Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 11th January 2022**.

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

0323. APOLOGIES FOR ABSENCE: Apologies were noted

0324. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0325. DECLARATIONS OF INTEREST: There were none.

0326. TO APPROVE THE MINUTES OF THE MEETING HELD 12th October 2021: The minutes were approved with amendment of attended Cllr's.

0327. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0328. PUBLIC PARTICIPATION: No Submission

0329. Precept requirement 2022/23
Option 1 0% increase £986,694 requirement equal to Band D £314.63 per annum (£6.03 wk)
Option 2 -5.07% decrease £936,694 equal to Band D £298.69 per annum (£5.72 per wk)
After discussions it was proposed and seconded to go with option 1. Voted for **10 FOR 2 AGAINST.**

0330. REPORTS FROM COMMITEES, WORKING GROUPS AND THE TOWN CLERK:
i) Filton Leisure Centre Update. The recent report circulated was discussed and the Town Clerk asked for support from the LC Working Group at the Active Nation meetings it was agreed that they would provide the support needed.
It was proposed and seconded to extent the Active Nation Letter of Intent until the 18th February 2022. Voted **UNANIMOUSLY FOR**.

ii) BAWA refund request. Filton Town Council had been asked to refund prepaid swim vouchers. After a discussion it was noted that Filton Leisure Centre manager had agreed to honour the tickets but a cut of date was needed.

ACTION FTC Office

0331. GRANT APPLICATION: - North Bristol Colour Guard:
It was discussed and agreed to invite the applicant to attend the next Full Council Finance and General Meeting Tuesday 8th February 2022.

ACTION FTC Office

0332. INCOME AND EXPENDITURE REPORTS MONTH 8: The report was noted

0333. BALANCE SHEETS MONTH 8: The reports were noted.

0334. BANK RECONCILLIATION: The documents were noted.

0335. PAYMENTS FOR INFORMATION: The documents were noted.

THE CHAIR CLOSED THE MEETING AT 8.01PM

FILTON TOWN COUNCIL

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

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

6th January 2022

Dear Member

You are hereby summoned to A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 11th January 2022 at 7.00pm Filton Leisure Centre, Elm Park, Filton**

Yours sincerely,

L.A.Reuben
Town Clerk.

A G E N D A

1. Apologies for Absence
2. Declarations of Interest
3. Matters of report arising from the minutes not otherwise covered by the Agenda.
4. To approve the minutes of the meeting Full Council (Finance) 11th October 2021. (page 1)
5. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting
6. Precept requirement 2022/23
   Option 1 0% increase £986,694 requirement equal to Band D £314.63 per annum (£6.03 wk)
   Option 2 -5.07% decrease £936,694 equal to Band D £298.69 per annum (£5.72 per wk) (pages 2-5)
7. Matters of report arising from the minutes not otherwise included on the Agenda.
8. Reports from Committees, Working Groups and the Town Clerk:
   i)Filton Leisure Centre update – (pages 6-7)
   ii)BAWA refund request (details to follow)
9. Grant application – North Bristol Independent Colour Guard (pages 8-12)
10. Income & Expenditure Reports Month 8 (pages 13-14)
11. Balance Sheet Month 8 (page 15-16)
12. Bank Reconciliation (pages 17-23)
13. Payments for information up to date (page 24)

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

PRESENT: Cllrs: T Mewies (Chair), D Collins, A Bird, D Boardman, A Monk, K Briffett, A Kenyon, I Scott, M Chaudhry,
ALSO, PRESENT: Natasha Gould (Support Officer) and Carla Westcott (Administrator)
APOLOGIES: A Robinson, A Doyle, B Mead, 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 COMMITEES, WORKING GROUPS AND THE TOWN CLERK:
i) MUGA Update:- It was proposed and seconded to get 2 more quotes for the flood lighting. It was voted unanimously FOR.
Action: Town Council Office

ii)Wessex Reserve:- An update was given

0318. GRANT APPLICATION:- ABOVE AND BEYOND:
It was discussed and proposed and seconded to decrease the grant offer to £200. It was voted 5 FOR, 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 RECONCILLIATION: The documents were noted.

0310. PAYMENTS FOR INFORMATION: The documents were noted.

THE CHAIR CLOSED THE MEETING AT 8.01PM

FILTON TOWN COUNCIL *(Prepared 20/11/2021)*

Budget Summary **Year Ended 31st March 2023**

PRECEPT REMAINS UNCHANGED - RCP INCREASED TO £100K

	2021-22 Projected	2021-22 Budgeted	Notes	2022-23 Proposed	Budget Incr/(Decr)
REVENUE EXPENDITURE					
Filton Leisure Centre	630438	*966770*		0	*-966,770*
Parks and Open Spaces	7651	*5675*		6775	*1,100*
Community Services	41773	*49780*		70780	*21,000*
Corporate & Democratic	-4265	*-4300*		-3700	*600*
Central & Outside Services	239607	*264850*		273281	*8,431*
Pool Outsourcing Net (excl Capital)	114256	*0*		367156	*367,156*
	1029460	*1282775*		714292	*-568,483*
INCOME					
Filton Leisure Centre	194974	*478908*		1000	*-477,908*
Parks and Open Spaces	5289	*5000*		4500	*-500*
Community Services	0	*2500*		2500	*0*
Corporate & Democratic	0	*0*		0	*0*
Central & Outside Services	350	*352*		352	*0*
Interest Receivable	150	*500*		300	*-200*
	200763	*487260*		8652	*-478,608*
NET REVENUE EXPENDITURE	828697	*795515*		705640	*-89,875*
CAPITAL & PROJECT EXPENDITURE (NET)					
Redevelopment Loan Proceeds	-203702			-4247370	
Capital Cost	203702			4247370	
Loan Repayments & Interest	115672			231343	
Loan Repayments & Interest	16103	*16103*		8051	*-8,052*
Capital Projects (net)	1800	*0*		0	*0*
Rolling Capital Programme	40000	*40000*		100000	*60,000*
NET CAPITAL EXPENDITURE	173575	*56103*		339394	*51,948*
TOTAL NET EXPENDITURE	1002272	*851618*		1045034	*-37,927*
Financed as follows:					
Reserves at 1st April	361361	*345783*		345783	
Reserves at 31st March	345783	*480859*	**	287443	
Used to Fund Expenditure\(Added to Reserves)	15578	*-135076*		*58340*	
Precept Required	986694	*986694*		986694	*0* 0.00%
TOTAL TAXATION FUNDING REQUIRED	986694	*986694*		986694	*0* 0.00%
	1002272	*851618*		1045034	

ADJUSTED BASIS

	2021-22	2022-23		Change	%
Band D Equivalents	3100	3136	PROV'L		
Precept per Band D Equivalent (£/annum)	£ 318.29	£314.63		-£3.66	-1.15%
Precept per Band D Equivalent (p/week)	610.42	603.40		-7.02	-1.15%

		31/03/2021	31/03/2022
Notes: **	Recommended **minimum** reserve equal to 3 months net revenue expenditure	198879	176410
	Reserves surplus/deficit to minimum level	146904	111033

4451072	*1669441*	789214
-203702		
4247370		

FILTON TOWN COUNCIL *(Prepared 20/11/2021)*

Budget Summary **Year Ended 31st March 2023**

PRECEPT REDUCED BY £50K - RCP INCREASED TO £100K

	2021-22 Projected	2021-22 Budgeted	Notes	2022-23 Proposed	Budget Incr/(Decr)	
REVENUE EXPENDITURE						
Filton Leisure Centre	630438	*966770*		0	*-966,770*	
Parks and Open Spaces	7651	*5675*		6775	*1,100*	
Community Services	41773	*49780*		70780	*21,000*	
Corporate & Democratic	-4265	*-4300*		-3700	*600*	
Central & Outside Services	239607	*264850*		273281	*8,431*	
Pool Outsourcing Net (excl Capital)	114256	*0*		367156	*367,156*	
	1029460	*1282775*		714292	*-568,483*	
INCOME						
Filton Leisure Centre	194974	*478908*		1000	*-477,908*	
Parks and Open Spaces	5289	*5000*		4500	*-500*	
Community Services	0	*2500*		2500	*0*	
Corporate & Democratic	0	*0*		0	*0*	
Central & Outside Services	350	*352*		352	*0*	
Interest Receivable	150	*500*		300	*-200*	
	200763	*487260*		8652	*-478,608*	
NET REVENUE EXPENDITURE	828697	*795515*		705640	*-89,875*	
CAPITAL & PROJECT EXPENDITURE (NET)						
Redevelopment — Loan Proceeds	-203702			-4247370		
Capital Cost	203702			4247370		
Loan Repayments & Interest	115672			231343		
Loan Repayments & Interest	16103	*16103*		8051	*-8,052*	
Capital Projects (net)	1800	*0*		0	*0*	
Rolling Capital Programme	40000	*40000*		100000	*60,000*	
NET CAPITAL EXPENDITURE	173575	*56103*		339394	*51,948*	
TOTAL NET EXPENDITURE	1002272	*851618*		1045034	*-37,927*	
Financed as follows:						
Reserves at 1st April	361361	*345783*		345783		
Reserves at 31st March	345783	*480859*	**	237443		
Used to Fund Expenditure\(Added to Reserves)	15578	*-135076*		*108340*		
Precept Required	986694	*986694*		936694	*-50,000*	-5.07%
TOTAL TAXATION FUNDING REQUIRED	986694	*986694*		936694	*-50,000*	-5.07%
	1002272	*851618*		1045034		

ADJUSTED BASIS

	2021-22	2022-23			
Band D Equivalents	3100	3136	PROV'L		
Precept per Band D Equivalent (£/annum)	£ 318.29	£298.69		-£19.60	-6.16%
Precept per Band D Equivalent (p/week)	610.42	572.83		-37.59	-6.16%

		31/03/2021	31/03/2022
Notes: **	Recommended **minimum** reserve equal to 3 months net revenue expenditure	198879	176410
	Reserves surplus/deficit to minimum level	146904	61033

FILTON TOWN COUNCIL *(Prepared 20/11/2021)*

Budget Summary **Year Ended 31st March 2023**

	2021-22 Projected	2021-22 Budgeted	2022-23 Proposed	Budget Incr/(Decr)
Operating Budgets - Income				
Leisure Centre General	16955	*18683*	**0**	*-18683*
Leisure Centre Sw Pool	145965	*328000*	**0**	*-328000*
Leisure Centre Pool Vending	150	*600*	**0**	*-600*
Leisure Centre Bar	29817	*120450*	**0**	*-120450*
Leisure Centre I/d Sports	1087	*8050*	**0**	*-8050*
Leisure Centre O/d Sports	1000	*3125*	**1000**	*-2125*
	194974	*478908*	**1000**	*-477908*
Playing Fields	2789	*2500*	**2000**	*-500*
Play Areas	0	*0*	**0**	*0*
Millennium Green	1500	*1500*	**1500**	*0*
Allotments	1000	*1000*	**1000**	*0*
	5289	*5000*	**4500**	
Roads & Highways	0	*0*	**0**	*0*
Community Development	0	*2500*	**2500**	*0*
	0	*2500*	**2500**	
Corporate Management	0	*0*	**0**	*0*
Democratic Rep'n & Mgmt	0	*0*	**0**	*0*
Civic Expenses	0	*0*	**0**	*0*
	0	*0*	**0**	
Central Services	0	*2*	**2**	*0*
Outside Services	350	*350*	**350**	*0*
	350	*352*	**352**	
	200613	*486760*	**8352**	*-478408*

FILTON TOWN COUNCIL

(Prepared 20/11/2021)

Budget Summary

Year Ended 31st March 2023

	2021-22 Projected	2021-22 *Budgeted*	**2022-23 Proposed**	*Budget Incr/(Decr)*
Operating Budgets - Expenditure				
Leisure Centre General	545059	*676359*	**0**	*-676359*
Leisure Centre Sw Pool	47182	*127475*	**0**	*-127475*
Leisure Centre Bar	36197	*145686*	**0**	*-145686*
Leisure Centre I/d Sports	2000	*17000*	**0**	*-17000*
Leisure Centre O/d Sports	0	*250*	**0**	*-250*
	630438	*966770*	**0**	
Playing Fields	2789	*2250*	**3250**	*1000*
Play Areas	2000	*2000*	**2000**	*0*
Millennium Green	500	*500*	**500**	*0*
Allotments	2362	*925*	**1025**	*100*
	7651	*5675*	**6775**	
Roads & Highways	3200	*3200*	**3200**	*0*
Community Development	38573	*46580*	**67580**	*21000*
	41773	*49780*	**70780**	
Corporate Management	-11400	*-11400*	**-11800**	*-400*
Democratic Rep'n & Mgmt	6150	*6150*	**6150**	*0*
Civic Expenses	985	*950*	**1950**	*1000*
	-4265	*-4300*	**-3700**	
Central Services	130444	*153100*	**164118**	*11018*
Outside Services	109163	*111750*	**109163**	*-2587*
	239607	*264850*	**273281**	
Pool Outsourcing Net (excl Capital)	114256	*0*	**367156**	*367156*
	1029460	*1282775*	**714292**	*-568483*

Filton Sports & Leisure Centre
Update Report
6 January 2022

This paper provides the Council with an update on progress towards the completion of the contract with Active Nation and development of the building works for the new Leisure Centre.

Active Nation took over the operation of the building in November 2021 and since then survey works have been undertaken to understand the issues associated with the building, which have included asbestos survey, ground conditions, building condition survey, topographical survey. These are required to stablish any key risks and enable planning to be submitted.

The following timetable is now proposed

Actions	Timeframe
1. **Surveys Completed** – currently asbestos surveys have been completed, which do not identify any significant risk.	Early January 2022
2. **Planning to be submitted** – determination is expected to be 13 weeks and there is no indication from the Council this should be delayed.	21 January 2022
3. **Contract Signature** – based on the revised costs as a result of the surveys. This will provide the Council with more certainty and remove certain risks such as asbestos.	18 February 2022
4. **Construction Start on Site** – based on the expected planning decision within 13 weeks	1 May 2022
5. **Facility Completion** – will be completed in two phases: • The new build to include the fitness, soft play and Council Offices at the front of the building • Demolition of the existing dryside (including ratepayers arms) and making good the car park	17 March 2023 July 2023

Thus as can be seen from the above table the aim will be to have the new facility open in March 2023. Within this timeframe the expectation is that the contract will be signed on 18 February 2022, with the development of the costings to reflect the planning drawings and survey results.

It is expected that the contract will include for the development of the building in accordance with the above timetable and key risks outstanding will be

- Planning risk – any delays or onerous conditions to the project will need to be worked through by both parties to address these issues and share the risk. Current expectations are that these risks are highly unlikely.
- Contingency will be built into the construction costs to enable Active Nation to be confident in the future costings.

At present there is no expectation that the construction costs will be higher then bid submission and Active Nation are working with their contractor to ensure that the results of the surveys are factored into the contract.

Currently Active Nation are working under a letter of intent, which has enabled them to continue the development work and prepare for planning as set out above. The initial letter of intent has now expired and there is a need to renew the letter of intent together with the potential for an additional £10,000 of potentially abortive costs. It should however be recognised that these costs would only be paid if the Council decided not to progress with the contract through no fault of the Council.

These costs are also not additional costs but part of the overall construction cost programme and will be paid in accordance with the drawdown schedule (and following the independent certifier sign off) once the contract is signed.

Overall the project has been progressing and whilst there has been a delay to the contract signature, the timetable set out above provides a position to get to contract signature as early as possible allowing for the survey works to be completed and greater certainty provided to the Council over the risks.

The Council are asked to confirm the extension of the letter of intent and additional potential abortive costs of £10k.

FILTON TOWN COUNCIL

Community Grant Scheme

APPLICATION FORM

Please ensure you read the Guidance Notes carefully before completing this Form:

First closing date for applications: 30th April 2021
Second closing date for applications 30th September 2021

Please complete all questions. If a question does not apply then indicate this in your answer. Failure to give the relevant information may delay your application.

For the purposes of this form the term "project" means the programme of activities, equipment or running costs for which you are seeking grant funding.

<u>THE ORGANISER</u>

1 Name of the Organisation
North Bristol Independent Colour Guard

2 Name of the contact person who will know about this application and the organisation.
Bridget Coulter

Address
49 Dunkeld Avenue
Filton
Bristol
BS34 7RQ Telephone **07889 409012**

3 Position of the contact person within the organisation

Guard Director

THE PROJECT AND THE PARTICIPANTS

4 Give a full description of the purpose for which the grant is required.

North Bristol Independent Colour Guard is an American style dance group for children based in Filton. The group was established in 2019 and has since grown considerably in size. We perform choreographed dance routines to music using flags and other similar equipment and compete in competitions around Britain.
The group is community based and funded solely through members' subscription fees and fundraising. All instructors teach on a voluntarily basis and do not charge for their time.

