**0**
Net Income	**12**	**493,402**	**987,194**	**493,792**				
Grand Totals:- Income	**25,379**	**632,839**	**1,473,954**	**841,115**			**42.9%**	
Expenditure	**92,455**	**465,066**	**1,338,878**	**873,812**	**0**	**873,812**	**34.7%**	
Net Income over Expenditure	**(67,076)**	**167,773**	**135,076**	**(32,697)**				
Movement to/(from) Gen Reserve	**(67,076)**	**167,773**						

Filton Town Council 21-22

Summary Balance Sheet - Excluding Stock Movement

Month 5 Date 06/10/2021

	Actual		
Fixed Assets	Asset Value	Depreciation	Net Value
Total Fixed Assets	**3,061,013**	**2,370,677**	**690,336**
Current Assets			
Total Current Assets		**692,142**	
Current Liabilities			
Total Current Liabilities		**40,026**	
Net Current Assets			**652,116**
Total Assets less Current Liabilities			**1,342,452**
Long Term Liabilities			
Total Long Term Liabilities		**180,214**	
Total Assets less Total Liabilities			**1,162,238**
Represented by :-			
Total Equity			**1,162,238**

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 06/10/2021

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,619,152	595,376
11	LEASEHOLD LAND & BUILDINGS	25,000	7,000	18,000
21	VEHICLES & EQUIPMENT	565,508	530,530	34,978
41	INFRASTRUCTURE ASSET	194,605	182,829	11,776
61	COMMUNITY ASSETS	61,372	31,166	30,206
	Total Fixed Assets	**3,061,013**	**2,370,677**	**690,336**
	Current Assets			
105	VAT CONTROL	4,699		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	821		
121	STOCK - LEISURE	642		
190	CAPITAL WORK IN PROGRESS	141		
200	BANK ACCOUNT-GENERAL	76,464		
201	BANK IMPREST WAGES AC	82,692		
215	POOL TAKINGS CASHBOOK	508		
220	PETTY CASH - OFFICE	58		
221	PETTY CASH - BAR	211		
225	FLOAT - BAR	295		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	165		
245	CCLA Public Sector Investment	525,000		
	Total Current Assets		**692,142**	
	Current Liabilities			
500	TRADE CREDITORS	12,823		
510	ACCRUED EXPENSES	6,080		
520	NET WAGES CONTROL	115		
525	PAYE AND NI DUE	8,963		
526	SUPERANNUATION DUE	7,488		
528	A of E CONTROL	58		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		**40,026**	
	Net Current Assets			**652,116**
	Total Assets less Current Liabilities			**1,342,452**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,306,510)		
401	PWLB Loan 486814	15,504		
	Total Long Term Liabilities		**180,214**	
	Total Assets less Total Liabilities			**1,162,238**
	Represented by :-			
300	CURRENT YEAR FUND	167,773		
310	GENERAL FUND	361,361		
315	ROLLING CAPITAL FUND	49,690		

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 06/10/2021

A/c	Description	Actual	
323	EMR Festival	10,000	
325	EMR 4 Towns Play Association	4,580	
328	EMR Elections	10,338	
329	EMR CIL 19/20	3,961	
330	CAPITAL FINANCE ACCOUNT	510,263	
331	EMR CIL 20/21	30,963	
332	EMR CIL 21/22	13,309	
	Total Equity		**1,162,238**

Bank Reconciliation Statement as at 30/09/2021
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-Operative Community Acc	30/09/2021	300	17,412.19
Unity Trust Current Account	30/09/2021	4	80,063.58
			97,475.77

Unpresented Cheques (Minus)		Amount	
05/05/2021	5644	100.00	
19/05/2021	5661	396.00	
11/08/2021	5746	9,814.14	
25/08/2021	11	348.72	
08/09/2021	27	704.94	
22/09/2021	31	70.00	
22/09/2021	32	284.92	
22/09/2021	33	408.49	
22/09/2021	34	420.00	
22/09/2021	35	451.20	
22/09/2021	36	137.94	
22/09/2021	37	1,452.70	
22/09/2021	38	300.00	
22/09/2021	39	421.20	
22/09/2021	40	1,319.90	
22/09/2021	41	75.00	
22/09/2021	42	474.00	
22/09/2021	43	254.14	
22/09/2021	44	535.22	
22/09/2021	45	5,813.19	
22/09/2021	46	2,160.00	
22/09/2021	47	331.08	
22/09/2021	48	90.66	
22/09/2021	49	495.00	
			26,858.44
			70,617.33

Receipts not Banked/Cleared (Plus)			
30/09/2021	PCC30	397.75	
30/09/2021	CCC30	151.90	
			549.65
			71,166.98

Balance per Cash Book is :- 71,166.98

Difference is :- 0.00

The **co-operative** bank
co-operativebank.co.uk/business

phone 03457 213 213

MRS L A REUBEN
Filton Town Council
Elm Park
Filton
Bristol
BS34 7PS

M6080/J1065291000 **39600**

Current Account

Summary

Account title
FILTON TOWN COUNCIL

[redacted]

