

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Tel: 01454 866 698

21st January 2020

Dear Members

You are hereby summonsed to a **VIRTUAL** meeting of the **FULL COUNCIL** will be held on **Tuesday 26th January 2021 at 7pm. via Zoom Remote Link**

Join Zoom Meeting

<https://us02web.zoom.us/j/84601216935?pwd=TW5jTVZRbFpaYis1bnFvMkNOSDI5Zz09>

Meeting ID: 846 0121 6935

Passcode: 781005

Dial by your location

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

Meeting ID: 846 0121 6935

Passcode: 781005

Find your local number: <https://us02web.zoom.us/j/kc7ropuK0h>

Yours sincerely,

L.A.Reuben,

Town Clerk & RFO.

Public and press are welcome to view all council meetings - however the Chair reserves the right to mute or remove any member of the public causing a disturbance.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. **TO DISCUSS AND SET THE 2021/22 PRECEPT REQUIREMENT** presented by David Webb (pages 1-7)
5. **Submissions from the Public** (max. 15mins) (whilst we are meeting via remotely any submission from the public need to be sent in to clerk 48 hours prior to meeting)
 - i) Sixth Avenue rear access lane
 - ii) Millennium Green issues
 - iii) HMO's
 - iv) Cropthorne Road missing barrier
6. To approve the minutes of the meeting 08th December 2020 – (pages 8-9)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team Update (page 10)
9. South Gloucestershire Reports:
 - Cllr A Monk – (to be circulated prior to the meeting)
 - Cllr C Wood – (page 11)

10. Submission from members:

- i) Casual Vacancy – resignation of Cllr Ailsa Johnson, Northville Ward
- ii) Cllr Brian Mead – proposed that this council re-instate the Planning Committee due to the number of applications.
- iii) Cllr Andy Robinson – Millennium Green Anti-social behavior

11. Reports from Committees, Working Groups and the Town Clerk:

- i) Full Council (Finance) draft minutes of the meeting held 12th January. (pages 12-13)
- ii) DRAFT ANNUAL REPORT (will be circulated prior to the meeting)

12. Other Reports/Consultations/ Planning applications (page 14)

13. Consultation Spreadsheet (pages 15-16)

14. Payments for Information (page 17)

Year	Precept Options	Precept Percentage	Precept	Precept Variance Vs Last Year	Annual Band D Figure per annum	Band D Variance Vs Last Year	Reserve Figure at end of March 2021	Reserve Figure at end of March 2022	Recommended MINIMUM Reserve Figure 31st March 2022	Reserve Variance (Deficit)/Surplus 31st March 2022
2020-21	CURRENT BUDGET	34.00%	£981,785.00	-	£315.28	-	£73,585.00	£173,585.00	£198,878.00	-£25,293.00
2021-22	OPTION 1	-0.45%	£977,368.00	-£4,417.00	£315.28	£0.00	£114,966.00	£240,715.00	£198,878.00	£41,837.00
2021-22	OPTION 2	0.00%	£981,785.00	£0.00	£316.70	£1.42	£114,966.00	£245,132.00	£198,878.00	£46,254.00
2021-22	OPTION 3	0.55%	£987,142.00	£5,357.00	£318.43	£3.15	£114,966.00	£250,489.00	£198,878.00	£51,611.00
2021-22	OPTION 4	1.04%	£992,029.00	£10,244.00	£320.01	£4.73	£114,966.00	£255,376.00	£198,878.00	£56,498.00

FILTON TOWN COUNCIL
Budget Summary

BAND D CHARGE UNCHANGED

(Updated 18/01/21)

Year Ended 31st March 2022

	2020-21		2021-22	Budget
	Projected	Budgeted	Proposed	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	
Precept Required	981786	981785	977368	
TOTAL TAXATION FUNDING REQUIRED	981786	981785	977368	
	892920	881785	851619	

Notes

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0	#DIV/0!
-4,417	-0.45%
-4,417	-0.45%

977368

ADJUSTED BASIS

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

2.

FILTON TOWN COUNCIL
Budget Summary
PRECEPT UNCHANGED

(Updated 18/01/21)

Year Ended 31st March 2022

	2020-21		2021-22	Budget	
	Projected	Budgeted	Proposed	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	
	836817	825682	795516	-30,166	
NET REVENUE EXPENDITURE					
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	
	892920	881785	851619	-30,166	
TOTAL NET EXPENDITURE					
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		

Notes

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ADJUSTED BASIS

Land D Equivalents	3114	3100	ADV		
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 <u>minimum</u> reserve equal to	206421	198879
3 months net revenue expenditure		
Reserves <u>surplus/deficit</u> to minimum level	-91455	46253

3.

For:

Filton Town Council

 Prepared by:
 DCK Accounting Solutions Ltd

 11:30
 22/01/2021

FILTON TOWN COUNCIL

Budget Summary

BAND D CHARGE INCREASE 1%

(Prepared 5/11/20)

Year Ended 31st March 2022

	2020-21		2021-22	Budget
	Projected	Budgeted	Proposed	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	250489	
Used to Fund Expenditure	-88866	-100000	-135523	
Precept Support Grant	0	0	0	
Precept Required	981786	981785	987142	
TOTAL TAXATION FUNDING REQUIRED	981786	981785	987142	
	892920	881785	851619	

Notes

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0	#DIV/0!
5,357	0.55%
5,357	0.55%

JUSTED BASIS

Band D Equivalents	3114	3100	
Precept per Band D Equivalent (£/annum)	£ 315.28	£318.43	£3.15 1.00%
Precept per Band D Equivalent (p/week)	604.64	610.69	6.05 1.00%

	31/03/2021	31/03/2022
Notes: ** Recommended <u>minimum</u> reserve equal to	206421	198879
3 months net revenue expenditure		
Reserves <u>surplus/deficit</u> to minimum level	-91455	51610

4.

For:

FILTON TOWN COUNCIL
Budget Summary
BAND D CHARGE INCREASE 1.5%

(Prepared 5/11/20)

Year Ended 31st March 2022

	2020-21		2021-22	Budget
	Projected	Budgeted	Proposed	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	255376	
Used to Fund Expenditure	-88866	-100000	-140410	
Precept Support Grant	0	0	0	0
Precept Required	981786	981785	992029	10,244
TOTAL TAXATION FUNDING REQUIRED	981786	981785	992029	10,244
	892920	881785	851619	

Notes

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10,244	1.04%
10,244	1.04%

ADJUSTED BASIS

Band D Equivalents	3114	3100	
Precept per Band D Equivalent (£/annum)	£ 315.28	£320.01	£4.73 1.50%
Precept per Band D Equivalent (p/week)	604.64	613.72	9.08 1.50%

	31/03/2021	31/03/2022
Notes: ** Recommended <u>minimum</u> reserve equal to	206421	198879
3 months net revenue expenditure		
Reserves <u>surplus</u> /deficit to minimum level	-91455	56497

S.

FILTON TOWN COUNCIL**Budget Summary***(Updated 18/01/21)***Year Ended 31st March 2022****Operating Budgets - Expenditure**

	2020-21		2021-22	Budget
	Projected	Budgeted	Proposed	Incr/(Decr)
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

6.

FILTON TOWN COUNCIL**Budget Summary***(Prepared 5/11/20)***Year Ended 31st March 2022**

	2020-21		2021-22	Budget
	Projected	Budgeted	Proposed	Incr/(Decr)
<u>Operating Budgets - Income</u>				
Leisure Centre General	132103	21608	18683	-2925
Leisure Centre Sw Pool	59500	324000	328000	4000
Leisure Centre Pool Vending	250	500	600	100
Leisure Centre Bar	111536	152450	120450	-32000
Leisure Centre l/d Sports	4350	9700	8050	-1650
Leisure Centre O/d Sports	2225	4815	3125	-1690
	<u>309964</u>	<u>513073</u>	<u>478908</u>	<u>-34165</u>
Playing Fields	0	2500	2500	0
Play Areas	0	0	0	0
Millennium Green	1500	1500	1500	0
Allotments	1000	1000	1000	0
	<u>2500</u>	<u>5000</u>	<u>5000</u>	
Roads & Highways	0	0	0	0
Community Development	0	2500	2500	0
	<u>0</u>	<u>2500</u>	<u>2500</u>	
Corporate Management	0	0	0	0
Democratic Rep'n & Mgmt	0	0	0	0
Civic Expenses	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	
Central Services	2	2	2	0
Outside Services	350	0	350	350
	<u>352</u>	<u>2</u>	<u>352</u>	
	<u>312816</u>	<u>520575</u>	<u>486760</u>	<u>-33815</u>

7.

PRESENT: Cllrs: D Collins (Chair), M Chaudhry, T Mewies, A Monk, A Robinson, C Wood, A Kenyon, B Mead,

ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Council Support Officer) Carla Westcott (Administrator)

APOLOGIES: Cllrs, A Johnstone, J Tucker, K Briffett

NON-ATTENDANCE: I Scott

0184. APOLOGIES FOR ABSENCE: Apologies were noted.

0185. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0186. DECLARATIONS OF INTEREST: There were none.

0187. SUBMISSIONS FROM PUBLIC: No Submissions

0188. PRESENTATION: RPT CONSULTING

Robin Thompson presented with an update on the Leisure Centre review of services. It was proposed and seconded to move forward to the next stage of the process.
VOTED 7 FOR and 1 AGAINST.

7.14pm Councillor Wood joined the meeting

0189. TO APPROVE MINUTES OF THE MEETING HELD 24th November: Minutes were approved as an accurate record.

0190. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA. Nothing raised

0191. FILTON BEAT TEAM REPORT: Report was discussed, and concerns were raised regarding the recent increase in thefts from Filton. Councillors also raised concerns over the use of images on social media could lead to vigilante behaviour in the neighbourhood.
It was proposed and seconded for the Town Clerk to contact the Beat Manager of Filton and the Head of Crime Commission to raise the concerns of the Council.
VOTED FOR UNANIMOUSLY.

Action: Filton Town Council Office

0192. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

- i) Councillor Monks: No submission
- i) Councillor Wood - No submission

0193. SUBMISSIONS FROM MEMBERS: None Submitted

0194. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

The Town Clerk updated Filton Town Council on the number of houses qualifying to pay council tax 2021-2022 and the impact that could have on the Filton resident's council tax bill.

A discussion took place regarding the houses not paying including student lets and HMO's. It was proposed that all Filton Town Councillors should declare if they are landlords in the area. This proposal was not seconded.

- i) Full Council (Finance) Minutes of meeting held 10th November 2020 were noted.
- ii) MUGA update – Minutes of meeting 1st December noted

0175. OTHER REPORTS/CONSULTATIONS:

- i) Planning Applications –
- ii) Consultation Spreadsheet – The document was discussed.

0176. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 8.40pm

FILTON BEAT TEAM REPORT JANUARY 2021

Statistics

These include the area Little Stoke due to a mapping issue.

Crime stats – December 1st- December 21st

Crime Stats 22nd December – 18th January

Arson & Criminal Damage –	8	9
Burglary (Dwelling & Non-Dwelling) –	6	9
Drug offences –	0	0
Public Order –	5	9
Theft –	7	6
Vehicle Offences –	8	15
Violence against the person –	20	24

Over the last month we have created a problem solving plan for theft from motor vehicles after an increase in reports of suspects trying vehicle door handles. All vehicles targeted had no damage and were left insecure. Please ensure you are locking your vehicles and not leaving anything of value inside. This is an issue that has seen a large increase over various beat areas in Bristol, South Gloucestershire and North Somerset. Overall crime remains around average for this time of year. We have had a few reports of cold calling for tree/gardening work in the last few days. We encourage all of the community not to accept work from cold callers and if you are in any doubt to contact the Police and South Gloucestershire trading standards. We want to thank the community for adhering to government guidelines during this COVID lockdown.

Thanks

Georgia

PCSO 9819 Georgia Bush

Filton Neighbourhood Policing Team

Patchway Police Centre

South Glos Report to FTC meeting 26th January 2021 — Cllr Chris Wood

I am delighted to report that following objections from both of Filton's South Gloucestershire Councillors and local residents the proposal for an 8 bedroom HMO at 64 Northville Road was rejected on Thursday. Whilst the applicant can appeal, it will be of relief to all that when sound planning arguments are made HMOs that are contrary to existing policy can be refused.

I can also report that I am a member of the HMO Task and Finish Group which is supporting South Gloucestershire Council's effort to introduce more stringent planning restrictions for HMOs, including Article 4 measures through a Supplementary Planning Document and new Local Plan. The measures, which should include Filton, could come into force by September 21.

Chris Wood

DRAFT

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 12th January 2021 on 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. The Town Clerk as 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.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.

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

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3750	P20/24139/F	834 Filton Avenue Filton South Gloucestershire BS34 7AP Creation of new vehicular access on to classified road (Class C) and creation of 1 no. parking space.	Sun 24 Jan 2021	
F.3751	P20/21990/F	578 Filton Avenue Horfield South Gloucestershire BS7 0QQ Demolition of existing conservatory. Erection of single storey front and rear extension to form additional living accommodation. Alteration to roofline to form loft conversion. Alteration to roofline of existing garage. Construction of new vehicular access onto Filton Avenue	Fri 29 Jan 2021	
F.3752	P20/24189/F	132 Northville Road Filton South Gloucestershire BS7 0RL Creation of vehicular access.	Mon 01 Feb 2021	
F.3753	P21/00151/F	34 Ninth Avenue Filton South Gloucestershire BS7 0QW Erection of two storey side extension to form additional living accommodation.	Wed 03 Feb 2021	
F.3756	P20/24199/F	Former Filton Airfield South Glos Application for the temporary change of use for a period of 3 years to mixed use retail (Class E), pop-up food and drink space (Classes A4, A5) and temporary events (sui generis) with associated car parking, as defined in the Town and Country Planning (use classes) Order 1987 (as amended), with proposed access via Concorde roundabout.	Thu 04 Feb 2021	
F.3754	P20/24202/F	10 Charles Road Filton South Gloucestershire BS34 7ET Erection of 1 no. dwelling with parking, refuse store, cycle racks and associated works.	Mon 08 Feb 2021	
F.3755	P20/16687/F	64 Northville Road Filton South Gloucestershire BS7 0RG Erection of a single storey rear extension and installation of 1 no. rear dormer to facilitate change of use from dwelling (Class C3) to an 8 bedroom HMO for 8 people (Sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	Not Set	
F.3757	P21/00229/F	99 Northville Road Filton South Gloucestershire BS7 0RJ Internal and external alterations to facilitate conversion of existing dwelling to form 8 no bedroom HMO (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).!	Thu 11 Feb 2021	

Consultation	Consultation Period	Summary
FILTON - Filton Avenue (north of A4174) Experimental Part-Time Southbound Bus Lane - STATUTORY NOTICE	26th October 2020	The Council made an order the effect of which is to 'open up' the movement of vehicles as an Experimental Traffic Regulation Order outside the weekly peak periods (07:00-10:00 and 15:00- 19:00) Monday to Friday on the existing southbound bus lane of Filton Avenue between Conygre Grove and A4174 Station Road. Have your say about the opening up of the existing southbound bus lane on Filton Avenue heading towards the A4174 Station Road outside of peak periods. The trial and its consultation will start from 26th October 2020 with a 6 month period for any person to make comments and submit objections, stating on what grounds you are objecting to the measures being put in place indefinitely.
FILTON - Southmead Road - COVID-19 cycling Improvements - Mandatory cycle lane	4th April 2021	The above is part of the Council's network management duty and guidance announced by the Secretary of State for Transport, Grant Shapps on 9th May 2020. Proposed cycling improvements along Southmead Road by introducing a northeast bound on-carriageway mandatory cycle lane between Braemar Avenue and Brandon House junction. With supporting double yellow lines for effective operation for the cycle lane. Members of the public will be able to send in feedback regarding this cycling improvement scheme.

Public Consultation Spreadsheet January 2021

FILTON AVENUE AREA (northern section) - Waiting Restriction Review - Consultation 2 (Cleve Road)	29th January 2021	19th February 2021	The council receives many communications relating to parking issues, from the public, elected members, parish and town councils, emergency services and other representative groups. Rather than addressing these issues individually, they are recorded on an area by area basis, and periodically each area is reviewed, so that all the issues within that area can be addressed in one exercise. The current review seeks to address all the issues previously raised in Filton Avenue Area (northern section), and, by means of consultation, to pick up any further outstanding issues. The purpose of this consultation is to consider proposals for double yellow lines (no waiting at any time) on Cleve Road.
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BANK ACCOUNT-GENERAL

List of Payments made between 04/01/2021 and 20/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
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
06/01/2021	South Gloucestershire Council	5558	-937.22		Purchase Ledger Payment
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
Total Payments			13,778.66		

PRESENT: Cllrs: D Collins (Chair), M Chaudhry, T Mewies, A Monk, A Robinson, C Wood, A Kenyon, B Mead, I Scott,

ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Council Support Officer) Carla Westcott (Administrator)

APOLOGIES: Cllrs, A Doyle, K Briffett

NON-ATTENDANCE:

*The Town Clerk updated all who were present, on the sad news that Cllr John Tucker who was a valued member of Filton Town Council had recently passed away.
A minute silence was held*

0197. APOLOGIES FOR ABSENCE: Apologies were noted.

0198. EVACUATION PROCEDURE: The Chair highlighted that if anyone at home was to get into an emergency, to use their appropriate emergency exits.

0199. DECLARATIONS OF INTEREST: There were none.

0200. TO SET THE PRECEPT REQUIREMENT 2021/2022: Councillors were presented with 4 options for next years precept requirement, these were a **-0.45%**, 0%, 0.55% and 1.04%. After a short discussion about how these different percentages would affect the reserves it was proposed and seconded to go with option 2 which was a 0% increase, this was put to the vote and rejected 6 against and 2 in favour. A second proposal was put forward to increase by 0.5% in line with inflation, this was seconded and **Agreed:** 7 in favour 2 against. The demand on the 2021-22 precept of 0.5% to South Gloucestershire Council would see a precept requirement of £986,694, which equates to £318.29 per year on a Band D property (an increase of £3.01 per annum).

0201. SUBMISSIONS FROM PUBLIC:

i) Sixth Avenue Rear Access Lane – The history of the gated lane was explained. It was noted that the FTC had agreed to take on managing these gates as there was no longer a resident managing them. A key had been requested from a resident on the Bristol side of the lane who had a valid reason to access the rear of their property for garden work which could only be accessed through the lane. Proof of address was supplied and the resident paid for the key and will return the key as soon as the Town Council Office's reopen. It was noted that Cllr Robinson and Cllr Monk will liaise over the planning issue regarding vehicle access.

ii) Millennium Green Issue – This item was moved to submission from members.

iii) HMO's – The chairman read out residents concerns about HMO's in Filton. It was noted for the record that no Filton Town Councillor who is currently elected has an HMO in Filton. A discussion took place about HMO's in Filton, South Gloucestershire Council had recently started an HMO policy review. It was proposed, seconded and **Agreed:** unanimously to instruct the clerk to respond to the resident's questions regarding HMO's.

Action: Town Clerk

iv) Cropthorne Road Missing Barrier – It was noted that the barrier on the public footpath on Cropthorne Road was missing. The Town Clerk confirmed that this had been reported to South Gloucestershire Council.

0202. TO APPROVE MINUTES OF THE MEETING HELD 08th December: Minutes were approved as an accurate record.

0203. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA. Nothing raised

0204. FILTON BEAT TEAM REPORT: The report was noted.

0205. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

- i) Councillor Monks: Report Noted
- i) Councillor Wood – Report Noted

0206. SUBMISSIONS FROM MEMBERS:

i) Millennium Green Issues – It was noted that there had been reports of drug use in the Millennium Green field, this had been reported to the police, who were currently investigating.
It was suggested that the benches around the outside of the field be temporarily removed to detract from antisocial behaviour. Some councillors didn't feel this was necessary, after a short discussion it was proposed, seconded and **Agreed:** to instruct the Clerk liaise with the grounds staff and come back to a meeting with a plan of possible locations for the benches. It was also asked that a police report come back to the next meeting outlining what has been done regarding the drug reports.

Action: Town Clerk

ii) Casual Vacancy – The Town Clerk updated Councillors on the two current vacancies and asked if the Council were happy for her to advertise both vacancies from Monday 01st February 2021. This was approved unanimously.

iii) Reinstate the Planning Committee – It was proposed, seconded and **Agreed:** 6 in favour 2 abstentions.

Action: Town Council Office

0207. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Full Council (Finance) Minutes of meeting held 12th January 2021 were noted.
- ii) Draft Annual Report – The document was noted. It was agreed to include a thanks to the Community Garden for their great work planting daffodils on the Filton Roundabout and to also thank the Northville Community Garden(Jennings Garden) and Friends of Millienium Green for their continued great work.

0208. OTHER REPORTS/CONSULTATIONS:

- i) Planning Applications – The applications were discussed and comments actioned to be sent off to South Gloucestershire Council from the Town Council Office.
- ii) Consultation Spreadsheet – The document was noted. The Town Clerk reminded Councillors to be involved with the local plan.

0209. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 8.55pm

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

ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Council Support Officer)

APOLOGIES: Cllrs, M Chaudhry

NON-ATTENDANCE:

0210. APOLOGIES FOR ABSENCE: Apologies were noted.

0212. DECLARATIONS OF INTEREST: Cllr Monk declared a personal interest in item 10ii, a relative worked at the Leisure Centre so he will not partake in the discussion.

0213. PRESENTATION FROM FACE: Councillors listened to the presentation given by Debbie Teml, after a short discussion it was proposed, seconded and move forward with the proposal regarding the community plan and via across unspent grant money from 2020/21, this was **Agreed** 8 in favour.

0214. SUBMISSIONS FROM PUBLIC:

i) **Memorial Bench for Jackie Sims** – It was proposed, seconded and Agreed unanimously to allow a bench to be placed near the play area at Elm Park in memory of Filton resident Jackie Sims.

ii) **Council Tax** – A letter had been received from a resident about the increase in this year's council tax, councillors noted the letter.

iii) **Bromford Garages** – After a short update from the resident regarding the demolition of the garages it was Agreed: The Town Clerk would write to Bromford Housing along with South Glos Councillors looking into a South Glos.

Action: Town Clerk

0215. TO APPROVE MINUTES OF THE MEETING HELD 26th January: Minutes were approved as an accurate record.

0216. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: The Town Clerk updated councillors on the current vacancies, it was noted that S. Glos will be circulating nomination forms for the election on the Northville ward and the vacancy on the Conygre ward can be filled by Co-Option. It was agreed to co-op at the April 2021 Full Council meeting and advertise 4 weeks in advance that people can come to present at that meeting if they wish to be considered for Co-Option.

0217. FILTON BEAT TEAM REPORT: The report was noted.

0218. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

i) Councillor Monks: Report Noted

i) Councillor Wood – Report Noted

0219. SUBMISSIONS FROM MEMBERS:

i) **Real Living Wage** – After a short discussion surrounding the financial impact of becoming a real living wage employer it was proposed, seconded and **Agreed:** for the Town Clerk to collate more detailed information and about financial impact on the council and report back to the next meeting.

Action: Town Clerk

ii) **Furlough Pay** – This motion was discussed, and it was agreed to discuss at the next staffing meeting so more in-depth details could be discussed to enable a more

informed decision to be made. This was **Agreed:** 7 in favour, 1 against and 1 abstention.

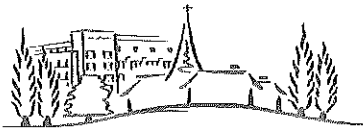
iii) Welfare Fund – The motion was discussed; it was noted that South Gloucestershire Council have just released a new scheme to help local residents with a budget of 1 million pounds. The original motion was put to the vote and objected 7 against 2 in favour.

iv) Millennium Green Issues – The antisocial behaviour at Millennium Green was discussed, it was noted that to move each bench would cost the Council £130.00. After further discussions it was proposed, seconded and **Agreed:** 7 in favour, too contact South Glos to see what suggestions they might have.

vi) Third Avenue Fencing – It was noted that the residents were not concerned about the height of the fencing. It was proposed, seconded and **Agreed:** 7 in favour to instruct the clerk to obtain 3 quotes to replace the whole fence.

Action: Town Clerk

The Chair closed the meeting at 9.05pm



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Tel: 01454 866 698

24th March 2021

Dear Members

You are hereby summonsed to a **VIRTUAL** meeting of the **FULL COUNCIL** will be held on **Tuesday 30th March 2021 at 7pm. via Zoom Remote Link**

This meeting will welcome the press and public from 8p.m. or immediately after item 5.

Lesley Reuben is inviting you to a scheduled Zoom meeting.

Topic: Full Council

Time: Mar 30, 2021 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/83706193518?pwd=eC8zZ0tXVDY0dzFqcmluQ3REeDZpdz09>

Meeting ID: 837 0619 3518

Passcode: 411543

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 837 0619 3518

Passcode: 411543

Yours sincerely,

L.A.Reuben,

Town Clerk & RFO.

Public and press are welcome to view all council meetings - however the Chair reserves the right to mute or remove any member of the public causing a disturbance.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
Confidential session for Item 4 and 5 will need to exclude Press and Public as commercially sensitive
4. **Presentation of FSLC Tenders – RPT Consulting**
5. Proposal on how to proceed – *possible extra ordinary meeting*
6. Submissions from the Public (max. 15mins) (whilst we are meeting via remotely any submission from the public need to be sent in to clerk 48 hours prior to meeting)
i) Resident enquiry on non-reduction in Precept.
7. To approve the minutes of the meeting 23rd February 2021 – *(pages 1-2)*
8. Matters of report arising from the minutes not otherwise included on the Agenda
9. Filton Beat Team Update *(to be circulated prior to meeting)*
10. South Gloucestershire Reports:
Cllr A Monk – *(to be circulated prior to the meeting)*
Cllr C Wood – *(as above)*

11. Submission from members: ASB Millenium Green – Cllr A.Robinson
12. Reports from Committees, Working Groups and the Town Clerk:
 - i)Full Council (Finance) draft minutes of the meeting held 9th March 2021. (page3-4)
 - ii)Circus Visit - May 2021
 - iii)Annual Assembly 25th May 2021
13. Other Reports/Consultations/ Planning applications
14. Consultation Spreadsheet (page 5)
15. Payments for Information (page 6)
16. Planning Applications – Schedule previously circulated

Minutes of the Full Council Meeting of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 23rd February 2021** remotely via Zoom.

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

0210. APOLOGIES FOR ABSENCE: Apologies were noted.

0212. DECLARATIONS OF INTEREST: Cllr Monk declared a personal interest in item 10ii, a relative worked at the Leisure Centre so he will not partake in the discussion.

0213. PRESENTATION FROM FACE: Councillors listened to the presentation given by Debbie Teml, after a short discussion it was proposed, seconded and move forward with the proposal regarding the community plan and via across unspent grant money from 2020/21, this was **Agreed** 8 in favour.

0214. SUBMISSIONS FROM PUBLIC:

i) **Memorial Bench for Jackie Sims** – It was proposed, seconded and Agreed unanimously to allow a bench to be placed near the play area at Elm Park in memory of Filton resident Jackie Sims.

ii) **Council Tax** – A letter had been received from a resident about the increase in this year's council tax, councillors noted the letter.

iii) **Bromford Garages** – After a short update from the resident regarding the demolition of the garages it was Agreed: The Town Clerk would write to Bromford Housing along with South Glos Councillors looking into a South Glos.