We formed the group in 2019 and used the badminton hall in Filton Leisure Centre for our rehearsals. When the pandemic forced us into lockdown, we continued to hold virtual rehearsals over "Zoom" and then resumed outdoor rehearsals on the field at Elm Park through the summer. We have more than doubled our membership in this time, adding a new older group for children aged 11-16, alongside our original younger group, aged 6-11.

However, when lockdown was finally eased, we were no longer able to use the leisure centre hall as it was under construction and so we moved into the "party room". This simply isn't big enough for our group. We have also used St Teresa's Church Hall and the FACE community building but neither of these facilities has a large enough space to allow us to rehearse our competition routines. In order to continue and to be eligible to compete at national level, we need to hire a larger rehearsal venue. There is availability at Patchway Sports Centre and also at Dings Rugby club in Frenchay. We have also looked at school halls in the Filton area. However, the cost of these venues is prohibitive, and we are asking for help to allow us to hire a suitable hall.

5 Which members of the community will benefit from your organisation?

All the children in our group derive huge benefits from our organisation in terms of learning new skills, making friends, travelling to competitions and events and increased self-esteem. This also benefits parents and families who often travel with us to support their children. We are also happy to give performances for free at local events in the Filton area such as school fetes and council run events to show our support to the local community.

6 Will this project be open to non-residents of Filton? **YES / NO**

7 Will this grant SOLELY benefit Filton residents **YES / <u>NO</u>**

WHERE

8 Where and when does your organisation meet?

Our group have rehearsed in the hall of Filton Leisure Centre since 2019. We now also use the FACE community hall in Elm Park and St Teresa's Church hall. We currently rehearse on Wednesday evenings from 6-8pm and on Saturday mornings from 10.30-12pm.

COSTS

9 Is your organisation a business [_]
Registered charity (please give charity number) [_] ....
Community group [_X]
Other (please specify)

....

10 If you are applying for a specific project, please complete sections 10 and 14.

11 Please give details of the other sources of your income

Your own funds		£__________
Participant contributions /charges		£ 1,194.00
Grants from:	Unitary Authority	£__________
	Other Local Authorities	£__________
	Charitable Trusts	£__________
	Business Community	£__________
	Other *(Please specify)*	£__________

....

TOTAL	**£1,194.00**

12 Amount requested from Filton Town Council **£ 1,000**

This is based on 10 weeks of rehearsals (Jan -Mar):
2 hrs per week for the Cadet group (age 6-11)
2 hrs per week for the Junior group (age 12-16)
Total of 40 hrs @£25 per hour

13 To which name of the account should the cheque be made payable?
North Bristol Independent Colour Guard

14 On which specific aspect of the project will the Filton grant be spent?
Payment for rehearsal venue(s)

15 What do you see as the main benefits of your organisation to the Filton community?

North Bristol Independent Colour Guard is a Filton organisation. We provide education and performance opportunities for all the children in our group, most of whom live within the Filton area. Our group is totally inclusive, and we are always looking to recruit and welcome new members. We advertise regularly in the Filton area and promote our activity in the local primary schools.

Several of the children in our group come from disadvantaged backgrounds and the chance to learn new skills and perform in competition is something which most of them would never normally have access to.

We are a very diverse group and our children come from many varied cultural backgrounds including Polish, Romanian, African and Afro-Caribbean as well as British.

We also cater for children with additional needs and have several members who face extra physical and/or learning challenges.

Our children are hungry to learn, and all strive to excel in their performances. We want to give them every chance to do what they love.

I certify that the above information is correct to the best of my knowledge and agree to the conditions laid down by Filton Town Council.

Signed: ....Bridget Coulter........... Date ...23/12/2021.......................

Please enclose with this form evidence of the organisation's current financial status and a statement of income and expenditure for the last 12 months period and return it to:

The Town Clerk
Filton Town Council
Elm Park
Filton
South Gloucestershire
BS34 7PS
Or email to office@filtontowncouncil.gov.uk

Summary Income & Expenditure by Budget Heading 05/01/2022

Month No: 8 Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Leisure Centre - General	Income	0	17,273	18,683	1,410			92.5%
	Expenditure	8,495	352,294	676,359	324,065		324,065	52.1%
	Movement to/(from) Gen Reserve	(8,495)	(335,021)					
102 Leisure Centre - Swimming Pool	Income	6,709	140,096	328,000	187,904			42.7%
	Expenditure	2,285	39,435	127,475	88,040		88,040	30.9%
	Movement to/(from) Gen Reserve	4,424	100,661					
103 Leisure Centre - Pool Vending	Income	0	145	600	455			24.1%
104 Leisure Centre - Cafe	Income	0	33,259	120,450	87,191			27.6%
	Expenditure	558	33,095	145,686	112,591		112,591	22.7%
	Movement to/(from) Gen Reserve	(558)	164					
105 Leisure Centre - Indoor Sports	Income	0	1,120	8,050	6,930			13.9%
	Expenditure	510	2,213	17,000	14,787		14,787	13.0%
	Movement to/(from) Gen Reserve	(510)	(1,092)					
106 Leisure Centre - Outdoor Sport	Income	21	1,213	3,125	1,913			38.8%
	Expenditure	0	0	250	250		250	0.0%
	Movement to/(from) Gen Reserve	21	1,213					
201 Playing Fields	Income	0	2,789	2,500	(289)			111.6%
	Expenditure	0	539	2,250	1,711		1,711	24.0%
	Movement to/(from) Gen Reserve	0	2,250					
202 Play Areas	Expenditure	1,422	2,009	2,000	(9)		(9)	100.4%
203 Millennium Green	Income	0	1,500	1,500	0			100.0%
	Expenditure	0	262	500	238		238	52.4%
	Movement to/(from) Gen Reserve	0	1,238					
204 Allotments	Income	0	473	1,000	528			47.3%
	Expenditure	0	1,872	925	(947)		(947)	202.4%
	Movement to/(from) Gen Reserve	0	(1,400)					
301 Roads & Highways	Expenditure	781	2,343	3,200	857		857	73.2%
302 Community Development	Income	0	0	2,500	2,500			0.0%
	Expenditure	0	22,093	46,580	24,487		24,487	47.4%
	Movement to/(from) Gen Reserve	0	(22,093)					
801 Corporate Management	Expenditure	0	(6,650)	(11,400)	(4,750)		(4,750)	58.3%
802 Democratic Rep'n & Mgmt	Expenditure	0	4,654	6,150	1,496		1,496	75.7%
803 Civic Expenses	Expenditure	0	35	950	915		915	3.7%
901 Central Services	Income	0	0	2	2			0.0%
	Expenditure	2,375	85,162	153,100	67,938		67,938	55.6%
	Movement to/(from) Gen Reserve	(2,375)	(85,162)					
902 Outside Services	Income	0	0	350	350			0.0%
	Expenditure	17	62,536	111,750	49,214		49,214	56.0%
	Movement to/(from) Gen Reserve	(17)	(62,536)					

Continued over page

Summary Income & Expenditure by Budget Heading 05/01/2022

Month No: 8 Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
908 L C Outsourcing & Redevelopmen	Income	100,000	100,000	0	(100,000)			0.0%
	Expenditure	782	4,177	0	(4,177)		(4,177)	0.0%
	Movement to/(from) Gen Reserve	99,218	95,823					
909 Capital & Projects	Income	0	13,309	0	(13,309)			0.0%
	Expenditure	0	61,042	56,103	(4,939)		(4,939)	108.8%
	Movement to/(from) Gen Reserve	0	(47,733)					
998 Precept & Interest	Income	12	986,787	987,194	407			100.0%
	Grand Totals:- Income	**106,743**	**1,297,963**	**1,473,954**	**175,991**			**88.1%**
	Expenditure	**17,226**	**667,112**	**1,338,878**	**671,766**	**0**	**671,766**	**49.8%**
	Net Income over Expenditure	**89,516**	**630,852**	**135,076**	**(495,776)**			
	Movement to/(from) Gen Reserve	**89,516**	**630,852**					

Filton Town Council 21-22

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 07/01/2022

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,619,152	595,376
11	LEASEHOLD LAND & BUILDINGS	25,000	7,000	18,000
21	VEHICLES & EQUIPMENT	565,508	530,530	34,978
41	INFRASTRUCTURE ASSET	194,605	182,829	11,776
61	COMMUNITY ASSETS	61,372	31,166	30,206
	Total Fixed Assets	**3,061,013**	**2,370,677**	**690,336**
	Current Assets			
105	VAT CONTROL	3,079		
116	STAFF ADVANCES	(58)		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	821		
121	STOCK - LEISURE	642		
190	CAPITAL WORK IN PROGRESS	141		
200	BANK ACCOUNT-GENERAL	114,918		
201	BANK IMPREST WAGES AC	282,205		
220	PETTY CASH - OFFICE	352		
221	PETTY CASH - BAR	269		
225	FLOAT - BAR	295		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	165		
245	CCLA Public Sector Investment	725,000		
	Total Current Assets		**1,128,275**	
	Current Liabilities			
500	TRADE CREDITORS	6,344		
510	ACCRUED EXPENSES	4,080		
520	NET WAGES CONTROL	115		
526	SUPERANNUATION DUE	1		
528	A of E CONTROL	115		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		**15,155**	
	Net Current Assets			**1,113,120**
	Total Assets less Current Liabilities			**1,803,456**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,306,510)		
401	PWLB Loan 486814	15,504		
403	PWLB Loan 443438	100,000		
	Total Long Term Liabilities		**280,214**	
	Total Assets less Total Liabilities			**1,523,242**
	Represented by :-			
300	CURRENT YEAR FUND	630,852		
310	GENERAL FUND	361,361		
315	ROLLING CAPITAL FUND	47,615		

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 07/01/2022

A/c	Description	Actual	
323	EMR Festival	10,000	
325	EMR 4 Towns Play Association	4,580	
328	EMR Elections	10,338	
329	EMR CIL 19/20	3,961	
330	CAPITAL FINANCE ACCOUNT	410,263	
331	EMR CIL 20/21	30,963	
332	EMR CIL 21/22	13,309	
	Total Equity		**1,523,242**

Date: 05/01/2022	Filton Town Council 21-22	Page 1
Time: 09:28	Bank Reconciliation Statement as at 30/11/2021 for Cashbook 1 - BANK ACCOUNT-GENERAL	User: NG

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-Operative Community Acc	30/11/2021	302	16,931.56
Unity Trust Current Account	30/11/2021	7	127,540.61
			144,472.17

Unpresented Cheques (Minus)		Amount	
05/05/2021	5644	100.00	
19/05/2021	5661	396.00	
11/08/2021	5746	9,814.14	
22/09/2021	31	70.00	
22/09/2021	34	420.00	
22/09/2021	46	2,160.00	
06/10/2021	62	210.00	
06/10/2021	64	609.86	
20/10/2021	98	300.00	
20/10/2021	104	339.69	
20/10/2021	105	183.85	
24/11/2021	109	576.78	
24/11/2021	110	680.16	
24/11/2021	111	316.24	
24/11/2021	112	120.00	
24/11/2021	113	866.63	
24/11/2021	114	51.00	
24/11/2021	115	1,125.94	
24/11/2021	116	1,705.89	
24/11/2021	117	97.20	
24/11/2021	118	194.11	
24/11/2021	119	319.80	
24/11/2021	120	53.35	
24/11/2021	121	189.66	
24/11/2021	122	937.22	
24/11/2021	123	960.00	
24/11/2021	124	254.40	
24/11/2021	125	1,170.75	
			24,222.67
			120,249.50

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		120,249.50
Balance per Cash Book is :-		**114,918.23**
Difference Excluding Adjustments is :-		**5,331.27**

Adjustments to Reconciliation

27/10/2021	Dowding	Dowding	270.00

Filton Town Council 21-22

Bank Reconciliation Statement as at 30/11/2021
for Cashbook 1 - BANK ACCOUNT-GENERAL

			Amount	Balances
12/11/2021	Bacs		20.00	
16/11/2021	Bacs		20.00	
24/11/2021	Bacs		5,021.27	
				5,331.27
			Unreconciled Difference is :-	**0.00**

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

phone 03457 213 213

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

M5052/J1072820000 30600

Current Account

Summary	Date	Description	Withdrawals	Deposits	Balance
Account title FILTON TOWN COUNCIL	29 OCT 21	**OPENING BALANCE**			**17,532.04**
	1 NOV 21	3209 ZOOM.US 888-7 4270/901	14.39		17,517.65
	5 NOV 21	COMMISSION	0.70		
	5 NOV 21	SERVICE CHARGE	10.00		
	5 NOV 21	FEE DELTA CARD-PURCHASES	0.10		17,506.85
	15 NOV 21	3209 SAFESTORE	189.66		
	15 NOV 21	3209 CHAPPLE AND J	375.43		
	15 NOV 21	CHAPS STG R00039DX GYMPASS US LLC 1560/100		25.17	16,966.93
	18 NOV 21	3209 AMZNMktplace	20.98		16,945.95
	30 NOV 21	3209 ZOOM.US 888-7 4270/901	14.39		16,931.56
Statement closing balance 16,931.56		**Statement closing balance**			**16,931.56**

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

Shopping with your card online? We need the cardholders correct UK mobile number. They may be asked for both their full Verified by Visa password and a one-time passcode sent by text to help protect from fraud. Find out more at https://www.co-operativebank.co.uk/business/security/two-factor-authentication

F005052/P01/M05052/R5952/42/J1072820000

Name of account: Filton Town Council
Date: 30 November 2021 | Statement 007 (page 2 of 2)
Account number: [illegible] | Bank sort code: [illegible]1 | Type of account: Current T2

Date	Details	Payments	Receipts	Balance
	Balance brought forward			6,544.42 *
10 NOV 21	Direct Debit (BARCLAYCARD)	439.78		
10 NOV 21	Cheque 000097	1,401.47		
10 NOV 21	Cheque 000108	51.60		4,651.59 *
11 NOV 21	Cheque 000099	4,824.75		
11 NOV 21	Adjustment Cheque 000099		4,824.75	4,651.59 *
12 NOV 21	[illegible]		20.00	4,671.59 *
15 NOV 21	Inward Payment CCLA		30,000.00	34,671.59 *
16 NOV 21	[illegible] 2		20.00	34,691.59 *
17 NOV 21	Direct Debit (BG BUSINESS)	2,742.54		
17 NOV 21	Direct Debit (BG BUSINESS)	611.85		
17 NOV 21	Cheque 000090	1,832.03		
17 NOV 21	Cheque 000099	4,824.75		24,680.42 *
19 NOV 21	Cheque 000054	344.73		
19 NOV 21	Cheque 000094	961.04		
19 NOV 21	Cheque 000107	165.60		23,209.05
22 NOV 21	S/O to: FILTON TOWN COUNCI	70,000.00		46,790.95 DR
24 NOV 21	SOUTHGLOSGENERAL		5,021.27	
24 NOV 21	Inward Payment CCLA		70,000.00	28,230.32 *
25 NOV 21	Cheque 000096	400.20		
25 NOV 21	PUB WOR LN BRD ADV L/C loan		99,965.00	127,795.12 *
26 NOV 21	Direct Debit (BRITISH GAS TRADI	25.14		
26 NOV 21	Direct Debit (BRITISH GAS TRADI	116.61		
26 NOV 21	Cheque 000051	30.00		127,623.37 *
29 NOV 21	Direct Debit (PITNEY BOWES)	82.76		127,540.61 *
	Balance carried forward			127,540.61 *

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

Date: 05/01/2022

Time: 09:28

Filton Town Council 21-22

Bank Reconciliation Statement as at 30/11/2021
for Cashbook 2 - BANK ACCOUNT-IMPREST

User: NG

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Imprest A/c -	24/11/2021	462	100.00
Natwest Business A/c -	24/11/2021	505	282,104.79
			282,204.79
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			282,204.79
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			282,204.79
		Balance per Cash Book is :-	**282,204.79**
		Difference is :-	**0.00**

2 00106 00781682 0001/0001

NatWest

Business Reserve Account

Date	Details		Withdrawn	Paid in	Balance
20 Nov 2021	BROUGHT FORWARD				219,542.10
22 Nov	Automated Credit	FILTON TOWN COUNCI WAGES FP 22/11/21 1237 231237513748180000N WAGES		70,000.00	
	Debit	TO 01364383	7,352.32		282,189.78
24 Nov	Debit	TO 01364383	84.99		282,104.79

Account Number 3
505 Branch sort code

FILTON TOWN COUNCIL
V5

2 00781680
00106 0001/0001

NatWest

Current Account

Date	Details		Withdrawn	Paid in	Balance
20 Nov 2021	BROUGHT FORWARD				100.00
22 Nov	Credit	FROM 08609098		7,352.32	
	Direct Debit	FILTON TOWN CSV BACS S2S	7,352.32		100.00
24 Nov	Credit	FROM 08609098		84.99	
	Card Transaction	3397 23NOV21 CURRYS ONLINE HEMEL HEMPSTE GB	84.99		100.00

Account Number
462 Branch sort code
National Westminster Bank Plc

FILTON TOWN COUNCIL
V5

Filton Town Council 21-22

BANK ACCOUNT-GENERAL

List of Payments made between 01/12/2021 and 05/01/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
08/12/2021	[illegible]	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
Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk
Town Clerk: Lesley Reuben
Tel: 01454 866698

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

3rd February 2022

Dear Member

You are hereby summoned to A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 8th February 2022 at 7.00pm Filton Leisure Centre, Elm Park, Filton**

Yours sincerely,

L.A.Reuben
Town Clerk.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Matters of report arising from the minutes not otherwise covered by the Agenda.
4. To approve the minutes of the meeting Full Council (Finance) 11th January 2022. *(page 1)*
5. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting
6. Matters of report arising from the minutes not otherwise included on the Agenda.
   i) Notice of Motion 1 proposed by Cllr A Robinson and seconded by Cllr A Bird
   To obtain a plaque (with spike) for the oak trees donated to Filton by the Queens Green Canopy legacy.
   The two gifted English oaks were planted in millennium green by Filton Town Council.
   Plaques must be from official vendors, The QGC legacy also suggests that local children or groups be the guardians of the trees, this to be discussed.
7. Reports from Committees, Working Groups and the Town Clerk:
   i)Filton Leisure Centre update – Cllr Monk
8. Grant application – Grant Allocation *(page 2)*
   North Bristol Independent Colour Guard Presentation *(pages 3-7)*
9. Payments for information up to date (no update since previous meeting)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 11th January 2022**.