Sta... ...nt closing balance
17,412.19

[redacted]

Date	Description	Withdrawals	Deposits	Balance
31 AUG 21	**OPENING BALANCE**			**18,334.61**
1 SEP 21	005724 0023766400870000	150.00		
1 SEP 21	005733 0023752280870000	41.24		
1 SEP 21	005734 0023759054870000	422.16		17,721.21
2 SEP 21	005755 0023780039870000	93.49		17,627.72
3 SEP 21	SERVICE CHARGE	10.00		
3 SEP 21	COMMISSION	13.90		
3 SEP 21	FEE DELTA CARD-PURCHASES	0.50		17,603.32
15 SEP 21	CHAPS STG R00180DX GYMPASS US LLC		19.70	17,623.02
27 SEP 21	005747 0024185733870000	196.44		17,426.58
30 SEP 21	3209 ZOOM.US 888-7	14.39		17,412.19
	Statement closing balance			**17,412.19**

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction Fee. Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

Name of account: Filton Town Council
Date: 30 September 2021
Account number: [illegible]

Statement 005 (page 2 of 2)
Bank sort code: [illegible]

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
	Balance brought forward			74,153.30 *
16 SEP 21	Cheque 000020	221.26		
16 SEP 21	BCARD1478496150921 BCARD		630.55	74,562.59 *
17 SEP 21	Cheque 000002	514.20		
17 SEP 21	Cheque 000004	425.88		
17 SEP 21	Cheque 000022	63.00		
17 SEP 21	Cheque 000030	717.60		
17 SEP 21	BCARD1478496160921 BCARD		694.55	73,536.46 *
20 SEP 21	Cheque 000013	293.59		
20 SEP 21	Cheque 000019	492.43		
20 SEP 21	BCARD1478496190921 BCARD		1,033.85	
20 SEP 21	BCARD1478496180921 BCARD		750.40	
20 SEP 21	BCARD1478496170921 BCARD		659.85	
20 SEP 21	[illegible] [illegible]		120.00	75,314.54 *
21 SEP 21	Cheque 000021	812.52		
21 SEP 21	Cheque 000024	16.96		
21 SEP 21	Cheque 000025	500.40		
21 SEP 21	BCARD1478496200921 BCARD		425.90	74,410.56 *
22 SEP 21	Cheque 000018	209.10		
22 SEP 21	BCARD1478496210921 BCARD		602.35	74,803.81 *
23 SEP 21	Cheque 000016	51.76		
23 SEP 21	Cheque 000029	6.77		
23 SEP 21	BCARD1478496220921 BCARD		538.84	75,284.12 *
24 SEP 21	BCARD1478496230921 BCARD		946.10	76,230.22 *
27 SEP 21	Direct Debit (BRITISH GAS TRADI	40.10		
27 SEP 21	Direct Debit (BRITISH GAS TRADI	157.52		
27 SEP 21	Cheque 000008	454.20		
27 SEP 21	BRISTOL NORTH SW		1,800.00	
27 SEP 21	BCARD1478496260921 BCARD		908.00	
27 SEP 21	BCARD1478496240921 BCARD		641.45	
27 SEP 21	BCARD1478496250921 BCARD		626.76	
27 SEP 21	[illegible] Pav hire, 10/10/21		30.00	79,584.61 *
28 SEP 21	Cheque 000015	540.00		
28 SEP 21	Cheque 000017	11.95		
28 SEP 21	Cheque 000023	45.24		
28 SEP 21	BCARD1478496270921 BCARD		774.00	79,761.42 *
29 SEP 21	Direct Debit (PITNEY BOWES)	119.76		
29 SEP 21	Cheque 000026	551.78		
29 SEP 21	BCARD1478496280921 BCARD		500.20	79,590.08 *
30 SEP 21	BCARD1478496290921 BCARD		499.30	
30 SEP 21	Service Charge	25.80		80,063.58 *
	Balance carried forward			80,063.58 *

You can ask us to send you details of our rates and how we work them out.
Abbreviations: * credit balance DR overdrawn S sub total (intermediate balance)

Filton Town Council 21-22

Bank Reconciliation Statement as at 30/09/2021
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Imprest A/c -01364383	22/09/2021	453	100.00
Natwest Business A/c -08609098	22/09/2021	496	68,384.16
			68,484.16

Unpresented Cheques (Minus)			Amount	
20/09/2021	8978	Deposit Refund	400.00	
				400.00
				68,084.16

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		68,084.16

Balance per Cash Book is :- **68,084.16**

Difference is :- **0.00**

2 00102 0001/0001 00526082

NatWest

Current Account

Date	Details		Withdrawn	Paid in	Balance
17 Sep 2021	BROUGHT FORWARD				100.00
21 Sep	Credit No.000009	521005		953.54	
	Debit	TO 08609098	953.54		100.00
22 Sep	Credit	FROM 08609098		8,962.66	
	Direct Debit	FILTON TOWN CSV			
		BACS S2S	8,962.66		100.00