Action: Town Clerk

0215. TO APPROVE MINUTES OF THE MEETING HELD 26th January: Minutes were approved as an accurate record.

0216. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: The Town Clerk updated councillors on the current vacancies, it was noted that S. Glos will be circulating nomination forms for the election on the Northville ward and the vacancy on the Conygre ward can be filled by Co-Option. It was agreed to co-op at the April 2021 Full Council meeting and advertise 4 weeks in advance that people can come to present at that meeting if they wish to be considered for Co-Option.

0217. FILTON BEAT TEAM REPORT: The report was noted.

0218. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

i) Councillor Monks: Report Noted

i) Councillor Wood – Report Noted

0219. SUBMISSIONS FROM MEMBERS:

i) **Real Living Wage** – After a short discussion surrounding the financial impact of becoming a real living wage employer it was proposed, seconded and **Agreed:** for the Town Clerk to collate more detailed information and about financial impact on the council and report back to the next meeting.

Action: Town Clerk

ii) Furlough Pay – This motion was discussed, and it was agreed to discuss at the next staffing meeting so more in-depth details could be discussed to enable a more informed decision to be made. This was **Agreed:** 7 in favour, 1 against and 1 abstention.

iii) Welfare Fund – The motion was discussed; it was noted that South Gloucestershire Council have just released a new scheme to help local residents with a budget of 1 million pounds. The original motion was put to the vote and objected 7 against 2 in favour.

iv) Millennium Green Issues – The antisocial behaviour at Millennium Green was discussed, it was noted that to move each bench would cost the Council £130.00. After further discussions it was proposed, seconded and **Agreed:** 7 in favour, too contact South Glos to see what suggestions they might have.

vi) Third Avenue Fencing – It was noted that the residents were not concerned about the height of the fencing. It was proposed, seconded and **Agreed:** 7 in favour to instruct the clerk to obtain 3 quotes to replace the whole fence.

Action: Town Clerk

The Chair closed the meeting at 9.05pm

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.

Public Consultation Spreadsheet March 2021

Consultation	Consultation Period	Summary
FILTON - Filton Avenue (north of A4174) Experimental Part-Time Southbound Bus Lane - STATUTORY NOTICE	26th October 2020	The Council made an order the effect of which is to 'open up' the movement of vehicles as an Experimental Traffic Regulation Order outside the weekly peak periods (07:00-10:00 and 15:00- 19:00) Monday to Friday on the existing southbound bus lane of Filton Avenue between Conygre Grove and A4174 Station Road. Have your say about the opening up of the existing southbound bus lane on Filton Avenue heading towards the A4174 Station Road outside of peak periods. The trial and its consultation will start from 26th October 2020 with a 6 month period for any person to make comments and submit objections, stating on what grounds you are objecting to the measures being put in place indefinitely.
FILTON - Southmead Road - COVID-19 cycling Improvements - Mandatory cycle lane	4th April 2021	The above is part of the Council's network management duty and guidance announced by the Secretary of State for Transport, Grant Shapps on 9th May 2020. Proposed cycling improvements along Southmead Road by introducing a northeast bound on-carriageway mandatory cycle lane between Braemar Avenue and Brandon House junction. With supporting double yellow lines for effective operation for the cycle lane. Members of the public will be able to send in feedback regarding this cycling improvement scheme.

Time: 10:18

BANK ACCOUNT-GENERAL

List of Payments made between 01/03/2021 and 25/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
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
18/03/2021	BRENNTAG	5594	0.00		VOID CHEQUE
18/03/2021	ALCA	5595	0.00		VOID CHEQUE
18/03/2021	ANDREW TALBOT LTD	5596	0.00		VOID CHEQUE
18/03/2021	BT	5597	0.00		VOID CHEQUE
18/03/2021	AIR PRODUCTS - DD	5598	0.00		VOID CHEQUE
18/03/2021	DCK ACCOUNTING	5599	0.00		VOID CHEQUE
18/03/2021	DLIT - DD	5600	0.00		VOID CHEQUE
18/03/2021	EVERFLOW - DD	5601	0.00		VOID CHEQUE
18/03/2021	FOUR TOWNS	5602	0.00		VOID CHEQUE
18/03/2021	NORTH BRISTOL	5603	0.00		VOID CHEQUE
18/03/2021	NATIONAL SECURITY	5604	0.00		VOID CHEQUE
18/03/2021	RENTOKIL PEST	5605	0.00		VOID CHEQUE
18/03/2021	RICOH - DD	5606	0.00		VOID CHEQUE
18/03/2021	VIRIDOR WASTE	5607	0.00		VOID CHEQUE
18/03/2021	WATER LOGIC	5608	0.00		VOID CHEQUE
18/03/2021	Brenntag UK Ltd	5594	270.38		47SI4797445/5054/Brenntag UK L
18/03/2021	Avon Local Councils' Associati	5595	35.00		TINV 26-03/20-21/5053/Avon Loc
18/03/2021	Andrew Talbot Design Limited	5596	30.00		3068/5067/Andrew Talbot Design
18/03/2021	British Telecommunications plc	5597	271.96		Q0700B/5057/British Telecommun
18/03/2021	CryoService Ltd	5598	201.30		416128080/5070/CryoService Ltd
18/03/2021	DCK Accounting Solutions Ltd	5599	432.90		TPC9328/5072/DCK Accounting So
18/03/2021	DL I.T. Solutions Ltd	5600	63.00		22227/5058/DL I.T. Solutions L
18/03/2021	Everflow Ltd	5601	2,843.73		89308/5073/Everflow Ltd
18/03/2021	Four Towns Community Transport	5602	1,000.00		GRANT/5062/Four Towns Communit
18/03/2021	North Bristol Advice Centre	5603	1,000.00		GRANT/5061/North Bristol Advic
18/03/2021	Cape Meridian Ltd	5604	234.00		2021/02/031/5060/Cape Meridian
18/03/2021	Rentokil Initial UK Ltd	5605	237.73		21417194/5064/Rentokil Initial
18/03/2021	Ricoh UK Ltd	5606	384.48		101776263/5066/Ricoh UK Ltd
18/03/2021	Viridor Waste Management Ltd	5607	861.72		00003432759AB/5074/Viridor Was
18/03/2021	Waterlogic GB Ltd	5608	51.60		6094673/5069/Waterlogic GB Ltd
Total Payments			15,138.43		

PRESENT: Cllrs: D Collins (Chair), A Doyle, T Mewies, A Monk, A Robinson, C Wood, A Kenyon, B Mead, I Scott,

ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Council Support Officer, Carla Westcott (Administrator).

APOLOGIES: Cllrs, M Chaudhry

NON-ATTENDANCE: Cllrs, K Briffett

Part 1 (public and press excluded as item 6 being commercially sensitive)

0220. APOLOGIES FOR ABSENCE: Apologies were noted.

0221. DECLARATIONS OF INTEREST: None

0222. PRESENTATION FSLC BIDS FROM RPT CONSULTING: It was proposed and seconded and passed 9 votes to one to move to the final tender stage. To arrange an Extraordinary Meeting for the presentation of tenders - date to be confirmed. Consultation to begin on the overall scheme, initially with managers and draft public survey to be produced. Next brief to include PWLB costings.

Action: Town Clerk

Part 2 (public and press entered meeting)

0223. SUBMISSIONS FROM PUBLIC:

i) Resident query regarding non reduction in Council. Explanation on how precept is calculated was given.

0224. TO APPROVE MINUTES OF THE MEETING HELD 23rd February 2021: It was queries as to the amount of Councillor votes on matters in minute 0219 did not tally with the number of councillor's present. Town Council Office to confirm if votes were abstentions. Once rectified or confirmed Minutes were approved as an accurate record.

Action: Filton Town Council Office

0225. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: The request to investigate the implications of Filton Town Council becoming a Real Living Wage employer will be taken to the next Full Council Finance and General Meeting.

0226. FILTON BEAT TEAM REPORT: No report submitted. Filton Town Council Office to approach the Beat Team to find out why the reports are not ready every month.

Action: Filton Town Council Office

0227. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

i) Councillor Monks: No report submitted

i) Councillor Wood: No report submitted

0228. SUBMISSIONS FROM MEMBERS:

i) ASB Millennium Green- Cllr Robinson. Document Noted

0229. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Full Council Finance and General Minutes of meeting held 9th March 2021. Document noted.

ii) Circus Visit. The circus has approached Filton Town Council and would like to bring it to Filton in May 2021. The implications of this were discussed and it was proposed and seconded for Filton Town Council Office look into the prospect of

coming after further COVID 19 restrictions were lifted and to undertake research such a survey monkey to judge public opinion. It was voted unanimously FOR.

iii) Annual Assembly. The Town Clerk as been advised that the current legislation for holding virtual meetings runs out on 7th May and possibly not renewed in time for the annual assembly. If the council wanted to hold the meeting virtually it would need to be earlier than advertised date. This was agreed by with a date to be circulated.

Cllr B Mead left the meeting 20.36

0230. Other Reports/Consultations/Planning Applications: None submitted

0231. Consultation Spreadsheets: Document Noted

0232. Payments for information: Document noted

0233. Planning Applications (Planning Schedule sent previously): Document noted.

The Chair closed the meeting at 8.45 pm

Filton Town Council

Unaudited Financial Statements

For the year ended 31 March 2021

Filton Town Council

Table of Contents

31 March 2021

	Page
Table of Contents.....	2
Council Information.....	3
Statement of Responsibilities.....	4
Statement of Accounting Policies.....	5
Income and Expenditure Account.....	8
Statement of Movement in Reserves.....	9
Balance Sheet.....	10
Cash Flow Statement.....	11
Notes to the Accounts.....	12
1 Other Costs Analysis.....	12
2 Interest Payable and Similar Charges.....	12
3 Interest and Investment Income.....	12
4 Related Party Transactions.....	13
5 Agency Work.....	13
6 Audit Fees.....	13
7 Members' Allowances.....	14
8 Employees.....	14
9 Pension Costs.....	14
10 Tangible Fixed Assets.....	15
11 Financing of Capital Expenditure.....	15
12 Information on Assets Held.....	16
13 Stocks.....	16
14 Debtors.....	16
15 Creditors and Accrued Expenses.....	17
16 Financial Commitments under Operating Leases.....	17
17 Long Term Liabilities.....	17
18 Deferred Grants.....	18
19 Capital Financing Account.....	18
20 Earmarked Reserves.....	19
21 Capital Commitments.....	19
22 Reconciliation of Revenue Cash Flow.....	19
23 Movement in Cash.....	19
24 Reconciliation of Net Funds/Debt.....	20
25 Post Balance Sheet Events.....	20
Appendices.....	21

Filton Town Council

Council Information

31 March 2021

(Information current at 28th June 2021)

Chair

Cllr D. Collins

Councillors

Cllr A. Doyle (Vice Chair)

Cllr A. Bird
Cllr D. Boardman
Cllr K. Briffett
Cllr M. Chaudhry
Cllr A. Kenyon
Cllr B. Mead
Cllr T. Mewies
Cllr A. P. Monk
Cllr A. Robinson
Cllr I. Scott
Cllr C. Wood

Town Clerk

Mrs Lesley Reuben, CiLCA

Auditors

PKF Littlejohn LLP
SBA Team
2nd Floor
1 Westbury Circus
Canary Wharf
London
E14 4HD

Internal Auditors

South Gloucestershire Internal Audit Dept

Filton Town Council
Statement of Responsibilities
31 March 2021

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2021 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Filton Town Council at 31 March 2021, and its income and expenditure for the year ended 31 March 2021.

Signed: 

Mrs Lesley Reuben, CILCA- Town Clerk

Date: 1st June 2021

Filton Town Council
Statement of Accounting Policies
31 March 2021

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 5 years at 20% per annum straight line.

Infrastructure assets are depreciated over 5 to 10 years at 10% to 20% per annum straight line.

Community assets, other than land improvements, are not depreciated

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Filton Town Council
Statement of Accounting Policies
31 March 2021

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Stocks and Work in Progress

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 17.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 16.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 19 to 20.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

Filton Town Council
Statement of Accounting Policies
31 March 2021

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Filton Town Council
Income and Expenditure Account
31 March 2021

	Notes	2021 £	2020 £
Income			
Precept on Principal Authority		981,786	710,184
Grants Receivable		55,177	14,573
Rents Receivable, Interest & Investment Income		419	1,189
Charges made for Services		314,649	505,113
Other Income		-	2
Total Income		1,352,031	1,231,061
Expenditure			
Direct Service Costs:			
Salaries & Wages		(528,942)	(705,157)
Grant-aid Expenditure		(19,600)	(31,806)
Other Costs	1	(226,949)	(344,223)
Democratic, Management & Civic Costs:			
Salaries & Wages		(93,177)	(100,664)
Other Costs	1	(48,489)	(52,181)
Total Expenditure		(917,157)	(1,234,031)
Excess of Income over Expenditure/(Expenditure over Income) for the year.		434,874	(2,970)
Net Operating Surplus/(Deficit) for Year		434,874	(2,970)
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(14,371)	(13,662)
Capital Expenditure charged to revenue	11	(12,987)	(33,983)
Transfer (to)/from Earmarked Reserves	20	(72,256)	3,798
Surplus/(Deficit) for the Year to/(from) General Fund		335,260	(46,817)
Net Surplus/(Deficit) for the Year		407,516	(50,615)
The above Surplus/(Deficit) for the Year has been applied/(funded) for the Year to/(from) as follows:			
Transfer (to)/from Earmarked Reserves	20	72,256	(3,798)
Surplus/(Deficit) for the Year to/(from) General Fund		335,260	(46,817)
		407,516	(50,615)

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to 20 form part of these unaudited statements.

Filton Town Council
Statement of Movement in Reserves
31 March 2021

Reserve	Purpose of Reserve	Notes	2021 £	Net Movement in Year £	2020 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	502,800	(37,101)	539,901
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	90,882	72,256	18,626
General Fund	Resources available to meet future running costs		361,360	335,260	26,100
Total			955,042	370,415	584,627

The notes on pages 12 to 20 form part of these unaudited statements.

Filton Town Council

Balance Sheet

31 March 2021

	Notes	2021 £	2021 £	2020 £
Fixed Assets				
Tangible Fixed Assets	10		690,477	790,016
Current Assets				
Stock	13	1,463		3,361
Debtors and prepayments	14	38,950		26,339
Cash at bank and in hand		452,471		85,372
		492,884		115,072
Current Liabilities				
Current Portion of Long Term Borrowings		(15,117)		(14,371)
Creditors and income in advance	15	(40,642)		(70,346)
Net Current Assets			437,125	30,355
Total Assets Less Current Liabilities			1,127,602	820,371
Long Term Liabilities				
Long-term borrowing	17		(7,850)	(22,967)
Deferred Grants	18		(164,710)	(212,777)
Total Assets Less Liabilities			955,042	584,627
Capital and Reserves				
Capital Financing Reserve	19		502,800	539,901
Earmarked Reserves	20		90,882	18,626
General Reserve			361,360	26,100
			955,042	584,627

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2021, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 28th June 2021 .
22nd.

Signed:

Cllr D. Collins

Chair

.....

Mrs Lesley Reuben, CiLCA

Responsible Financial Officer

Date:

.....

The notes on pages 12 to 20 form part of these unaudited statements.

Filton Town Council**Cash Flow Statement****31 March 2021**

	Notes	2021 £	2021 £	2020 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(627,969)		(804,571)
Other operating payments		(322,482)		(419,707)
		<u>-</u>		<u>-</u>
			(950,451)	(1,224,278)
<i>Cash inflows</i>				
Precept on Principal Authority		981,786		710,184
Cash received for services		309,271		506,439
Revenue grants received		<u>55,177</u>		<u>14,573</u>
			1,346,234	1,231,196
Net cash inflow from Revenue Activities	22		395,783	6,918
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(1,732)		(2,441)
<i>Cash inflows</i>				
Interest received		406		1,189
Investment Income		<u>-</u>		<u>-</u>
			(1,326)	(1,252)
Net cash (outflow) from Servicing of Finance				
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(12,987)		(38,697)
<i>Cash inflows</i>				
Capital grant received		<u>-</u>		<u>617</u>
Net cash (outflow) from Capital Activities			(12,987)	(38,080)
Net cash inflow/(outflow) before Financing			381,470	(32,414)
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(14,371)	(13,662)
			<u>(14,371)</u>	<u>(13,662)</u>
Net cash (outflow) from financing and liquid resources				
Increase/(Decrease) in cash	23		<u><u>367,099</u></u>	<u><u>(46,076)</u></u>

The notes on pages 12 to 20 form part of these unaudited statements.

Filton Town Council

Notes to the Accounts

31 March 2021

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

	2021	2020
	£	£
Community Centres	11,650	69,053
Indoor Sports & Recreation Facilities	196,965	238,588
Outdoor Sports & Recreation Facilities	9,627	17,062
Allotments	716	1,538
Community Development	24,192	47,475
Routine Repairs (other roads)	3,399	2,313
Less: Grant-aid Expenditure	(19,600)	(31,806)
Total	226,949	344,223

Democratic, Management & Civic Costs

	2021	2020
	£	£
Corporate Management	44,613	38,987
Democratic Representation & Management	1,388	10,286
Chairs Allowance	950	650
Interest Payable	1,538	2,258
Total	48,489	52,181

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest Payable and Similar Charges

	2021	2020
	£	£
External Interest Charges - Loans	1,538	2,258
	1,538	2,258

3 Interest and Investment Income

	2021	2020
	£	£
Interest Income - General Funds	419	1,189
	419	1,189

Filton Town Council

Notes to the Accounts

31 March 2021

4 Related Party Transactions

The council is required to disclose material transactions with related parties – bodies that have the potential to control or influence the council or to be controlled or influenced by the council. Disclosure of these transactions allows readers to assess the extent to which the council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's freedom to bargain with the council at arms length.

Related parties include:

Central Government

The council's operations are controlled by statutes passed by Central Government. All transactions with Central Government arise as a result of some of those statutes but do not, in the opinion of the council, require to be disclosed here.

Principal Authorities

The District/Borough Council collects this council's Precept and remits the same to the council under statutory provisions. The Precept is disclosed separately elsewhere in these accounts.

The County Council administers the Pension Fund of which certain of the council's staff are members. Details of amounts payable to the fund are disclosed at note 9.

Agency arrangements with other authorities are disclosed at note 5.

The council has the following funding arrangements in place with other authorities to secure the continued operation of certain services:

Members of the council

Members have direct control over the council's financial and operating policies. During the year no members have undertaken any declarable, material transactions with the council, nor the council with any member. Details of such transactions (if any) are recorded in the Register of Members' Interests, open to public inspection at the council's offices.

Members represent the council on various organisations. Appointments are reviewed annually, unless a specific termination date applies to the term of office. None of these appointments places a Member in a position to exert undue influence or control.

Officers of the Council

Other than their contracts of employment, no material transactions have been made during the year between the council and any officer.

Other Organisations

The council awards grants to support a number of voluntary or charitable bodies. It does not attempt to exert control or influence as a result of such grants.

5 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2021	2020
	£	£
Fees for statutory audit services	2,000	2,000
Total fees	2,000	2,000

Filton Town Council

Notes to the Accounts

31 March 2021

7 Members' Allowances

	2021 £	2020 £
Members of Council have been paid the following allowances for the year:		
Chairs Allowance	950	650
	<u>950</u>	<u>650</u>

Including the Chair of the total of 12 elected members claimed allowances to which they were entitled. Co-opted members are not entitled to claim allowances.

The council has resolved that, other than the Chair, no members allowances will be paid.

8 Employees

The average weekly number of employees during the year was as follows:

	2021 Number	2020 Number
Full-time	10	12
Part-time	23	30
Temporary	14	40
	<u>47</u>	<u>82</u>

All staff are paid in accordance with nationally agreed pay scales.

9 Pension Costs

The council participates in the Avon Pension Fund. The Avon Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2021 was £56,240 (31 March 2020 - £74,294).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 15.20% of employees' pensionable pay, plus a lump sum of £-11,400 with effect from 1st April 2021 (year ended 31 March 2021 – 15.20%, , plus a lump sum of £-11,001).

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as Avon Pension Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

Filton Town Council

Notes to the Accounts

31 March 2021

10 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Non Operational Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£	£	£	£
At 31 March 2020	2,214,528	25,000	-	555,859	191,408	61,372	-	3,048,167
Additions	-	-	-	9,649	3,197	-	141	12,987
At 31 March 2021	2,214,528	25,000	-	565,508	194,605	61,372	141	3,061,154
Depreciation								
At 31 March 2020	(1,520,977)	(6,500)		(521,014)	(180,560)	(29,100)	-	(2,258,151)
Charged for the year	(98,175)	(500)		(9,516)	(2,269)	(2,066)	-	(112,526)
At 31 March 2021	(1,619,152)	(7,000)	-	(530,530)	(182,829)	(31,166)	-	(2,370,677)
Net Book Value								
At 31 March 2021	595,376	18,000	-	34,978	11,776	30,206	141	690,477
At 31 March 2020	693,551	18,500	-	34,845	10,848	32,272	-	790,016

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 1st August 2004 by external independent valuers, Messrs the Valuation Office. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets

11 Financing of Capital Expenditure

The following capital expenditure during the year:

	2021 £	2020 £
Fixed Assets Purchased	12,987	38,697
	12,987	38,697
was financed by:		
Capital Grants	-	4,714
Revenue:		
Capital Projects Reserve	12,987	33,983
Precept and Revenue Income	-	-
	12,987	38,697

Filton Town Council

Notes to the Accounts

31 March 2021

12 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

Filton Leisure Centre Complex
Allotments (Leasehold)

Vehicles and Equipment

Tractors & Mowers - 2
Play Equipment
Skate Park
Sports Centre Equipment
Bar Equipment
Sundry grounds maintenance equipment
Sundry office equipment

Infrastructure Assets

Lighting and Floodlighting
Fencing, gates and safety surfaces at various sites
Bus shelters – 3
Cycle Speedway Track
Other street furniture

Community Assets

Northville Millennium Green
Elm Park Playing Field
Community Garden

13 Stocks

	2021	2020
	£	£
Leisure/Sports Centres	1,463	3,361
	<u>1,463</u>	<u>3,361</u>

14 Debtors

	2021	2020
	£	£
TRADE DEBTORS	12,063	15,065
Trade Debtors	12,063	15,065
VAT Recoverable	8,819	-
Other Debtors	14,503	6,123
Prepayments	3,552	5,151
Accrued Interest Income	13	-
	<u>38,950</u>	<u>26,339</u>

Filton Town Council

Notes to the Accounts

31 March 2021

15 Creditors and Accrued Expenses

	2021	2020
	£	£
Trade Creditors	9,790	21,253
Other Creditors	-	2,389
Superannuation Payable	6,089	8,592
V A T Payable	-	1,019
Payroll Taxes and Social Security	7,440	10,787
Accruals	12,505	21,294
Accrued Interest Payable	318	512
Income in Advance	4,500	4,500
	<u>40,642</u>	<u>70,346</u>

16 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2021	2020
	£	£
Obligations expiring within one year	1,053	-
Obligations expiring between two and five years	-	1,053
Obligations expiring after five years	-	-
	<u>1,053</u>	<u>1,053</u>

17 Long Term Liabilities

	2021	2020
	£	£
Public Works Loan Board	22,967	37,338
	<u>22,967</u>	<u>37,338</u>

The above loans are repayable as follows:

	2021	2020
	£	£
Within one year	15,117	14,371
From one to two years	7,850	15,117
From two to five years	-	7,850
From five to ten years	-	-
Over ten years	-	-
	<u>22,967</u>	<u>37,338</u>
Total Loan Commitment	(15,117)	(14,371)
Less: Repayable within one year	<u>7,850</u>	<u>22,967</u>
Repayable after one year		

Filton Town Council

Notes to the Accounts

31 March 2021

18 Deferred Grants

	2021	2020
	£	£
Capital Grants Unapplied		
At 01 April	-	4,097
Grants received in the year	-	617
Applied to finance capital investment	-	(4,714)
At 31 March	-	-
Capital Grants Applied		
At 01 April	212,777	256,191
Grants Applied in the year	-	4,714
Released to offset depreciation	(48,067)	(48,128)
At 31 March	164,710	212,777
Total Deferred Grants		
At 31 March	164,710	212,777
At 01 April	212,777	260,288

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

19 Capital Financing Account

	2021	2020
	£	£
Balance at 01 April	539,901	556,742
Financing capital expenditure in the year		
Additions - using revenue balances	12,987	33,983
Loan repayments	14,371	13,662
Reversal of depreciation	(112,526)	(112,614)
Deferred grants released	48,067	48,128
Balance at 31 March	502,800	539,901

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

Filton Town Council

Notes to the Accounts

31 March 2021

20 Earmarked Reserves

	Balance at 01/04/2020 £	Contribution to reserve £	Contribution from reserve £	Balance at 31/03/2021 £
Capital Projects Reserves	7,988	70,963	(12,987)	65,964
Other Earmarked Reserves	10,638	14,280	-	24,918
Total Earmarked Reserves	18,626	85,243	(12,987)	90,882

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2021 are set out in detail at Appendix A.

21 Capital Commitments

The council had no other capital commitments at 31 March 2021 not otherwise provided for in these accounts.

22 Reconciliation of Revenue Cash Flow

	2021 £	2020 £
Net Operating Surplus/(Deficit) for the year	434,874	(2,970)
Add/(Deduct)		
Interest Payable	1,538	2,258
Interest and Investment Income	(406)	(1,189)
Decrease in stock held	1,898	1,621
(Increase)/Decrease in debtors	(12,611)	2,671
(Decrease)/Increase in creditors	(29,510)	4,527
Revenue activities net cash inflow	395,783	6,918

23 Movement in Cash

	2021 £	2020 £
Balances at 01 April		
Cash with accounting officers	2,011	2,198
Cash at bank	83,361	129,250
	85,372	131,448
Balances at 31 March		
Cash with accounting officers	839	2,011
Cash at bank	451,632	83,361
	452,471	85,372
Net cash inflow/(outflow)	367,099	(46,076)

Filton Town Council

Notes to the Accounts

31 March 2021

24 Reconciliation of Net Funds/Debt

	2021	2020
	£	£
Increase/(Decrease) in cash in the year	367,099	(46,076)
Cash outflow from repayment of debt	14,371	13,662
Net cash flow arising from changes in debt	14,371	13,662
Movement in net funds/debt in the year	381,470	(32,414)
Cash at bank and in hand	85,372	131,448
Total borrowings	(37,338)	(51,000)
Net funds at 01 April	48,034	80,448
Cash at bank and in hand	452,471	85,372
Total borrowings	(22,967)	(37,338)
Net funds at 31 March	429,504	48,034

25 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 28th June 2021), which would have a material impact on the amounts and results reported herein.