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

0323. APOLOGIES FOR ABSENCE: Apologies were noted

0324. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0325. DECLARATIONS OF INTEREST: There were none.

0326. TO APPROVE THE MINUTES OF THE MEETING HELD 12th October 2021: The minutes were approved with amendment of attended Cllr's.

0327. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0328. PUBLIC PARTICIPATION: No Submission

0329. Precept requirement 2022/23
Option 1 0% increase £986,694 requirement equal to Band D £314.63 per annum (£6.03 wk)
Option 2 -5.07% decrease £936,694 equal to Band D £298.69 per annum (£5.72 per wk)
After discussions it was proposed and seconded to go with option 1. Voted for **10 FOR 2 AGAINST.**

0330. REPORTS FROM COMMITEES, WORKING GROUPS AND THE TOWN CLERK:
i) Filton Leisure Centre Update. The recent report circulated was discussed and the Town Clerk asked for support from the LC Working Group at the Active Nation meetings it was agreed that they would provide the support needed.
It was proposed and seconded to extent the Active Nation Letter of Intent until the 18th February 2022. Voted **UNANIMOUSLY FOR.**

ii) BAWA refund request. Filton Town Council had been asked to refund prepaid swim vouchers. After a discussion it was noted that Filton Leisure Centre manager had agreed to honour the tickets but a cut of date was needed.

ACTION FTC Office

0331. GRANT APPLICATION: - North Bristol Colour Guard:
It was discussed and agreed to invite the applicant to attend the next Full Council Finance and General Meeting Tuesday 8th February 2022.

ACTION FTC Office

0332. INCOME AND EXPENDITURE REPORTS MONTH 8: The report was noted

0333. BALANCE SHEETS MONTH 8: The reports were noted.

0334. BANK RECONCILLIATION: The documents were noted.

0335. PAYMENTS FOR INFORMATION: The documents were noted.

THE CHAIR CLOSED THE MEETING AT 8.01PM

FTC - GRANTS 2017/18 onwards

Community Development Grants	Grants Awarded 2016/17	Grants Requested 2017/18	Grants Awarded 2017/18	2018/19 Budget Figures	2019/20Budget Figures	2019/20 Grants Requested	2019/2020 Grants Awarded	2020/21Budget Figures	2020/2021 Grants Requested	2020/2021 Grants Awarded	2021/22 Budget Figures	2021/2022 Grants Requested	2021/2022 Grants Awarded
North Bristol Advice	£500.00	£500.00	£500.00	£500.00	£500.00	£5,000.00	£500.00	£500.00	£500.00	£500.00	£500.00		
Twinning Association	£300.00	£300.00	£300.00	£300.00	£300.00			£300.00			£300.00		
Four Towns Transport	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00			£1,000.00	£1,000.00	£1,000.00	£1,000.00		
Four Towns Play Association	£4,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00			£4,000.00			£4,000.00		
Grants Youth Provision (Pyramid)	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£17,500.00	£2,500.00	£2,500.00	£2,500.00			£2,500.00		
Grants Youth Provision (FACE)						£15,000.00	£15,000.00	£17,500.00	£17,500.00	£17,500.00	£17,500.00	£17,500.00	
Southern Brooks Community Partnership	£3,500.00	£3,500.00	£3,500.00	£3,500.00	£3,500.00	£3,500.00	£3,500.00	£3,500.00					
Community Partnership FACE											£3,500.00	£2,500.00	
	£19,300.00	£19,300.00	£19,300.00	£19,300.00	£26,800.00	£26,000.00	£21,500.00	£29,300.00	£19,000.00	£19,000.00	£25,800.00	£17,500.00	£0.00

GRANTS S137 GENERAL	Grants Awarded 2016/17	Grants Requested 2017/18	Grants Awarded 2017/18	Grants Awarded 2018/19	Grants Requested 2019/20	Grants Awarded 2019/2020	Grants Requested 2020/2021	Grants Awarded 2020/2021	Grants Requested 2021/2022	Grants Awarded 2021/2022
St Peters Hospice	£300.00	£500.00	£500.00	-	£500.00	£500.00				
Survive South Glos.	£1,000.00	£0.00	0	-						
The Volunteer Centre	£250.00	£500.00	£250	£250.00	£250.00	£250.00				
The West of England MS Therapy Centre	£300.00	£0.00	£0	£350.00	£350.00	£350.00				
Girl Guiding Filton Rangers	£0.00	£1,090.00	£500.00	-						
Jessie May Charity	£0.00	£500.00	£500.00	-						
Filton Concert Brass	£0.00	£1,250.00	£1,250.00	-	£2,580.00	1,400				
St Valliers AFC	£450.00	£500.00		-						
Above & Beyond	£0.00	£0.00	£0	£500.00	£500.00	500			£500.00	200
Community Nice Again Event	£0.00	£0.00	£0	£0.00						
Filton Twinning Association	£0.00	£0.00	£0	£1,200.00						
Citizens Advice	£0.00	£0.00	£0	£0.00	£438.00	438				
Mortimer Road Allotments	£0.00	£0.00	£0	£2,545.00						
North Bristol Colour Guard									£1,000.00	
Sight Supprt West of England										
	£2,300.00	*£4,340.00*	£3,000.00	£4,845.00	£4,618.00	£3,438.00	£0.00	£0.00	£1,500.00	£200.00

FILTON TOWN COUNCIL

Community Grant Scheme

APPLICATION FORM

Please ensure you read the Guidance Notes carefully before completing this Form:

First closing date for applications: 30th April 2021
Second closing date for applications 30th September 2021

Please complete all questions. If a question does not apply then indicate this in your answer. Failure to give the relevant information may delay your application.

For the purposes of this form the term "project" means the programme of activities, equipment or running costs for which you are seeking grant funding.

THE ORGANISER

1 Name of the Organisation
North Bristol Independent Colour Guard

2 Name of the contact person who will know about this application and the organisation.
Bridget Coulter

Address
49 Dunkeld Avenue
Filton
Bristol
BS34 7RQ Telephone **07889 409012**

3 Position of the contact person within the organisation

Guard Director

THE PROJECT AND THE PARTICIPANTS

4 Give a full description of the purpose for which the grant is required.

North Bristol Independent Colour Guard is an American style dance group for children based in Filton. The group was established in 2019 and has since grown considerably in size. We perform choreographed dance routines to music using flags and other similar equipment and compete in competitions around Britain.
The group is community based and funded solely through members' subscription fees and fundraising. All instructors teach on a voluntarily basis and do not charge for their time.

We formed the group in 2019 and used the badminton hall in Filton Leisure Centre for our rehearsals. When the pandemic forced us into lockdown, we continued to hold virtual rehearsals over "Zoom" and then resumed outdoor rehearsals on the field at Elm Park through the summer. We have more than doubled our membership in this time, adding a new older group for children aged 11-16, alongside our original younger group, aged 6-11.

However, when lockdown was finally eased, we were no longer able to use the leisure centre hall as it was under construction and so we moved into the "party room". This simply isn't big enough for our group. We have also used St Teresa's Church Hall and the FACE community building but neither of these facilities has a large enough space to allow us to rehearse our competition routines. In order to continue and to be eligible to compete at national level, we need to hire a larger rehearsal venue. There is availability at Patchway Sports Centre and also at Dings Rugby club in Frenchay. We have also looked at school halls in the Filton area. However, the cost of these venues is prohibitive, and we are asking for help to allow us to hire a suitable hall.

5 Which members of the community will benefit from your organisation?

All the children in our group derive huge benefits from our organisation in terms of learning new skills, making friends, travelling to competitions and events and increased self-esteem. This also benefits parents and families who often travel with us to support their children. We are also happy to give performances for free at local events in the Filton area such as school fetes and council run events to show our support to the local community.

6 Will this project be open to non-residents of Filton? **YES / NO**

7 Will this grant SOLELY benefit Filton residents **YES / <u>NO</u>**

<u>WHERE</u>

8 Where and when does your organisation meet?

Our group have rehearsed in the hall of Filton Leisure Centre since 2019. We now also use the FACE community hall in Elm Park and St Teresa's Church hall. We currently rehearse on Wednesday evenings from 6-8pm and on Saturday mornings from 10.30-12pm.

COSTS

9 Is your organisation a business [_]
Registered charity (please give charity number) [_] ……………………
Community group [_X]
Other (please specify)

……………………………………………………………………………………………………

10 If you are applying for a specific project, please complete sections 10 and 14.

11 Please give details of the other sources of your income

Your own funds		£__________
Participant contributions /charges		£ 1,194.00
Grants from:	Unitary Authority	£__________
	Other Local Authorities	£__________
	Charitable Trusts	£__________
	Business Community	£__________
	Other *(Please specify)*	£__________

……………………………………………………………………………………………………

5.

TOTAL **£1,194.00**

12 Amount requested from Filton Town Council **£ 1,000**

This is based on 10 weeks of rehearsals (Jan -Mar):
2 hrs per week for the Cadet group (age 6-11)
2 hrs per week for the Junior group (age 12-16)
Total of 40 hrs @£25 per hour

13 To which name of the account should the cheque be made payable?
North Bristol Independent Colour Guard

14 On which specific aspect of the project will the Filton grant be spent?
Payment for rehearsal venue(s)

15 What do you see as the main benefits of your organisation to the Filton community?

North Bristol Independent Colour Guard is a Filton organisation. We provide education and performance opportunities for all the children in our group, most of whom live within the Filton area. Our group is totally inclusive, and we are always looking to recruit and welcome new members. We advertise regularly in the Filton area and promote our activity in the local primary schools.

Several of the children in our group come from disadvantaged backgrounds and the chance to learn new skills and perform in competition is something which most of them would never normally have access to.

We are a very diverse group and our children come from many varied cultural backgrounds including Polish, Romanian, African and Afro-Caribbean as well as British.

We also cater for children with additional needs and have several members who face extra physical and/or learning challenges.

Our children are hungry to learn, and all strive to excel in their performances. We want to give them every chance to do what they love.

I certify that the above information is correct to the best of my knowledge and agree to the conditions laid down by Filton Town Council.

Signed: ....Bridget Coulter........... Date ...23/12/2021......................

Please enclose with this form evidence of the organisation's current financial status and a statement of income and expenditure for the last 12 months period and return it to:

The Town Clerk
Filton Town Council
Elm Park
Filton
South Gloucestershire
BS34 7PS
Or email to office@filtontowncouncil.gov.uk

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 8th February 2022**.

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

0336. APOLOGIES FOR ABSENCE: Apologies were noted

0337. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0338. DECLARATIONS OF INTEREST: There were none.

0339. TO APPROVE THE MINUTES OF THE MEETING HELD 11th JANUARY 2022: The minutes were approved as accurate.

0340. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA:

i) Notice of Motion 1 proposed by Cllr A Robinson and seconded by Cllr A Bird

To obtain a plaque (with spike) for the oak trees donated to Filton by the Queens Green Canopy legacy? The two gifted English oaks were planted in millennium green by Filton Town Council.

Plaques must be from official vendors, The QGC legacy also suggests that local children or groups be the guardians of the trees.

Discussions took place and it was decided to obtain 3 quotes for best price and to involve the local schools to be guardians of the trees.

It was voted UNAIMOUSLY FOR . The Motion was carried

0341. PUBLIC PARTICIPATION: No Submission

0342. REPORTS FROM COMMITEES, WORKING GROUPS AND THE TOWN CLERK:

i) Filton Leisure Centre Update. The meeting had been moved until 14th February so no update available until next Full Council Meeting

0343. GRANT APPLICATION: - North Bristol Colour Guard:

Representatives of the group presented and answered all questions.

It proposed and seconded and voted UNANIMOUSLY FOR to award the whole amount to the application.

ACTION FTC Office

0344. PAYMENTS FOR INFORMATION: The documents were not available as accounts had not visited since previous meeting.

THE CHAIR CLOSED THE MEETING AT 7.55pm

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 8th March 2022**.

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

0345. APOLOGIES FOR ABSENCE: Apologies were noted

0346. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0347. DECLARATIONS OF INTEREST: There were none.

0348. TO APPROVE THE MINUTES OF THE MEETING HELD 8th February 2022: The minutes were approved as accurate.

0349. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0350. PUBLIC PARTICIPATION: No Submission

0351. GRANT APPLICATION: - North Bristol Advice Centre:
It proposed and seconded and voted UNANIMOUSLY FOR to award the whole amount to the application.

ACTION FTC Office

0352. REPORTS FROM COMMITEES, WORKING GROUPS AND THE TOWN CLERK:
i) Schedule Fees – After discussions it was requested for FTC office to look into the leases of both the Wessex Reserves and Community Association. FTC office to follow up on the outcome of the Community Associations investigation from the Charity Commission and report back when details are available.
ii) Planters- FTC Ground Teams have requested permission to carry on hand making the planters that they have just finished 4 of at the top of Elm Park. It was requested that a full costing including staff hours, fixings and materials to be brought to Full Council March 2022.

ACTION FTC Office

0353. PAYMENTS FOR INFORMATION: Approved

Confidential Session

THE CHAIR CLOSED THE MEETING AT 7.55pm

0354. Contract Update : The Town Clerk advised that the contracts were due to be signed Friday 11 March. It was also confirmed that in the case of future borrowing that it would be discussed in a public session.

0355. 2021/22 Nationally agreed pay increase of 1.75%: It was Voted UNANIMOUSLY FOR to implement the increase with current staff, recently tuped staff and also leavers that had recently left if requested.

Chair Closed the Meeting 8.25pm

FILTON TOWN COUNCIL

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

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

3rd March 2022

Dear Member

You are hereby summoned to A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 8th March 2022 at 7.00pm Filton Leisure Centre, Elm Park, Filton**

Yours sincerely,

L.A.Reuben

L.A.Reuben
Town Clerk.& RFO

AGENDA

PART 1

1. Apologies for Absence
2. Declarations of Interest
3. Matters of report arising from the minutes not otherwise covered by the Agenda.
4. To approve the minutes of the meeting Full Council (Finance) 8th February 2022. (page 1)
5. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting
6. Matters of report arising from the minutes not otherwise included on the Agenda.
7. Grant application – North Bristol Advice
8. Reports from Committees, Working Groups and the Town Clerk:
   ii)Schedule of Fees
   iii)Planters – approval to continue with planters along Elm Park
9. Payments for information up to date

PART 2 (Closed session) Press and public to be excluded

10. Contract update
11. 2021/22 Nationally Agreed Pay increases of 1.75%

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 8th February 2022**.

PRESENT: Cllrs: T Mewies (Vice Chair) D Collins, A Bird, D Boardman, K Briffett, A Kenyon, I Scott, M Chaudhry, B. Mead, T Mewies, A Robinson, C Wood,
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APOLOGIES: A Doyle (Chair), A Monk
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0336. APOLOGIES FOR ABSENCE: Apologies were noted

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Discussions took place and it was decided to obtain 3 quotes for best price and to involve the local schools to be guardians of the trees.