Account Number [illegible]
453 Branch sort code [illegible]
National Westminster Bank Plc

FILTON TOWN COUNCIL
V5

2 00102 0001/0001 00526084

NatWest

Business Reserve Account

Date	Details		Withdrawn	Paid in	Balance
17 Sep 2021	BROUGHT FORWARD				76,393.28
21 Sep	Credit	FROM 01364383		953.54	77,346.82
22 Sep	Debit	TO 01364383	8,962.66		68,384.16

Account Number [illegible]
496 Branch sort code [illegible]
National Westminster Bank Plc

FILTON TOWN COUNCIL
V5

20

BANK ACCOUNT-GENERAL

List of Payments made between 28/09/2021 and 06/10/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
29/09/2021	Pitney Bowes	DDR4	119.76		444-Meter Reset, Rental
30/09/2021	Unity Bank	DDR	25.80		Bank charges
30/09/2021	Zoom	D/CARD	14.39		Zoom Subscription
06/10/2021	Brenntag UK Ltd	50	926.70		487-Pool chemicals
06/10/2021	Avon Local Councils' Associati	51	30.00		484-CILCA Traning CW
06/10/2021	A.M.P Window Cleaning Services	52	50.00		483-Window cleaning 21.9.21
06/10/2021	Biffa Waste Services Ltd	53	678.22		485Trade Refuse
06/10/2021	Chapple & Jenkins Ltd	54	344.73		489-Cafe purchases
06/10/2021	Complete Weed Control (North W	55	314.40		490-Footpath weed control
06/10/2021	DCK Accounting Solutions Ltd	56	455.10		491-Vat Part Ex 20/21
06/10/2021	DL I.T. Solutions Ltd	57	63.00		492-Ratepayers broadband
06/10/2021	FACE	58	10,996.50		493-FACE Youthworker grant
06/10/2021	Filton Voice Ltd	59	300.00		494-Filton voice advert
06/10/2021	Glacier environmental Ltd	60	250.20		495-WAter Hygiene contract
06/10/2021	Rentokil Initial UK Ltd	61	85.01		496-Hand wash
06/10/2021	Cape Meridian Ltd	62	210.00		497-Alarm callouts
06/10/2021	PKF Littlejohn LLP	63	2,400.00		498-External Audit 20/21
06/10/2021	The Real Wrap Co	64	609.86		504-Cafe purchases
06/10/2021	Surrey Hills Solicitors LLP	65	2,262.00		505-Outsourcing legal fees
06/10/2021	Tailor Made Office Supplies Lt	66	32.37		507-Optical mouse
06/10/2021	Ernest Till (South West) & co	67	2,253.60		511-Repair light
06/10/2021	Travis Perkins Trading Co Ltd	68	32.40		510-Postcrete
		Total Payments	22,454.04		

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 12th October 2021**.

PRESENT: Cllrs: T Mewies (Chair), D Collins, A Bird, D Boardman, A Monk, K Briffett, A Kenyon, I Scott, M Chaudhry,
ALSO, PRESENT: Natasha Gould (Support Officer) and Carla Westcott (Administrator)
APOLOGIES: A Robinson, A Doyle, B Mead,
NON-ATTENDANCE: N/A

0311. APOLOGIES FOR ABSENCE: Apologies were noted

0312. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0313. DECLARATIONS OF INTEREST: There were none.

0314. TO APPROVE THE MINUTES OF THE MEETING HELD 14th September 2021: The minutes were approved.

0315. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA:

0316. PUBLIC PARTICIPATION:
i) A concern was put forward as to the availability of the swimming pool to the public, and to volume of public allowed in at once. It was agreed to approach the Leisure Centre Manager for an update and then update Council.

Action: Town Council Office

0317. REPORTS FROM COMMITEES, WORKING GROUPS AND THE TOWN CLERK:
i) MUGA Update:- It was proposed and seconded to get 2 more quotes for the flood lighting. It was voted unanimously FOR.

Action: Town Council Office

ii)Wessex Reserve:- An update was given

0318. GRANT APPLICATION:- ABOVE AND BEYOND:
It was discussed and proposed and seconded to decrease the grant offer to £200. It was voted 5 FOR, 3 AGAINST and 1 Abstain.
The Council Office to send grant at lower amount.

Action: Town Council Office

0319. INCOME AND EXPENDITURE REPORTS MONTH 5: FTC Office to address the queries raised. The reports were noted.

0320. BALANCE SHEETS MONTH 5: The reports were noted.

0321. BANK RECONCILLIATION: The documents were noted.

0322. PAYMENTS FOR INFORMATION: The documents were noted.

THE CHAIR CLOSED THE MEETING AT 8.01PM