Filton Town Council

Appendices

31 March 2021

Appendix A

Filton Town Council

Notes to the Accounts

31st March 2021

Schedule of F earmarked Reserves

	<u>Balance at</u> <u>01/04/2020</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2021</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	690	40,000	(9,650)	31,040
CIL 2019/20	7,298		(3,337)	3,961
CIL 2020/21	0	30,963		30,963
				0
	<u>7,988</u>	<u>70,963</u>	<u>(12,987)</u>	<u>65,964</u>
 <u>Asset Replacement Reserves</u>				
None	0			0
				0
				0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
 <u>Other F earmarked Reserves</u>				
Festival	0	10,000		10,000
Allotments	0			0
Towns Play Association	300	4,280		4,580
Periodic Maintenance	0			0
Bar Refurbishment	0			0
Elections	10,338			10,338
	<u>10,638</u>	<u>14,280</u>	<u>0</u>	<u>24,918</u>
 TOTAL EARMARKED RESERVES	<u>18,626</u>	<u>85,243</u>	<u>(12,987)</u>	<u>90,882</u>

Filton Town Council

31 March 2021

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Recreation & Sport	632,055	409,225
Open Spaces	(1,075)	(256)
Planning & Development Services (including Markets)	44,080	24,260
Highways Roads (Routine)	3,124	3,399
Net Direct Services Costs	678,184	436,628
Corporate Management	141,398	106,827
Democratic & Civic	7,100	2,338
Net Democratic, Management and Civic Costs	148,498	109,165
Interest & Investment Income	(1,000)	(419)
Loan Charges	16,103	15,909
Capital Expenditure	32,101	12,987
Transfers to/(from) other reserves	7,899	72,256
Reversal of Statutory Adjustments	-	-
Surplus to General Reserve	100,001	335,260
Precept on Principal Authority	981,786	981,786

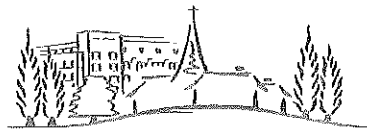
Filton Town Council

31 March 2021

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2021 £	2021 £	2021 £	2020 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Recreation & Sport	747,184	(337,959)	409,225	530,449
Open Spaces	716	(972)	(256)	490
PLANNING & DEVELOPMENT SERVICES				
Community Development	24,192	68	24,260	40,488
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Highways Roads (Routine)	3,399	-	3,399	2,313
OTHER SERVICES				
Council Tax Benefit Support Grant	-	-	-	(4,942)
CENTRAL SERVICES				
Corporate Management	137,790	(30,963)	106,827	132,351
Democratic & Civic	1,388	-	1,388	10,286
Civic Expenses	950	-	950	650
Net Cost of Services	915,619	(369,826)	545,793	712,085



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Tel: 01454 866 698

22nd April 2021

Dear Members

You are hereby summonsed to a **VIRTUAL** meeting of the **FULL COUNCIL** will be held on **Tuesday 27th April 2021 at 7pm. via Zoom Remote Link**

Lesley Reuben is inviting you to a scheduled Zoom meeting.

Topic: Full Council

Time: Apr 27, 2021 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/84618631561?pwd=bVNpN0FVNjV6ZE1zSG5MbS9jUlhhdz09>

Meeting ID: 846 1863 1561

Passcode: 527439

One tap mobile

+442080806592,,84618631561#,,,,*527439# United Kingdom

+443300885830,,84618631561#,,,,*527439# United Kingdom

Dial by your location

+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 208 080 6591 United Kingdom

Meeting ID: 846 1863 1561

Passcode: 527439

Find your local number: <https://us02web.zoom.us/j/84618631561?pwd=bVNpN0FVNjV6ZE1zSG5MbS9jUlhhdz09>

Yours sincerely,

L.A.Reuben,

Town Clerk & RFO.

Public and press are welcome to view all council meetings - however the Chair reserves the right to mute or remove any member of the public causing a disturbance.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Co-Option Presentations;
 - Dan Boardman
 - Vernon Brook
 - Shane Gibson
 - Eamonn Seymore

5. Submissions from the Public (max. 15mins) (whilst we are meeting via remotely any submission from the public need to be sent in to clerk 48 hours prior to meeting)
6. To approve the minutes of the meeting 30th March 2021 – *(pages 1-2)*
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team Update *(no report received)*
9. South Gloucestershire Reports:
 - Cllr A Monk – *(pages 3)*
 - Cllr C Wood – *(no report received)*
10. Submission from members
 - Cllr A Robinson – Millennium Green Path
11. Reports from Committees, Working Groups and the Town Clerk:
 - i) Full Council (Finance) draft minutes of the meeting held 13th April 2021. ***(MEETING CANCELLED)***
 - ii) Audit Report *(pages 4-13)*
 - iii) MUGA update *(to be tabled)*
12. Other Reports/Consultations/ Planning applications
13. Consultation Spreadsheet *(page 14)*
14. Payments for Information *(page 15-16)*
15. Planning Applications –
 - 54 Fourth Avenue, Filton, BS7 0RW (P21/02612/F) - Demolition of existing garage and lean-to rear extension. Erection of two storey side and single storey rear extension to form additional living accommodation.

CONFIDENTIAL SESSION

16. Staffing Committee recommendation to support implementing the Real Living Wage *(page 17)*

Minutes of the Full Council Meeting of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 30th March 2021** remotely via Zoom.

PRESENT: Cllrs: D Collins (Chair), A Doyle, T Mewies, A Monk, A Robinson, C Wood, A Kenyon, B Mead, I Scott,

ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Council Support Officer, Carla Westcott (Administrator).

APOLOGIES: Cllrs, M Chaudhry

NON-ATTENDANCE: Cllrs, K Briffett

Part 1 (public and press excluded as item 6 being commercially sensitive)

0220. APOLOGIES FOR ABSENCE: Apologies were noted.

0221. DECLARATIONS OF INTEREST: None

0222. PRESENTATION FSLC BIDS FROM RPT CONSULTING: It was proposed and seconded and passed 9 votes to one to move to the final tender stage. To arrange an Extraordinary Meeting for the presentation of tenders - date to be confirmed. Consultation to begin on the overall scheme, initially with managers and draft public survey to be produced. Next brief to include PWLB costings.

Action: Town Clerk

Part 2 (public and press entered meeting)

0223. SUBMISSIONS FROM PUBLIC:

i) Resident query regarding non reduction in Council. Explanation on how precept is calculated was given.

0224. TO APPROVE MINUTES OF THE MEETING HELD 23rd February 2021: It was queries as to the amount of Councillor votes on matters in minute 0219 did not tally with the number of councillors present. Town Council Office to confirm if votes were abstentions. Once rectified or confirmed Minutes were approved as an accurate record.

Action: Filton Town Council Office

0225. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: The request to investigate the implications of Filton Town Council becoming a Real Living Wage employer will be taken to the next Full Council Finance and General Meeting.

0226. FILTON BEAT TEAM REPORT: No report submitted. Filton Town Council Office to approach the Beat Team to find out why the reports are not ready every month.

Action: Filton Town Council Office

0227. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

- i) Councillor Monks: No report submitted
- i) Councillor Wood: No report submitted

0228. SUBMISSIONS FROM MEMBERS:

- i) ASB Millennium Green- Cllr Robinson. Document Noted

0229. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Full Council Finance and General Minutes of meeting held 9th March 2021. Document noted.
- ii) Circus Visit. The circus has approached Filton Town Council and would like to bring it to Filton in May 2021. The implications of this were discussed and it was

proposed and seconded for Filton Town Council Office look into the prospect of coming after further COVID 19 restrictions were lifted and to undertake research such as a survey monkey to judge public opinion. It was voted unanimously FOR.

iii) Annual Assembly. The Town Clerk as been advised that the current legislation for holding virtual meetings runs out on 7th May and possibly not renewed in time for the annual assembly. If the council wanted to hold the meeting virtually it would need to be earlier than advertised date. This was agreed by with a date to be circulated.

Cllr B Mead left the meeting 20.36

0230. Other Reports/Consultations/Planning Applications: None submitted

0231. Consultation Spreadsheets: Document Noted

0232. Payments for information: Document noted

0233. Planning Applications (Planning Schedule sent previously): Document noted.

The Chair closed the meeting at 8.45 pm

HMO.

The HMO Task Group continues to work to resolving the issue of the density of HMO's within areas of South Glos including Filton, the next meeting of this group is Wednesday 5th May where the group will be reviewing details of a public consultation which will be launched a few days later.

Council Budget.

South Glos have a budget shortfall of £16M and in the budget voted upon for the current financial year there was a provision to engage external consultancy. PWC have been engaged to run a process of identifying cuts in a series of workshops and presentations with a small, dedicated team from South Glos officers. These cuts will not be defined by budget area or fund holder but across the board. The findings of this will be presented to the Cabinet in October and will be 1st other councillors and the public will be aware of the cuts for the financial year 22/23. With £16M of savings required there will be significant reductions or losses to services.

This process hasn't been engaged by any other local authority in the past and when questioning the sponsors around this we were advised the MoD, Police and Fire Authorities have used this process. The concern is that those organisations have their own complexities but are not directly comparable to a Local Authority. An example of why this is concerning, the Conservative administration took decided recently to be a trial blazing authority along with WECA when presenting its Joint Spatial Plan which was rejected by the inspectors and costing the region Million's, an exact figure has yet to be provided.

I am hoping we are not in for a repeat of that experience.

High Street Regeneration

£ 120,000 has been allocated from South Glos Budgets for High Street Regeneration and Filton along with other areas in the district are able to benefit from this fund. Please participate in the consultation.

<https://southglos.researchfeedback.net/FiltonHighSt>

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. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2019/20 AGAR</i>)	N/A

Audit Report: Filton Town Council – In Year Assurance Audit 2020/21

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 Councilors is placing increased financial responsibility on to the Clerk. Financial Regulations: 4.1. <i>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:</i> • 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	<i>Ongoing, to be reviewed at Annual Meeting.</i> <i>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.</i> <i>Both Financial Regs and Standing Orders are now available to</i>

	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. 6.2.1. 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 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.		
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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.
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			<i>reconciliation made available for their scrutiny each time it is done.</i> <i>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.</i>		
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.		
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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 policies 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	<i>Policy review schedule has been completed and is also available on the website.</i> <i>Policy documents will be put on the agenda for review at the Annual Meeting in May.</i>
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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	<i>The Asset register will be sent round to the management team to review 6 monthly.</i>

Public Consultation Spreadsheet April 2021

Consultation	Consultation Period	Summary
Filton Avenue Area (southern section) - Waiting Restrictions Review	19th April 2021	The council receives many communications relating to parking issues, from the public, elected members, parish and town councils, emergency services and other representative groups. Rather than addressing these issues individually, they are recorded on an area by area basis, and periodically each area is reviewed, so that all the issues within that area can be addressed in one exercise. The current review seeks to address all the issues previously raised in Filton Avenue Area (southern section), and, by means of consultation, to pick up any further outstanding issues. The scheme proposes to amend the existing waiting restrictions to address the issues identified. These amendments include: • No waiting at any time • Amendments to existing limited waiting parking bays Changes are proposed on the following roads: Filton Avenue, Fifth Avenue, Sixth Avenue, Stanley Avenue
Filton High Street	20th April 2021	We know that our local high streets have faced significant challenges for a number of years and the COVID-19 pandemic has worsened the situation making trading difficult in these uncertain times. The Council is committed to supporting high streets and has allocated an additional £120k support on top of the recently launched £400k 'Help us Thrive' grant – from which Filton will directly benefit. We are interested in understanding how we can support Filton now and into the future to help it thrive. By taking part in this 5-minute survey you can shape how the Council utilises this funding, influencing how Filton will look, feel and work in the years to come.

Time: 11:08

BANK ACCOUNT-GENERAL

List of Payments made between 17/03/2021 and 22/04/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
18/03/2021	BRENNTAG	5594	0.00		VOID CHEQUE
18/03/2021	ALCA	5595	0.00		VOID CHEQUE
18/03/2021	ANDREW TALBOT LTD	5596	0.00		VOID CHEQUE
18/03/2021	BT	5597	0.00		VOID CHEQUE
18/03/2021	AIR PRODUCTS - DD	5598	0.00		VOID CHEQUE
18/03/2021	DCK ACCOUNTING	5599	0.00		VOID CHEQUE
18/03/2021	DLIT - DD	5600	0.00		VOID CHEQUE
18/03/2021	EVERFLOW - DD	5601	0.00		VOID CHEQUE
18/03/2021	FOUR TOWNS	5602	0.00		VOID CHEQUE
18/03/2021	NORTH BRISTOL	5603	0.00		VOID CHEQUE
18/03/2021	NATIONAL SECURITY	5604	0.00		VOID CHEQUE
18/03/2021	RENTOKIL PEST	5605	0.00		VOID CHEQUE
18/03/2021	RICOH - DD	5606	0.00		VOID CHEQUE
18/03/2021	VIRIDOR WASTE	5607	0.00		VOID CHEQUE
18/03/2021	WATER LOGIC	5608	0.00		VOID CHEQUE
18/03/2021	Brenntag UK Ltd	5594	270.38		47SI4797445/5054/Brenntag UK L
18/03/2021	Avon Local Councils' Associati	5595	35.00		TINV 26-03/20-21/5053/Avon Loc
18/03/2021	Andrew Talbot Design Limited	5596	30.00		3068/5067/Andrew Talbot Design
18/03/2021	British Telecommunications plc	5597	271.96		Q0700B/5057/British Telecommun
18/03/2021	CryoService Ltd	5598	201.30		416128080/5070/CryoService Ltd
18/03/2021	DCK Accounting Solutions Ltd	5599	432.90		TPC9328/5072/DCK Accounting So
18/03/2021	DL I.T. Solutions Ltd	5600	63.00		22227/5058/DL I.T. Solutions L
18/03/2021	Everflow Ltd	5601	2,843.73		89308/5073/Everflow Ltd
18/03/2021	Four Towns Community Transport	5602	1,000.00		GRANT/5062/Four Towns Communit
18/03/2021	North Bristol Advice Centre	5603	1,000.00		GRANT/5061/North Bristol Advic
18/03/2021	Cape Meridian Ltd	5604	234.00		2021/02/031/5060/Cape Meridian
18/03/2021	Rentokil Initial UK Ltd	5605	237.73		21417194/5064/Rentokil Initial
18/03/2021	Ricoh UK Ltd	5606	384.48		101776263/5066/Ricoh UK Ltd
18/03/2021	Viridor Waste Management Ltd	5607	861.72		00003432759AB/5074/Viridor Was
18/03/2021	Waterlogic GB Ltd	5608	51.60		6094673/5069/Waterlogic GB Ltd
22/03/2021	British Gas Business - DD	DDR2	158.80		370721395/5056/British Gas Bus
22/03/2021	British Gas Business - DD	DDR3	2,330.23		370721394/5055/British Gas Bus
29/03/2021	Pitney Bowes	DD01	44.00		BH991347/5063/Pitney Bowes
30/03/2021	Zoom subs	DD	14.39		Zoom subs
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

Continued on Page 2

BANK ACCOUNT-GENERAL

List of Payments made between 17/03/2021 and 22/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
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			23,767.71		

Implementing a new SCP at £9.50		
Cost to Council if implemented across bottom scales		£1,859.54
Cost to Council if implemented across all salary scales		£6,011.92

Implementing the lowest SCP at 3 (£9.62) - Inline with our current payscales		
Cost to Council if implemented across bottom scales		£5,312.82
Cost to Council if implemented across all salary scales		£16,329.66

Councillors will need to look at implementing new salary banding for bottom scale

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

ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Town Council Support Officer)

APOLOGIES: Cllrs, M Chaudhry, A Monk

NON-ATTENDANCE: Cllrs

Part 1

0234. APOLOGIES FOR ABSENCE: Apologies were noted.

0235. DECLARATIONS OF INTEREST: Cllr C Wood declared a personal & prejudicial interest in item 11i) Audit report as he sits on the Audit committee at South Gloucestershire Council.

0236. CONYGRE WARD CO-OPTION PRESENTATIONS:

i) **Dan Boardman** – Mr Boardman gave a short talk on himself. Councillors thanked Dan for his presentation.

ii) **Shane Gibson** – Mr Gibson gave a short talk on himself;

It was brought to the Council's attention that Mr Gibson was standing for both Co-Option and Election in May. If he was co-opted he would still be on the election ballot paper as the deadline for him to withdraw has passed. If he is co-opted he could take that seat up. If he was then elected he couldn't take that seat up as he couldn't hold 2 seats on the council and another election would need to take place.

After a short discussion it was proposed, seconded and **Agreed:** unanimously that the Council would defer the Co-Option until after the Election in May.

Action: Filton Town Council Office

0237. SUBMISSIONS FROM PUBLIC:

i) **Millennium Green Path** – The residents email request was read out to Council; it was agreed to review this as part of the community plan and in the meantime report the condition of the path to the council's maintenance team.

Action: Filton Town Council Office

0238. TO APPROVE MINUTES OF THE MEETING HELD 31st March 2021: The minutes were approved after noting that Cllr Briffett was present at the meeting.

0239. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: Arising from minute 0229iii) Annual Assembly – The Town Clerk updated Council on the new date of the Annual Assembly which is Tuesday 11th May at 6.00pm. The decision to continue to meet remotely was currently being discussed by the high court. The Town Clerk agreed to email Councillors the outcome of that decision once received.

0240. FILTON BEAT TEAM REPORT: No report received.

0241. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

i) Councillor A Monk: Report noted.

i) Councillor C Wood: Was circulated during the meeting. Cllr Wood agreed to send his report prior to the meeting so other Councillors had a chance to read it and compile any questions.

0242. SUBMISSIONS FROM MEMBERS:

i) **Millennium Green** – This item was discussed under the submission from public.

0243. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Full Council Finance and General Minutes of meeting held 13th April 2021 – The meeting was cancelled due to the mourning period for his Royal Highness Prince Philip, the Duke of Edinburgh.

ii) Audit Report – The updated version had been circulated prior to the meeting and It was agreed to defer this to the next Town Council Meeting to allow council to review the detail of the report.

Action: Filton Town Council Office

iii) MUGA Update – The report was noted. After a short discussion it was proposed, seconded and **Agreed:** All in favour to allow the Town Clerk to engage with RPT Consulting to support with tender documents etc.

0244. Other Reports/Consultations/Planning Applications: See below.

0245. Consultation Spreadsheets: The document was noted.

0246. Payments for information: The document was noted.

0247. Planning Applications;

i) **54 Fourth Avenue (P21/02612/F)** – The application was discussed; it was noted that from the paperwork provided on the website it did not look to be an HMO. Councillors were advised that they could comment individually as a resident I they had a strong view either way.

The meeting moved to part 2 with the press and public being asked to leave due to the confidential detail in the item to be discussed.

CONFIDENTIAL SESSION

0248. Real Living Wage: The document was noted. A motion was proposed and seconded to go ahead and implement the new bottom scale at £9.62 (option 3) bringing the Town Council over the real living wage threshold and therefore becoming an accredited real living wage employer from 06th May 2021.

There were concerns raised that not enough information had been provided and they did not fully understand the impact on the councils budget.

The motion was put to the vote, with a named vote being requested.

For – Councillors :- I Scott, B Mead, T Mewies.

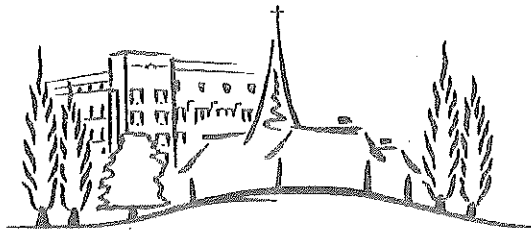
Against – Councillors :- C Wood, A Kenyon, A Doyle

Abstained – Councillors:- A Robinson & D Collins

After discussion it was agreed to take the proposal back to the next meeting, with a report outlining suggested budget, number of employees directly affected, progression impact report on current post and pay scales and whether the change will have a financial impact on the tenders with the bidders for the Leisure Centre.

Action: Town Council Office

There being no further business the meeting closed at 9.20p.m.



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk : Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: Lesley.reuben@filtontowncouncil.gov.uk

Tel/Fax : 01454 866698

20th May 2021

Dear Member

You are hereby summoned to the **Annual Meeting of FILTON TOWN COUNCIL** to be held on **TUESDAY 25th May 2021 at 7pm** in the Badminton Hall, Elm Park, Filton BS34 7PS

Yours sincerely

L.A.Reuben

Town Clerk.

A G E N D A

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. Evacuation procedure
5. Declarations of interest
6. Vote on candidate for Co-option onto Council for the Conygre Ward
(Mr.Dan Boardman – Mr.Shane Gibson)
7. Submissions from the public max. 15mins) *members of the public are entitled to speak once and only in respect of business itemised on the agenda and shall not speak for more than 5 mins. as per Standing*
8. To approve the minutes of the Council meeting held 27th April 2021 (pages 1-2)
9. Matters of report arising from those minutes
10. To approve and adopt
 - i) Standing Orders – (Appendix 1)
 - ii) Financial Regulations – (Appendix 2)
11. Review of Inventory of Land and Assets (pages 21-22 back of pack)
12. To vote on Real Living Wage Accreditation – (Presentation previously circulated)
13. Debt Recovery Policy (pages 3-6)
14. Review of prices (page 7)
15. Confirmation of Insurance arrangements (page 8-9)
16. Review of Complaints procedure (page 10)

Submissions from members:-

 - i) Appointment of Committee members and outside bodies :-
Full Council now meet twice a month with the one being dedicated to Finance and General Purposes. This meeting can have a separate chair.

ii) Representatives on outside bodies. (*page 11*) *Suggest defer for next meeting*)

18. Any other item the Chair decides is urgent
19. Reports from Committees, Working Groups and the Town Clerk
 - i) Finance Committee Minutes 9th March 2021 – (*pages 12-13*)
 - ii) Internal Audit Report (*Appendix 3*)
 - iii) Approval to open Unity Bank A/C
 - iv) Filton Community Garden request for gate (*pages 14-16*)
 - v) Location of memorial bench.
20. Reports from other Organisations
21. Other Reports/Consultations
 - i) Consultation Spreadsheet (*page 17-18*)
22. Payments for Information (*pages 19-20*)

Minutes of the Full Council Meeting of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 27th April 2021** remotely via Zoom.

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

ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Town Council Support Officer)

APOLOGIES: Cllrs, M Chaudhry, A Monk

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Part 1

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For – Councillors :- I Scott, B Mead, T Mewies.

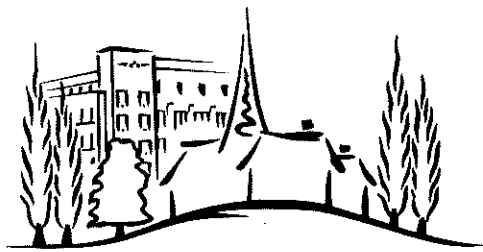
Against – Councillors :- C Wood, A Kenyon, A Doyle

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Action: Town Council Office

There being no further business the meeting closed at 9.20p.m.



FILTON TOWN COUNCIL

Debt Recovery Policy

OBJECTIVE:

1.1 The objective of the debt recovery policy is:

To ensure that money owed to the Council is collected as soon as possible using efficient, effective and fair debt recovery procedures.

1.2 The aims of the policy are to:

- take positive action to prevent arrears occurring, for example by maximising income and providing a range of payment methods;
- Take enforcement action against deliberate non-payers or those who delay payment.
- Ensure prompt billing and to remind people quickly if they do not pay; and
- Encourage early contact to avoid the build-up of debt.

SCOPE:

2.1 This policy covers the recovery of all money owed to the Council namely:

- Overpayment of employees
- Sundry Debts
- Allotment Rent
- Rental Income
- Service Debt

CONTEXT:

- 3.1 The Council has a duty to recover all sums due efficiently and effectively. This policy ensures that collection methods are fair to all debtors, especially those on low incomes.
- 3.2 The Council recognises that people and organisations do not pay their debts for a variety of reasons.
- 3.3 Some people, because of living in or on the margin of poverty, will have difficulty in paying. Some organisations may experience temporary hardship due to the local or national economic climate or cash flow problems. The Council will endeavour to help by providing choices for repayment and support on onward referral where appropriate.
- 3.4. Some people or organisations may deliberately set out to delay or not make payments and all methods of enforcement will be used to secure payment in these cases.
- 3.5 Some people or organisations may be able to pay but do not pay because of an oversight or personal difficulties which is not a deliberate decision to avoid or delay payment. The Council will seek to help such people develop a culture of payment by providing a number of ways in which payment can be made including, card payments over the telephone, and the establishment of direct debit or standing order payments.

- 3.6 Where payment difficulties arise, the need for debtors to get in touch is central to the Policy. Where a person or organisation makes contact their circumstances will be considered with a view to agreeing a reasonable payment arrangement, minimising recovery action and helping to alleviate hardship. Where contact is not made or repayment arrangements not followed, recovery action will continue.

DETERMINING LIABILITY:

- 4.1 The Council will provide clear and prompt information about bills and liabilities. The information provided will show:
- What the Invoice is for
 - The amount due
 - Who is liable for the payment
 - How to make a payment
 - A contact point for all enquiries.
- 4.2 Where appropriate a summary of outstanding liability will be provided for debts covering multiple years or invoices.
- 4.3 Management will ensure that, wherever possible, liability is confirmed through a contract, a signature or other evidence confirming the request for provision of a service and a contact name where it is an organisation that will be charged.

MAKING PAYMENTS:

- 5.1 The Council will provide a number of methods of payment, including methods that do not disadvantage debtors who do not have access to bank accounts.
- 5.2 Whatever payment method is used, the funds must reach the Council by the due date to ensure recovery action is not triggered.
- 5.3 Instalments or repayment arrangements must be adhered to unless prior consent is given for a variation.
- 5.4 Where possible, payment in advance of a service should be in place. This particularly applies where the sums involved are small and therefore uneconomical to collect.

DEBT COLLECTION:

- 6.1 Details of all reminders, whether verbal or in writing, should be maintained. Where a letter is issued, a copy must be retained on file.
- 6.2 Should a debt need to be taken beyond two reminder letters, formal written evidence may have to be produced.
- 6.3 It is therefore important that at least one, but preferably two, written reminders are sent.

Initial 'overdue payment' reminder

- 6.4 An initial reminder may be informal and can be made either in person, or by telephone.
- 6.5 In general, the Town Council Office or Leisure Centre Manager will notify the person/organisation.
- 6.6 The date of the initial reminder should be recorded.

First 'overdue payment' letter

- 6.7 A formal reminder letter should be issued 2 weeks after the informal reminder / the date of supply.

If action is to proceed further, it is necessary to prove that all reasonable attempts have been made to recover the debt, and that these attempts have been made in a timely manner, i.e. at the time that the debt first became overdue.

- 6.8 The date of the initial reminder should be recorded.

Second 'overdue payment' letter

- 6.9 A second reminder letter will be issued 2 weeks after the First Reminder Letter.
- 7.0 The date of the initial reminder should be recorded.

Failure to respond to reminders / settle a debt

- 7.1 If after 2 reminders, a response or payment is not received, a letter will be sent to the debtor advising them that the matter will be taken further to the small claims court. At the discretion of the Council the debtor may be advised that they will be required to pay in advance for all future supplies or the supply will no longer be available to them.
- 7.2 This decision and its basis will be recorded and reported to the Management Committee held once a week.

Negotiation of repayment terms

- 7.3 Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first 'overdue payment' reminder.

However, if people are unable to pay;

The Council may reduce or cancel a debt in certain circumstances. A sensitive approach to debt recovery will be carried out, taking the following factors into account.

- **Hardship:** Where paying the debt would cause financial hardship.
- **Ill Health:** Where our recovery action might cause further ill health.
- **Time:** Where the debt is so large compared to the person's income that it would take an unreasonable length of time to pay it all off.
- **Cost:** Where the value of the debt is less than the cost of recovering it.
- **Multiple Debt** – Where someone owes more than one debt to the School. In this situation an attempt to agree one repayment plan to include all debts will be established.