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It proposed and seconded and voted UNANIMOUSLY FOR to award the whole amount to the application.

ACTION FTC Office

0344. PAYMENTS FOR INFORMATION: The documents were not available as accounts had not visited since previous meeting.

THE CHAIR CLOSED THE MEETING AT 7.55pm

\

FILTON TOWN COUNCIL

COMMUNITY GRANT SCHEME (GUIDANCE NOTES)

1. Filton Town Council is empowered to award grants to groups running projects in Filton or benefiting the residents of Filton, for example: play schemes, environmental improvements, youth projects, elderly persons groups, cultural activities, recreational activities, international links.

2. Priority will be given to groups which benefit the residents of Filton and demonstrate a long-term benefit to the community.

3. All applications must be accompanied by the Council's Grant Application form which must be fully completed.

4. The scheme can offer support up to a maximum of £5,000 towards community based projects that can usually be completed within a 12 months period.

5. Applications can only be accepted from non-profit making organisations and societies.

6. The Council would expect for organisations to raise a reasonable amount of funds themselves towards a specific project or scheme.

7. Grant applications should be for specific projects and not the general running costs of an organisation, unless this has been agreed in advance.

8. Requests for funds should be clearly seen to benefit a group of people within Filton Town boundaries.

9. For repeat applications detailed evidence must be included on how previous grants have been utilised.

10. Where the Council agrees funding for a specific project, proof of purchase of the goods or services must be provided before the grant is distributed. Written permission must be obtained if there is any change to the use of funds.

11. The Council reserves the right to impose what conditions it wishes as a condition of accepting an application for a grant. The decision of the Council not to make a grant shall be final.

12. An application must be received no later than the closing date shown on the application form. . The Council cannot take any responsibility for an application form that has not been received for whatever reason.

13. Upon receipt of properly completed forms (preferably by electronic submission) the Council will consider all grant applications in 2 tranches. Applications received before 30th April 2021 will be considered at the first scheduled grants meeting after 30th April. Applications received before 30th September 2021 will be considered at the first scheduled grants meeting after 30th September 2021.

14. Grant applications are not normally considered in retrospect.

15. A condition of receiving a grant from Filton Town Council is the completion and return of this form and evidence of your organisation's current bank balance and a statement of income and expenditure for the last 12 months.

16. If your organisation has a written constitution and/or Equal Opportunities Policy, Please enclose copies with your application form.

17. If an application is made for a specific item of equipment or services, copies of receipts are required for Council audit purposes and should be returned within 3 months.

18. All opportunities should be taken to recognise assistance from Filton Tow Council. All printed material should include the following statement:
This group has received financial assistance from Filton Town Council.

19. You may in future be approached by Filton Town Council to contribute items towards a display which depicts activities within the community that have been supported by the Council. In order that your project is represented, please retain photographs, programmes, press cuttings etc. for this purpose.

20. Please complete all questions. If a question does not apply then indicate this in your answer. Failure to give the relevant information may delay your application.

21. If you need further clarification or further assistance in the completion of the application, then please contact the Town Clerk.

22. Completed applications forms should be sent to the Town Clerk at Filton Town Council, Elm Park, Filton, South Gloucestershire, BS34 7PS.

FILTON TOWN COUNCIL

Community Grant Scheme

APPLICATION FORM

Please ensure you read the Guidance Notes carefully before completing this Form:

First closing date for applications: 30th April 2021
Second closing date for applications 30th September 2021

Please complete all questions. If a question does not apply then indicate this in your answer. Failure to give the relevant information may delay your application.

For the purposes of this form the term "project" means the programme of activities, equipment c running costs for which you are seeking grant funding.

<u>THE ORGANISER</u>

1 Name of the Organisation

.........North Bristol Advice Centre...

2 Name of the contact person who will know about this application and the organisation.

..........Katherine Tanko...

Address

.......2 Gainsborough Square...

........Lockleaze...

........Bristol, BS7 9XA..

....Telephone...0117 951 5751.

3 Position of the contact person within the organisation

...........Fundraising and Communications Officer..

THE PROJECT AND THE PARTICIPANTS

4 Give a full description of the purpose for which the grant is required.

We are requesting £1,000 towards our specialist advice services, enabling us to help Filton residents deal with the long term impact of Covid-19.

Covid-19 has had a devastating impact on vulnerable people in the community, plunging many into debt and financial crisis. Years of austerity have left people extremely vulnerable. Foodbanl use has gone up over 200%. We did in-depth phone interviews with 40 clients and 80% of thos in a worse financial situation said it was due to Covid-19. Digital exclusion was identified as the main barrier to accessing advice and support. NBAC adapted all services to phone advice at fir lockdown, but we are keen to resume face-to-face and outreach work as restrictions ease.

Demand for advice services has increased steadily since the first lockdown. In April we handled 132 enquiries and 51 cases; by January that had jumped to 411 and 133 cases. We expect demand to continue increasing in the next 12 months as the full economic impact of the pandemic unfolds. Money Advice and Pensions service predicts demand for debt advice alone will increase by 60% by autumn 2021. We've seen an increase in debt-related housing possession claims; complex casework related to Universal Credit claims (e.g. claimants erroneously told they aren't eligible for UC because they'd received a redundancy payment; or told they owe thousands in tax credit overpayments they were unaware of); women fleeing domestic violence; and people with mental health problems denied disability benefits (often linked to their inability to respond to letters during lockdown).

The funding will go towards our specialist welfare benefits and debt advice services for people i Filton. It will help us meet the increasing demand for specialist advice support for people impacted by Covid-19. This will bring real benefits for vulnerable and sick people in Filton, helping to put food on the table and keep a roof over their heads, and improve their mental health. Initially advice will be given by phone, but we hope to move to face-to-face work as soor as government restrictions allow. We have adapted our policies and protocols to be Covid-safe and refurbished our reception room to allow for safe face-to-face meetings for those who canno be supported by phone.

In 2020 we were able to support 40 people in Filton:

- 12 debt advice
- 27 welfare benefits advice
- 1 charity application
- 9 appeals (8 successful)
- £108,426 income raised

➢ £36,213 in debt managed

North Bristol Advice Centre (NBAC) is an independent charity that has been delivering advice, representation and community services in deprived areas across North Bristol and South Gloucestershire for 36 years. Our aim is to promote social justice and combat poverty by providing free and independent advice and support. We provide welfare benefits advice including complex casework, appeals and representation at tribunal; debt advice; get online digital inclusion project; advice and support for older people to help them stay independent in their homes.

We have worked hard to continue delivering advice services to communities in need in North Bristol and South Gloucestershire, including Filton. Support from Filton Town Council will help ensure we can continue providing specialist support to Filton residents.

5 Which members of the community will benefit from your organisation?

We support low-income and vulnerable people. Filton residents who suffer poverty, disability and poor health (particularly mental health) will be able to access our specialist advice services. 60% of our clients suffer physical and/or mental health problems and 40% are unfit to work.

6 Will this project be open to non-residents of Filton? **YES**

7 Will this grant SOLELY benefit Filton residents **YES**

WHERE

8 Where and when does your organisation meet?

Registered office in Lockleaze, where we will have limited face-to-face sessions when allowed. We will resume outreach sessions in Patchway and Kingswood when it is safe tc do so.

COSTS

9 Is your organisation a business [ ]
Registered charity (please give charity number) [X] ......1066921..
Community group [ ]
Other (please specify)

....

10 If you are applying for a specific project, please complete sections 10 and 14.

11 Please give details of the other sources of your income

Your own funds		£__2,500______
Participant contributions /charges		£____________
Grants from:	Unitary Authority	£__55,058_____
	Other Local Authorities	£__58,802_____
	Charitable Trusts	£__95,265_____
	Business Community	£____________
	Other *(Please specify) MaPS*	£___107,704____

....

	TOTAL	**£__391,329____**

12 Amount requested from Filton Town Council **£__1,000_______**

13 To which name of the account should the cheque be made payable?

..................North Bristol Advice Centre...

14 On which specific aspect of the project will the Filton grant be spent?

Funding will go towards costs of our specialist advice services for Filton residents

15 What do you see as the main benefits of your organisation to the Filton community?

Advice services are a lifeline for disadvantaged people, helping them to manage debt, secure their legal entitlements and improve their financial situation. This is especially crucial this year due to the economic impact of Covid-19. Without advice support through the benefits system, vulnerable people in Filton are at risk of losing entitlement and/or being sanctioned, with devastating consequences. Our intervention prevents homelessness, destitution and literally saves lives (clients have disclosed their financial difficulties have left them suicidal). Outcomes include: improved financial wellbeing, increased social justice, improved skills and confidence, reduced social isolation and improved health and wellbeing.

We ask advice clients at case closed to tell us the difference our support has made. According to our monitoring in 2019/20:

- 87% reported an improved financial situation
- 61% were "much less" stressed
- 92% felt better able to manage their affairs as a result of our support

Three months after case closed, we ask a small sample of clients about the long term impact of our advice support:

- 70% were able to budget and plan their expenditure
- 67% felt more confident keeping a roof over their head
- 38% spent increased income on more or better fod

Lauren's Story – Lauren, 35, is a single mum with two children and a Filton resident. She had recently come out of an abusive relationship, which had left her with severe mental health issues. She had debts totalling £12,500 –including for contracts taken out for her ex-partner-- and was being chased by creditors. She couldn't afford the rent on her private rental flat on her own. Because she was working full time, Lauren wasn't eligible to claim Housing Benefit. She tried to get on the housing register for a social housing property with more affordable rent, but wasn't allowed because of her debts. Lauren was becoming increasingly anxious and feared she and her children would become homelessness.
Our debt adviser presented Lauren with the options for dealing with her debts. Lauren decided to apply for a Debt Relief Order (DRO) to have her debts written off. The debt adviser asked for a copy of Lauren's credit report, to ensure she included the full list of creditors pursuing her. The DRO application was approved and her debts were put on hold for 12 months (if no change, they would be written off completely). As a result, she was able to apply for social housing.

Lauren is now living in a council flat with her two children and is feeling much more secure. She can afford to keep up with her bills and, as any extra income is no longer going towards debt repayments, she has more money to spend on herself and her children.

"I have extreme mental health issues and you made me feel like I was worth something. The support of NBAC is amazing and a lot of us would be using hospital services if it was not available."

I certify that the above information is correct to the best of my knowledge and agree to the conditions laid down by Filton Town Council.

Signed: .... Date ....4 March 2021................................

Please enclose with this form evidence of the organisation's current financial status and a statement of income and expenditure for the last 12 months period and return it to:

The Town Clerk
Filton Town Council
Elm Park
Filton
South Gloucestershire
BS34 7PS
Or email to office@filtontowncouncil.gov.uk

Schedule of Fees (per Annum)

Lease (Term Remaining)	2020-21	2021-22	2022-23(Proposed)
Community Assoc (144 yrs)	£2.10	£2.10	£2.10
Scout Lease (8 Years)	£50	£50	£50
Wessex Reserves (due for renewal 2022)	£1,500.00	£1,500.00	£1,500
Land at Shellard Rd(43 yrs)	£65	£65	£65
Filton Petanque Club (rolling)	£150	£150	£150
Station Rd Allotment Fees (annual)	£27.50 £50.00	£37 Half Plots £67 Full Plots (Reviewed and increase 2021)	£37 Half Plots £67 Full Plots
Nutfield Grove Allotment Fees annual	£12.50	£12.50 + membership fees to association	£15
Football Pitches	£40 Junior £60 Senior	£40 (whilst facilities are limited)	£40 (whilst facilities are limited)

Invoices Due for Payment by 3 March 2022

For Bought Ledger — Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
	Avon Local Councils' Association [ALCA]							
14/07/2021	TINV22-03/21-22	830	*830-Finance for Cllr course*		11/08/2021	30.00		30.00
30/09/2021	INV24-02/21-22	831	*831-Finance for Cllr course*		28/10/2021	30.00		30.00
Telephone : 01761 461 536			Total of Invoices Due (ALCA)			**60.00**	**0.00**	**60.00**
	Biffa Waste Services Ltd [BIFFA]							
31/01/2022	472C93839	832	*832-General waste*		02/03/2022	780.12		780.12
			Total of Invoices Due (BIFFA)			**780.12**	**0.00**	**780.12**
	Certas Energy UK Ltd [CERTAS]							
26/01/2022	6807037	833	*833-Fuel*		26/01/2022	1,093.03		1,093.03
			Total of Invoices Due (CERTAS)			**1,093.03**	**0.00**	**1,093.03**
	CLK Fire & Safety Compliance LTD [CLK]							
01/01/2022	ON ACC 870		*P/Ledger Electronic Payment*		01/01/2022	420.00		420.00
			Total of Invoices Due (CLK)			**420.00**	**0.00**	**420.00**
	Complete Business Solutions Group Ltd [COMPLETE]							
01/11/2021	SINV02934876	834	*834-Storage box*		01/12/2021	23.90		23.90
			Total of Invoices Due (COMPLETE)			**23.90**	**0.00**	**23.90**
	DCK Accounting Solutions Ltd [DCKBEAVERS]							
14/01/2022	TPC10015	836	*836-Accounts support Jan 22*		13/02/2022	513.06		513.06
Telephone : 01793 739110			Total of Invoices Due (DCKBEAVERS)			**513.06**	**0.00**	**513.06**
	DL I.T. Solutions Ltd [DLIT]							
17/01/2022	DI0000039	839	*839-Call charges Dec 2021*		16/02/2022	45.65		45.65
31/01/2022	1004069	838	*838-Agreement eset-protection*		02/03/2022	51.00		51.00
20/02/2022	1004278	864	*864-Monthly IT Services*		22/02/2022	231.00		231.00
20/02/2022	1004212	873	*873-Microsoft 365 monthly*		22/02/2022	124.80		124.80
Telephone : 0117 9690334			Total of Invoices Due (DLIT)			**452.45**	**0.00**	**452.45**
	Filton Voice Ltd [FILTONVOIC]							
02/12/2021	00924	842	*842-Advert space 2 pages*		01/01/2022	300.00		300.00
04/01/2022	00944	843	*843-Advert space - Jan*		03/02/2022	300.00		300.00
Telephone : 0117 908 3066			Total of Invoices Due (FILTONVOIC)			**600.00**	**0.00**	**600.00**
	GM Engineering (Bristol) Ltd [GMENGINEER]							
20/01/2022	1455	855	*855-Repair barrier to Car park*		19/02/2022	180.00		180.00

Invoices Due for Payment by 3 March 2022

For Bought Ledger **Pay by Cheque**

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
03/02/2022	1464	856	*856-Mest&post for tree protect*		22/02/2022	180.00		180.00
Telephone : 0117 946 5324			Total of Invoices Due (GMENGINEER)			**360.00**	**0.00**	**360.00**
	Rentokil Initial UK Ltd [INITIAL]							
07/02/2022	34095875	857	*857-Sanitary items*		22/02/2022	195.95		195.95
			Total of Invoices Due (INITIAL)			**195.95**	**0.00**	**195.95**
	Cape Meridian Ltd [NSG]							
01/01/2022	ON ACC 866		*P/Ledger Electronic Payment*		01/01/2022	396.00		396.00
			Total of Invoices Due (NSG)			**396.00**	**0.00**	**396.00**
	Rentokil Initial UK Ltd [RENTOKILPE]							
02/12/2021	21584256	860	*860-Service period Dec-Mar*		01/01/2022	254.14		254.14
Telephone : 0800 917 1982			Total of Invoices Due (RENTOKILPE)			**254.14**	**0.00**	**254.14**
	South Gloucestershire Council [SGLOS2]							
01/01/2022	ON ACC 868		*P/Ledger Electronic Payment*		01/01/2022	80.34		80.34
13/01/2022	3804875147	863	*863-Xmas light 21/22*		12/02/2022	5,779.20		5,779.20
08/02/2022	3804897316	861	*861-Grass cutting Jan-Mar22*		22/02/2022	937.22		937.22
16/02/2022	1401594913	862	*862-Land @ rear of mortimer rd*		22/02/2022	275.00		275.00
			Total of Invoices Due (SGLOS2)			**7,071.76**	**0.00**	**7,071.76**
	Shred-IT Limited [SHRED]							
30/11/2021	8140129173	874	*874-Shredding service*		30/11/2021	1,215.00		1,215.00
			Total of Invoices Due (SHRED)			**1,215.00**	**0.00**	**1,215.00**
	Society of Local Council Clerks [SLCC]							
01/02/2022	MEM238087-1	858	*858-Membership fee LR*		22/02/2022	391.00		391.00
Telephone : 018233 253646			Total of Invoices Due (SLCC)			**391.00**	**0.00**	**391.00**
	Travis Perkins Trading Co Ltd [TRAVIS]							
06/01/2022	3015AQN052	876	*876-Emulsion rollers*		05/02/2022	21.07		0.00
24/01/2022	ON ACC 878		*P/Ledger Electronic Payment*		24/01/2022	-617.97		0.00
02/02/2022	3015AQO905	877	*877-Top soil bulk bag*		22/02/2022	149.26		0.00
Telephone : 01604 684208			Total of Invoices Due (TRAVIS)			**-447.64**	**0.00**	**0.00**
			Total of Invoices Due (Bought Ledger)			**13,378.77**	**0.00**	**13,826.41**
			TOTAL OF INVOICES DUE (ALL LEDGERS)			**13,378.77**	**0.00**	**13,826.41**

FILTON TOWN COUNCIL

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

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

7th April 2022

Dear Member

You are hereby summoned to A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 12th April 2022 at 7.00pm Filton Leisure Centre, Elm Park, Filton**

Yours sincerely,

L.A.Reuben
Town Clerk.& RFO

AGENDA

PART 1

1. Apologies for Absence
2. Declarations of Interest
3. To approve the minutes of the meeting Full Council (Finance) 8th March 2022. (page 1)
4. Matters of report arising from the minutes not otherwise covered by the Agenda.
5. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting
6. Internal Audit Report 2022 (pages 2-10)
   i)Internal Audit contract
7. Reports from Committees, Working Groups and the Town Clerk:
   i)Planters – approval to continue with planters along Elm Park (page 11)
8. Income & Expenditure reports February 2022 (pages 12-14)
9. Fly Tipping (Cllr Robinson)

PART 2 (Closed session) Press and public to be excluded

10. Contract update
11. Staffing Committee Minutes 1st February 2022 (page 15)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 8th March 2022**.

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

0345. APOLOGIES FOR ABSENCE: Apologies were noted

0346. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0347. DECLARATIONS OF INTEREST: There were none.

0348. TO APPROVE THE MINUTES OF THE MEETING HELD 8th February 2022: The minutes were approved as accurate.

0349. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0350. PUBLIC PARTICIPATION: No Submission

0351. GRANT APPLICATION: - North Bristol Advice Centre:
It proposed and seconded and voted UNANIMOUSLY FOR to award the whole amount to the application.

ACTION FTC Office

0351. REPORTS FROM COMMITEES, WORKING GROUPS AND THE TOWN CLERK:
i) Schedule Fees – After discussions it was requested for FTC office to look into the leases of both the Wessex Reserves and Community Association. FTC office to follow up on the outcome of the Community Associations investigation from the Charity Commission and report back when details are available.
ii) Planters- FTC Ground Teams have requested permission to carry on hand making the planters that they have just finished 4 of at the top of Elm Park. It was requested that a full costing including staff hours, fixings and materials to be brought to Full Council March 2022.

ACTION FTC Office

0352. PAYMENTS FOR INFORMATION: Noted

Confidential Session

THE CHAIR CLOSED THE MEETING AT 7.55pm

0353. Contract Update : The Town Clerk advised that the contracts were due to be signed Friday 11 March. It was also confirmed that in the case of future borrowing that it would be discussed in a public session.
0354. 2021/22 Nationally agreed pay increase of 1.75%: It was Voted UNANIMOUSLY FOR to implement the increase with current staff, recently tuped staff and also leavers that had recently left if requested.

Chair Closed the Meeting 8.25pm

Audit Report

Filton Town Council

Audit Plan Year:	2021 – 2022 In Year Assurance
Audit Status:	Audit Completed
Audit Review Date	7th & 8th March 2022

Report Distribution:

Lesley Reuben – Clerk & RFO to Filton Town Council

1. **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 – Kerry Woodey examined these procedures.

2. **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.
Fundamental Weaknesses Identified	The matters arising from the audit identify that there are fundamental weaknesses which place doubt on the reliability of the procedures reviewed. Urgent action is necessary to improve the current situation and reduce risk exposure.

3. **Key Strengths**

- There are regular quorate meetings of the Full Council and its Committees.
- There are monthly bank reconciliations undertaken by the Council's Accountants.
- The Council has recently started using online banking and they have implemented controls in its use including segregation of duties.
- Compliance checks of insurance confirmed that the Council has policies in place.
- All Council employees had their latest employment contract available for review.
- The previous year's AGAR was available for review and publication was evidenced through the Council's website.

4. **Key Risks**

- The Council's meeting minutes require further detail to be added to show a complete record.
- The budget has not been documented as approved in the Council minutes following a draft budget discussion in November 2020. Earmarked funds have also not been discussed.
- The debt recovery policy has no version control in place on the document.
- Budget reports do not always include information on overspent budget headings.
- Tenancy agreements are not always signed and returned by the plot owner leaving the Council vulnerable in the case of a dispute.
- The petty cash level noted on the reconciliations and financial regulations is not consistent.
- The asset register has not had a full check of all items listed to confirm they are still present.

5. Key Actions

- Additional information should be added to Council meeting minutes, such as confirming the month and year of payments and reconciliations being presented. Further detail is listed in the action plan below.
- Clear documentation within the Council's meeting minutes of the budget being approved along with discussions regarding earmarked funds.
- Version control should be added to the debt recovery policy to ensure the most up to date version is being used.
- Additional commentary should be provided alongside the budget reports at the finance meetings, particularly where budget headings are, or are nearing, being overspent.
- The Council should ensure that tenancy agreements for their allotments are returned in a timely manner to protect the Council in the event of a dispute.
- Petty cash level should be reviewed, and an amount decided upon, this should then be aligned across the petty cash spreadsheet and financial regulations.
- A full check of the asset register should be undertaken each year, and this should be clearly recorded within the register.

6. Advisory Points

- Notice of Public Rights display location and dates to be recorded within Full Council meeting minutes.
- Consideration should be given to any relevant Council staff who may want or need to undertake any health and safety training if they are completing risk assessments.

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

7. The Control Environment

Key Control Objectives		Achieved?
A.	Appropriate accounting records have been kept properly throughout the financial year.	Partially
B.	The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.	Partially
C.	The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes
D.	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Partially
E.	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	Partially
F.	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Partially
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.	Yes
H.	Asset and investment registers were complete and accurate and properly maintained.	Partially

I	Periodic bank account reconciliations were properly carried out during the year.	Tested 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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Tested at year end
K	Councils with turnover of below £25,000. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered").*	Not currently applicable to any SGC clients.
L	Councils with turnover of below £25,000. 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.	Not currently applicable to any SGC clients.
M	The authority, during the previous year (2020-21) 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).*	Yes
N	The authority has complied with the publication requirements for 2020/21 AGAR *(see AGAR Page 1 Guidance Notes).*	Yes
O	Trust funds (including charitable) - The council met its responsibilities as a trustee.	N/A

8. **Auditors & Acknowledgements**

Lesley Reuben – Clerk & RFO to Filton Town Council

Carla Westcott – Town Council Support Officer

Audit Managers	Emily Mattock / Justine Poulton
Auditor	Kerry Woodey

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
Priority: High				
1	**Council Meeting Minute Notes** The Council's meeting minutes have been reviewed and several points have been raised below as a result. • When documenting that bank reconciliations or payments for information have been discussed it is not clear what month or year this is in relation to. • Where queries are raised by Councillors there is no clear follow up to confirm that the action has been addressed in the following meeting. • In a sample of 5 Full Council meeting minutes reviewed it was noted that 2 had not been signed at the following meeting to confirm the meeting minutes were accurate. • Where the Audit Reports are being presented to Councillors it is not noted within the meeting minutes whether it is the Internal or External Audit report. • The word 'noted' is used to confirm sight of budgetary or payment information. This does not confirm Councillors have approved any spend or budgets.	There is a risk that meeting minutes are not clear and transparent to those who may wish to view them. Minutes do not offer assurance that outstanding actions have been followed up nor that budgets and payments have been approved by Council Members.	**Recommendation** Council meeting minutes should contain additional information, including the points noted below. This would allow for a clearer picture of what has been discussed and approved as part of the meeting. • Bank reconciliations and payments should have the relevant month and year noted. • Follow up action should be documented in the following meeting where queries have been raised. • The meeting minutes should document that the previous minutes have been signed and confirmed as accurate by the Chair. • Clear reference to be made to the audit report being presented, i.e. external or internal. • The word 'approved', instead of 'noted', should be used when confirming that the Council Members have approved any	**Responsible Officer** The Clerk Council Members **Target Implementation Date** 31/05/2022

6.

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
			budget or payment information presented for review.	
2	**Budget Approval and Earmarked Funds** There is no record of the budget being approved in line with timetable required by South Gloucestershire Council. The minutes evidence that a draft budget has been presented in November 2020, but not formalised or approved alongside the precept in January 2021. Earmarked funds have also not been discussed as these are reviewed as part of the budget approval process.	Council could be unclear on budgets and reserves available.	**Recommendation** The budget approval should be included within the Full Council Meeting minutes, as well as the review of earmarked funds. Each year confirmation of the budget approval should be minuted. Earmarked funds should be discussed as part of this process.	**Responsible Officer** The Clerk Full Council **Target Implementation Date** 31/05/2022
Priority: Medium				
3	**Debt Recovery Policy & Procedures** The copy of the Debt Recovery Policy supplied is not dated and does not have any version control. **This was a recommendation at the last audit.**	There may be confusion amongst Council staff and uncertainty as to whether they are working to the most recent version.	**Recommendation** 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: - the name of the policy; - the date of review; - approval, and at what level; and	**Responsible Officer** The Clerk Full Council **Target Implementation Date** 31/05/2022

7.

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
			- the date of next review.	
Priority: Low				
4	**Budget Reporting at Finance Meetings** It has been noted in two separate Finance meeting minutes that the Council has raised queries relating to the income and expenditure report provided in the Finance meetings from July and October 2021. Both times the Town Council's office was asked to go away and address the queries raised.	Budget reports do not highlight or emphasise to management where budgets are becoming overspent or are already overspent. Lack of financial management.	**Recommendation** An overview of budget headings should be provided alongside the budget reports showing areas which are looking likely to become overspent or are already overspent. The reason for overspend should also be included. Where queries are raised the outcome of the queries should be noted at the next Finance meeting.	**Responsible Officer** The Clerk **Target Implementation Date** 31/05/2022
5	**Allotment Tenancy Agreements** 1 out of 5 allotment tenancy agreements were not available for review. The tenant has not returned the signed agreement that was issued in December 2021.	There is a risk that the hirer has not agreed to the terms and conditions of hiring the allotment provided by the Parish Council.	**Recommendation** Tenancy agreements should be signed and returned to the council prior to the commencement of the tenancy. In all cases a signature from the tenant and a Council representative should be present on the tenancy agreement to confirm that the hirer has agreed to the terms and conditions of the booking and the Council has accepted the tenant.	**Responsible Officer** The Clerk **Target Implementation Date** 31/05/2022

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
6	**Financial Regulations - Petty Cash** Petty cash limit is currently running at a £250 balance, but in the Financial Regulations it is recorded as a float of £200. **This was a recommendation at the last audit.**	Failure to adhere to the Council's own financial regulations.	**Recommendation** The petty cash limit should be agreed and be consistent across systems and Financial Regulations. All petty cash systems and limits should be listed and updated in the Financial Regulations.	**Responsible Officer** The Clerk Full Council **Target Implementation Date** 31/05/2022
7	**Asset Register** The Town Council has an extensive Asset Register, however, there is only record of a partial check of the inventory taking place. Not all information is updated on to the inventory such as purchase/replacement cost of an item or the date it was disposed of. **This was a recommendation at the last audit.**	The assets may be out of date and incorrectly stated in the council's accounts / records.	**Recommendation** To complete a full check of the Town Councils assets ensuring that the assets are reviewed at least annually, and this is recorded under the relevant tab. It should also be noted for all items within the register the value of the purchase or replacement cost net of VAT and the date of any items disposed of.	**Responsible Officer** The Clerk **Target Implementation Date** 31/05/2022
8	**Procurement Thresholds** The thresholds noted in the standing orders of £189,330 is out of date. The Financial Regulations also notes the incorrect amount of £164,176.	Incorrect thresholds for tendering could be used in error.	**Recommendation** The standing orders should be updated to reflect the correct and most up to date tendering thresholds and limits. As at 1st January 2022 this has now increased to £213,477.	**Responsible Officer** The Clerk **Target Implementation Date** 31/05/2022

Audit Report: Filton Town Council

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
			Awareness should be maintained of any future updates to thresholds, and these should be updated into the standing orders when required. "https://www.gov.uk/government/publications/procurement-policy-note-0921-thresholds-and-inclusion-of-vat" Procurement Policy Note 10/21 – Thresholds and Inclusion of VAT - GOV.UK (www.gov.uk)	

10.

PLANTERS FOR ELM PARK

This is a breakdown of the costs of the planters at Elm Park and also a brief outline as to the idea behind them .The idea came about due to the constant maintenance of the timber poles that edge the car park and the field at Elm Park .The poles in question are a constant upkeep in terms of treating and also ,particularly lately replacing them as they are kicked over or snapped .In general they are no real deterrent for anybody trying to get onto the field with a vehicle which we have had happen in the past .I first approached the Town Clerk after Christmas 2021 with an idea to not only have a deterrent for vehicles gaining access to the field but something that would look better and would bring together the community ie The Community Garden who would love to be involved planting etc .I spoke to the Town clerk with the idea of around 12 planters in total and this would spread down the outline of the field to the playpark .We would do this work in stages starting with the first four .I sourced various companies for railway sleepers and had to bear in mind we would need thirty sleepers to build the first four planters and more important they had to be fit for purpose in terms of being already treated for limited maintenance and also large enough not to be moved or vandalised in any way .It was surprisingly difficult getting the right sleepers in terms of being fit for purpose but in the end Decking Deliveries were best as they gave a discount and would deliver for free .I gave my findings to the Town clerk who then ordered the thirty sleepers January 4th .The sleepers arrived 12th January and were made and completed around two weeks later .I have broken down the costings for the first four .

Each planter measures 2600 long x 600 wide with a depth of 900.

The four planters take 30 railway sleepers with no wastage

Cost of 30 sleepers £1,199.70

2 boxes fixings £ 49.98

Discount £ 124.97

Total £1,124.71 inc VAT

Added to this we needed to fill the four planters with topsoil this was at a cost of £149.26

The four planters were cut, constructed and filled with topsoil. It took two members of staff three days to complete. Although they have no plants in them, yet we will be filling them with wildflowers plus, I am sourcing some plants from various garden centres. The planters have proved to be extremely popular with the public and the response has been very positive particularly as they not only provide a level of security to the field but will look better than concrete bollards and they are cheaper than metal fencing which would have been our other two choices.