- 7.4 If a debtor requests 'repayment terms' these may be negotiated at the discretion of the Council.
- 7.5 A record of all such agreements entered into will be retained.
- 7.6 In all cases, a letter will be issued to the debtor confirming the agreed terms for repayment.
- 7.7 The settlement period should be the shortest that is judged reasonable.

- 7.8 The Council will decide whether any debtor who has been granted extended settlement terms will not be offered any further use of the facilities and will, in future, be required to pay in advance.
- 7.9 This decision and its basis will be recorded and reported to the Finance Committee.

POLICY REVIEW:

- 8.1 This policy will be reviewed and approved annually by the Finance Committee, and reported to the Full Council Committee.

Prices: 2019 onwards

Swimming:	
Adults	£4.20
Child	£2.20
OAP	£2.20
Student	£2.50
Residents (AD)	£2.85
Family	£11.00
Residents (CH)	£2.00

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

Pool hire:	
Main pool	£140.00
Small pool	£85.00

Inflatable party	
	£150.00

Snooker:	
1/2 Hr	£3.00
Kit hire	£2.00

Badminton:	
1 Hr	£8.25
JR	£4.50

Tennis:	
1 Hr	£8.25
JR	£4.50

Softplay:	
1 Hour party	£70.00
Room for food	£15.00
child 1	£3.50
child 2	£2.75
FR child 1	£2.50
FR child 2	£2.20

Swimming lessons:	
Per lesson	£6.50
One off 121	£16.50
121	£16.00
6 x 121	£80.00
6 x 221	£125.00

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

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

Parties:	
Bouncy Castle	£90.00
Pool party	£120.00

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

**Does not include league games

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

Main hall:	
Hire (all day)	£165.00
Hourly	£20

Activities:	
AquaFit	£5.00
Dinki dolphins	£5.00
Swimfit	£5.00

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

***Registered Charity Rates	
Pavillion (Per Hr):	
Pavillion daytime	£15.00
Pavillion Evening	£20.00
Pavillion weekend	£25.00

Party room:	
Party:	£15.00
Hourly:	£15.00

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

Prices still in affect due to COVID 19

Mrs Lesley Reuben
Filton Town Council
c/o Filton Sports & Leisure Centre
Elm Park
Filton
Bristol
Avon
BS34 7PS

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720434453
Insured	Filton Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st May 2021
To	30 th April 2022
and any other period for which cover has been agreed.	
Renewal Premium	£ 9,940.24

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	83901526
Long term agreement active until	01 st May 2022
Preparation Date	14 th April 2021
Prepared by	Mr Vincent Liu
Policy Form Reference	MLAACC03

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

FILTON TOWN COUNCIL
COMPLAINTS POLICY
(For adoption by full Council on 25th May 2021)

1. This Policy sets out procedures for dealing with any complaints that anyone may have about the Town Council's **administration and procedures**.
Councillors are covered by Code of Conduct adopted by the Council. Complaints against **policy decisions** made by the Council shall be referred back to Council [but note Council's Standing Orders which says that issues shall not be re-opened for six months].
2. If the complainant prefers not to put the complaint to the Town Clerk he or she should be advised to put it to the Chair of Council.
3. (a) On receipt of a written complaint the Chair/ or the Town Clerk(*except where the complainant is about his or her own actions*), shall try to settle the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving him or her an opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.. ***Within 5 working days; Acknowledge and inform course of action and provide an timescale for further action***

(b) Where the Town Clerk or the Chair receives a written complaint about the Town Clerks own actions, he or she shall refer the complaint to the Chair. The Town Clerk shall be notified and given an opportunity to comment. ***Within 5 working days; Acknowledge and inform course of action and provide an timescale for further action***
4. The Town Clerk or Chair shall report to the next meeting of the Council or by the Committee established for the purpose of hearing complaints, any written complaint disposed of by direct action with the complainant. ***Within 7 working days of consideration and decision by Clerk/Council; Provide update, decision and further action if required.***
5. The Town Clerk or Chair shall bring any written complaint that has not been settled to the next meeting of the Council. The Town Clerk shall notify the complainant of the date on which the complaint will be considered and the complainant shall be offered an opportunity to explain the complaint orally. (Unless such a matter may be related to Grievance, Disciplinary or Standard Board proceedings that are taking, or likely to take place when such a hearing may prejudice those hearings when the complaint will have to be heard under Exempt Business to exclude any member of the public or the press, or deferred on appropriate advice received). ***Within 7 working days of consideration and decision by Clerk/Council; Provide update, decision and further action if required.***
6. The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Council meeting in public.
7. As soon as may be after the decision has been made it and the nature of any action to be taken shall be communicated in writing to the complainant.
8. A Council shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.
9. Final Resolve / Conclusion; Inform when the matter is finally concluded and archived from our current records.

Representatives on Outside Bodies

ALCA – South Glos Group	Darryl Collins
Communities against Hate Crime	Town Clerk and Darryl Collins
Filton Patchway Community Engagement Forum	Darryl Collins, Alex Doyle and Andy Robinson
Filton Community Assoc Council	Alex Doyle and Andy Robinson
Filton Library Consultative Committee	Anne Kenyon and Tom Mewies
Filton Sure Start Management Committee	Adam Monk and Town Clerk
Four Towns and Vale Link	Keith Briffett, Anne Kenyon and Darryl Collins
N Bristol Advice Centre	Darryl Collins
North Fringe Parishes Forum	Darryl Collins and Lesley Reuben
Parish Sites Inspection Panel	Keith Briffett
Parish Tree Wardens	Anne Kenyon and Darryl Collins
Public Transport Forum	Alex Doyle and Darryl Collins
Pyramid Youth Club	Brian Mead
SHE7	Darryl Collins
FACE	Darryl Collins and Mubashar Chaudhry
Southern Brooks Community Partnership	Darryl Collins, Tom Mewies
Twinning Assoc Management Committee (Chair, Vice Chair + 5 elected members)	Darryl Collins, Alex Doyle, Anne Kenyon, Tom Mewies and Mubashar Chaudhry
Volunteer Centre	Town Clerk and Darryl Collins
Community Garden	Anne Kenyon, Darryl Collins
Jennings's Garden	

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.

Dear Mrs Reuben,

The Health and Safety of our visitors to the Community Garden is of paramount importance to our committee and we are constantly reviewing our practices in this respect.

Recently a number of visitors, families with young children have asked if the entrance from the A4174 can be gated or have some form of restriction to stop young children getting out and potentially onto the road.

Whilst I accept that this will be difficult to put into practice to accommodate all users of Elm Park the issue has been raised and therefore must be investigated.

For avoidance of doubt I attach 1 photo of the entrance.

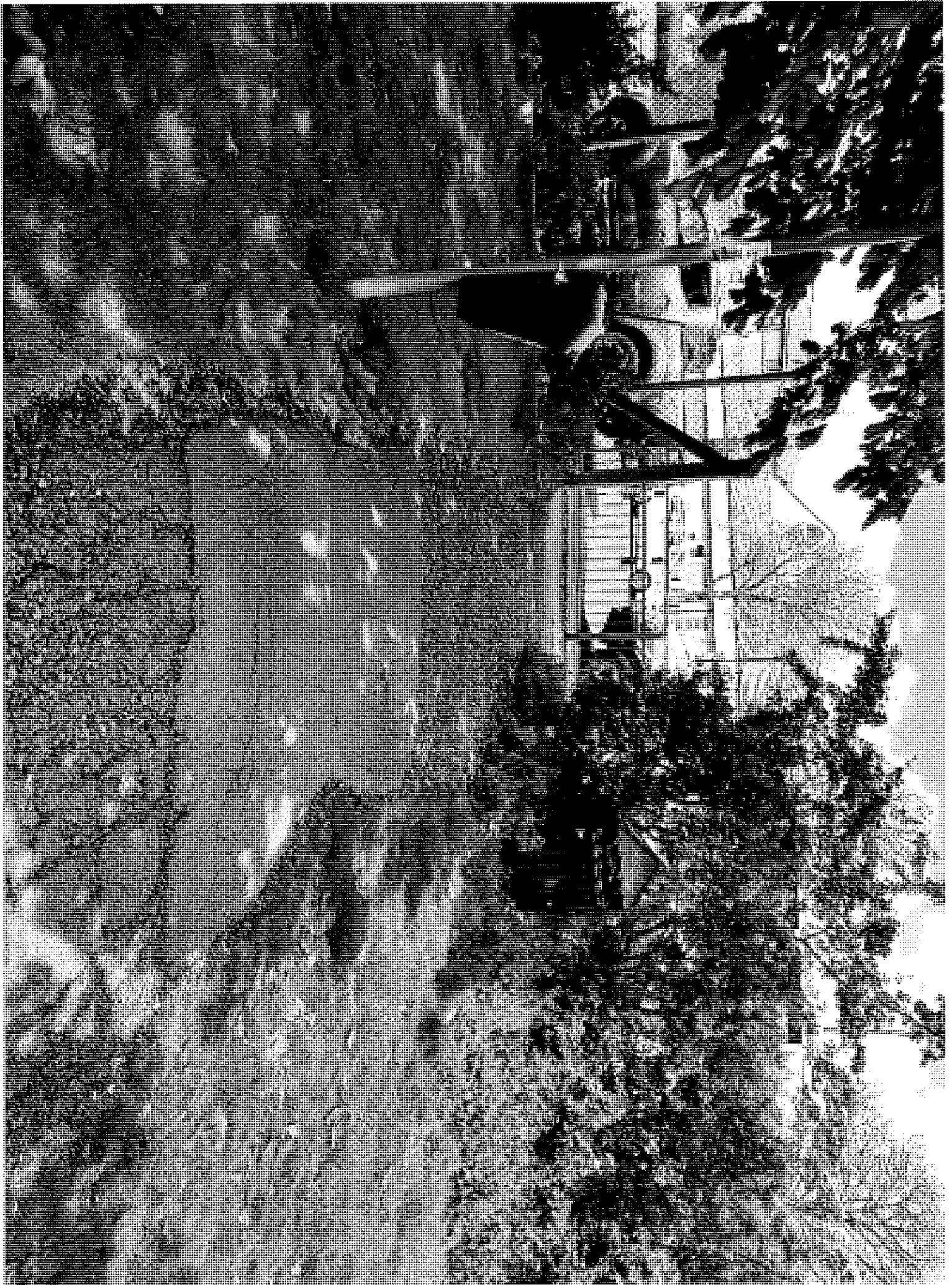
I look forward to hearing from you.

Best Regards

Dave Mikkelson

Chair Filton Community Garden





Public Consultation Spreadsheet May 2021

Consultation	Consultation Period		Summary
Filton High Street	20 th April 2021	01 st June 2021	We know that our local high streets have faced significant challenges for a number of years and the COVID-19 pandemic has worsened the situation making trading difficult in these uncertain times. The Council is committed to supporting high streets and has allocated an additional £120k support on top of the recently launched £400k 'Help us Thrive' grant – from which Filton will directly benefit. We are interested in understanding how we can support Filton now and into the future to help it thrive. By taking part in this 5-minute survey you can shape how the Council utilises this funding, influencing how Filton will look, feel and work in the years to come.
Houses in Multiple Occupation SPD	11 th May 2021	22 nd June 2021	The Housing in Multiple Occupation (HMOs) are properties rented out to at least 3 people who are not from one household (for example such as a family) but share facilities like a bathroom or kitchen. Most HMOs are conversions or subdivisions of larger houses and currently, as at 2021, planning permission is only needed if providing 7 or more bedrooms. HMOs meet a variety of needs for private rented housing ranging from young professionals 'house-shares' and students wanting to live off campus, as well as providing a vital source of housing supply for people on lower incomes. For many people, HMOs provide a practical and affordable housing option that meets their housing needs. However, evidence shows that there has been an increase in this type of development in South Gloucestershire over recent years to meet demand. This has resulted in concentrations of HMOs in particular parts of the district which has, in some cases, heightened concerns from neighbouring properties and wider community with regard to parking pressures, noise, management of waste and recycling and anti-social behaviour, and in some cases has result in a perception that mixed communities are no longer supported. This SPD has been prepared to provide further guidance on the key issues and approach to considering applications for HMOs to support adopted planning

			policy contained within the South Gloucestershire Local Plan: Core Strategy (adopted 2013) Policy CS17 "Housing Diversity", Policy PSP39 "Residential Conversions, Sub-division and Houses in Multiple Occupation", Policy PSP8 "Residential Amenity" which addresses impacts on living conditions and amenities of neighbouring properties arising from new household developments and Policy PSP16 "Parking Standards", which together should be taken as the primary policy basis for this SPD. This SPD aims to provide further guidance to support the council's determination of planning applications to ensure that new HMO developments meet the requirements of our policies in terms of providing new housing, whilst ensuring this does not have a negative impact on the amenity of local residents and the character and amenity of local communities. The SPD is primarily for use by prospective planning applicants, property developers and landowners. However, it is also intended to help local residents understand how the council applies its planning policies and what type of developments require planning permission, as not all HMOs require planning permission. It also explains the role of the HMO licencing regime which is a separate process that relates to HMOs which do, and do not, require planning permission.
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List of Payments made between 27/04/2021 and 19/05/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/04/2021	POOL TAKINGS CASHBOOK	PCC27	75.10		Pool C/card 27.4.21
28/04/2021	Jewsons-Rotavator Hire	DC	90.00		Jewsons-Rotavator Hire
29/04/2021	Pitney Bowes	.DDR3	98.00		5131-Postage charge
29/04/2021	POOL TAKINGS CASHBOOK	PCC29	162.10		Pool C/Card 29.4.21
30/04/2021	A.M.P Window Cleaning Services	5619	50.00		5130-Window cleaning April
30/04/2021	C. Brewer & Sons Ltd	5620	46.43		5123-Perform brush. paint
30/04/2021	Chandlers (Farm Equipment) Ltd	5621	123.46		5124-Chainsaw for workshop
30/04/2021	CryoService Ltd	5622	201.30		5127-Monthly charge
30/04/2021	DCK Accounting Solutions Ltd	5623	610.50		5140-Contract accounting
30/04/2021	DL I.T. Solutions Ltd	5624	962.64		5147-Monthly call charge
30/04/2021	Everflow Ltd	5625	1,467.10		5148-Water 18.05.21-17.06.21
30/04/2021	Filton Voice Ltd	5626	450.00		5139-April advert space
30/04/2021	Gazprom Marketing & Trading Re	5627	2,860.63		INV01687532/5102/Gazprom Marke
30/04/2021	Glacier environmental Ltd	5628	1,040.40		5160-Hygiene maint cirt Feb
30/04/2021	GM Engineering (Bristol) Ltd	5629	180.00		5157-Weld handle-Bulldog alle
30/04/2021	Rentokil Initial UK Ltd	5630	195.95		5128-Janitorial service May
30/04/2021	J P Lennard Ltd	5631	138.13		5150-Pool chemicals
30/04/2021	Cape Meridian Ltd	5632	93.00		5153-Alarm activation call out
30/04/2021	RPT Consulting Limited	5633	4,500.00		5132-Appraise Leisure centre
30/04/2021	Rubicon Play Ltd	5634	828.00		5126-Replacement trampoline
30/04/2021	South Gloucestershire Council	5635	625.68		5149-Payroll charge Jan-Mar21
30/04/2021	Ernest Till (South West) & co	5636	78.00		5129-Water leak from flat abov
30/04/2021	Travis Perkins Trading Co Ltd	5637	36.15		5125-Wooden handle
30/04/2021	TV Licenising	5638	157.50		1511619144/5068/TV Licenising
30/04/2021	Viridor Waste Management Ltd	5639	1,054.86		5154-Waste collection Allotmen
30/04/2021	Waterlogic GB Ltd	5640	732.60		5152-Reagent tablets
30/04/2021	Zurich Municipal	5641	10,296.84		5134-Insurance May 21/22
30/04/2021	TV Licenising	CNXL5638	-157.50		P/Ledger Electronic Payment
30/04/2021	Zoom	DDR	14.39		Zoom Subscription
30/04/2021	POOL TAKINGS CASHBOOK	PCC30	234.45		Pool C/Card 30.4.21
05/05/2021	Aitkens Sportsturf Ltd	5642	1,188.00		5209-Colour boost wild flower
05/05/2021	Brenntag UK Ltd	5643	677.91		5211-Pool chemicals
05/05/2021	Bristol & Avon Stocktakers	5644	100.00		5198-Stocktaking on 08.12.20
05/05/2021	Certas Energy UK Ltd	5645	1,224.96		5201-Motor fuel
05/05/2021	Complete Business Solutions Gr	5646	153.74		5203-Lever arch, a4 pockets
05/05/2021	CryoService Ltd	5647	19.96		5210-Food gas rental
05/05/2021	DL I.T. Solutions Ltd	5648	8.50		5202-Eset MP-Protection Entry
05/05/2021	Gazprom Marketing & Trading Re	5649	3,048.69		5200-Gas March 2021
05/05/2021	Glacier environmental Ltd	5650	303.00		5207-PVC Dosing tube
05/05/2021	J P Lennard Ltd	5651	681.00		5212-Photometer test tubes
05/05/2021	Playsafety Ltd	5652	132.60		5208-Annual play area inspecti
05/05/2021	ST JOHN AMBULANCE SUPPLIES	5653	203.56		5205-Tape,gloves,firstaid kit
05/05/2021	Filton Voice Ltd	5654	450.00		5230-December Advert Space
19/05/2021	Complete Weed Control (North W	5655	314.40		NWX-13772/2/Complete Weed Cont
19/05/2021	DCK Accounting Solutions Ltd	5656	872.46		TPC9635/3/DCK Accounting Solut
19/05/2021	Everflow Ltd	5657	1,405.38		982441/22/Everflow Ltd
19/05/2021	FACE	5658	10,996.50		1036/4/FACE

BANK ACCOUNT-GENERAL

List of Payments made between 27/04/2021 and 19/05/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/05/2021	Filton Voice Ltd	5659	187.50		00770/5/Filton Voice Ltd
19/05/2021	Robert Haddow	5660	140.00		RSJ056/17/Robert Haddow
19/05/2021	Cape Meridian Ltd	5661	396.00		2021/04/045/15/Cape Meridian L
19/05/2021	RLSS UK Enterprises Ltd	5662	590.00		SIN002830/16/RLSS UK Enterpris
19/05/2021	Rubicon Play Ltd	5663	188.11		08893/7/Rubicon Play Ltd
19/05/2021	South Gloucestershire Council	5664	937.22		3804666039/8/South Gloucesters
19/05/2021	ST JOHN AMBULANCE SUPPLIES	5665	198.84		1352434/20/ST JOHN AMBULANCE S
19/05/2021	Ernest Till (South West) & co	5666	93.60		00012773/9/Ernest Till (South
19/05/2021	Travis Perkins Trading Co Ltd	5667	41.97		3015APV001/10/Travis Perkins T
19/05/2021	Viridor Waste Management Ltd	5668	1,169.10		00003484423AB/11/Viridor Waste
19/05/2021	Waterlogic GB Ltd	5669	51.60		6195520/21/Waterlogic GB Ltd
Total Payments			53,020.31		

Filton Town Council
Fixed Asset Register

Operational Land and Buildings Freehold

Filton Leisure Centre Complex
Filton Leisure Centre Office Extension
Filton Leisure Centre (Land Only)
Recreation Centre & Flat
Garages & Stores
Diesel Bund
The Hut

Operational Land and Buildings Leasehold
Allotment Land (125 year lease from 5/5/07)

Vehicles and Equipment

Ricon Photocopier
Sports Equipment (Sports Complex)
Grounds Maintenance Equipment (Garage & Stores)
Bar etc Furniture & Equip (Sports Hall Bar)
Computers
Satellite Scheme
Bar TV
Bar Sale
Cooling System & Pumps
Office Reception Desk
Bar Clearaway Machine
Bar Microphone and Amplifier Equip
Copper Shredder and Collector
Fleet Kombi Line Marker
Activity Bouncer
Office - Desks Chair Filing drawer
Gopak Tables
Boiler System
Fire Alarm - Pavillion
CCTV System
CCTV System Soft Play Area
Play Equipment - Wickshead
Kubota Tractor
Mower
Mower
Celtic Stearley Cage
Teen Shelter
Go Karts
Gala Lights
Westwood T1800H Mower
Laurelmost Pooling System
External Lighting Sports Centre
Acoustic Panels (pool)
Tower Scaffold
Skatepark (reclassified)
Dishwasher Equipment
Waterproof Radios (10)
Pool Lockers
Cdn Operated Handycars
Bar Seat Fitting
Bar Carpet
Server
Desktop & Screen
Laptop
Bookings Server & ancillaries
Bookings Software (on defd purchase)
Contractors Lights
Play Equipment - Elm Park
Cat Park Barrier
New Bar Furniture
Goal Posts & Nets
Synch Lesson Software
Indoor Cycling Equipment
Fire Alarm Upgrade
Alarm Upgrade
Dish Server
2 X Return Golf Optiplex 9020PC
Swimming Pool Pump
Swimming Pool Inflatable
3 x Defibrillators

Infrastructure Assets
Litter/Dog Bins
Noticeboards
Bus Shelters (3)
Gates & Fencing
Allotments
Shield Rd
Elm Park
Litterbin Green

Depreciate	COST OR VALUATION				DEPRECIATION				BOOK VALUE	
	Name	01/04/2019	Additions	Disposals	Revaluation	31/03/2020	01/04/2019	For Year	On disp	On reval

Depreciation Charge		
Cost	SUMMARY	
Centre	Centre	E

4.75%	1,915,810.00	4,365.00	1,920,173.00	1,362,849.00	57,437.00	1,454,266.00	552,981.00	465,697.00	91,437
7.13%	64,280.00		84,280.00	64,171.00	6,016.00	60,190.00	24,070.00	24,070.00	6,016
0.00%	192,585.00		192,585.00		97.00		192,585.00	192,585.00	-
4.75%	2,030.00		2,030.00	1,455.00	575.00		575.00	575.00	97
2.00%	4,171.00		4,171.00	1,182.00	83.00		3,009.00	2,526.00	83
4.75%	985.00		985.00	705.00	47.00		281.00	224.00	47
4.75%	10,343.00		10,343.00	2,460.00	482.00		7,883.00	7,391.00	482
2.210.165.00	4,365.00		2,214,538.00	1,422,802.00	86,175.00		787,463.00	693,551.00	
2.00%	25,000.00		25,000.00	6,000.00	500.00		6,500.00	19,000.00	500
25,000.00	-	-	25,000.00	6,000.00	500.00		6,500.00	19,000.00	204
20.00%	4,713.00		4,713.00	1,531.00			4,713.00	-	901
20.00%	1,531.00		1,531.00	812.00			812.00	-	902
20.00%	64,327.00		64,327.00	13,119.00			13,119.00	-	104
20.00%	13,119.00		13,119.00	51,517.00			34,978.00	-	901
20.00%	34,978.00		34,978.00	3,252.00			3,252.00	-	106
20.00%	3,252.00		3,252.00	320.00			320.00	-	104
20.00%	4,337.00		4,337.00	1,745.00			1,745.00	-	901
20.00%	1,745.00		1,745.00	2,185.00			2,185.00	-	104
20.00%	2,185.00		2,185.00	810.00			810.00	-	902
20.00%	3,959.00		3,959.00	609.00			609.00	-	201
20.00%	3,715.00		3,715.00	996.00			996.00	-	106
20.00%	1,757.00		1,757.00	4,429.00			4,429.00	-	101
20.00%	4,429.00		4,429.00	27,291.00			27,291.00	-	105
20.00%	27,291.00		27,291.00	13,036.00			13,036.00	-	202
20.00%	13,036.00		13,036.00	12,995.00			12,995.00	-	902
20.00%	12,995.00		12,995.00	3,049.00			3,049.00	-	104
20.00%	3,049.00		3,049.00	6,970.00			6,970.00	-	202
20.00%	1,118.00		1,118.00	4,251.00			4,251.00	-	902
20.00%	9,789.00		9,789.00	2,150.00			2,150.00	-	101
20.00%	4,251.00		4,251.00	2,731.00			2,731.00	-	102
20.00%	2,731.00		2,731.00	8,750.00			8,750.00	-	301
20.00%	8,750.00		8,750.00	1,756.00			1,756.00	-	202
20.00%	98,995.00		98,995.00	2,039.00			2,039.00	-	901
20.00%	2,039.00		2,039.00	1,610.00			1,610.00	-	101
20.00%	1,610.00		1,610.00	1,350.00			1,350.00	-	102
20.00%	1,350.00		1,350.00	3,087.00			3,087.00	-	102
20.00%	3,087.00		3,087.00	750.00			750.00	-	104
20.00%	750.00		750.00	917.00			917.00	-	901
20.00%	917.00		917.00	2,155.00			2,155.00	-	901
20.00%	2,155.00		2,155.00	964.00			964.00	-	901
20.00%	964.00		964.00	485.00			485.00	-	101
20.00%	485.00		485.00	2,460.00			2,460.00	-	101
20.00%	2,460.00		2,460.00	5,000.00			5,000.00	-	302
20.00%	5,000.00		5,000.00	110,810.00			110,810.00	-	202
20.00%	110,810.00		110,810.00	1,427.00			1,427.00	-	101
20.00%	1,427.00		1,427.00	2,669.00			2,669.00	-	104
20.00%	2,669.00		2,669.00	2,865.00			2,865.00	-	106
20.00%	2,865.00		2,865.00	5,010.00			5,010.00	-	102
20.00%	5,010.00		5,010.00	1,002.00			1,002.00	-	101
20.00%	1,002.00		1,002.00	682.00			682.00	-	101
20.00%	682.00		682.00	6,216.00			6,216.00	-	901
20.00%	6,216.00		6,216.00	900.00			900.00	-	901
20.00%	900.00		900.00	384.00			384.00	-	901
20.00%	384.00		384.00	1,708.00			1,708.00	-	102
20.00%	1,708.00		1,708.00	180.00			180.00	-	101
521,535.00	34,334.00	-	555,869.00	511,151.00	9,863.00	-	521,014.00	10,374.00	34,345.00

Minutes of the Full Council and Annual Meeting of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 25th May 2021**.

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

ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Town Council Support Officer), Carla Westcott (Council Administrator)

APOLOGIES: N/A

NON-ATTENDANCE: N/A

0249. ELECTION OF CHAIR: Cllr Darryl Collins was proposed and seconded as Chair of Filton Town Council. It was voted unanimously **FOR**.

0250. ELECTION OF VICE CHAIR: Cllr Brian Mead was proposed and seconded as Vice Chair of Filton Town Council. It was voted unanimously **FOR**.

0251. APOLOGIES FOR ABSENCE: All councillors were in attendance

0252. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0253. DECLARATIONS OF INTEREST: None declared

0254. CONYGRE WARD CO-OPTION VOTE:

i) **Dan Boardman** – 10 votes

ii) **Shane Gibson** – 1 vote
1 abstain

Dan Boardman was confirmed as the co opted candidate and new councillor for Filton Town Council.

0255. SUBMISSIONS FROM PUBLIC:

i) **Elm Park Defib** - A resident requested that Filton Town Council consider installing a defib on the outside wall of the leisure Centre. This would allow access 24 hours from the playing fields, park outside gym, Community Garden and Boules Courts. After a discussion it was agreed to put as agenda item at the next Full Council Finance and General meeting.