Hope this helps

Neil Palmer

Grounds &Maintenance Manager

Filton Town Council

Summary Income & Expenditure by Budget Heading 28/02/2022

Month No: 11 | **February 2022**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes								
101 Leisure Centre - General	Income	0	17,313	18,683	1,370			92.7%
	Expenditure	290	364,645	676,359	311,714		311,714	53.9%
	Movement to/(from) Gen Reserve	(290)	(347,332)					
102 Leisure Centre - Swimming Pool	Income	(33)	140,333	328,000	187,667			42.8%
	Expenditure	0	32,887	127,475	94,588		94,588	25.8%
	Movement to/(from) Gen Reserve	(33)	107,446					
103 Leisure Centre - Pool Vending	Income	0	145	600	455			24.1%
104 Leisure Centre - Cafe	Income	83	33,073	120,450	87,377			27.5%
	Expenditure	53	33,321	145,686	112,365		112,365	22.9%
	Movement to/(from) Gen Reserve	31	(248)					
105 Leisure Centre - Indoor Sports	Income	0	1,120	8,050	6,930			13.9%
	Expenditure	0	2,213	17,000	14,787		14,787	13.0%
	Movement to/(from) Gen Reserve	0	(1,092)					
106 Leisure Centre - Outdoor Sport	Income	75	1,331	3,125	1,794			42.6%
	Expenditure	0	0	250	250		250	0.0%
	Movement to/(from) Gen Reserve	75	1,331					
201 Playing Fields	Income	0	2,789	2,500	(289)			111.6%
	Expenditure	233	1,189	2,250	1,061		1,061	52.8%
	Movement to/(from) Gen Reserve	(233)	1,600					
202 Play Areas	Expenditure	0	2,009	2,000	(9)		(9)	100.4%
203 Millennium Green	Income	0	1,500	1,500	0			100.0%
	Expenditure	0	262	500	238		238	52.4%
	Movement to/(from) Gen Reserve	0	1,238					
204 Allotments	Income	264	1,681	1,000	(681)			168.1%
	Expenditure	275	2,209	925	(1,284)		(1,284)	238.8%
	Movement to/(from) Gen Reserve	(12)	(528)					
301 Roads & Highways	Expenditure	781	3,124	3,200	76		76	97.6%
302 Community Development	Income	0	0	2,500	2,500			0.0%
	Expenditure	1,000	28,109	46,580	18,471		18,471	60.3%
	Movement to/(from) Gen Reserve	(1,000)	(28,109)					
801 Corporate Management	Expenditure	(950)	(10,450)	(11,400)	(950)		(950)	91.7%
802 Democratic Rep'n & Mgmt	Expenditure	0	4,654	6,150	1,496		1,496	75.7%
803 Civic Expenses	Expenditure	0	35	950	915		915	3.7%
901 Central Services	Income	0	0	2	2			0.0%
	Expenditure	8,303	122,084	153,100	31,016		31,016	79.7%
	Movement to/(from) Gen Reserve	(8,303)	(122,084)					

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Summary Income & Expenditure by Budget Heading 28/02/2022

Month No: 11 February 2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
902 Outside Services	Income	0	0	350	350			0.0%
	Expenditure	8,144	96,162	111,750	15,588		15,588	86.1%
	Movement to/(from) Gen Reserve	(8,144)	(96,162)					
998 Precept & Interest	Income	90	986,961	987,194	233			100.0%
	Finance & General Purposes Income	**478**	**1,186,246**	**1,473,954**	**287,708**			**80.5%**
	Expenditure	**18,129**	**682,454**	**1,282,775**	**600,321**	**0**	**600,321**	**53.2%**
	Movement to/(from) Gen Reserve	**(17,650)**	**503,793**					

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Capital Projects								
908 L C Outsourcing & Redevelopmen	Income	0	100,000	0	(100,000)			0.0%
	Expenditure	0	4,177	0	(4,177)		(4,177)	0.0%
	Movement to/(from) Gen Reserve	0	95,823					
909 Capital & Projects	Income	0	13,309	0	(13,309)			0.0%
	Expenditure	460	69,554	56,103	(13,451)		(13,451)	124.0%
	Movement to/(from) Gen Reserve	(460)	(56,245)					
	Capital Projects Income	**0**	**113,309**	**0**	**(113,309)**			**0.0%**
	Expenditure	**460**	**73,730**	**56,103**	**(17,627)**	**0**	**(17,627)**	**131.4%**
	Movement to/(from) Gen Reserve	**(460)**	**39,579**					
	Grand Totals:- Income	**478**	**1,299,555**	**1,473,954**	**174,399**			**88.2%**
	Expenditure	**18,589**	**756,184**	**1,338,878**	**582,694**	**0**	**582,694**	**56.5%**
	Net Income over Expenditure	**(18,110)**	**543,371**	**135,076**	**(408,295)**			
	Movement to/(from) Gen Reserve	**(18,110)**	**543,371**					

Minutes of the Staffing Committee meeting held remotely on 1st February 2022 at 6p.m.

PRESENT: Cllrs:- B.Mead, (Chair), D.Collins, A.Doyle, T.Mewies,

ALSO PRESENT: LR - Town Clerk

APOLOGIES: Cllr.M.Chaudhry

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132. Minutes. Minutes of the meeting held 4th October were approved as a true record.

133. Matters arising from the minutes not already included in the agenda – there were none.

134. Current Situation update : FTC Office currently working mixture of home and office. Down to Town Clerk and Support Officer so possible gaps in cover when there is sickness and holiday but saving on the 3rd Salary.

Grounds and Maintenance – Plenty of work with grounds and Allotments but very little maintenance to be done. Currently working on planters for the top of field. Members suggested more litter picks and maintenance to cycle speedway track.

135. TUPE arrangements had gone well. A few teething issues but these will be monitored.

There **being no further business, the meeting closed at 6.30p.m.**

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 12th April 2022**.

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

0356. APOLOGIES FOR ABSENCE: Apologies were noted

0357. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0358. DECLARATIONS OF INTEREST: Cllr Wood declared his interest with S.Glos Audit

0359. TO APPROVE THE MINUTES OF THE MEETING HELD 8th March 2022: The minutes were approved following amendments to the numbering error and 0354 it was agreed that it was resolved to pay back pay to all leavers during the financial year of 2021/22.

0360. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: 0352. I)Wessex Reserve – no update. Filton Community Association – No update

0361. PUBLIC PARTICIPATION: i) Residents raised concern that their objections had not been taken into consideration when recommending approval for an application in Branksome Drive and the request for the application to be referred to committee had been declined. Filton South Glos Councillors were also not happy with the process and would support and complaint made.
The issue of the saturation of HMO's was discussed and it was felt that other information could be available to officers ie. those that don't pay council tax could potentially be living in unregistered student accommodation.
ii)Road Surfacing in Filton was discussed and residents were encouraged to attend South Glos full council meeting.
iii)A resident raised a complaint regarding the unbearable noise during works to an adjoining property. The resident was advised that the decisions regarding planning applications and HMO's rests with South Glos Council. Building Control would be informed regarding noise levels.

0362. INTERNAL AUDIT REPORT was discussed and it was requested that the actions were covered off and reported back to the June meeting.

ACTION FTC Office

0363. REPORTS FROM COMMITEES, WORKING GROUPS AND THE TOWN CLERK:
i) Planters- FTC Ground Teams had requested permission to carry on hand making the planters. It was confirmed that the planters would not encroach onto the Active Nation boundary and that the cost of these would be coded to Capital expenditure. It was proposed, seconded and agreed nem.com to progress with the project.
ii)Flag Pole – The Town Clerk reported that concern on erecting the pole had been raised by the maintenance manager and therefore quotes and timescales had been sought.
The pole could be erected in time for the Queen's Jubilee however this would be more costly.
It was proposed, seconded and resolved to place the order to erect the flag with the supplier which had submitted the cheapest quote but would not be able to carry out the work in the next 10-12 weeks and in the meantime continue investigating for a local contractor that might be able to carry out the work earlier. Vote: 8 For, 2 Against, 1abstention.

iii)Annual Meeting/Annual Assemble due to staff holidays it was requested that the meetings be brought forward to 17th May 2022 – this was agreed nem.com

0364. Fly Tipping it was reported that fly tipping had been taking place from properties in Gayner Road into Millennium Green. It was agreed to write to all properties and advised them that further action will be taken should the problems persist

Press and public being excluded the meeting moved to part 2

0365. Contract Update : The Town Clerk advised that the contracts were currently going between solicitors and should be ready for signing soon.

0366. **Staffing Committee** Minutes of the meeting held 1st February 2022 were noted.

Chair Closed the Meeting 8.10pm

FILTON TOWN COUNCIL

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

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

5th May 2022

Dear Member

You are hereby summoned to A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 12th May 2022 at 7.00pm Filton Leisure Centre, Elm Park, Filton**

Yours sincerely,

L.A.Reuben
Town Clerk.& RFO

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Active Nation Contract update – Stuart Martin Director of Active Nation
4. To approve the minutes of the meeting Full Council (Finance) 12th April 2022. (pages 1-2)
5. Matters of report arising from the minutes not otherwise covered by the Agenda.
6. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting
7. Reports from Committees, Working Groups and the Town Clerk:
   i) Audit Contract (pages 3-10)
   ii) Annual Report options
8. Bank Reconciliation (pages 11-18)
9. Payments for Information – (pages 19-20)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 12th April 2022**.

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

0356. APOLOGIES FOR ABSENCE: Apologies were noted

0357. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0358. DECLARATIONS OF INTEREST: Cllr Wood declared his interest with S.Glos Audit

0359. TO APPROVE THE MINUTES OF THE MEETING HELD 8th March 2022: The minutes were approved following amendments to the numbering error and 0354 it was agreed that it was resolved to pay back pay to all leavers during the financial year of 2021/22.

0360. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: 0352. I)Wessex Reserve – no update. Filton Community Association – No update

0361. PUBLIC PARTICIPATION: i) Residents raised concern that their objections had not been taken into consideration when recommending approval for an application in Branksome Drive and the request for the application to be referred to committee had been declined. Filton South Glos Councillors were also not happy with the process and would support and complaint made.
The issue of the saturation of HMO's was discussed and it was felt that other information could be available to officers ie: those that don't pay council tax could potentially be living in unregistered student accommodation.
ii)Road Surfacing in Filton was discussed and residents were encouraged to attend South Glos full council meeting.
iii)A resident raised a complaint regarding the unbearable noise during works to an adjoining property. The resident was advised that the decisions regarding planning applications and HMO's rests with South Glos Council. Building Control would be informed regarding noise levels.

0362. INTERNAL AUDIT REPORT was discussed and it was requested that the actions were covered off and reported back to the June meeting.

ACTION FTC Office

0363. REPORTS FROM COMMITEES, WORKING GROUPS AND THE TOWN CLERK:
i) Planters- FTC Ground Teams had requested permission to carry on hand making the planters. It was confirmed that the planters would not encroach onto the Active Nation boundary and that the cost of these would be coded to Capital expenditure. It was proposed, seconded and agreed nem.com to progress with the project.
ii)Flag Pole – The Town Clerk reported that concern on erecting the pole had been raised by the maintenance manager and therefore quotes and timescales had been sought.
The pole could be erected in time for the Queen's Jubilee however this would be more costly.
It was proposed, seconded and resolved to place the order to erect the flag with the supplier which had submitted the cheapest quote but would not be able to carry out the work in the next 10-12 weeks and in the meantime continue investigating for a local contractor that might be able to carry out the work earlier. Vote: 8 For, 2 Against, 1abstention.

iii)Annual Meeting/Annual Assemble due to staff holidays it was requested that the meetings be brought forward to 17th May 2022 – this was agreed nem.com

0364. Fly Tipping it was reported that fly tipping had been taking place from properties in Gayner Road into Millennium Green. It was agreed to write to all properties and advised them that further action will be taken should the problems persist

Press and public being excluded the meeting moved to part 2

0365. Contract Update : The Town Clerk advised that the contracts were currently going between solicitors and should be ready for signing soon.

0366. Staffing Committee Minutes of the meeting held 1st February 2022 were noted.

Chair Closed the Meeting 8.10pm

Filton Town Council

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

Introduction

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

The South Gloucestershire Team – Our Commitment to You

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

1. Appointment

1.1 The Town Council has appointed South Gloucestershire Internal Audit Services to provide its internal audit services. The current engagement commences on the 1st April 2022. The appointment will be reviewed annually but it is the Council's intention, subject to satisfactory performance, to run the contract for a period of **three years**. Three months' notice will be required from either party if it is not intended to continue with the agreement.

2. Scope

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

3. Standards and Approach

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

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

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

4. Access

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

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

5. Reporting

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

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

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

6. Responsibilities

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

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

7. Irregularities, Including Fraud and Corruption

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

8. Data Protection – including Data Sharing & Storage

8.1 See Contract Conditions Section 8 below.

9. Charging Arrangements

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

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

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

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

Filton Town Council

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

1. **Definitions**

1.1 In these conditions:

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

2. **The Internal Audit Service**

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

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

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

3. **Auditor's personnel**

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

4. **Fees and expenses**

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

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

5. **Audit**

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

6. Copyright

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

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

7. Indemnities and insurance

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

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

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

8. Confidentiality and Data Protection

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

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

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

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

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

9. Assignment and subcontracting

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

10. **Notice**

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

11. **Status of contract**

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

12. **Headings**

12.1 The headings to conditions shall not affect their interpretation.

13. **Governing law**

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

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

APPENDIX 1

South Gloucestershire Internal Audit Services

Checklist of financial arrangements to be examined during the Internal Audit visit, together with details of documents that may be inspected

(Unless stated otherwise, attention will be focussed on the records for the last twelve months)

1 Accounting Records

1.1 A copy of accounts – Electronic
1.2 Bank statements – Electronic
1.3 Manual cash books – Where appropriate
1.4 Last 3 bank reconciliations
1.5 Investment Strategy – Where appropriate
1.6 Last 3 full Council minutes – Where not available online

2 Financial Regulations

2.1 Latest Standing Orders
2.2 Latest Financial Regulations
2.3 Details of any high value purchases
2.4 Cheque book declaration – Provided by Internal Audit for completion
2.5 Debit/Credit Card monthly and individual transaction limits

3 Council Assessed Risks

3.1 Details of current insurance provider and renewal date
3.2 Risk register
3.3 Risk assessments
3.4 Covid-19 risk assessments – Where appropriate
3.5 Risk assessments – Play areas, open spaces and sports pitches
3.6 Grants of loans

4 Budget Monitoring

4.1 Approved Budget
4.2 Precept submission form
4.3 Grant funding documentation – Where appropriate
4.4 Latest budget report
4.5 Reserves – Current value and earmarked reserves

5 Income

5.1 Income sources
5.2 Lettings income from previous 12 months – Hall hire / Lettings / Lease / Allotments / Cemetery
5.3 Current fee scale for lettings
5.4 Debt recovery – Policy, aged debtors report and write-offs
5.5 Income received on the same date each year

6 Petty Cash

6.1 Last 3 petty cash claims – Details of each transaction

7 Payroll

7.1 List of all Council employees and job title
7.2 Contract and letters for change in contract for all Council employees

8 Assets and Investments

8.1 A copy of the asset register

9 Exercise of Public Rights

9.1 A copy of the Notice of Public Rights and Publication form
9.2 Website screenshots at start and end of notice period or link to webpage history URL
9.3 Meeting minutes referencing dates and location of display

10 AGAR

10.1 Website screenshots at start and end of notice period or link to webpage history URL
10.2 Meeting minutes referencing dates and location of display

11 Trust Funds

11.1 Trust Deed – Where appropriate
11.2 Charities registration number – Where appropriate
11.3 Meeting minutes and accounts

Filton Town Council 21-22

Bank Reconciliation Statement as at 31/03/2022
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Imprest A/c -01364383	31/03/2022	476	100.00
Natwest Business A/c -08609098	31/03/2022	519	204,033.40
			204,133.40
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			204,133.40
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			204,133.40
		Balance per Cash Book is :-	**204,133.40**
		Difference is :-	**0.00**

Filton Town Council 21-22

Bank Reconciliation Statement as at 28/02/2022
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Imprest A/c -01364383	31/01/2022	470	100.00
Natwest Business A/c -08609098	28/02/2022	516	219,948.84
			220,048.84

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		220,048.84

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		220,048.84

Balance per Cash Book is :-	**220,048.84**
Difference is :-	**0.00**

2 00093 0001/0001 01099653

NatWest

Business Reserve Account

Date	Details		Withdrawn	Paid in	Balance
26 Mar 2022	BROUGHT FORWARD				215,172.78
31 Mar	Interest	31MAR GRS 08609098		1.85	
	Debit	TO 01364383	11,141.23		204,033.40

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

FILTON TOWN COUNCIL
V5

2 00350 0001/0001 01077553

NatWest

Business Reserve Account

Date	Details		Withdrawn	Paid in	Balance
26 Feb 2022	BROUGHT FORWARD				229,165.89
28 Feb	Interest	28FEB GRS 08609098		1.79	
	Automated Credit	[illegible] [illegible] FP 28/02/22 1209 100000000892905838		67.00	
	Debit	TO 01364383	9,285.84		219,948.84
1 Mar	Debit	TO 01364383	14.39		219,934.45

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

FILTON TOWN COUNCIL
V5

00475 0001/0001

NatWest Current Account

Date	Details		Withdrawn	Paid in	Balance
29 Jan 2022	BROUGHT FORWARD				100.00
31 Jan	Credit	FROM 08609098		9,296.87	
	Charges	31DEC A/C 01364383	7.57		
	Card Transaction	3397 29JAN22 ZOOM.US 888-799-9666 WWW.ZOOM.US US	14.39		
	Direct Debit	FILTON TC PAYROLL BACS	9,274.91		~~100.00~~
2 Feb	Credit No.000013	521005		204.00	204.00
	Debit	TO 08609098	100.00		100.00
3 Feb	Debit	TO 08609098	104.00		

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

FILTON TOWN COUNCIL
V5

2 00093 01099651 0001/0001

NatWest Current Account

Date	Details		Withdrawn	Paid in	Balance
26 Mar 2022	BROUGHT FORWARD				100.00
31 Mar	Credit	FROM 08609098		11,141.23	
	Charges	04MAR A/C 01364383	7.35		
	Direct Debit	FILTON TC PAYROLL BACS	11,133.88		100.00

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

FILTON TOWN COUNCIL
V5

14.

Bank Reconciliation Statement as at 31/03/2022
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-Operative Community Acc	31/03/2022	306	0.00
Unity Trust Current Account	31/03/2022	13	73,147.37
			73,147.37

Unpresented Cheques (Minus)			Amount	
12/01/2022	155	DL I.T. Solutions Ltd	120.00	
				120.00
				73,027.37

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		73,027.37

Balance per Cash Book is :-	**73,027.37**
Difference is :-	**0.00**

Filton Town Council 21-22

Bank Reconciliation Statement as at 28/02/2022
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-Operative Community Acc	28/02/2022	305	16,410.37
Unity Trust Current Account	28/02/2022	11	79,254.81
			95,665.18

Unpresented Cheques (Minus)			Amount	
12/01/2022	149	The Real Wrap Co	51.84	
12/01/2022	155	DL I.T. Solutions Ltd	120.00	
23/02/2022	156	North Bristol Colour Guard	1,000.00	
				1,171.84
				94,493.34

Receipts not Banked/Cleared (Plus)

	0.00	
		0.00
		94,493.34
Balance per Cash Book is :-		**94,493.34**
Difference is :-		**0.00**

Name of account: Filton Town Council
Date: 31 March 2022
Account number: 20444196

Statement 013 (page 2 of 2)
Bank sort code: 608301

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
	Balance brought forward			73,180.97 *
31 MAR 22	Service Charge	33.60		73,147.37 *
	Balance carried forward			73,147.37 *

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

Statement of your account

unity trust bank
BANK WITH US. BANK ON US.

03058311 | 04204
Mrs Lesley Reuben
Filton Town Council
Elm Park Filton
Bristol
BS34 7PS

PO Box 7193, Planetary Road, Willenhall WV1 9DG

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

If your name and address are incorrect or have changed, please visit **www.unity.co.uk/update-your-details/**

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Contact us

Tel. 0345 140 1000

Email: us@unity.co.uk

Web: www.unity.co.uk

Your deposits with Unity Trust Bank are eligible for protection up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about compensation provided by the FSCS, please visit www.FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at www.unity.co.uk/fscs

Name of account: Filton Town Council
Date: 28 February 2022
Account number: [illegible]

Statement 011 (page 1 of 1)
Bank sort code: [illegible]

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
31 JAN 22	Balance brought forward			84,053.23 *
2 FEB 22	Cheque 000138	2,940.00		
2 FEB 22	Cheque 000148	70.80		
2 FEB 22	PUBLIC SECTOR DEPO 1090/992		87.83	81,130.26 *
8 FEB 22	Cheque 000151	318.00		
8 FEB 22	[illegible] CI 1063/106		75.00	80,887.26 *
9 FEB 22	[illegible]		18.50	80,905.76 *
10 FEB 22	Direct Debit (SAFESTORE LIMITED	348.15		80,557.61 *
14 FEB 22	Cheque 000143	480.00		
14 FEB 22	[illegible]		18.50	80,096.11 *
16 FEB 22	B/P to: [illegible]	45.50		
16 FEB 22	B/P to: [illegible]	32.50		80,018.11 *
21 FEB 22	Cheque 000098	300.00		79,718.11 *
23 FEB 22	Cheque 000144	500.30		79,217.81 *
24 FEB 22	[illegible]		18.50	79,236.31 *
28 FEB 22	[illegible]		18.50	79,254.81 *
	Balance carried forward			79,254.81 *

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

Invoices Due for Payment by 30 May 2022

For Bought Ledger **Pay by Cheque**

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
	Alide Plant Services Ltd	**[ALIDE]**						
20/04/2022	A391188	923	*923-Cultivator for 4 days*		20/04/2022	148.32		148.32
				Total of Invoices Due (ALIDE)		**148.32**	**0.00**	**148.32**
	Biffa Waste Services Ltd	**[BIFFA]**						
28/02/2022	472C99158	918	*918-Waste collection-Mar 22*		30/03/2022	627.36		1.00
20/04/2022	ON ACC 936		*P/Ledger Electronic Payment*		20/04/2022	-626.36		0.00
				Total of Invoices Due (BIFFA)		**1.00**	**0.00**	**1.00**
	Chandlers (Farm Equipment) Ltd	**[CHANDLERS]**						
02/03/2022	588156	921	*921-Gloves, technical*		02/03/2022	78.81		78.81
				Total of Invoices Due (CHANDLERS)		**78.81**	**0.00**	**78.81**
	DCK Accounting Solutions Ltd	**[DCKBEAVERS]**						
31/03/2022	TPC10103	909	*909-Contract visit 21.03*		30/04/2022	319.26		319.26
Telephone :01793 739110				Total of Invoices Due (DCKBEAVERS)		**319.26**	**0.00**	**319.26**
	DL I.T. Solutions Ltd	**[DLIT]**						
23/03/2022	1004470	910	*910-Microsoft 365 monthly*		22/04/2022	124.80		124.80
06/04/2022	23628	911	*911-Fibre broadband-Ratepayers*		06/05/2022	63.00		63.00
19/04/2022	1004572	912	*912-Microsoft office365 Monthl*		19/05/2022	124.80		124.80
Telephone :0117 9690334				Total of Invoices Due (DLIT)		**312.60**	**0.00**	**312.60**
	FACE							
07/04/2022	1135	914	*914-Grant-youth/community work*		07/04/2022	10,996.50		10,996.50
				Total of Invoices Due (FACE)		**10,996.50**	**0.00**	**10,996.50**
	Filton Voice Ltd	**[FILTONVOIC]**						
07/04/2022	01007	913	*913-Advert 2 pages-April*		07/05/2022	300.00		300.00
Telephone :0117 908 3066				Total of Invoices Due (FILTONVOIC)		**300.00**	**0.00**	**300.00**
	Plan To Scan Ltd	**[P2S001]**						
21/03/2022	1096	937	*937-Collection & scan document*		21/03/2022	5,291.76		5,291.76
				Total of Invoices Due (P2S001)		**5,291.76**	**0.00**	**5,291.76**
	Ricoh UK Ltd	**[RICOH]**						
17/02/2022	58412435	925	*925-Copier charge*		19/03/2022	234.00		234.00
Telephone :01604732700				Total of Invoices Due (RICOH)		**234.00**	**0.00**	**234.00**

Invoices Due for Payment by 30 May 2022

For Bought Ledger **Pay by Cheque**

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
	Rubicon Play Ltd	**[RUBICONPLA]**						
11/03/2022	08953	928	*928-Replace-swing seat*		11/03/2022	355.72		355.72
Telephone :01685844160				Total of Invoices Due (RUBICONPLA)		**355.72**	**0.00**	**355.72**
	South Gloucestershire Council	**[SGLOS2]**						
12/04/2022	3804955151	915	*915-Payroll charge Jan/Mar22*		12/05/2022	90.06		90.06
13/04/2022	3804956419	916	*916-Internal audit 21/22*		13/05/2022	954.00		954.00
				Total of Invoices Due (SGLOS2)		**1,044.06**	**0.00**	**1,044.06**
	Surrey Hills Solicitors LLP	**[SURREYHILL]**						
25/04/2022	6856	926	*926-Prof fee-Outsource leisure*		25/05/2022	1,419.00		1,419.00
				Total of Invoices Due (SURREYHILL)		**1,419.00**	**0.00**	**1,419.00**
	Zurich Municipal	**[ZURICH]**						
06/04/2022	514201323	927	*927-Insurance May22/Apr23*		06/04/2022	367.29		367.29
				Total of Invoices Due (ZURICH)		**367.29**	**0.00**	**367.29**
				Total of Invoices Due (Bought Ledger)		**20,868.32**	**0.00**	**20,868.32**
				TOTAL OF INVOICES DUE (ALL LEDGERS)		**20,868.32**	**0.00**	**20,868.32**

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 10th May 2022** at Elm Park, Filton.

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

0367. APOLOGIES FOR ABSENCE: Apologies were noted

0368. **EVACUATION PROCEDURE**: Chair of Council gave evacuation procedures

0369. DECLARATIONS OF INTEREST: Cllr Wood declared his interest with S.Glos Audit Committee

0370. ACTIVE NATION CONTRACT UPDATE : The Director and associate gave an update on the delays in the signing of contracts between Filton Town Council and Active Nation. He wanted to reassure council that the appetite is still there but there had been several global factors affecting the project, such as cost of materials especially steel and Utility price increases.
After a discussion it was agreed that Active Nation would supply Filton Town Council with a formal written update by the end of the week with four options of how to move the project forward with a fifth option being that FTC do not continue with the project.
The Director also agreed to attend more Filton Town Council Town Council meetings.
Filton Town Council resolved to call an Extra Ordinary meeting to discuss the report once received.

ACTION FTC Office

0371. TO APPROVE THE MINUTES OF THE MEETING HELD 12th April 2022: The minutes were approved as an accurate record.

0372. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: Flagpole – it was reported that the concrete base would be laid in the next few days and the pole erected once the concrete had set. It was agreed to fly the Union Jack as soon as possible.

0373. PUBLIC PARTICIPATION: A resident has had several issues with potholes and pavements of Park Road. The South Glos Cllr gave him an update and it was discussed and decided that FTC would get a list of the dates when South Glos Council allocate money and routes for re surfacing. FTC would then develop a priority list of roads to consider when making the decisions.

ACTION FTC Office

0374. REPORTS FROM COMMITEES, WORKING GROUPS AND THE TOWN CLERK:
i) AUDIT CONTRACT: It was resolved to continue with the South Glos Audit Service
Voted carried 7 FOR and 1 Abstention;
ii) ANNUAL REPORT OPTIONS: Filton Town Council Office to come back to Council with printing options and prices. Agreed that a draft copy of the report be circulated to members prior to going to print.

ACTION FTC Office

0375. RECONCILATION: Month 11 and 12 Approved as accurate.

0376. PAYMENTS FOR INFORMATION: **Month 11 and 12** Approved

Chair Closed the Meeting 8.23pm

FILTON TOWN COUNCIL

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

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

9th June 2022

Dear Member

You are hereby summoned to A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 14th June 2022 at 7.00pm Filton Leisure Centre, Elm Park, Filton**

Yours sincerely,

L.A.Reuben
Town Clerk.& RFO

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve the minutes of the meeting Full Council (Finance) 10th May 2022. *(page 1)*
4. Matters of report arising from the minutes not otherwise covered by the Agenda.
5. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting
6. Grant Submission – Twinning Association *(pages 2-7)*
7. Reports from Committees, Working Groups and the Town Clerk:
   i) Council Vacancy
   ii) AN Update
8. Income & Expenditure Reports Month 1 *(pages 8-11)*
9. Balance Sheet Month 1 *(pages 12-13)*
10. Bank Reconciliation *(pages 14-17)*
11. Payments for Information *(pages 18-19)*
12. Filton Town Council response to North Fringe Public Consultation *(pages 20-21)*

FILTON TOWN COUNCIL

Community Grant Scheme

APPLICATION FORM

Please ensure you read the Guidance Notes carefully before completing this Form:

First closing date for applications: 30th April 2022
Second closing date for applications 30th September 2022

Please complete all questions. If a question does not apply then indicate this in your answer. Failure to give the relevant information may delay your application.

For the purposes of this form the term "project" means the programme of activities, equipment or running costs for which you are seeking grant funding.

THE ORGANISER

1 Name of the Organisation
Filton Twinning Association

2 Name of the contact person who will know about this application and the organisation.
Mr Bernard Duckett
....

Address

8 Wheathill Close..

Keynsham...

Bristol...

BS31 2HL...Telephone..01179865350...........

3 Position of the contact person within the organisation

TREASURER...
....

THE PROJECT AND THE PARTICIPANTS

4 Give a full description of the purpose for which the grant is required.

Filton Twinning Association are requesting that FILTON TOWN COUNCIL invite members/representatives from their twin towns,

ST VALLIER, FRANCE and WITZENHAUSEN, GERMANY.............

to visit FILTON in 2023, staying in the homes of FILTON twinning members.

During the visit, various events/activities, including excursions, dances, church Service, an Officials meeting, followed by meal for all participants will be organised, by members of Filton Twinning Association.

Transport to all events will need to be provided, depending on the travel arrangements from our twin towns to the UK.

(ie) Will they be arriving by Plane? ..or travelling to the UK by Coach?......

....

5 Which members of the community will benefit from your organisation?

Anyone interested in meeting residents from other countries

6 Will this project be open to non-residents of Filton? **YES ~~/ NO~~**

7 Will this grant SOLELY benefit Filton residents **~~YES~~ / NO**

WHERE

8 Where and when does your organisation meet?

Filton ????? (Used to meet in Douglas Daniel Room).........

COSTS

9 Is your organisation a business [No]
Registered charity (please give charity number) [No] ....
Community group [Yes]
Other (please specify)

....

10 If you are applying for a specific project, please complete sections 10 and 14.

11 Please give details of the other sources of your income

Your own funds		£9000.00
Participant contributions /charges		£__________
Grants from:	Unitary Authority	£__________
	Other Local Authorities	£__________
	Charitable Trusts	£__________
	Business Community	£__________
	Other *(Please specify)*	£__________

....

	TOTAL	**£9000.00**

12 Amount requested from Filton Town Council **£800.00**

13 To which name of the account should the cheque be made payable?

FILTON TWINNING ASSOCIATION..

14 On which specific aspect of the project will the Filton grant be spent?

Civic Reception..

....

15 What do you see as the main benefits of your organisation to the Filton community?

Any person interested in Twinning/visiting/hosting members from Filton twin towns, are welcome to join our community organisation, promoting peace and understanding throughout the world.

....

....

....

....

....

....

I certify that the above information is correct to the best of my knowledge and agree to the conditions laid down by Filton Town Council.

Signed: ......B Duckett.......................... Date ....19/5/2022.............

Please enclose with this form evidence of the organisation's current financial status and a statement of income and expenditure for the last 12 months period and return it to:

The Town Clerk
Filton Town Council
Elm Park
Filton
South Gloucestershire
BS34 7PS

FILTON TWINNING ASSOCIATION

BALANCE SHEET — YEAR ENDING - 31/12/2019

ASSETS	SUB TOTAL	TOTAL
CAPITAL @ 1/1/2019		
TREASURER ACCOUNT	£5,038.21	
BUSINESS MONEY ACCOUNT	£4,856.04	
SOCIAL ACCOUNT	£1.05	
CASH IN HAND	£0.00	
		£9,895.30
ACCOUNT MOVEMENTS IN 2019		
TREASURER ACCOUNT	-£37.16	
BUSINESS MONEY ACCOUNT	£9.69	
CASH IN HAND	£57.40	
		£29.93
TOTAL		**£9,925.23**

ASSETS	SUB TOTAL	TOTAL
CAPITAL @ 31/12/2019		
TREASURER ACCOUNT	£5,001.05	
BUSINESS MONEY ACCOUNT	£4,865.73	
SOCIAL ACCOUNT	£1.05	
CASH IN HAND	£57.40	
		£9,925.23
TOTAL		**£9,925.23**

We confirm that we have inspected the accounts of the Filton Twinning Association and are satisfied that they represent a true and fair view of the affairs of the Association.