Action: Filton Town Council Office

ii) **Lighting at Millennium Green** - An email query had come through from a resident who would like Filton Town Council to consider lighting on Millennium Green to improve safety there. After a discussion it was agreed for Filton Town Council Office staff to investigate the costs and environmental impact of this and reporting the findings back to the next Full Council Meeting.

iii) **Ratepayers and the Snooker Hall** - It was confirmed that Ratepayers would be discussed at the next Council Meeting where decisions regarding the Ratepayers would be made. It was confirmed the Snooker Hall reopened 17th May.

iv) **Review of Services Consultation** - A resident queried the quality of the recent survey monkey questionnaire regarding the consultation for the review of services. It was explained that in fact the questionnaire had been popular amongst residents and the results would be published on the web site. It was confirmed more information would be made public at the next stage of the process. It was confirmed also that public referendums are a process available for the residents, after a discussion it was

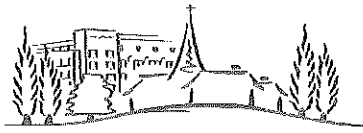
requested that Town Clerk is to forward the information regarding processes and costs to Cllr Wood.

- 0256. TO APPROVE MINUTES OF THE MEETING HELD 27th April 2021:** The minutes were approved an accurate.
- 0257. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:** None reported
- 0258. TO APPROVE AND ADOPT :-**
Standing Orders: The Standing Orders were approved unanimously.
Financial Regulations: The Financial Regulations were approved unanimously.
- 0259. REVIEW OF INVENTORY & LAND ASSETS:** The document was noted,
- 0260. TO VOTE ON REAL LIVING WAGE:** The recent figures regarding Filton Town Council becoming an accredited “Real Living Wage” employer were discussed. It was proposed and seconded that Filton Town Council take the real living wage and implement it at the lowest pay scale and back date to affected staff from May 4th 2021.
An amendment was then proposed and seconded to wait to make the decision until confirmation from the details in the quotations from the current bidders for FLC. The amendment to the proposal was voted 4 FOR and 9 against. It was requested that a named vote be recorded for the original proposal. The vote was recorded as **FOR 9** (Cllrs Chaudhry, Bird, Monk, Mead, Mewies, Doyle, Collins, Briffett, Scott), **AGAINST 3** (Cllrs Robinson, Wood, Kenyon), **ABSTAIN 1** (Cllr Boardman). The original proposal was passed.
- 0261. DEBT RECOVER POLICY:** The Policy was approved unanimously
- 0262. REVIEW OF PRICES:** The prices were approved unanimously.
- 0263. CONFIRMATION OF INSURANCE ARRANGEMENTS:** The document was noted.
- 0264. REVIEW OF COMPLAINTS PROCEDURE:** The document was noted.
- 0265. SUBMISSIONS FROM MEMBERS:**
i) Appointment of committee members and outside bodies: -
Full Council now meet twice a month with the one being dedicated to Finance and General Purposes. This meeting can have a separate chair.
It was unanimously agreed to continue to these twice monthly meetings.
ii) Representatives on outside bodies; Discussed and councillors agreed the list and their roles.
- 0266. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**
i) Full Council Finance and General Minutes of meeting held 9th March 2021 – Document was noted
ii) Internal Audit Report – Document was noted.
iii) Approval to open Unity Bank Account – agreed unanimously to open account
iv) Filton Community Garden request for a gate – The Town Clerk shared her response from South Glos Council informing her that it was not legal to install the gate on a public footpath. Cllr Wood disputed this and confirmed he would seek further information on the matter.
v) Location of memorial bench- The location was approved unanimously

0267. Consultation Spreadsheets: Discussions regarding the current HMO consultations took place. It was proposed, seconded and voted 12 For and 1 abstained for Filton Town Councillors to form a delegated authority group to ensure a planned response from Filton Town Council is submitted in time. All councillors to be contacted with a date and time for the arranged the meeting.

0268. Payments for information: The document was noted.

There being no further business the meeting closed at 8.47 p.m.



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Tel: 01454 866 698

17th June 2021

Dear Members

You are hereby summoned to an **EXTRA ORDINARY MEETING** of **FILTON TOWN COUNCIL** to be held on **Tuesday 22nd June 2021 at 7pm** in the Badminton Hall, Elm Park, Filton BS34 7PS

(Please note that this meeting is only to discuss and approve the end of year items listed below and the scheduled meeting of FTC will take place at the end of the month with the Agenda covering all the regular items of business)

Yours sincerely,

L.A.Reuben

Town Clerk & RFO.

Public and press are welcome to view all council meetings - however the Chair reserves the right to mute or remove any member of the public causing a disturbance.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. To approve the minutes of the meeting 25th May 2021 – *(defer to next meeting)*
5. Presentation of the 2021 Financial Statements by Derek Kemp (Accounting Solutions) – *(Appendix 1)*
6. Approval and adoption of Financial Statements 2021 – *Appendix 1*
7. Approval of the AGAR Annual Governance Statement *(page 1)*
8. To approve the AGAR Statement of accounts *(page 2)*
9. Confirmation of the date of the period for the exercise of public rights & copy of notice *(pages 3-7)*
10. To accept the annual internal report *(page 8)*

Section 1 – Annual Governance Statement 2020/21

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 2021, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*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:

and recorded as minute reference:

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

Chairman

Clerk

WWW.FILTONTOWNCOUNCIL.GOV.UK



Section 2 – Accounting Statements 2020/21 for

FILTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	95,341	44,726	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	710,184	981,786	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	521,494	370,245	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	-805,821	-622,119	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	-15,920	-15,909	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-460,552	-306,487	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	44,726	452,242	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	85,372	452,471	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	3,048,167	3,061,154	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	37,338	22,967	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, 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 2021 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

17/06/2021

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

as recorded in minute reference:

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

(2)

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Filton Town Council**_____

County Area (local councils and parish meetings only): **SOUTH GLOUCESTERSHIRE**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on _____ **Thursday 24th June 2021**_____

and ending on _____ **Wednesday 4th August 2021**_____

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2021 (i.e. Thursday 1 July – Wednesday 14 July).

We have suggested the following dates: Monday 14 June – Friday 23 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

Signed: _____  _____

Role: _____ **Town Clerk and RFO**_____

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require that:

1. The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
2. The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
3. The responsible financial officer for a relevant authority must, on behalf of that authority, publish **(which must include publication on the authority's website):**

(a) the Accounting Statements (i.e. Section 2 of either Part 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:

- (i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
- (ii) the Annual Governance Statement (i.e. Section 1 of either Part 2 or Part 3, whichever is relevant, of the AGAR); and

(b) a statement that sets out—

- (i) the period for the exercise of public rights;
- (ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
- (iii) the name and address of the local auditor;
- (iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

1. You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and
2. Publish **(including publication on the smaller authority's website)** the following documents, the day before the public rights period commences:
 - a. the approved Sections 1 and 2 of either Part 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b. the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following **suggested** dates: Monday 14 June – Friday 23 July 2021. (The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021); and
 - c. the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Smaller authority name:

Filton Town Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
1. Date of announcement <u>Wednesday 23rd June 2021</u> (a) 2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to: (b) Lesley Reuben, Filton Town Council Offices, Elm Park, Filton, South Glos, BS34 7PS Email: Lesley.reuben@filtontowncouncil.gov.uk commencing on (c) <u>Thursday 24th June 2021</u> and ending on (d) <u>Wednesday 4th August 2021</u> 3. Local government electors and their representatives also have: - The opportunity to question the appointed auditor about the accounting records; and - The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com) 5. This announcement is made by Lesley Reuben Town Clerk and RFO (e) _____	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2021 for 2020/21 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Annual Internal Audit Report 2020/21

FILTON TOWN COUNCIL

WWW.FILTONTOWNCOUNCIL.GOV.UK

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
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. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	not	applicable	
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

19/01/2021

20/01/2021

08/06/2021

Name of person who carried out the internal audit

Louis James

Signature of person who carried out the internal audit



Date

16/06/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Minutes of the Full Council Extra Ordinary Meeting of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 22nd June 2021**.

PRESENT: Cllrs: D Collins (Chair), K Briffett, , C Wood, A Kenyon, I Scott, M Chaudhry, A Monk, Alan Bird, Dan Boardman

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Council Administrator)

APOLOGIES: A Doyle, B Mead, A Robinson, T Mewies

NON-ATTENDANCE: N/A

0268. APOLOGIES FOR ABSENCE: Apologies were noted

0269. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0270. DECLARATIONS OF INTEREST: Cllr Wood declared he was Chair for the Audit Committee at South Glos Council. Cllr Adam Monk declared he also sat on the Audit Committee at South Glos Council.

0271. TO APPROVE MINUTES OF THE MEETING HELD 25th May 2021: It was agreed to defer the approval until Full Council Meeting 29th June 2021

0272. PRESENTATION OF 2021 FINANCIAL STATEMENTS BY D KEMP (ACCOUNTING SOLUTIONS): D Kemp presented the financial statements explaining that after a year of challenges COVID 19 pandemic Filton Town Council we're actually in a good position financially due to the decrease in outgoings whilst the pool was closed. He confirmed the reserves were above the minimum and Filton Town Council budgets will reflect this for next year.

0273. APPROVAL AND ADOPTION OF FINANCIAL STATEMENTS 20/21: Financial Statements were approved and adopted unanimously

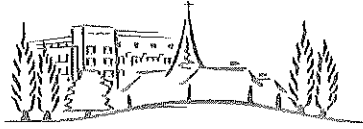
0274. APPROVAL OF AGAR ANNUAL GOVERNANCE STATEMENT 20/21: The AGAR Governance Statements was approved and adopted unanimously

0275. APPROVAL OF AGAR STATEMENT OF ACCOUNTS 20/21: Statements were approved and adopted unanimously.

0276. CONFIRMATION OF THE DATE OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS AND COPY OF NOTICE: Approved and dates agreed unanimously ready to publish.

0277. TO ACCEPT THE ANNUAL INTERNAL REPORT: The Audit was accepted unanimously.

CHAIR ENDED MEETING AT 7.40 PM



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Tel: 01454 866 698

22 July 2021

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday July 27th 2021**. To be held **at 7pm** in the Pavilion, Elm Park, BS34 7PS

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

Public and press are welcome to view all council meetings - however the Chair reserves the right to mute or remove any member of the public causing a disturbance.

Please note that all public submissions are to be sent to the Council Office 48 hours prior to meeting.
office@filtontowncouncil.gov.uk

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Submissions from the Public (max. 15mins) (whilst we are meeting via remotely any submission from the public need to be sent in to clerk 48 hours prior to meeting)
5. To approve the minutes of the meeting 25th May 2021- (pages 1-3)
22nd June 2021 – (page 4)
6th July 2021 –(pages 5-6)
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team Update – *No submission*
8. South Gloucestershire Reports:
Cllr A Monk – (pages 7-8)
Cllr C Wood – *No submission*
9. Submission from members
 - i) ***To resolve to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £4,106,000 over the borrowing term of 25 years for Major works to remodel Filton Sports and Leisure Centre. The annual loan repayments will come to around £240,000***
 - ii) ***To also record that it is not intended to increase the council tax precept for the purpose of the loan repayments.***
 - iii) Community Assets
 - iv) Charborough Road Grounds

10. Reports from Committees, Working Groups and the Town Clerk:

- i) Full Council (Finance) draft minutes of the meeting held 13th July 2021. (*pages 8-9*)
- ii) *To reaffirm FTC eligibility of the General Power of Competence*
- iii) Summer Café update
- iv) Community Litter Pick

11. Other Reports/Consultations/ Planning applications

12. Consultation Spreadsheet (*pages 10-12*)

13. Payments for Information (*page 13-14*)

14. Planning Applications (previously circulated) –

P21/04921/PNOR,

Church House, Church Road, Filton South Gloucestershire BS34 7BD

Prior notification for the change of use from Office (Class B1) to 34 no. flats (Class C3).

Minutes of the Full Council and Annual Meeting of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 25th May 2021.**

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

ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Town Council Support Officer), Carla Westcott (Council Administrator)

APOLOGIES: N/A

NON-ATTENDANCE: N/A

0249. ELECTION OF CHAIR: Cllr Darryl Collins was proposed and seconded as Chair of Filton Town Council. It was voted unanimously **FOR**.

0250. ELECTION OF VICE CHAIR: Cllr Brian Mead was proposed and seconded as Vice Chair of Filton Town Council. It was voted unanimously **FOR**.

0251. APOLOGIES FOR ABSENCE: All councillors were in attendance

0252. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0253. DECLARATIONS OF INTEREST: None declared

0254. CONYGRE WARD CO-OPTION VOTE:

i) **Dan Boardman** – 10 votes

ii) **Shane Gibson** – 1 vote

1 abstain

Dan Boardman was confirmed as the co opted candidate and new councillor for Filton Town Council.

0255. SUBMISSIONS FROM PUBLIC:

i) **Elm Park Defib** - A resident requested that Filton Town Council consider installing a defib on the outside wall of the leisure Centre. This would allow access 24 hours from the playing fields, park outside gym, Community Garden and Boules Courts. After a discussion it was agreed to put as agenda item at the next Full Council Finance and General meeting.

Action: Filton Town Council Office

ii) **Lighting at Millennium Green** - An email query had come through from a resident who would like Filton Town Council to consider lighting on Millennium Green to improve safety there. After a discussion it was agreed for Filton Town Council Office staff to investigate the costs and environmental impact of this and reporting the findings back to the next Full Council Meeting.

iii) **Ratepayers and the Snooker Hall** - It was confirmed that Ratepayers would be discussed at the next Council Meeting where decisions regarding the Ratepayers would be made. It was confirmed the Snooker Hall reopened 17th May.

iv) **Review of Services Consultation** - A resident queried the quality of the recent survey monkey questionnaire regarding the consultation for the review of services. It was explained that in fact the questionnaire had been popular amongst residents and the results would be published on the web site. It was confirmed more information would be made public at the next stage of the process. It was confirmed also that public referendums are a process available for the residents, after a discussion it was

requested that Town Clerk is to forward the information regarding processes and costs to Cllr Wood.

- 0256. TO APPROVE MINUTES OF THE MEETING HELD 27th April 2021:** The minutes were approved an accurate.
- 0257. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:** None reported
- 0258. TO APPROVE AND ADOPT :-**
Standing Orders: The Standing Orders were approved unanimously.
Financial Regulations: The Financial Regulations were approved unanimously.
- 0259. REVIEW OF INVENTORY & LAND ASSETS:** The document was noted,
- 0260. TO VOTE ON REAL LIVING WAGE:** The recent figures regarding Filton Town Council becoming an accredited "Real Living Wage" employer were discussed. It was proposed and seconded that Filton Town Council take the real living wage and implement it at the lowest pay scale and back date to affected staff from May 4th 2021.
An amendment was then proposed and seconded to wait to make the decision until confirmation from the details in the quotations from the current bidders for FLC. The amendment to the proposal was voted 4 FOR and 9 against. It was requested that a named vote be recorded for the original proposal. The vote was recorded as **FOR 9** (Cllrs Chaudhry, Bird, Monk, Mead, Mewies, Doyle, Collins, Briffett, Scott), **AGAINST 3** (Cllrs Robinson, Wood, Kenyon), **ABSTAIN 1** (Cllr Boardman). The original proposal was passed.
- 0261. DEBT RECOVER POLICY:** The Policy was approved unanimously
- 0262. REVIEW OF PRICES:** The prices were approved unanimously.
- 0263. CONFIRMATION OF INSURANCE ARRANGEMENTS:** The document was noted.
- 0264. REVIEW OF COMPLAINTS PROCEDURE:** The document was noted.
- 0265. SUBMISSIONS FROM MEMBERS:**
i) Appointment of committee members and outside bodies: -
Full Council now meet twice a month with the one being dedicated to Finance and General Purposes. This meeting can have a separate chair.
It was unanimously agreed to continue to these twice monthly meetings.
ii) Representatives on outside bodies; Discussed and councillors agreed the list and their roles.
- 0266. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**
i) Full Council Finance and General Minutes of meeting held 9th March 2021 – Document was noted
ii) Internal Audit Report – Document was noted.
iii) Approval to open Unity Bank Account – agreed unanimously to open account
iv) Filton Community Garden request for a gate – The Town Clerk shared her response from South Glos Council informing her that it was not legal to install the gate on a public footpath. Cllr Wood disputed this and confirmed he would seek further information on the matter.
v) Location of memorial bench- The location was approved unanimously

0267. Consultation Spreadsheets: Discussions regarding the current HMO consultations took place. It was proposed, seconded and voted 12 For and 1 abstained for Filton Town Councillors to form a delegated authority group to ensure a planned response from Filton Town Council is submitted in time. All councillors to be contacted with a date and time for the arranged the meeting.

0268. Payments for information: The document was noted.

There being no further business the meeting closed at 8.47 p.m.

Minutes of the Full Council Extra Ordinary Meeting of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 22nd June 2021**.

PRESENT: Cllrs: D Collins (Chair), K Briffett, , C Wood, A Kenyon, I Scott, M Chaudhry, A Monk, Alan Bird, Dan Boardman

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Council Administrator)

APOLOGIES: A Doyle, B Mead, A Robinson, T Mewies

NON-ATTENDANCE: N/A

0268. APOLOGIES FOR ABSENCE: Apologies were noted

0269. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0270. DECLARATIONS OF INTEREST: Cllr Wood declared he was Chair for the Audit Committee at South Glos Council. Cllr Adam Monk declared he also sat on the Audit Committee at South Glos Council.

0271. TO APPROVE MINUTES OF THE MEETING HELD 25th May 2021: It was agreed to defer the approval until Full Council Meeting 29th June 2021

0272. PRESENTATION OF 2021 FINANCIAL STATEMENTS BY D KEMP (ACCOUNTING SOLUTIONS): D Kemp presented the financial statements explaining that after a year of challenges COVID 19 pandemic Filton Town Council we're actually in a good position financially due to the decrease in outgoings whilst the pool was closed. He confirmed the reserves were above the minimum and Filton Town Council budgets will reflect this for next year.

0273. APPROVAL AND ADOPTION OF FINANCIAL STATEMENTS 20/21: Financial Statements were approved and adopted unanimously

0274. APPROVAL OF AGAR ANNUAL GOVERNANCE STATEMENT 20/21: The AGAR Governance Statements was approved and adopted unanimously

0275. APPROVAL OF AGAR STATEMENT OF ACCOUNTS 20/21: Statements were approved and adopted unanimously.

0276. CONFIRMATION OF THE DATE OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS AND COPY OF NOTICE: Approved and dates agreed unanimously ready to publish.

0277. TO ACCEPT THE ANNUAL INTERNAL REPORT: The Audit was accepted unanimously.

CHAIR ENDED MEETING AT 7.40 PM

Minutes of the Full Council Meeting of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 6th July 2021.**

PRESENT: Cllrs: D Collins (Chair), B Mead, K Briffett, A Kenyon, I Scott, M Chaudhry, Dan Boardman, A Robinson,

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Council Administrator)

APOLOGIES: A Doyle, A Monk, A Bird, C Wood

NON-ATTENDANCE: N/A

0278. APOLOGIES FOR ABSENCE: Apologies were noted

0279. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0280. DECLARATIONS OF INTEREST: Cllr Robinson Declared an interest in property 20 Pine Grove (discussion for planning application) as lives on the same road.

0281. PRESENTATION FROM YTL DEVELOPMENTS - SIMON FITTON : Presentation given regarding planning development at the Filton Brabazon Hangar site. Concerns were raised and answered regarding traffic control, parking, overbuilding, over populating, leisure facilities and affordability of the new properties. It was agreed that YTL Developments would present at a future meeting later in the year with an update. (The presentation over ran until 8.40pm)

0282. SUBMISSIONS FROM PUBLIC:

i) The Council to investigate enclosing the small area of grass at the bottom of Elm Park adjacent to The Brimble's and Brabazon Road, which could be used for the purpose of letting dogs off the lead in a safe area.

0283. TO APPROVE MINUTES OF THE MEETING HELD 25th May 2021 AND 22nd June 2021: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021.

0284. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021.

0285. FILTON BEAT TEAM UPDATE: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021.

0286. SOUTH GLOUCESTERSHIRE REPORTS: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021.

0287. SUBMISSION FROM MEMBERS:

i) Community Assets: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021.

ii) Charborough Road Grounds: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021.

iii) Notice of Motion proposed by Cllr Ian Scott" That in light of the current capital position, Filton Town Council seek tenders for a Bandstand for the Community Garden Area".

The motion was amended to ask Filton Town Council office to get costings to bring to a further meeting was proposed and seconded. It was voted 7 FOR and 1 ABSTAIN. The Motion was carried.

Action- FTC Office

iv) Notice of Motion of by Cllr Andy Robinson "Propose the council request quotations to repair the fences and install a gate as per the public submission. The motion was proposed and seconded It was voted 5 FOR 2 AGAINST and 1 ABSTAIN. The Motion was carried.

Action FTC Office

0288. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Full Council (Finance) draft minutes of the meeting held 8th June 2021: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021
- ii) Defibrillator: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021
- iii) Wessex Reserve Lease: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021

0289. OTHER REPORTS/CONSULTATIONS/PLANNING APPLICATIONS: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021

0290. CONSULTATION SPREADSHEET: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021

0291. PAYMENTS FOR INFORMATION: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021

0292. PLANNING APPLICATIONS: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021

CHAIR ENDED MEETING AT 9.04PM

Report to Filton Town Council July 2021

HMO.

The HMO Task Group continues to work to resolving the issue of the density of HMO's within areas of South Glos including Filton. The next meeting of the task & Finish Group is Sept 7th. I believe that shortly after that meeting we will collating the report to be presented to the Cabinet.

This process has highlighted that there isn't a silver bullet solution. There will be a requirement for South Glos to have stronger enforcement of policy.

Cancelled Council Meeting.

There was a scheduled meeting of South Glos Council 21st July which has been cancelled. The official reasoning is due to the heat. A factor being considered within that decision is a large number of people in the room along with the current increase of COVID within South Glos.

It should be noted that Luke Hall, in his capacity as Minister responsible for Local Government as well as a local MP, chose not to legislate to allow Council meetings to be held remotely. This was despite strong arguments made by the Conservative chaired Local Government Association and many councils from across the UK. It is, perhaps, just one more indication of the casual and slapdash way the Conservative Government has managed many direct and indirect aspects of the Covid crisis.

I feel that this shows the underhanded nature of the controlling Tory administration.

Prior to the meeting being cancelled, Labour Councilors were asked by the controlling Conservative group would consider paring, where if a conservative member is missing a Labour member doesn't vote, this would guarantee the Tories winning any vote on occasions when not all their members attend. The Labour Group declined this invitation.

There was little on the agenda apart from apart another attempt to create "Jobs for the Boys" there was a proposed constitutional change which would see 2 new SAR (Special Responsibility Allowance Posts) created on the Licensing Committee, which is a quasi-judicial committee dealing licenses for taxi drivers and so on. The reasoning for the creation of 2 sub-committee chairs was to create fairer distribution of work load, these meetings are made up of 3 members. To achieve a fairer sharing of the workload, you simply need to get members to attend, there are some members who only less than 4 meetings.

Apart from accepting reports the only other substantive item on the agenda was to remove the Honorary Position of Alderman. Under the pretence of bring the council into disrepute. The person in question has been criticising Luke Hall MP (Thornbury & Yate MP).

We have not seen any evidence to suggest that this person is bringing this Council into disrepute and if the evidence provided is to explain the reason that the title is being removed then we would require further explanation..

The person in question twitter account profile describes him as "Retired from a lot of things, but still interested. European and proud of it." Crucially he does not describe himself as an Alderman or former councillor. The Council's Protocol for the Appointment of Honorary Aldermen and Alderwomen clearly states: "In taking this role, the Alderman/Alderwoman becomes apolitical in public when acting as or when holding themselves out as an Alderman/Alderwoman knowing that any views expressed may be interpreted as views of the Council. Aldermen/Alderwomen are not to

“speak on behalf of the Council or to give the impression that they are speaking on behalf of the Council.” As a result as a private citizen is entitled to have freedom of speech, including criticising and lobbying his local MP.

Removing the Alderman status shows how under handed and petty the current administration of South Glos can be,

The worst element of this stupid scenario the administration didn't even have the courtesy to inform this person that the removal of Alderman status was an agenda item.

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 FILTON BEAT TEAM: The report was noted. Councillors asked that the office send PCSO Georgia Bush a card to thank her for her service and hard work in Filton. The office was also asked if the Police could report on the recent multi-million-pound drug raid carried out in Filton within their next report.

Action: Town Council Office

F.203 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.204 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.205 BALANCE SHEET MONTH 2: The report was noted.

F.206 BANK RECONCILIATION: The documents were noted.

F.207 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 for the PWLB Loan.

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.

Consultation	Consultation Period	Summary
Greener Places Strategy Greener places Green Infrastructure Strategy We are working with our partners, communities, and residents on a strategy for greener places in South Gloucestershire. The aim of this new strategy is to strengthen the way we work together towards a shared vision for 'greener places where people and nature thrive'. About the strategy The strategy explains why we need to improve the network of green spaces and water courses (green infrastructure) across our area, and the action we plan to take. It shows how we will link our work to regional, national, and global commitments to protect the environment and how important that is. We call this the 'green thread'. What it means By putting this strategy into action, we aim to achieve: - protected and restored nature - greater resilience to the changing climate - sustainable water management - improved health and wellbeing for all - sustainable places - valued healthy landscapes - sustainable and local food production - a green and resilient economy - stronger working together This will help us to do what we promise in the: - West of England Joint Green Infrastructure Strategy 2020 (JGIS) - Climate Emergency Strategy - Council Plan 2020 – 2024 - How to have your say	17th June 2021 12th September 2021	

You can read the draft strategy document on our website and you can also download a summary by clicking on the link at the bottom of the page. We would like to know what you think and you can do this by: Completing our online survey by clicking on the following link: https://southglos.researchfeedback.net/GreenerPlacesStrategy Downloading a paper copy of the questionnaire which you can print and send back to us using the FREEPOST address. You can download a paper copy by clicking this link or requesting a copy by phone. Telephone: 01454 866 895 Email us at: consultation@southglos.gov.uk		
All Age Learning Disability Strategy Engagement In partnership with key stakeholders, the council are co-producing and developing an all age Learning Disabilities Strategy that will align with other council strategies. This particular phase of work is building on the engagement work that has already taken place with the support of stakeholders (service users including parents and carers/provider services/professionals from health, social care, education and the third sector.) What is a Learning Disability? We have adopted the Mencap definition of learning disabilities: A learning disability is a reduced intellectual ability and difficulty with everyday activities – for example, household tasks, socialising or managing money – which affects someone for their whole life. A learning disability is different from a learning difficulty as a learning difficulty does not affect general intellect. People with a learning disability tend to take longer to learn and may need support to develop new skills, understand complicated information and interact with other people. HOW TO HAVE YOUR SAY Alongside the engagement work we are undertaking with children and young people with learning disabilities, we want	17 Jun 2021	29 Aug 2021

to hear from adults with learning disabilities as well as parent/carers of children or adults with learning disabilities. We have prepared a separate questionnaire for parents and carer's of children, young people and adults with learning disabilities. We have also prepared an Easy Read questionnaire for adults with learning disabilities. Please do take this opportunity to have your say and contribute to the Strategy. Parents and Carers Questionnaire Respond to our online survey - you can access the survey through this link: https://southglos.researchfeedback.net/AALDSPCS Paper copies of the consultation survey can be downloaded by clicking this link or requested over the telephone. Telephone: 01454 866 895 Email us at: consultation@southglos.gov.uk Young People and Adults with Learning Disabilities Questionnaire We have produced an Easy Read questionnaire so we can listen and hear the views of adults with learning disabilities in the South Gloucestershire area. This can be completed yourself or alongside someone who may need some support in providing their feedback.		
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Time: 12:12

BANK ACCOUNT-GENERAL

List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2021	Zoom	DC	14.39		Zoom- Monthly Subs
02/06/2021	ASP Fencing Ltd	5670	4,200.00		23227/40/ASP Fencing Ltd
02/06/2021	CPRE Gloucestershire	5671	80.00		018/41/CPRE Gloucestershire
02/06/2021	CryoService Ltd	5672	19.27		416869788/42/CryoService Ltd
02/06/2021	DCK Accounting Solutions Ltd	5673	623.82		TPC9668/43/DCK Accounting Solu
02/06/2021	DL I.T. Solutions Ltd	5674	633.60		22431/63/DL I.T. Solutions Ltd
02/06/2021	Gazprom Marketing & Trading Re	5675	3,741.03		INV01790631/48/Gazprom Marketi
02/06/2021	Gem Security Systems Limited	5676	460.80		307178/49/Gem Security Systems
02/06/2021	Glacier environmental Ltd	5677	428.40		SI-12191/50/Glacier environmen
02/06/2021	Rentokil Initial UK Ltd	5678	391.90		33781729/52/Rentokil Initial U
02/06/2021	J P Lennard Ltd	5679	152.22		105906/53/J P Lennard Ltd
02/06/2021	Red Dog Technology Ltd	5680	1,885.80		3052/56/Red Dog Technology Ltd
02/06/2021	RLSS UK Enterprises Ltd	5681	82.00		SIN002426/57/RLSS UK Enterpris
02/06/2021	Splash About International Ltd	5682	332.10		61401/54/Splash About Internat
02/06/2021	Ernest Till (South West) & co	5683	632.40		00012791/58/Ernest Till (South
02/06/2021	Travis Perkins Trading Co Ltd	5684	41.15		3015APV693/59/Travis Perkins T
04/06/2021	Service Charge	CHRG	10.00		Service Charge
04/06/2021	Commission	CHRG	17.60		Commission
04/06/2021	Delta Card-Fee	FEE	0.10		Delta Card-Fee
08/06/2021	SouthGlos Council	DDR	5,205.00		SouthGlos Council-Rates 21/22
10/06/2021	Barclays Bank PLC	DD01	1,154.00		115-Monthly card charge
22/06/2021	British Gas	DD02	290.68		P/Ledger Electronic Payment
22/06/2021	British Gas	DD03	1,006.99		P/Ledger Electronic Payment
23/06/2021	British Telecommunications plc	5685	293.56		100-Monthly phone charge
23/06/2021	Capital Cleaning (Kent) Ltd	5686	220.30		89-Face mask, gloves
23/06/2021	Chandlers (Farm Equipment) Ltd	5687	98.98		119-Belt
23/06/2021	Miss Rosalind A Cranham	5688	120.00		111-NPLQ Assessment
23/06/2021	DL I.T. Solutions Ltd	5689	455.27		103-New office 365 online plan
23/06/2021	Everflow Ltd	5690	1,458.95		98-Water 18.07.21-17.08.21
23/06/2021	Filton Voice Ltd	5691	300.00		97-June Advert 2 Pages
23/06/2021	Gazprom Marketing & Trading Re	5692	3,452.80		109-Gas May 2021
23/06/2021	Gem Security Systems Limited	5693	46.39		118-Digital Lock Sc Optional
23/06/2021	Glacier environmental Ltd	5694	606.60		107-Water hygiene maint June
23/06/2021	GM Engineering (Bristol) Ltd	5695	384.00		116-Replace steel plate-play
23/06/2021	Robert Haddow	5696	140.00		112-NPLQ Assessment 06-06-21
23/06/2021	Rentokil Initial UK Ltd	5697	195.95		104-Cleaning supplies
23/06/2021	Octopus Energy Limited	5698	82.49		93-Elec 21.04.21-13.06.21
23/06/2021	PPL PRS Ltd	5699	57.50		106-PPL Licence to 05.04.22
23/06/2021	Rentokil Initial UK Ltd	5700	254.14		105-Service Jun-sept
23/06/2021	Ricoh UK Ltd	5701	427.91		96-Copier usage Mar-May
23/06/2021	RLSS UK Enterprises Ltd	5702	20.50		110-NPLQ Renewal
23/06/2021	Travis Perkins Trading Co Ltd	5703	5.96		117-Smart straw
23/06/2021	Viridor Waste Management Ltd	5704	743.76		120-Mixed waste collection
23/06/2021	Waterlogic GB Ltd	5705	96.43		114-Gen Rental
23/06/2021	YZDesigns	5706	495.00		92-Website maint June 21/22
23/06/2021	Public Works Loan Board	DD07	8,051.33		195-Loan Repayment PW486814
23/06/2021	South Glos	D/CARD	120.00		Allotments Pest control

BANK ACCOUNT-GENERAL

List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/06/2021	British Gas	DD04	594.28		P/Ledger Electronic Payment
28/06/2021	British Gas	DD05	2,587.31		P/Ledger Electronic Payment
29/06/2021	Pitney Bowes	DD06	98.00		99-Frinking-postage charge
30/06/2021	Zoom	DD	14.39		Zoom-Monthly Subs
Total Payments			42,825.05		

PRESENT: Cllrs: D Collins (Chair), B Mead, K Briffett, A Kenyon, I Scott, M Chaudhry, Dan Boardman, A Robinson,

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Council Administrator)

APOLOGIES: A Doyle, A Monk, A Bird, C Wood

NON-ATTENDANCE: N/A

0278. APOLOGIES FOR ABSENCE: Apologies were noted

0279. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0280. DECLARATIONS OF INTEREST: Cllr Robinson Declared an interest in property 20 Pine Grove (discussion for planning application) as lives on the same road.

0281. PRESENTATION FROM YTL DEVELOPMENTS - SIMON FITTON : Presentation given regarding planning development at the Filton Brabazon Hangar site. Concerns were raised and answered regarding traffic control, parking, overbuilding, over populating, leisure facilities and affordability of the new properties. It was agreed that YTL Developments would present at a future meeting later in the year with an update. (The presentation over ran until 8.40pm)

0282. SUBMISSIONS FROM PUBLIC:

i) The Council to investigate enclosing the small area of grass at the bottom of Elm Park adjacent to The Brimble's and Brabazon Road, which could be used for the purpose of letting dogs off the lead in a safe area.

0283. TO APPROVE MINUTES OF THE MEETING HELD 25th May 2021 AND 22nd June 2021: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021.

0284. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021.

0285. FILTON BEAT TEAM UPDATE: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021.

0286. SOUTH GLOUCESTERSHIRE REPORTS: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021.

0287. SUBMISSION FROM MEMBERS:

i) Community Assets: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021.

ii) Charborough Road Grounds: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021.

iii) Notice of Motion proposed by Cllr Ian Scott" That in light of the current capital position, Filton Town Council seek tenders for a Bandstand for the Community Garden Area".

The motion was amended to seek tenders for a Bandstand for Elm Park and to ask Filton Town Council office to get costings to bring to a further meeting was proposed

and seconded. It was voted 7 FOR and 1 ABSTAIN. The amended Motion was carried.

Action- FTC Office

iv) Notice of Motion of by Cllr Andy Robinson “Propose the council request quotations to repair the fences and install a gate as per the public submission. The motion was proposed and seconded It was voted 5 FOR 2 AGAINST and 1 ABSTAIN. The Motion was carried.

Action FTC Office

0288. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Full Council (Finance) draft minutes of the meeting held 8th June 2021: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021
- ii) Defibrillator: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021
- iii) Wessex Reserve Lease: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021

0289. OTHER REPORTS/CONSULTATIONS/PLANNING APPLICATIONS: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021

0290. CONSULTATION SPREADSHEET: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021

0291. PAYMENTS FOR INFORMATION: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021

0292. PLANNING APPLICATIONS: Deferred until Filton Town Council Full Council Finance and General Meeting being held 13th July 2021

CHAIR ENDED MEETING AT 9.04PM

PRESENT: Cllrs: D Collins (Chair), C Wood, A Doyle, A Robinson, A Bird, D Boardman, A Monk, T Mewies

ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Support Officer)

APOLOGIES: B Mead, I Scott, M Chaudhry, A Kenyon

NON-ATTENDANCE: N/A

0293. APOLOGIES FOR ABSENCE: Apologies were noted

0294. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0295. DECLARATIONS OF INTEREST: There were none.

0296. PRESENTATION FROM ACTIVE NATION: Chris True (Consultant for Active Nation) and Kevin Lane (Wellbeing Director – Active Nation), talked through the presentation which explained what Active Nation as a charity were about getting local people active, their key values and goals. During the presentation councillors raised questions relating to the term of the contract outside groups who use the facilities and what happens to them, new uniform, the life of the current contract and if it is more financially viable to extend that contract, membership and exercise of prescription type programmes. Councillors thanked both Chris and Kevin for their time and presentation.

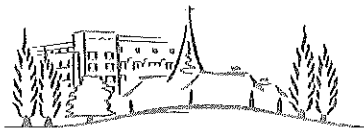
0297. TO AGREE TO PROGRESS WITH TUPE CONSULTATION AND PROCESS, SUBJECT TO FINAL DECISION ON CONTRACT IN EARLY SEPTEMBER TO ENABLE THE 1ST OCTOBER TRANSFER TO HAPPEN AS PER CURRENT TIMELINE: It was proposed, seconded and **Agreed:** unanimously to instruct the clerk to consult with the unions regarding staff signing consent forms, sign a NDA form and proceed to share TUPE employee information requested by Active Nation but also to be mindful of GDPR guidelines.

Action:- Town Clerk

0298. REVIEW OF PWLB BORROWING REQUIREMENT:

After reviewing the reserves included in the previous resolution at the last meeting it was unanimously agreed to amend the requirement and seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £4,451,072 over the borrowing term of 25 years for major works to redevelop Filton Sports and Leisure Centre. The annual loan repayments would come to around £218,958

THE CHAIR CLOSED THE MEETING AT 9.30PM



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Tel: 01454 86 6698

3rd August 2021

Dear Members

You are hereby summoned to an **EXTRA ORDINARY MEETING** of **FILTON TOWN COUNCIL** to be held on **Tuesday 10th August 2021 at 7pm** in the Badminton Hall, Elm Park, Filton BS34 7PS

Yours sincerely,

L.A.Reuben

Town Clerk & RFO.

Public and press are welcome to view all council meetings - however the Chair reserves the right to remove any member of the public causing a disturbance.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Presentation from Active Nation (preferred bidders of future Leisure provision)
5. To agree to progress with TUPE consultation and process, subject to final decision on contract in early September, to enable the 1 October transfer to happen as per the current timeline.
6. Review of PWLB Borrowing requirement (*page 1*)

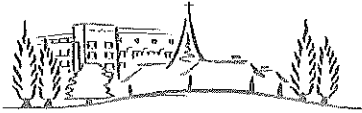
Borrowing Information

The surplus Reserve at 31/3/2021 was £162,481 (although expected to increase significantly during 2021/22).

The recommendation from our accountant is that the maximum we should use is £162,481 but perhaps reduce down to £150K or even £100K

It is important to show that we are contributing towards the project.

Total Contract/Project Value	£4,451,072.00	£4,451,072.00	£4,451,072.00	£4,451,072.00
Funding from Council's own resources	£0.00	£100,000.00	£150,000.00	£162,000.00
Funding from other sources	£0.00	£0.00	£0.00	£0.00
Amount to be borrowed (Annuity)	£4,451,072.00	£4,351,072.00	£4,301,072.00	£4,289,072.00
Term	25	25	25	25
Current Interest rate %	1.82	1.82	1.82	1.82
½ Yearly costs	£109,478.72	£107,019.12	£105,789.32	£105,494.16
Yearly cost	£218,957.44	£214,038.24	£211,578.64	£210,988.32
Total Loan Cost (£)	£5,583,414.72	£5,457,975.12	£5,395,255.32	£5,380,202.16



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Tel: 01454 866 698

23rd September

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 28th September 2021**.
To be held **at 7pm** in the Pavilion, Elm Park, BS34 7PS

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

Public and press are welcome to view all council meetings - however the Chair reserves the right to mute or remove any member of the public causing a disturbance.

Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. office@filtontowncouncil.gov.uk

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Submissions from the Public (max. 15mins) (whilst we are meeting via remotely any submission from the public need to be sent in to clerk 48 hours prior to meeting)
5. To approve the minutes of the meeting held 27th July/ Extra ordinary meeting 10th August 2021 (*pages 1-4*)
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team Update (*page 5*)
8. South Gloucestershire Reports:
 Cllr A Monk – (*pages 6-7*)
 Cllr C Wood – (*no submission*)
9. Submission from members
 - i) Band Stand ideas (*pages 8-12*)
 - ii) Community Assets
 - iii) Charborough Road Grounds
10. Reports from Committees, Working Groups and the Town Clerk:
 - i) Full Council (Finance) draft minutes of the meeting held 14th September 2021. (*pages 13-14*)
 - ii) To reaffirm FTC eligibility of the General Power of Competence
 - iii) Community Litter Pick
 - iv) MUGA Update (*page 15*)
 - v) Audit Report (*pages 16-21*)
 - vi) Allotment price increase (tabled)
11. Consultation Spreadsheet *No submissions*
12. Payments for Information (*page 22*)
13. Planning Applications (previously circulated) *No submissions*

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

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Council Administrator)

APOLOGIES: A Doyle

NON-ATTENDANCE: N/A

0292. APOLOGIES FOR ABSENCE: Apologies were noted

0293. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0294. DECLARATIONS OF INTEREST:

i) Cllr D Boardman declared an interest in property P/21//04921 (discussion for planning application) as lives very close to property.

ii) Cllr T Mewies declared an interest in item 9. iv as he lives close to the land in question.

0295. SUBMISSIONS FROM PUBLIC:

i) Concerns were raised regarding the noise from customers when leaving the local pubs late at night. It was discussed and decided to contact the local Beat team put notices around close to the problem areas.

ii) Debbie Teml(FACE) raised concerns that councillors had not fully engaged with her to arrange a meeting to revisit the Community Plan. A date was set 2nd August at 7pm. Filton Town Council Office agreed to send the calendar invite to Full Council.

Action FTC Office

0296. TO APPROVE MINUTES OF THE MEETING HELD:-

i) **25th MAY 2021:** Approved as an accurate record

ii) **22nd JUNE 2021:** Approved as an accurate record

iii) **6th JULY:** Minute number 0287 needs amending from Community Garden to Elm Park. It was voted FOR unanimously to amend the minutes.

0297. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: It was agreed to add Millennium Green Lighting and Wessex Reserve update to the next Full Council and Finance Meeting agenda

Action FTC office

0298. FILTON BEAT TEAM UPDATE: No Submission. It was discussed to add another agenda item for Community Plan in place of the Beat Team Report. It was agreed to add to Full Council Meeting agenda for discussion in September.

Action FTC Office

Cllr A Monk arrived 7:38 pm

Cllr C Wood Arrived 7:39pm

0299. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk: Document noted

Cllr C Wood: Document noted

0300. SUBMISSION FROM MEMBERS:

i) To resolve to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £4,106,000 over the borrowing term of 25 years for Major works to redevelop Filton Sports and Leisure Centre.

It was voted 11 For and 1 ABSENTENTION

ii) To also record that it is not intended to increase the council tax precept for the purpose of the loan repayments. **It was voted 10 FOR and 2 ABSTENTION**

iii) Community Assets – Cllr Collins suggested FTC identify possible Community Assets and produce a formal list that can be used if any of them come up for sale. Discussions took place of various opinions and it was agreed that it would be added as an agenda item for the next Full Council meeting. In the meantime Filton Town Council Office to try and engage residents to get involved.

Action FTC Office

iv) Charborough Road Grounds - concerns were raised over the use of the land behind Charborough Road School and its future use. Discussions took place. Councillors would like FTC office to gather further information from South Gloucestershire Council to clarify information.

It was proposed and seconded to invite South Gloucestershire officers to present at a future meeting and to show future plans of the site. This was voted **10 FOR and 1 ABSTENTION**

Action FTC Office

It was proposed FTC to write to South Gloucestershire Leader and Local MP to express the concerns such as loss of green space, highlighting their climate energy policy. This was voted **9 FOR 2 ABSTENTION**

Action FTC Office

0301. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Full Council (Finance) draft minutes of the meeting held 13th July 2021. – Noted

ii) To reaffirm FTC eligibility of the General Power of Competence – reaffirmed at previous meeting

iii) Summer Café update- Town Clerk gave a verbal update on how well the café was coming along.

iv) Community Litter Pick- Details of the 2 minute litter pick scheme were given, issues such as funding were discussed. It was suggested the FTC office staff were to investigate possible funding from local fast food chains and other funding and bring to next meeting. Voted **FOR** unanimously.

Action FTC Office

The Town Clerk gave an update on the preferred bidder Active Nation and suggested that an extra ordinary meeting be arranged for them to come and present and update Council. It was agreed that this would be held Tuesday 10th July 7pm.

0302. OTHER REPORTS/CONSULTATIONS/PLANNING APPLICATIONS:

0303. CONSULTATION SPREADSHEET: Noted and councillors encouraged to participate

0304. PAYMENTS FOR INFORMATION: Noted

0305. PLANNING APPLICATIONS :

P21/0421/PNOR was discussed and various issues raised.

P21/04962/PNH was discussed and various issues raised.

P21/04816/F was discussed and various issues raised

It was agreed to object to 3 applications

CHAIR ENDED MEETING AT 9.03PM

PRESENT: Cllrs: D Collins (Chair), C Wood, A Doyle, A Robinson, A Bird, D Boardman, A Monk, T Mewies

ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Support Officer)

APOLOGIES: B Mead, I Scott, M Chaudhry, A Kenyon

NON-ATTENDANCE: N/A

0293. APOLOGIES FOR ABSENCE: Apologies were noted

0294. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0295. DECLARATIONS OF INTEREST: There were none.

0296. PRESENTATION FROM ACTIVE NATION: Chris True (Consultant for Active Nation) and Kevin Lane (Wellbeing Director – Active Nation), talked through the presentation which explained what Active Nation as a charity were about getting local people active, their key values and goals. During the presentation councillors raised questions relating to the term of the contract outside groups who use the facilities and what happens to them, new uniform, the life of the current contract and if it is more financially viable to extend that contract, membership and exercise of prescription type programmes. Councillors thanked both Chris and Kevin for their time and presentation.

0297. TO AGREE TO PROGRESS WITH TUPE CONSULTATION AND PROCESS, SUBJECT TO FINAL DECISION ON CONTRACT IN EARLY SEPTEMBER TO ENABLE THE 1ST OCTOBER TRANSFER TO HAPPEN AS PER CURRENT TIMELINE: It was proposed, seconded and **Agreed:** unanimously to instruct the clerk to consult with the unions regarding staff signing consent forms, sign a NDA form and proceed to share TUPE employee information requested by Active Nation but also to be mindful of GDPR guidelines.

Action:- Town Clerk

0298. REVIEW OF PWLB BORROWING REQUIREMENT:

After reviewing the reserves included in the previous resolution at the last meeting it was unanimously agreed to amend the requirement and seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £4,451,072 over the borrowing term of 25 years for major works to redevelop Filton Sports and Leisure Centre. The annual loan repayments would come to around £218,958

THE CHAIR CLOSED THE MEETING AT 9.30PM

Police report:

A couple of changes in personnel. PCSO Georgia BUSH has been successful in her bid for promotion and is now a PCSO Supervisor covering a different area. Filton has welcomed two new additions, PC Gareth PRETLOVE and PCSO Laura ROBERTS. PC PRETLOVE has a wealth of experience (19 years of Policing) and he will come in alongside PC Rick WOODLAND. PCSO Laura ROBERTS is new to the role and is going through her tutorship who will go in alongside the current PCSO, Mr SOANDRO.

Filton news:

- Successful warrant where over 200 cannabis plants have been seized from a house in Filton
- Bike marking event at Abbeywood Retail Park
- The calls into the Police have remained high where the Neighbourhood Police Officers have been assisting response to take additional logs from the screen
- Supported and participated in community engagement activities alongside the local young residents

Community issues:

- Drug taking by Filton College
- School parking
- Opportunist thief's trying car door handles – mainly in the surrounding beat area's

To Consider for future months:

- With the night's drawing in we historically see an increase in non-dwelling burglaries targeting shed/garages for their bikes/tools. Please review your security as there are a lot of rear lanes in and around Filton that are easy targets to not get identified.

Rick.

HMO.

The HMO task & finish group has concluded. The outcome is a SPD is due to be adopted on Friday 24th September. This isn't a change of policy. An SPD is a document that sits alongside policy and is to be taken into consideration when planning applications are considered. An SPD will add weight to the argument on behalf of South Glos when an application is referred to the planning inspectorate.

I have requested that a template is created to assist residents with planning objections.

South Glos Council Meeting 22.9.21

There was little on the agenda apart from another attempt to create "Jobs for the Boys" there was a proposed constitutional change which would see 3 new SAR (Special Responsibility Allowance Posts) created on the Licensing Committee, which is a quasi-judicial committee dealing licenses for taxi drivers and so on. The reasoning for the creation of 2 sub-committee chairs was to create fairer distribution of work load, these meetings are made up of 3 members. To achieve a fairer sharing of the workload, you simply need to get members to attend, there are some members who haven't attended any meetings. When this committee in question voted on this proposal voted 13 against and 2 abstentions. The vote at the South Glos Council meeting this motion was passed. All Tory Councillors voted in favour. All opposition councillors voting against.

Apart from accepting reports there was a vote to adopt a neighbourhood plan for Charfield.

The only other substantive item on the agenda was to remove the Honorary Position of Alderman. Under the pretence of bring the council into disrepute.

Removal of Honorary Alderman.

The allegation is that the individual in question has brought the council into disrepute. Evidence was presented, which was a series of tweets and emails and some potentially shown out of context.

The person in question twitter account profile describes him as "Retired from a lot of things, but still interested. European and proud of it." Crucially he does not describe himself as an Alderman or former councillor. The Council's Protocol for the Appointment of Honorary Aldermen and Alderwomen clearly states: "In taking this role, the Alderman/Alderwoman becomes apolitical in public when acting as or when holding themselves out as an Alderman/Alderwoman knowing that any views expressed may be interpreted as views of the Council. Aldermen/Alderwomen are not to speak on behalf of the Council or to give the impression that they are speaking on behalf of the Council." As a result as a private citizen is entitled to have freedom of speech, including criticising and lobbying his local MP.

It was disappointing that no internal process had been followed and in I am under the impression that the individual in question was only originally made aware of this being an agenda item at the last council meeting by being contacted via social media, that mistake was rectified for this meeting and a letter inviting this individual to attend had been sent.

I wouldn't condone some of things said by the person in question, however the administration failed to prove in any way, the council had been brought into disrepute.

Within the constitution a two third majority is required to remove the honorary title.

The required benchmark wasn't reached.

Parking

Around Monday 27th a report referring to parking on 5th & 6th Avenue will be shared with those participated. In addition, within the report Filton Ave will included From Stanley Ave to just past Nutfield Grove. The report recommends these streets to be provided with yellow lines.

Forthcoming Meetings.

September 28th

Bristol North Fringe Strategic Infrastructure-led Master plan introductory meeting.

This meeting clashes with Filton Town Council, I will be attending this meeting.

The below text is all I am aware about this meeting.

West of England Combined Authority, with South Gloucestershire council and Bristol City Council, has commissioned consultants Atkins to produce a Strategic Infrastructure-led Master Plan for the North Fringe of Bristol.

Once complete, the masterplan will help to deliver a vision for the area and to inform the local plan. It will set out the area's economic potential whilst providing a vision for potential future growth, accompanied by high-quality green and blue infrastructure, opportunities for new employment areas and innovative transport solutions which embrace new green technologies to tackle climate change.

We would like to invite you to meet with our team on Tuesday 28th September to introduce you to the project and to gain an understanding of your views of the area both now and into the future. We are inviting you as a local ward member who's ward falls with the study area or is adjacent to it.

Bandstand FTC Elm Park Filton

20'x15' (6x4.7m) Premium Wooden Furnished Garden Gazebo with Timber Roof - Seats up to 27 people

Crafted to the highest possible standard, here, in the UK, this spacious wooden gazebo seats up to 27 adults or 34 children, offering those of you who own businesses, represent schools or, of course, have large gardens the ultimate outdoor sheltered space.

Installation included in the price

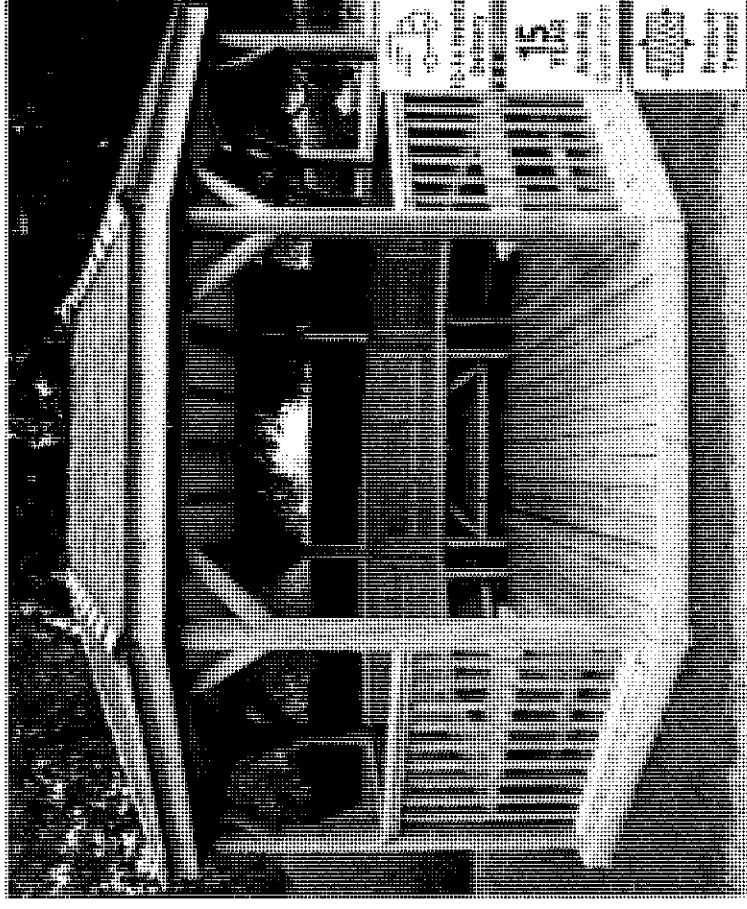
15-year anti-rot guarantee

Handmade in the UK from FSC®-certified, kiln-dried, pressure-treated pine

Robust timber deck floor and weatherproof roof lining

Includes 7 benches, seating 27 adults or 34 children

Also available with Cedar Roof



4.5x4.5m (15'x15') Palmako Betty Garden
Pavilion - Luxury Gazebo

25 - 30 Weeks

5 Year Guarantee

Tongue and Groove Construction

Installation Available

Skip to the beginning of the images gallery

Both spacious and stylish, this octagonal gazebo is the perfect place to dine alfresco with the family or entertain your friends, making it a wonderful addition to any garden.

Made from premium Nordic spruce

Robust 120mm2 frame

19mm tongue and groove roof

Laminated, interlocking wooden posts

5-year guarantee

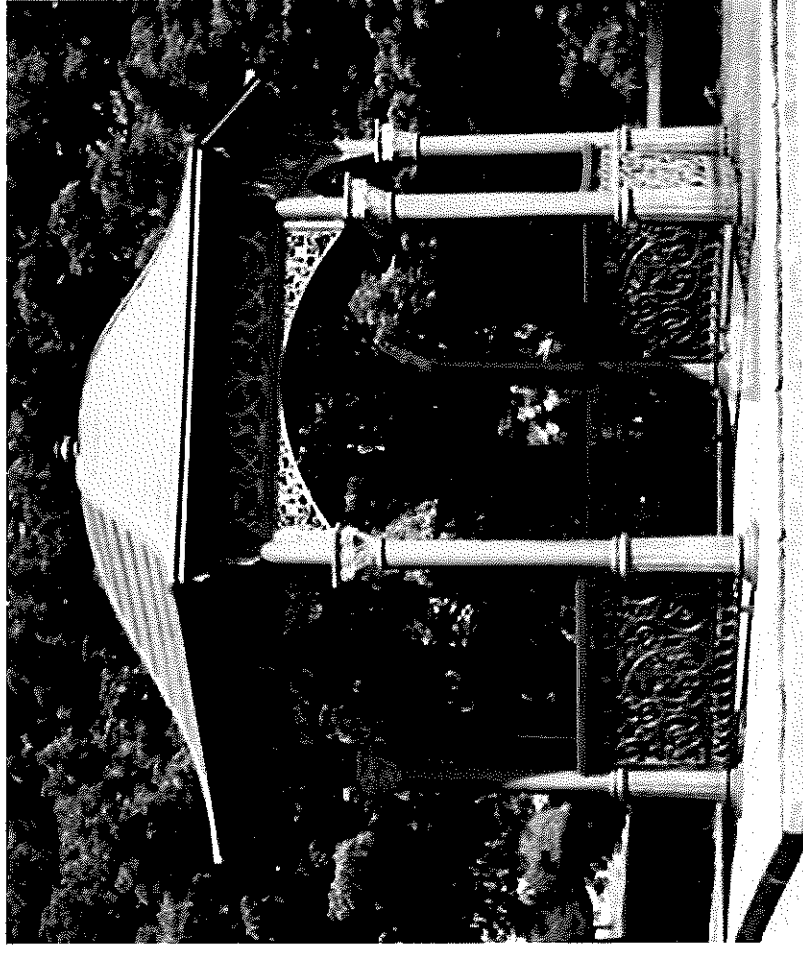
*** PLEASE NOTE: NEITHER ROOF COVERING NOR FLOORING IS SUPPLIED. PLEASE SELECT FROM THE ACCESSORY OPTIONS. *



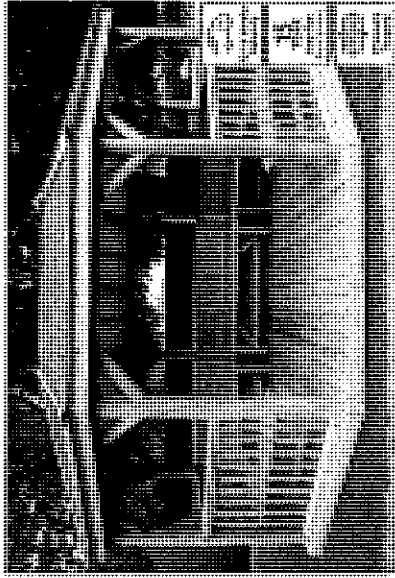
"The Versailles Temple" Ornate Solid Roof Garden Gazebo

Handcrafted from a combination of fabricated steel, robust cast iron and varnished wood, this incredibly ornate gazebo is the ideal centerpiece for any large property's garden or grounds. This large gazebo takes inspiration from a variety of historical design styles including traditional Japanese temples, antique Victorian florals and authentic 18th century design. Finished in an array of colours and textures, this gazebo features muted navy, brushed grey, bronzed black and red wood tones, all combining beautifully to create a unique design that is not only incredibly aesthetically pleasing but is also highly useful.

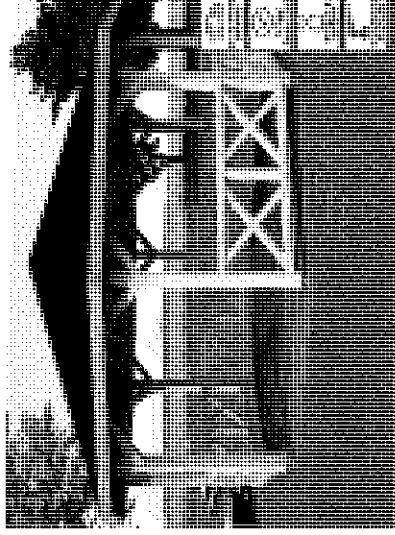
This gazebo features six integral columns, each finished with Baroque floral detailing, and six intricately detailed panels adorning both the top and bottom of each gazebo section. Expertly crafted from cast iron, all of the panels feature a stunning Victorian-inspired scrollwork and floral design. The lower panels have been finished with varnished wood banisters whilst the upper panels feature an arched framework design style. Crafted from high-quality steel, the multi-sectioned curved roof features a tiered upper finial and wood-like panelling reminiscent of miniature temples seen throughout Japanese culture.



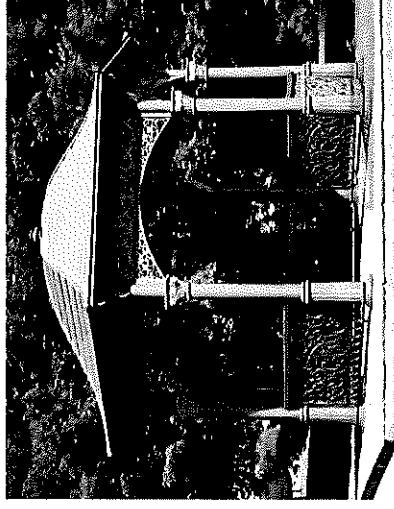
Guide Prices



Guide Price
£12,229.00 would need
self assembly



Guide Price
£4,249.00 would need
self assembly



Guide Price
£16,000.00 would
need self assembly

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 PROVISION (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 Wicksteed 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 Wicksteed proposal after getting confirmation about tarmac surfacing and reduction in cost, the Council would also like Wicksteed 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 COMMITTEES, 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 RECONCILIATION: The documents were noted.

0310. PAYMENTS FOR INFORMATION: The documents were noted.

THE CHAIR CLOSED THE MEETING AT 8.30PM

MUGA Update from Lynne Eggington

I have some answers, but am waiting to hear back about a couple!

In terms of the price, I can't get it down to your request, but we can meet you in the middle at with the portaloo removed.

In terms of the question re the tarmac, the contractor has said that there is a fall across the site anyway, so most will go directly into the soakaway, rather than through, but the grid section of drainage will ensure water doesn't sit under the court master.

I have asked the floodlighting people what information they would need, but as a starter, we would need to know what you currently have, and what you want to achieve with the floodlighting, how you want it to be run (do you want it on a timer? Do you want it to be paid for?). I would suggest that a site visit for this would be most appropriate.

I have the following information from the contractor re the tarmac – guarantee is for 5 years, but life expectancy is around 10-15 years.

A site visit to ascertain what you already have and what you want would be required to firm up prices for the floodlights.

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

16 September 2021

Dear Ms Reuben

Filton Town Council

Completion of the limited assurance review for the year ended 31 March 2021

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Filton Town Council for the year ended 31 March 2021. 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 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

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

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

Tel: +44 (0)20 7516 2200 • www.pkf-l.com

PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

- 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 2021/22

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 Friday 1 July 2022. It is anticipated that the instructions will be sent out during March 2022, subject to arrangements for the 2021/22 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- 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 2022, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Friday 3 June and Thursday 14 July 2022; and
 - at the latest, between Friday 1 July and Thursday 11 August 2022.

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 2020/21

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

Filton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2021

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

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Filton Town Council for the year ended 31 March 2021 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. 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) <u>LESLEY REUBEN</u> <u>TOWN CLERK</u> <u>FILTON TOWN COUNCIL OFFICE</u> <u>ELM PARK, FILTON BS34 7PS.</u> (b) <u>9am - 3pm Monday to Friday</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ <u>NIL</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>Lesley Reuben</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>23rd September 2021</u>	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2020/21

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 2021, that:

	Agreed		Yes' means that this authority:
	Yes	No*	
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:

22/06/2021

and recorded as minute reference:

0274.

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

Chairman

Clerk

WWW.FILTONTOWNCOUNCIL.GOV.UK

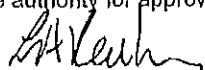
Section 2 – Accounting Statements 2020/21 for

FILTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	95,341	44,726	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. 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	710,184	981,786	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	521,494	370,245	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	-805,821	-622,119	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	-15,920	-15,909	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-460,552	-306,487	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	44,726	452,242	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	85,372	452,471	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	3,048,167	3,061,154	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	37,338	22,967	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, 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 2021 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

17/06/2021

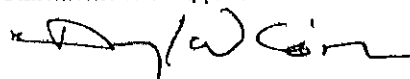
I confirm that these Accounting Statements were approved by this authority on this date:

22/06/2021.

as recorded in minute reference:

0275.

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



Section 3 – External Auditor Report and Certificate 2020/21

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 2021; 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 2020/21

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.

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

None.

3 External auditor certificate 2020/21

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 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

15/09/2021

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

BANK ACCOUNT-GENERAL

List of Payments made between 21/09/2021 and 22/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/09/2021	Andrew Talbot Design Limited	31	70.00		426- upgrade for website
22/09/2021	British Telecommunications plc	32	284.92		432-Regular Charges sept-nov21
22/09/2021	Chapple & Jenkins Ltd	33	408.49		436-Cafe Purchases
22/09/2021	CLK Fire & Safety Compliance L	34	420.00		437- Fulton Lesiure Centre Sep
22/09/2021	DL I.T. Solutions Ltd	35	451.20		439-Eset Msp Protection sept
22/09/2021	Earth Anchors Ltd	36	137.94		427-Achored fixing kit
22/09/2021	Everflow Ltd	37	1,452.70		440-Water Bill
22/09/2021	Filton Voice Ltd	38	300.00		428-Advert 2 pages
22/09/2021	J P Lennard Ltd	39	421.20		443- SportsC Signs
22/09/2021	Marshfield Farm Ice Cream Ltd	40	1,319.90		429-Ice cream
22/09/2021	OFCOM	41	75.00		430- business Radio
22/09/2021	Playsafety Ltd	42	474.00		448-Annual inspection Leisure
22/09/2021	Rentokil Initial UK Ltd	43	254.14		447- Pests, Ants, etc control
22/09/2021	Ricoh UK Ltd	44	535.22		446-Colour Ink
22/09/2021	South Gloucestershire Council	45	5,813.19		452- Pest control allotment
22/09/2021	South Western Ambulance Servic	46	2,160.00		453-Sales of Good/Services
22/09/2021	Splash About International Ltd	47	331.08		450-Goggles
22/09/2021	ST JOHN AMBULANCE SUPPLIES	48	90.66		449-first aid purchases Leisur
22/09/2021	YZDesigns	49	495.00		Purchase Ledger Payment

Total Payments	15,494.64
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PRESENT: Cllrs: D Collins (Chair), K Briffett, A Kenyon, I Scott, Dan Boardman, A Robinson, A Bird, T Mewies, Alex Doyle, C Wood

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Council Administrator)

APOLOGIES: A Monk, M Chaudhry, B Mead

NON-ATTENDANCE: N/A

0306. APOLOGIES FOR ABSENCE: Apologies were noted

0307. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0308. DECLARATIONS OF INTEREST: No Declarations

0309. SUBMISSIONS FROM PUBLIC: No Submissions

0310. TO APPROVE MINUTES OF THE MEETING HELD:-

i) **27th July 2021:** Approved as an accurate record

ii) **10th August 2021:** Approved as an accurate record

0311. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0312. FILTON BEAT TEAM UPDATE: Report was Noted

0313. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk: Document Noted

Cllr C Wood: No Submission

Cllr C Wood Arrived 7:21pm

0314. SUBMISSION FROM MEMBERS:

i) Band Stand- Discussions took place regarding usage and capacity regarding the band stand idea. Three proposals were seconded

1. Filton Town Council to contact the Filton Concert Brass Band and check the interest of the Band for the band stand. Voted 7 FOR 1 AGAINST 2 ABSTAIN

Action FTC Office

2. Contact the local schools to vet the interest of them using the band stand. Voted 7 FOR 1 AGAINST 2 ABSTAIN

Action FTC Office

3. Delay project for 12 months and then review. Voted 3 FOR 7 AGAINST

ii) Community Assets- It was agreed to hold a separate group session for councillors to discuss ways of moving forward with listing Community Assets. Date to be confirmed.

iii) Charborough Road Grounds- Town Clerk updated the council of recent correspondence. It was agreed to invite the South Council Officers to Filton Town Council meeting.

Action FTC Office

0301. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Full Council (Finance) draft minutes of the meeting held 14th September .Noted

ii) Community Litter Pick-. It was suggested the FTC office staff were to investigate possible funding from local fast food chains direct as approaching HO was unsuccessful. A local community pick was agreed to be held in Conygre Ward Sunday 7th November 11.30 am.

Action FTC Office

iii) The Town Clerk gave an update on the MUGA project. More information requested on flooring. And reasoning of choice?

Action FTC Office

iv) Audit Report. Report was noted

0302. OTHER REPORTS/CONSULTATIONS/PLANNING APPLICATIONS:

0303. CONSULTATION SPREADSHEET: No Public Consultations

0304. PAYMENTS FOR INFORMATION: Noted

0305. PLANNING APPLICATIONS : A planning committee was formed and will meet Monday October 4th for first meeting.

CHAIR ENDED MEETING AT 9.03PM

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. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2019/20 AGAR</i>)	N/A

Audit Report: Filton Town Council – In Year Assurance Audit 2020/21

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.		
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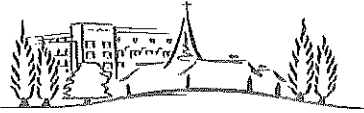
3	Bank Reconciliation / Bank Statements Prior to the pandemic the standard practice was for the Chair of Finance to visit the office and review bank reconciliations in line with bank statements and then the RBS reports were presented to Councillors. Since the pandemic this practice has not taken place 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.
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			<i>reconciliation made available for their scrutiny each time it is done.</i> <i>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.</i>		
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.		
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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 policies 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	<i>Policy review schedule has been completed and is also available on the website.</i> <i>Policy documents will be put on the agenda for review at the Annual Meeting in May.</i>
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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	<i>The Asset register will be sent round to the management team to review 6 monthly.</i>



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Tel: 01454 866 698

23rd September

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 26th October 2021**.
To be held at **7pm** in the Pavilion, Elm Park, BS34 7PS

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

Public and press are welcome to view all council meetings - however the Chair reserves the right to mute or remove any member of the public causing a disturbance.

Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. office@filtontowncouncil.gov.uk

AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Submissions from the Public (max. 15mins) (whilst we are meeting via remotely any submission from the public need to be sent in to clerk 48 hours prior to meeting)
5. To approve the minutes of the meeting held 28th September 2021 (*pages 1-2*)
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team Update
8. South Gloucestershire Reports:
 - Cllr A Monk – (*pages 3-4*)
 - Cllr C Wood – No submission
9. Submission from members
 - i) Cllr Bird/FTC to respond to the adopted South Glos HMO SPD.
10. Reports from Committees, Working Groups and the Town Clerk:
 - i) Full Council (Finance) draft minutes of the meeting held 12th October 2021 (*pages 5*)
 - ii) Allotment contracts and fees (*pages 6-9*)
 - iii) Community Awards (*page 10*)
11. Consultation Spreadsheet (*page 11*)
12. Payments for Information (*page 12*)

Minutes of the Full Council Meeting of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 28th September 2021.**

PRESENT: Cllrs: D Collins (Chair), K Briffett, A Kenyon, I Scott, Dan Boardman, A Robinson, A Bird, T Mewies, Alex Doyle, C Wood

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Council Administrator)

APOLOGIES: A Monk, M Chaudhry, B Mead

NON-ATTENDANCE: N/A

0306. APOLOGIES FOR ABSENCE: Apologies were noted

0307. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0308. DECLARATIONS OF INTEREST: No Declarations

0309. SUBMISSIONS FROM PUBLIC: No Submissions

0310. TO APPROVE MINUTES OF THE MEETING HELD:-

i) **27th July 2021:** Approved as an accurate record

ii) **10th August 2021:** Approved as an accurate record

0311. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0312. FILTON BEAT TEAM UPDATE: Report was Noted

0313. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk: Document Noted

Cllr C Wood: No Submission

Cllr C Wood Arrived 7:21pm

0314. SUBMISSION FROM MEMBERS:

i) Band Stand- Discussions took place regarding usage and capacity regarding the band stand idea. Three proposals were seconded

1. Filton Town Council to contact the Filton Concert Brass Band and check the interest of the Band for the band stand. Voted 7 FOR 1 AGAINST 2 ABSTAIN

Action FTC Office

2. Contact the local schools to vet the interest of them using the band stand. Voted 7 FOR 1 AGAINST 2 ABSTAIN

Action FTC Office

3. Delay project for 12 months and then review. Voted 3 FOR 7 AGAINST

ii) Community Assets- It was agreed to hold a separate group session for councillors to discuss ways of moving forward with listing Community Assets. Date to be confirmed.

iii) Charborough Road Grounds- Town Clerk updated the council of recent correspondence. It was agreed to invite the South Council Officers to Filton Town Council meeting.

Action FTC Office

0301. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Full Council (Finance) draft minutes of the meeting held 14th September .Noted

ii) Community Litter Pick-. It was suggested the FTC office staff were to investigate possible funding from local fast food chains direct as approaching HO was unsuccessful. A local community pick was agreed to be held in Conygre Ward Sunday 7th November 11.30 am.

Action FTC Office

iii) The Town Clerk gave an update on the MUGA project. More information requested on flooring. And reasoning of choice?

Action FTC Office

iv) Audit Report. Report was noted

0302. OTHER REPORTS/CONSULTATIONS/PLANNING APPLICATIONS:

0303. CONSULTATION SPREADSHEET: No Public Consultations

0304. PAYMENTS FOR INFORMATION: Noted

0305. PLANNING APPLICATIONS : A planning committee was formed and will meet Monday October 4th for first meeting.

CHAIR ENDED MEETING AT 9.03PM

Report to Filton Town Council October 2021

At this time of year South Glos are looking to set budgets for the forthcoming Financial Year.

With a week to go until the Autumn Budget, South Gloucestershire Labour wants Conservative Chancellor Rishi Sunak to bring back a specific central government grant to local councils, so they don't have to keep raising Council Tax on residents.

The Revenue Support Grant is a pot of central government money divvied out to councils, for them to use as they see fit.

South Gloucestershire used to receive millions of pounds in Revenue Support Grant funding. Today, it doesn't get a penny:

Financial Year	South Glos RSG funding
2014/15	£43,171m
2015/16	£34,887m
2016/17	£25.3m
2017/18	£0
2018/19	£0
2019/20	£0
2020/21	£0
2021/22	£0

It's important to note that since 2017, South Gloucestershire Council has benefitted from a pilot scheme that's allowed it to keep all of the money it raises from Business Rates, rather than just a portion of it.

But that pilot scheme hasn't offset the millions it's lost from not getting any Revenue Support Grant funding whatsoever - hence continued rises in Council Tax:

Financial Year	South Glos Band D Council Tax per year
2014/15	£1245.20

2015/16	£1245.20
2016/17	£1295.00
2017/18	£1359.62
2018/19	£1441.07
2019/20	£1484.15
2020/21	£1543.37
2021/22	£1620.39

South Gloucestershire's Council Tax was frozen for five years, between 2011/12 and 2015/16 – a time when it was receiving significant sums from the Revenue Support Grant.

The latest South Gloucestershire Council Tax proposal for 2022/23 is an increase of 4%. It comes amid a spike in energy prices specifically, a rise in inflation generally, a 1.25% National Insurance rise, and a £20-a-week drop in Universal Credit.

Councillor Pat Rooney, South Gloucestershire Labour Group Leader, said: "It's a win for everyone if the Conservative Chancellor reinstates the fund for the authority, and others that need it, so they don't have to keep increasing the Council Tax burden on people who've already seen their bill go up by hundreds over the last few years."

There's lots you can do to make your voice heard:

- 1) Sign the *Stop the Squeeze* online [petition](#), and share it with others on social media.
- 2) Contact your South Gloucestershire MP Jack Lopresti (Filton and Bradley Stoke)

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, T Mewies

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 COMMITTEES, 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, 2 AGAINST and 1 Abstain.
The Council Office to send grant at lower amount.

Action: Town Council Office

0307. INCOME AND EXPENDITURE REPORTS MONTH 5: FTC Office to address the queries raised. The reports were noted.

0308. BALANCE SHEETS MONTH 5: The reports were noted.

0309. BANK RECONCILIATION: The documents were noted.

0310. PAYMENTS FOR INFORMATION: The documents were noted.

THE CHAIR CLOSED THE MEETING AT 8.01PM

Station Road Allotment Site – Filton

The Station Road Allotments are located off The Sidings and behind Avonsmere Residential Park. There are 37 Plots in total, 32 are taken and we have 5 half plots available at the moment.

To make sure as many people as possible can enjoy the allotments the Council now only offer half plots. The Council Office work closely with long standing plot holders and we are hoping soon to create an allotment committee run by plot holders.

Current Costs vs Other Sites

Year	Council & Site	Full Plot	Half Plot
2021	Filton Town Council – Station Road	£50	£27.50
2021	Filton Town Council – Mortimer Road	£12.50 + £6 Insurance	N/A
2021	Thornbury Town Trust – Daggs Allotments	£42	£36
2021	Bristol City Council	£85	£50

Annual Income vs Expenditure 2020/21

Annual Allotment Income – £1187.50

Annual Allotment Expenditure – £1648.48

Profit/Loss -£460.98

We currently have a pest control contract with South Gloucestershire Council due to Avonsmere residential park raising concerns over the amount on rats from the site. This is cost of £1784.00 per year. Not included in the expenditure as it was to benefit the residents as well as the plot holders.

Skip Finances

The Council have been supplying skips to the Station Road Site for 2 years now

Annual cost of £1248.48 Skips per year. (emptied 3-4 times)

Annual Water cost £400.00

Current Contract

Please see attached current allotment contract.

Contracts for September 2021 have not yet been issued. Council need to agree on an annual increase before the Contracts can be sent out.

To cover the skip cost and also keep in line with other Council Sites I would suggest a 35% increase making the cost £37.00 per half plot and £67.00 per whole plot.

If we didn't supply skip's I would suggest an increase of 15% increase making the cost £31.00 per half plot and £57.50 Per whole plot.

We have approached South Glos Council as to whether the holders are allowed to subscribe to the green waste bins. We are still awaiting a reply to this.

STATION ROAD ALLOTMENTS AGREEMENT FOR LETTING ALLOTMENT PLOTS

AN AGREEMENT made this Thursday, 21 October 2021 between Filton Town Council and _____ on the other part (hereinafter called the Member), whereby the Member agrees to hire as a yearly tenant the plot numbered _____ and shall pay a yearly plot rent of £ _____ payable in advance on the 29th September each year.

Allotment lettings are administered by Filton Town Council, Elm Park, Filton, Bristol, BS34 7PS. Tel 01454 86 6698

The tenancy is subject to the regulations, if any, endorsed on this agreement and to the following conditions:

- 1) The Member shall not use the plot in connection with any trade or business.
- 2) The Member shall keep the plot clean and in a good state of cultivation and fertility and in good condition.
- 3) The Member shall not cause any nuisance or interference to any other plot or to nearby residents
- 4) The Member shall not underlet, assign, or part with possession of the plot or any part of it without the prior written consent of Filton Town Council
- 5) The Member shall not park any vehicle except in the car park. No vehicle to be parked in this parking area between the hours of 12 midnight and 6 a.m.
- 6) The Member shall not erect any building, structure or fence on his plot without the prior written consent of Filton Town Council
- 7) The Member shall provide and maintain, in co-operation with neighbouring plot holders, an unobstructed eighteen inch wide path around his plot and shall not place or bury any object or material adjacent to this path which might cause injury or damage to any person.
- 8) The Member shall provide, fix and thereafter maintain in good condition in a conspicuous position on the plot a small board bearing clearly the number of the plot.
- 9) The Member shall not use the plot for the keeping or breeding of livestock, poultry, bees, pigeons or ferrets without prior agreement.
- 10) The Member shall not deposit or permit or suffer to be deposited on the plot or on any neighbouring property any refuse or decaying matter other than organic manure and compost in such quantities as may reasonably be required for cultivation.
- 11) Bonfires shall not be lit more than one hour before sunset.

- 12) The Member shall not use water hoses or sprinklers for watering crops and shall co-operate with other plot holders in the proper use of such water troughs as may be provided.
- 13) The Member shall inform Filton Town Council of any change in his or her address.
- 14) The Member shall observe and perform any other special condition which is considered necessary to preserve the plot from deterioration and to which notice shall be given in writing.
- 15) The member must ensure all waste is cleared and removed from the allotment site.
- 16) The tenancy shall also terminate in the following ways:
 - If the rent is in arrears for not less than forty days.
 - If it appears to Filton Town Council that the Member, not less than one month after commencement of the tenancy, has not duly observed the conditions contained in this agreement.
 - Two months notice must be given in writing by either side to terminate the tenancy.
 - The tenancy shall cease on the yearly rent day after the death of the Member.
- 17) Allotment lettings are administered by the Town Clerk. In the event of a dispute between the Member and the Town Clerk, the Member may appeal to Filton Town Council.

Signed _____ (Filton Town Council) Date _____

Signed _____ (Member) Date _____

COMMUNITY AWARDS 2021/22
YOUR WAY TO SAY

South Gloucestershire
Council

Delivering for you

Thank you

THANK
YOU

**Thank
you**

THANK
YOU

Thank
you

THANK
YOU

Thank
you

Thank
you

THANK
YOU

**Nominations now open
for your local heroes**

Whether it's a local business, a community group or an individual, we want to hear from you.

Apply by 18 November 2021

The Community Awards is your opportunity to nominate anyone in South Gloucestershire who volunteers for a good cause, such as those who help keep our parks clean and tidy, the befriending volunteers who brighten people's days, the helpful neighbours who run errands for those who had to self-isolate, and many more deserving heroes of our community.

www.southglos.gov.uk

Public Consultation Spreadsheet October 2021

Consultation	Consultation Period	Summary
Annual Council Budget 2022/23 Council budget and savings programme consultation 2022/23 – Have your say on the following Aligning resources to Council Plan priorities Maintaining standards of services whilst reducing costs Council Tax options for 2022/23 https://consultations.southglos.gov.uk/Budget202223/consultationHome	Sunday 9th January 2022.	

BANK ACCOUNT-GENERAL

List of Payments made between 20/10/2021 and 20/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/10/2021	Airquee Limited	89	411.62		551- Labour, inspectn & mileag
20/10/2021	Arjo UK Ltd	90	1,832.03		547-pool hoist repair
20/10/2021	Avonvale Electrics Ltd	92	57.16		543-28watts 4 pin x10
20/10/2021	Avoira Ltd	91	480.60		549-Portable radio
20/10/2021	Chandlers (Farm Equipment) Ltd	93	937.99		546-Battery costs
20/10/2021	Chapple & Jenkins Ltd	94	961.04		563-cafe stock
20/10/2021	DCK Accounting Solutions Ltd	95	812.52		564-Accounting Services
20/10/2021	DL I.T. Solutions Ltd	96	400.20		565-IT Mainemance,microsftoffc
20/10/2021	Everflow Ltd	97	1,401.47		575-Water charges 18/11-17/12
20/10/2021	Filton Voice Ltd	98	300.00		552-Advert 2 pages
20/10/2021	Gazprom Marketing & Trading Re	99	4,824.75		442-Gas bill s/pool
20/10/2021	GM Engineering (Bristol) Ltd	100	1,104.00		568-Labour to fit neww lock
20/10/2021	Rentokil Initial UK Ltd	101	195.95		569-Hygiene Equipmtnt
20/10/2021	J P Lennard Ltd	102	264.05		570-Swimming stock
20/10/2021	Lockertek Ltd	103	168.72		553-coin return lock & card frm
20/10/2021	Marshfield Farm Ice Cream Ltd	104	339.69		576-cafe stock ice creams
20/10/2021	The Real Wrap Co	105	183.85		573-cafes stock
20/10/2021	South Gloucestershire Council	106	739.44		574-Payroll charges 1/7-30/9
20/10/2021	Ernest Till (South West) & co	107	165.60		566- Instal Defbrillator
20/10/2021	Waterlogic GB Ltd	108	51.60		548-Sanitisation charge & Gen
Total Payments			15,632.28		

PRESENT: Cllrs: D Collins (Chair), K Briffett, M Chaudhry, A Kenyon, I Scott, Dan Boardman, A Robinson, A Bird, A Monk

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Council Administrator)

APOLOGIES: B Mead, T Mewies, C Wood, A Doyle

NON-ATTENDANCE: N/A

0315. APOLOGIES FOR ABSENCE: Apologies were noted

0316. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0317. DECLARATIONS OF INTEREST: None received

0318. SUBMISSIONS FROM PUBLIC: None received

0319. TO APPROVE MINUTES OF THE MEETING HELD 28th September 2021: Were approved as an accurate record.

0320. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: Arising from Minute 0314 i) Band Stand – It was noted that the community garden had raised concerns about the band stand being used as a shelter for youths and will attract anti-social behaviour. It was suggested that the Council office look at alternative locations on the field.

Action: Town Council Office

0321. FILTON BEAT TEAM UPDATE: PC Rick Woodland gave an update on the local area crime statistics. He asked that people report crimes through the correct channels and not just upload on to social media as this can cause vigilantly behaviour. There were lots of questions raised around parking and PC Woodland confirmed when this would become a police matter and how to report it through the Avon and Somerset website.

Cllr Chaudhry arrived at 7.20pm

0322. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk: The document was noted

Cllr C Wood: No report received.

0323. SUBMISSION FROM MEMBERS:

i) HMO SPD – After a short discussion about the lack of response over the comments submitted against the HMO SPD Document, it was proposed and seconded allow the planning committee to draft a response to South Gloucestershire Council regarding the points originally made against the SPD Document. This draft document will be circulated to Councillors before being sent. **Agreed:** Unanimously.

Action: Town Council Office

0324. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Full Council (Finance) draft minutes of the meeting held 12th October – The minutes were noted.

ii) Allotment Contracts – It was proposed, seconded and **Agreed:** Unanimously to write to all plot holders at Station Road, outlining the council's position on not currently breaking even. Plot holders are to be given two options with regards to

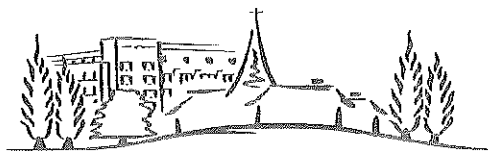
accepting an increase or agreeing to no longer have the skips delivered to the site saving £1248.48. The office will implement whichever option gets the majority vote.

iii) Community Awards - It was proposed, seconded and **Agreed:** unanimously to input a new budget heading for community awards for the 2022/23 financial year, and organise an event where residents can nominate their community hero's. For this year it was proposed to nominate; Dave Mikkelson, John Cahill, David Tombs, Brian Smith and Nigel Debray for the South Gloucestershire Community Awards.

0324. CONSULTATION SPREADSHEET: The document was noted.

0325. PAYMENTS FOR INFORMATION: The document was noted

CHAIR ENDED MEETING AT 8.50PM



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Tel: 01454 866 698

9th December 2021

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 14th December 2021**.
To be held **at 7pm** in the Filton Sports & Leisure Centre, Elm Park, BS34 7PS (area previously Ratepayers Arms)

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. office@filtontowncouncil.gov.uk

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Submissions from the Public (max. 15mins) (whilst we are meeting via remotely any submission from the public need to be sent in to clerk 48 hours prior to meeting)
5. To approve the minutes of the meeting held 30th November 2021 (*pages1-2*)
6. Matters of report arising from the minutes not otherwise included on the agenda.
7. Filton Beat Team Update
8. South Gloucestershire Reports:
Cllr A Monk – *no submission*
Cllr C Wood – *no submission*
9. Submission from members – *no submission*
10. Reports from Committees, Working Groups, and the Town Clerk:
 - i) Planning Committee held 9th December 2021. (to be circulated prior to meeting)
 - ii) Review of Budget provision 2022/23 (to be circulated prior to meeting if received)
11. Consultation Spreadsheet (*page 3-6*)
12. Payments for Information (*page 7*)

PRESENT: Cllrs: D Collins (Chair), A Doyle, K Briffett, M Chaudhry, A Kenyon, Dan Boardman, A Robinson, A Bird, A Monk, T Mewies, C Wood

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Council Administrator)

APOLOGIES: B Mead, I Scott

NON-ATTENDANCE: N/A

0326. APOLOGIES FOR ABSENCE: Apologies were noted

0327. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0328. DECLARATIONS OF INTEREST: None received

0329 PRESENTATION OF DRAFT BUDGET 2022/23: D KEMP from DCK ACCOUNTING SOLUTIONS.

The accountant presented the draft budgets explaining how hard it was to work on the budgets when there is so much change going on financially. He explained his methods of planning and projecting for Filton Town Council and how he envisaged the impact on future budgets. He answered various questions and will submit full budgets in January 2022.

It was proposed and seconded to add a budget heading for Community Fund. Voted unanimously FOR.

It was agreed for D Kemp to provide a report detailing different scenarios regarding the effect on different precept amounts to the next meeting.

The Council thanked DS Kemp for his presentation.

0330. SUBMISSIONS FROM PUBLIC: A Resident raised concerns over Filton Community Association, how they claim to be a private entity to customer and can charge high rates but are registered as a charity.

Discussions took place and it was agreed that before any future investigations take place, Filton Town Council Office would circulate details of their lease and any information regarding the previous investigation to councillors.

Action: Filton Town Council Office

0331. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA:

i) Station Road Allotments. Filton town Council office have contacted all plot holders as requested and given them the two different options. The majority of plot holder wish to have the increased rate and keep the skip. It was requested by some of the plot holders that they would like the ground staff not to use the skip and just the plot holders have the use.

After a discussion it was proposed and seconded to have contracts sent out at the higher rate inclusive of skips but would allow the grounds team to use when clearing plots on the allotments. Voted unanimously FOR

0332. FILTON BEAT TEAM UPDATE: Report Noted

0333. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk: No report received

Cllr C Wood: Previously circulated and noted.

0334. SUBMISSION FROM MEMBERS:

i) *Cllr Bird – “that this council invite MP Jack Lopresti to a future meeting”*
it was proposed to invite the MP to a Full Council meeting to show his support to Filton and residents regarding the HMO issues. It was proposed and seconded to invite MP Jack Lopresti to a Filton Town Council Full Council Meeting. Voted unanimously FOR.

Action: Filton Town Council Office

0335. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Planning Committee held 16th November 2021. Schedule comments discussed and noted by the Council. It was proposed and seconded that the working group can submit the comments on behalf of the Council bringing the minutes of schedule to Full Council for approval. Voted unanimously FOR
- ii) Councillors would like to be kept up to date with the Leisure Centre project. It was proposed and seconded to add the update as an agenda item from January 2022. Voted unanimously FOR

Action: Filton Town Council Office

0336. CONSULTATION SPREADSHEET: Councillors were encouraged to engage with the consultations.

0337. PAYMENTS FOR INFORMATION: Query regarding the safe store fee. It was explained that since The Town Council office had due to files and paperwork that was necessary to keep moved storage was essential but was on a short-term contract. It was proposed and seconded that Filton Town Council Office to get 3 quotes from private scanning companies. Voted Unanimously FOR.

Action: Filton Town Council Office

CHAIR ENDED MEETING AT 8.53PM

Consultation	Consultation Period	Summary
<u>Annual Council Budget 2022/23</u> Council budget and savings programme consultation 2022/23 – Have your say on the following Aligning resources to Council Plan priorities Maintaining standards of services whilst reducing costs Council Tax options for 2022/23 Find out more and have your say Download this information as a consultation document Read the Initial Equalities Impact Assessment here Individual Residents can complete our online survey Organisations can complete a separate survey here online, or download a survey to return Download a PDF of the survey to print, fill out and post to us. You can also request paper copies of the survey and consultation documents at any local library and One Stop Shop Email: Consultation@southglos.gov.uk Telephone: 01454 868009 Write to: FREEPOST SGC South Gloucestershire Council Corporate Consultation Team Council Offices Badminton Road Yate BRISTOL BS37 5AF https://consultations.southglos.gov.uk/Budget202223/consultationHome	Sunday 9th January 2022.	

Domestic Abuse Strategy On the 29th of April, the Domestic Abuse Act 2021 was enacted and new duties came into force, with councils required to: - Appoint a multi-agency Domestic Abuse Local Partnership Board which it will consult as it performs certain specified functions. - Assess the need for accommodation-based domestic abuse support in their area for all victims or their children, including those who come from outside the area. - Develop and publish a strategy for the provision of such support to cover their locality, having regard to the needs assessment. - Give effect to the strategy (through commissioning / de-commissioning decisions) including the provision of safe accommodation. - Monitor and evaluate the effectiveness of the strategy, reviewing every three years. This draft Domestic Abuse Strategy outlines how we will meet the challenges posed by domestic abuse in South Gloucestershire. It includes South Gloucestershire Council's strategic response to the statutory duties imposed by the Domestic Abuse Act 2021 but includes much more than that. As well as our support for victims it also includes how we will work to reduce the level and harm caused by domestic violence and abuse within South Gloucestershire. We are seeking your views to help inform the South Gloucestershire Domestic Abuse Strategy 2022 – 2024. Please help us understand if we are on the right track by completing this questionnaire. You don't need to have experienced domestic violence or abuse to take part and we are seeking the views of residents as well as professionals supporting those affected by domestic abuse. Download a copy of the survey to print, fill out and post to us. You can also request paper copies of the survey and consultation documents at any local library and One Stop Shop Email: Consultation@southglos.gov.uk Telephone: 01454 868009 Write to: FREEPOST SGC	26 Oct 2021	5 Jan 2022
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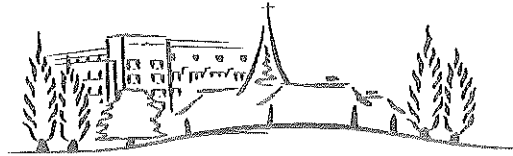
South Gloucestershire Council Corporate Consultation Team Council Offices Badminton Road Yate BRISTOL BS37 5AF			
<u>Provision of a Resettlement Support Services in South Gloucestershire</u> South Gloucestershire Council is looking to re-procure its resettlement support service that provides support to refugee families that have been resettled in South Gloucestershire following acceptance onto either of the below Home Office schemes: UK Resettlement Scheme Afghan Relocation and Assistance Policy Resettlement Scheme Our consultation is running from the 10 November 2021 to the 28 January 2022 and asking for peoples/organisations views on how we should shape the service. The aim of the support service is to support families to achieve integration and self-sufficiency in their lives in the UK, being able over time to independently access local public services, feel at home and connected in their local community, and meet their own needs including housing, health, education, and employment. Families would be referred through to the Council via two current schemes (UK Resettlement Scheme or the ARAP scheme). Families would have support from the support service from 3 to 5 years (depending on what scheme they are referred through). The objectives of the support service would be to ensure either directly, or in partnership, that the following needs of the families are met:	8 Dec 2021	22 Jan 2022	

Immigration status and related issues Housing related support Health and Wellbeing Financial stability Childcare and Education Skills Training and Employment Cultural and Community Integration Self-dependency At the end of their support from the support service the families should be able to live as independently as possible from the support service and integrated within their local community.		
We would like to hear from you on how best to support families that are resettled through these schemes, we are also looking to seek the views of refugee families as well as professionals. Read the Initial Equalities Impact Assessment You can also request paper copies of the survey and consultation documents at any local library and One Stop Shop Email: Consultation@southglos.gov.uk Telephone: 01454 868009 Write to: FREEPOST SGC South Gloucestershire Council Corporate Consultation Team Council Offices Badminton Road Yate BRISTOL BS37 5AF		

BANK ACCOUNT-GENERAL

List of Payments made between 01/12/2021 and 09/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/12/2021	Mrs B M Andrews	126	150.00		710-Dialogue therapy
08/12/2021	Biffa Waste Services Ltd	127	779.10		711-Trade refuse
08/12/2021	DCK Accounting Solutions Ltd	128	862.48		712-Accounts Nov 21
08/12/2021	DL I.T. Solutions Ltd	129	63.00		713-Ratepayers broadband
08/12/2021	Filton Voice Ltd	130	300.00		714-Filton Voice advert
08/12/2021	Rentokil Initial UK Ltd	131	195.95		727-Cleaning materials
08/12/2021	Marshfield Farm Ice Cream Ltd	132	241.63		715-Cafe ice cream
08/12/2021	Cape Meridian Ltd	133	126.00		716-Alarm call outs
08/12/2021	Rialtas Business Solutions Ltd	134	636.00		717-Omega software support
08/12/2021	Travis Perkins Trading Co Ltd	135	938.61		720-Materials
08/12/2021	Waste Source Ltd	136	2,364.00		722-Skip hire
Total Payments			6,656.77		



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Tel: 01454 866 698

25th November 2021

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 30th November 2021**. To be held at **7pm** in the Filton Sports & Leisure Centre, Elm Park, BS34 7PS (area previously Ratepayers Arms)

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. office@filtontowncouncil.gov.uk

AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Presentation of draft 2022/21 Budget – Derek Kemp, Accounting Solutions (previously circulated)
5. Submissions from the Public (max. 15mins) (whilst we are meeting via remotely any submission from the public need to be sent in to clerk 48 hours prior to meeting)
6. To approve the minutes of the meeting held 26th October 2021 (pages 1-2)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team Update (page 3)
9. South Gloucestershire Reports:
 - Cllr A Monk – No Submission
 - Cllr C Wood – No Submission
10. Submission from members
 - i) Cllr Bird – “that this council invite MP Jack Lopresti to a future meeting”
11. Reports from Committees, Working Groups and the Town Clerk:
 - i) Planning Committee held 16th November 2021. (pages 4-6)
12. Consultation Spreadsheet (pages 7-8)
13. Payments for Information (page 9)

PRESENT: Cllrs: D Collins (Chair), K Briffett, M Chaudhry, A Kenyon, I Scott, Dan Boardman, A Robinson, A Bird, A Monk

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Council Administrator)

APOLOGIES: B Mead, T Mewies, C Wood, A Doyle

NON-ATTENDANCE: N/A

0315. APOLOGIES FOR ABSENCE: Apologies were noted

0316. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0317. DECLARATIONS OF INTEREST: None received

0318. SUBMISSIONS FROM PUBLIC: None received

0319. TO APPROVE MINUTES OF THE MEETING HELD 28th September 2021: Were approved as an accurate record.

0320. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: Arising from Minute 0314 i) Band Stand – It was noted that the community garden had raised concerns about the band stand being used as a shelter for youths and will attract anti-social behaviour. It was suggested that the Council office look at alternative locations on the field.

Action: Town Council Office

0321. FILTON BEAT TEAM UPDATE: PC Rick Woodland gave an update on the local area crime statistics. He asked that people report crimes through the correct channels and not just upload on to social media as this can cause vigilantly behaviour. There were lots of questions raised around parking and PC Woodland confirmed when this would become a police matter and how to report it through the Avon and Somerset website.

Cllr Chaudhry arrived at 7.20pm

0322. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk: The document was noted

Cllr C Wood: No report received.

0314. SUBMISSION FROM MEMBERS:

i) HMO SPD – After a short discussion about the lack of response over the comments submitted against the HMO SPD Document, it was proposed and seconded allow the planning committee to draft a response to South Gloucestershire Council regarding the points originally made against the SPD Document. This draft document will be circulated to Councillors before being sent. **Agreed:** Unanimously.

Action: Town Council Office

0315. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Full Council (Finance) draft minutes of the meeting held 12th October – The minutes were noted.

ii) Allotment Contracts – It was proposed, seconded and **Agreed:** Unanimously to write to all plot holders at Station Road, outlining the council's position on not currently breaking even. Plot holders are to be given two options with regards to

accepting an increase or agreeing to no longer have the skips delivered to the site saving £1248.48. The office will implement whichever option gets the majority vote.

iii) Community Awards - It was proposed, seconded and **Agreed:** unanimously to input a new budget heading for community awards for the 2022/23 financial year, and organise an event where residents can nominate their community hero's. For this year it was proposed to nominate; Dave Mikkelson, John Cahill, David Tombs, Brian Smith and Nigel Debray for the South Gloucestershire Community Awards.

0316. CONSULTATION SPREADSHEET: The document was noted.

0317. PAYMENTS FOR INFORMATION: The document was noted

CHAIR ENDED MEETING AT 8.50PM

Update from Beat Team Manager Rick Woodland

We've had a couple of good results in Filton.

- We seized a number of illegal cigarettes after a stop of a vehicle, seized the cigarettes and dealt with the driver for driving offences
- We found a huge cannabis factory within a residential set up with nearly 400 plants and 250 just cropped, there was also another cannabis factory found with just over 100 plants over the past couple of weeks.
- We located a person who had been outstanding for a number of months for failing to appear at court and who was wanted on warrant.
- PCSO's have been conducting talks on knife crime within school settings and carrying out high visibility patrols around the college due to reports of drug taking.

On-going patrols of the community garden are continuing especially in the hours of darkness to try and prevent any further damage. School parking problems still persist but we have had less reports of this. Shed/garage breaks for bikes/tools are still happening but not a spike as seen in many neighbouring beat area's, we're looking to conduct plain clothes work in the back lanes of Filton to try and combat this.

SCHEDULE OF PLANNING APPLICATIONS 16/11/2021

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3816	P21/05865/F	65 Station Road Filton South Gloucestershire BS34 7JN Demolition of garage and erection of 3 bed outbuilding, to facilitate the change of use of the premises from a small HMO (C4) to a 7 bed HMO (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	Fri 12 Nov 2021	OBJECTION The proposal for a HMO (house in multiple occupation) of 7 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021.
F.3817	P21/06612/F	26 Charnborough Road Filton South Gloucestershire BS34 7QZ Demolition of existing garage. Erection of garage with attached office.	Mon 15 Nov 2021	Garage length should be increased by a minimum of 500mm to ensure ease of access/exit via office or main garage door when a vehicle is parked/ being worked on within the garage.
F.3818	P21/06787/F	18 Braemar Avenue Filton South Gloucestershire BS7 0TB Erection of single storey front extension to existing garage to facilitate change of use from a small HMO for 3-6 people (Class C4) to a large HMO for up to 7 people (sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	Tue 16 Nov 2021	OBJECTION The proposal for a HMO (house in multiple occupation) of 7 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021. Driveway needs to be a permeable surface lack of private amenity/green space over development not in keeping with rest of street extension should have sloping roof pressure on sewage system no access to cycle storage only through house
F.3819	P21/06733/CLP	28 Glebelands Road Filton South Gloucestershire BS34 7AE Installation of a hip-to-gable roof extension and 1 no. rear dormer to facilitate the change of use from residential dwelling (Class C3) to a small house of multiple occupation for up to six unrelated people (Class C4).	Wed 17 Nov 2021	OBJECTION The proposal for a HMO (house in multiple occupation) of 7 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021. Privacy issue with dormer Over development Not in keeping with the street

SCHEDULE OF PLANNING APPLICATIONS 16/11/2021

F.3820	P20/15173/F	25 Broncksea Road Filton South Gloucestershire BS7 0SE Demolition of existing lean-to and erection of single storey rear extension to facilitate change of use from dwelling (Class C3) to a 10 no. bedroom HMO for 10 people (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). Erection of cycle shed and bin storage. (Re-submission of P20/10926/F).	Thu 18 Nov 2021	OBJECTION The proposal for a HMO (house in multiple occupation) of 10 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021. External finish must match existing street scene Windows need to be in keeping with original property
F.3821	P21/06419/MW	Former Stone Supplies Site New Road The Old Airfield South Gloucestershire BS34 7QD Continued use of aggregates yard, operations centre and aggregate/soil recycling facility, installation of weighbridge and weighbridge office, other associated works including change of use of land from airfield to access road until 31st December 2025 (part retrospective).	Mon 22 Nov 2021	No Comment
F.3822	P21/06718/F	668 Southmead Road Filton South Gloucestershire BS34 7RD Demolition of existing garage. Erection of 1 no. dwelling, creation of new access and associated works (Resubmission of P21/04649/F).	Wed 24 Nov 2021	OBJECTION Issue with rear access for 670 Southmead Road Square Bay roof needs to be in line with existing properties.
F.3823	P21/06739/F	2 Branksome Drive Filton South Gloucestershire BS34 7EF Erection of single storey extension to detached garage to facilitate change of use of building and host dwelling from Class C4 to 7-person house in multiple occupation (sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). Formation of 3 no. vehicular parking spaces.	Wed 24 Nov 2021	OBJECTION The proposal for a HMO (house in multiple occupation) of 7 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021. Oversizing of property Conversion of out building/garage in appropriate change of use and not adequate standard . External finish must match existing street scene Windows need to be in keeping with original property
F.3824	P21/07043/F	34 Hunters Way Filton South Gloucestershire BS34 7EP Demolition of existing garage. Erection of 1 no. detached garage.	Thu 25 Nov 2021	No Comment
F.3825	P21/07113/CLP	9 Stanley Avenue Filton South Gloucestershire BS34 7NQ Erection of Single Storey rear extension to form additional living accommodation	Mon 29 Nov 2021	No Comment

SCHEDULE OF PLANNING APPLICATIONS 16/11/2021

F.3826	P21/07154/F	15 Braemar Crescent Filton South Gloucestershire BS7 0TD Change of use from residential dwelling (C3) to a eight-bedroom large house in multiple occupation (Sui Generis) for up to eight people (including erection of side/rear extension and loft conversion/dormer - for which approval has already been granted) with parking, bin and cycle storage.	Wed 01 Dec 2021	The proposal for a HMO (house in multiple occupation) of 8 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021. Oversizing of property pressure on sewage system
F.3827	P21/07119/F	65 Kenmore Crescent Filton South Gloucestershire BS7 0TP Demolition of existing rear extensions. Erection of single storey rear extension to provide additional living accommodation with single storey garden room. Rear dormer and alterations to roofline to form loft conversion. Erection of two storey side extension to provide stairway to proposed loft conversion.	Wed 01 Dec 2021	OBSIECTION Stairway is not in keeping with neighbouring properties removal of hip over bay is not in keeping over developed

Public Consultation Spreadsheet November 2021

Consultation	Consultation Period	Summary
Annual Council Budget 2022/23 Council budget and savings programme consultation 2022/23 – Have your say on the following Aligning resources to Council Plan priorities Maintaining standards of services whilst reducing costs Council Tax options for 2022/23 https://consultations.southglos.gov.uk/Budget202223/consultationHome	Sunday 9th January 2022.	
Domestic Abuse Strategy On the 29th of April, the Domestic Abuse Act 2021 was enacted and new duties came into force, with councils required to: Appoint a multi-agency Domestic Abuse Local Partnership Board which it will consult as it performs certain specified functions. Assess the need for accommodation-based domestic abuse support in their area for all victims or their children, including those who come from outside the area. Develop and publish a strategy for the provision of such support to cover their locality, having regard to the needs assessment. Give effect to the strategy (through commissioning / de-commissioning decisions) including the provision of safe accommodation. Monitor and evaluate the effectiveness of the strategy, reviewing every three years. This draft Domestic Abuse Strategy outlines how we will meet the challenges posed by domestic abuse in South Gloucestershire. It includes South Gloucestershire Council's strategic response to the statutory duties imposed by the Domestic Abuse Act 2021 but includes much more than that. As well as our support for victims it also includes how we will work to reduce the level and harm caused by domestic violence and abuse within South Gloucestershire. We are seeking your views to help inform the South	26 Oct 2021 5 Jan 2022	

Gloucestershire Domestic Abuse Strategy 2022 – 2024. Please help us understand if we are on the right track by completing this questionnaire. You don't need to have experienced domestic violence or abuse to take part and we are seeking the views of residents as well as professionals supporting those affected by domestic abuse.			

BANK ACCOUNT-GENERAL

List of Payments made between 01/11/2021 and 25/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/11/2021	Brenntag UK Ltd	109	576.78		657-Pool chemicals
24/11/2021	Biffa Waste Services Ltd	110	680.16		656-Trade Refuse
24/11/2021	Capital Cleaning (Kent) Ltd	111	316.24		659-Cleaning materials
24/11/2021	Miss Rosalind A Cranham	112	120.00		658-NPLQ Assessment
24/11/2021	DCK Accounting Solutions Ltd	113	866.63		660-Accountancy Oct 21
24/11/2021	DL I.T. Solutions Ltd	114	51.00		661-Eset anti virus
24/11/2021	Glacier environmental Ltd	115	1,125.94		663-Ladder streads
24/11/2021	Hags-Smp Ltd	116	1,705.89		664-Play equipment repairs
24/11/2021	Instyle Marketing Services	117	97.20		665-Engraved plate
24/11/2021	Marshfield Farm Ice Cream Ltd	118	194.11		666-Cafe purchases
24/11/2021	Premier Group Recycling Ltd	119	319.80		669-Document shredding
24/11/2021	The Real Wrap Co	120	53.35		670-Cafe purchases
24/11/2021	Safestore Ltd	121	189.66		671-Storage unit hire
24/11/2021	South Gloucestershire Council	122	937.22		672-Grass cutting Oct-Dec 21
24/11/2021	Surrey Hills Solicitors LLP	123	960.00		673-Outsourcing legal fees
24/11/2021	Ernest Till (South West) & co	124	254.40		674-Heating repairs
24/11/2021	Travis Perkins Trading Co Ltd	125	1,170.75		678-Materials
Total Payments			<u>9,619.13</u>		