Accounts Examiners AHazelby — Dated 21/02/20

SMhowe — Dated 21/02/2020

6

FTA Accounts balances @ 30/09/21

Treasurer Account	£4816.19
Business Money Account	£4870.92
Social Account	£1.05
Cash in Hand	£5.00
Less unpresented cheque	-£100.00
Total	£9593.16

Hackett
Treasurer
Tilton Twinning Association

Summary Income & Expenditure by Budget Heading 30/04/2022

Month No: 1 April 2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes								
101 Leisure Centre - General	Expenditure	2,394	2,394	0	(2,394)		(2,394)	0.0%
106 Leisure Centre - Outdoor Sport	Income	2,033	2,033	1,000	(1,033)			203.3%
201 Playing Fields	Income	0	0	2,000	2,000			0.0%
	Expenditure	0	0	3,250	3,250		3,250	0.0%
	Movement to/(from) Gen Reserve	0	0					
202 Play Areas	Expenditure	0	0	2,000	2,000		2,000	0.0%
203 Millennium Green	Income	0	0	1,500	1,500			0.0%
	Expenditure	789	789	500	(289)		(289)	157.8%
	Movement to/(from) Gen Reserve	(789)	(789)					
204 Allotments	Income	37	37	1,000	963			3.7%
	Expenditure	0	0	1,025	1,025		1,025	0.0%
	Movement to/(from) Gen Reserve	37	37					
301 Roads & Highways	Expenditure	0	0	3,200	3,200		3,200	0.0%
302 Community Development	Income	0	0	2,500	2,500			0.0%
	Expenditure	10,997	10,997	47,580	36,584		36,584	23.1%
	Movement to/(from) Gen Reserve	(10,997)	(10,997)					
801 Corporate Management	Expenditure	(983)	(983)	(11,800)	(10,817)		(10,817)	8.3%
802 Democratic Rep'n & Mgmt	Expenditure	0	0	6,150	6,150		6,150	0.0%
803 Civic Expenses	Expenditure	0	0	1,950	1,950		1,950	0.0%
901 Central Services	Income	0	0	2	2			0.0%
	Expenditure	22,852	22,852	164,118	141,266		141,266	13.9%
	Movement to/(from) Gen Reserve	(22,852)	(22,852)					
902 Outside Services	Income	0	0	350	350			0.0%
	Expenditure	8,183	8,183	109,163	100,980		100,980	7.5%
	Movement to/(from) Gen Reserve	(8,183)	(8,183)					
998 Precept & Interest	Income	493,361	493,361	986,994	493,633			50.0%
	Finance & General Purposes Income	495,431	495,431	995,346	499,915			49.8%
	Expenditure	44,232	44,232	327,136	282,904	0	282,904	13.5%
	Movement to/(from) Gen Reserve	451,200	451,200					

Continued over page

Summary Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Capital Projects								
908 L C Outsourcing & Redevelopmen	Income	0	0	201,821	201,821			0.0%
	Expenditure	0	0	581,343	581,343		581,343	0.0%
	Movement to/(from) Gen Reserve	0	0					
909 Capital & Projects	Income	5,666	5,666	0	(5,666)			0.0%
	Expenditure	45,666	45,666	48,051	2,385		2,385	95.0%
	Movement to/(from) Gen Reserve	(40,000)	(40,000)					
	Capital Projects Income	**5,666**	**5,666**	**201,821**	**196,155**			**2.8%**
	Expenditure	**45,666**	**45,666**	**629,394**	**583,728**	**0**	**583,728**	**7.3%**
	Movement to/(from) Gen Reserve	**(40,000)**	**(40,000)**					
	Grand Totals:- Income	**501,097**	**501,097**	**1,197,167**	**696,070**			**41.9%**
	Expenditure	**89,898**	**89,898**	**956,530**	**866,632**	**0**	**866,632**	**9.4%**
	Net Income over Expenditure	**411,200**	**411,200**	**240,637**	**(170,563)**			
	Movement to/(from) Gen Reserve	**411,200**	**411,200**					

Summary Income & Expenditure by Budget Heading 30/04/2022

Month No: 1 | **April 2022**

Finance & General Purposes

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Leisure Centre - General	Expenditure	2,394	2,394	0	(2,394)		(2,394)	0.0%
106 Leisure Centre - Outdoor Sport	Income	2,033	2,033	1,000	(1,033)			203.3%
201 Playing Fields	Income	0	0	2,000	2,000			0.0%
	Expenditure	0	0	3,250	3,250		3,250	0.0%
	Movement to/(from) Gen Reserve	0	0					
202 Play Areas	Expenditure	0	0	2,000	2,000		2,000	0.0%
203 Millennium Green	Income	0	0	1,500	1,500			0.0%
	Expenditure	789	789	500	(289)		(289)	157.8%
	Movement to/(from) Gen Reserve	(789)	(789)					
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	Expenditure	0	0	1,025	1,025		1,025	0.0%
	Movement to/(from) Gen Reserve	37	37					
301 Roads & Highways	Expenditure	0	0	3,200	3,200		3,200	0.0%
302 Community Development	Income	0	0	2,500	2,500			0.0%
	Expenditure	10,997	10,997	47,580	36,584		36,584	23.1%
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	Expenditure	22,852	22,852	164,118	141,266		141,266	13.9%
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	Expenditure	8,183	8,183	109,163	100,980		100,980	7.5%
	Movement to/(from) Gen Reserve	(8,183)	(8,183)					
998 Precept & Interest	Income	493,361	493,361	986,994	493,633			50.0%
Finance & General Purposes	**Income**	**495,431**	**495,431**	**995,346**	**499,915**			**49.8%**
	Expenditure	**44,232**	**44,232**	**327,136**	**282,904**	**0**	**282,904**	**13.5%**
	Movement to/(from) Gen Reserve	**451,200**	**451,200**					

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Capital Projects								
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	Expenditure	0	0	581,343	581,343		581,343	0.0%
	Movement to/(from) Gen Reserve	0	0					
909 Capital & Projects	Income	5,666	5,666	0	(5,666)			0.0%
	Expenditure	45,666	45,666	48,051	2,385		2,385	95.0%
	Movement to/(from) Gen Reserve	(40,000)	(40,000)					
	Capital Projects Income	**5,666**	**5,666**	**201,821**	**196,155**			**2.8%**
	Expenditure	**45,666**	**45,666**	**629,394**	**583,728**	**0**	**583,728**	**7.3%**
	Movement to/(from) Gen Reserve	**(40,000)**	**(40,000)**					
	Grand Totals:- Income	**501,097**	**501,097**	**1,197,167**	**696,070**			**41.9%**
	Expenditure	**89,898**	**89,898**	**956,530**	**866,632**	**0**	**866,632**	**9.4%**
	Net Income over Expenditure	**411,200**	**411,200**	**240,637**	**(170,563)**			
	Movement to/(from) Gen Reserve	**411,200**	**411,200**					

Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 30/04/2022

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,717,327	497,201
11	LEASEHOLD LAND & BUILDINGS	25,000	7,500	17,500
21	VEHICLES & EQUIPMENT	569,767	540,898	28,869
41	INFRASTRUCTURE ASSET	194,740	185,731	9,009
61	COMMUNITY ASSETS	61,372	33,232	28,140
	Total Fixed Assets	**3,065,407**	**2,484,688**	**580,719**
	Current Assets			
105	VAT CONTROL	4,534		
121	STOCK - LEISURE	125		
190	CAPITAL WORK IN PROGRESS	1,906		
200	BANK ACCOUNT-GENERAL	72,961		
201	BANK IMPREST WAGES AC	687,029		
220	PETTY CASH - OFFICE	44		
245	CCLA Public Sector Investment	625,000		
246	CCLA - FTC Project Account	100,044		
	Total Current Assets		**1,491,642**	
	Current Liabilities			
500	TRADE CREDITORS	27,133		
510	ACCRUED EXPENSES	5,390		
512	ACCRUED LOAN INTEREST	830		
525	PAYE AND NI DUE	3,664		
526	SUPERANNUATION DUE	1,377		
533	DEPOSITS HELD	1,000		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		**43,894**	
	Net Current Assets			**1,447,748**
	Total Assets less Current Liabilities			**2,028,467**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,354,577)		
401	PWLB Loan 486814	7,850		
403	PWLB Loan 443438	100,000		
	Total Long Term Liabilities		**224,493**	
	Total Assets less Total Liabilities			**1,803,974**
	Represented by :-			
300	CURRENT YEAR FUND	411,200		
310	GENERAL FUND	177,367		
315	ROLLING CAPITAL FUND	87,221		
320	RCF Pool Redevelopment	450,000		
321	Contingency Fund	100,000		
323	EMR Festival	10,000		
325	EMR 4 Towns Play Association	4,580		
326	EMR Maintenance	43,002		

Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 30/04/2022

A/c	Description	Actual	
328	EMR Elections	10,338	
329	EMR CIL 19/20	3,961	
330	CAPITAL FINANCE ACCOUNT	456,367	
331	EMR CIL 20/21	30,963	
332	EMR CIL 21/22	13,309	
333	EMR CIL 22/23	5,666	
	Total Equity		**1,803,974**

Filton Town Council 22-23

Bank Reconciliation Statement as at 30/04/2022
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-Operative Community Acc	30/04/2022	306	0.00
Unity Trust Current Account	30/04/2022	14	73,081.48
			73,081.48

Unpresented Cheques (Minus)			Amount	
12/01/2022	155	DL I.T. Solutions Ltd	120.00	
				120.00
				72,961.48

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		72,961.48
	Balance per Cash Book is :-	**72,961.48**
	Difference is :-	**0.00**

Statement of your account

unity trust bank

BANK WITH US. BANK ON US.

05117671 | 05833
Mrs Lesley Reuben
Filton Town Council
Elm Park Filton
Bristol
BS34 7PS

PO Box 7193, Planetary Road, Willenhall WV1 9DG

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

If your name and address are incorrect or have changed, please visit **www.unity.co.uk/update-your-details/**

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

05117671 | 05833 | 00001 | 00001 |

Your deposits with Unity Trust Bank are eligible for protection up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about compensation provided by the FSCS, please visit www.FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at www.unity.co.uk/fscs

Contact us

Tel. 0345 140 1000

Email: us@unity.co.uk

Web: www.unity.co.uk

Name of account: Filton Town Council

Date: 30 April 2022

Account number: [redacted]

Statement 014 (page 1 of 1)

Bank sort code: [redacted]

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
31 MAR 22	Balance brought forward			73,147.37 *
1 APR 22	[redacted]		18.50 1001/204	
1 APR 22	[redacted]		40.00 1060/100	73,205.87 *
4 APR 22	RENTOKIL INITIAL S		254.14	
4 APR 22	PUBLIC SECTOR DEPO		250.90 1090/997	73,710.91 *
7 APR 22	Direct Debit (SAFESTORE LIMITED	348.15		73,362.76 *
8 APR 22	[redacted]		18.50 1001/204	73,381.26 *
13 APR 22	THE GREAT RUSSIAN		3,000.00	76,381.26 *
20 APR 22	B/P to: BIFFA	626.36		
20 APR 22	B/P to: North Bristol Ad	1,000.00		
20 APR 22	B/P to: Surrey Hills	750.00		
20 APR 22	B/P to: BIFFA	252.00		
20 APR 22	B/P to: BIFFA	630.42		73,122.48 *
29 APR 22	Direct Debit (PITNEY BOWES)	41.00		73,081.48 *
	Balance carried forward			73,081.48 *

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

Bank Reconciliation Statement as at 30/04/2022 for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Imprest A/c -01364383	30/04/2022	479	100.00
Natwest Business A/c -08609098	30/04/2022	523	686,928.80
			687,028.80

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		687,028.80

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		687,028.80

Balance per Cash Book is :-	**687,028.80**
Difference is :-	**0.00**

00573609 0001/0001
2 00288

NatWest Business Reserve Account

Date	Details		Withdrawn	Paid in	Balance
30 Apr 2022	BROUGHT FORWARD				686,928.80
3 May	Debit	TO 01364383	14.39		686,914.41

Account Number [redacted] FILTON TOWN COUNCIL
523 Branch sort code [redacted] V5
National Westminster Bank Plc

01476448 0001/0001
2 00543

NatWest Current Account

Date	Details		Withdrawn	Paid in	Balance
23 Apr 2022	BROUGHT FORWARD				100.00
29 Apr	Credit	FROM 08609098		9,349.55	
	Charges	01APR A/C 01364383	6.95		
	Direct Debit	FILTON TC PAYROLL BACS	9,342.60		100.00

Account Number [redacted] FILTON TOWN COUNCIL
479 Branch sort code [redacted] V5
National Westminster Bank Plc

17.

Linked to Cashbook 1 **Entered Month 2**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AITKEN	Aitkens Sportsturf Ltd							
1-Grass seed/colour boost		08/04/2022	13572	1	927.00	0.00	927.00	0.00
						0.00	**927.00**	
				Above paid on 19/05/2022 by Cheque FP1				
ALCA	Avon Local Councils' Association							
8-CW Intro to CiLCA		17/05/2022	INV-22019	1	40.00	0.00	40.00	0.00
						0.00	**40.00**	
				Above paid on 19/05/2022 by Cheque FP2				
CRFENCING	C & R Fencing							
9-Play Area fence repairs		18/05/2022	SI-1063	1	504.00	0.00	504.00	0.00
						0.00	**504.00**	
				Above paid on 19/05/2022 by Cheque FP3				
DCKBEAVERS	DCK Accounting Solutions Ltd							
2-Y/E Closedown 21/22		30/04/2022	TPC10165	1	513.06	0.00	513.06	0.00
						0.00	**513.06**	
				Above paid on 19/05/2022 by Cheque FP5				
DECKING	Decking Delivery							
10-Playing Field Planters		09/05/2022	12030	1	1,224.69	0.00	1,224.69	0.00
						0.00	**1,224.69**	
				Above paid on 19/05/2022 by Cheque FP6				
DLIT	DL I.T. Solutions Ltd							
12-Ratepayers broadband		06/05/2022	23752	1	-63.00	0.00	-63.00	0.00
11-Ratepayers broadband		06/05/2022	23725	1	63.00	0.00	63.00	0.00
13-Office 365		13/05/2022	1004753	1	124.80	0.00	124.80	0.00
14-Telephone		17/05/2022	DI0000145	1	66.13	0.00	66.13	0.00
15-ESET Pretection		20/05/2022	1004833	1	231.00	0.00	231.00	0.00
						0.00	**421.93**	
				Above paid on 19/05/2022 by Cheque FP7				

Continued over page

Linked to Cashbook 1 **Entered Month 2**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GMENGINEER GM Engineering (Bristol) Ltd							
16-Climbing frame repairs	16/05/2022	SI-1512	1	264.00	0.00	264.00	0.00
					0.00	**264.00**	
				Above paid on 19/05/2022 by Cheque FP8			
GREATRUSSI The Great Russin Circus							
21-Circus Deposit Refund	11/05/2022	11522	1	1,000.00	0.00	1,000.00	0.00
					0.00	**1,000.00**	
				Above paid on 19/05/2022 by Cheque FP9			
TRAVIS Travis Perkins Trading Co Ltd							
18-Gap filler	06/05/2022	3015AQV215	1	17.30	0.00	17.30	0.00
17-Postcrete	16/05/2022	3015AQV820	1	34.61	0.00	34.61	0.00
					0.00	**51.91**	
				Above paid on 19/05/2022 by Cheque FP10			
				Preliminary Payment Total	**0.00**	**4,946.59**	

Public Consultation Spreadsheet May 2022

Consultation	Consultation Period		Summary
A vision for the north fringe	6 May 2022	19 Jun 2022	The West of England Combined Authority, South Gloucestershire Council and Bristol City Council are jointly working on a vision for the north fringe of Bristol and we would like to hear your views. This document will be called the 'Strategic Infrastructure-led Masterplan for the north fringe of Bristol' and will set out a vision for the area and recomendations for how the vision can be delivered. As part of this work, we want to hear from residents, businesses and other members of the community to help us finalise the strategic masterplan, which will set out our aspirations for this area for the next 30 years. Where is the north fringe of Bristol? The north fringe is an area in South Gloucestershire between the northern edge of the City of Bristol and the M4 and M5 motorways. It includes the communities of Filton, Cribbs Causeway, Patchway, Bradley Stoke, Stoke Gifford, Little Stoke, Harry Stoke, Henbury and Brentry. It is an important area for the region's economy. It is a centre for commercial and retail activities as well as being home to many global aerospace and engineering businesses, the University of the West of England and South Gloucestershire and Stroud College. What is the strategic masterplan? The final strategic masterplan will set out a vision for these areas up to 2050 and include recommendations for how the vision can be achieved.

			This will help us make decisions to guide the nature of new development and future transport schemes, green spaces and improvements to our local high streets and neighbourhoods. We believe that through investment, we can help close the inequality gap, support sustainable growth and respond to the climate and ecological emergency. This plan will influence new growth ensuring it is sympathetic to the character of the area and meets the future needs of residents. Our approach has people at the heart of it. This vision will set out how we can reshape and strengthen communities across the area through creating stronger high streets with safer facilities for pedestrians, cyclists and wheelers; increasing local employment and enhancing the character and identity. We want to ensure the area is not just a great place to live, work or visit but also to stay and explore.

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 14th June 2022** at Elm Park, Filton.

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

0377. Election of Chair and Declaration of Acceptance of Office
Chair of Finance and General Purposes Cllr Doyle was proposed and seconded to remain as Chair and voted unanimously FOR.

0378. Election of Vice Chair and Declaration of Acceptance of Office. Cllr Mewies was proposed and seconded to remain as Vice Chair and voted unanimously FOR

0379. APOLOGIES FOR ABSENCE: Apologies were noted

0380. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0381. DECLARATIONS OF INTEREST: Cllr Kenyon declared interest in Twinning Ass.

0382. TO APPROVE THE MINUTES OF THE MEETING HELD 10th May 2022: The minutes were approved as an accurate record.

0383. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: It was noticed that it had been missed from agenda was the

0384. PUBLIC PARTICIPATION: A resident returned with the same issues with potholes and pavements of Park Road. The South Glos Cllr that had previously looked in to was absent so FTC to get an update FTC also to request a list of the dates when South Glos Council allocate money and routes for re surfacing. FTC would then develop a priority list of roads to consider when making the decisions.

ACTION FTC Office

0385. GRANT SUBMISSION: TWINNINGS ASSOCIATION: After a discussion it was proposed and seconded to increase the amount of grant to a maximum of £1000 but to ask a Twinning's representative to attend a Full Council Meeting and present the future visions for the committee. It was voted 4 FOR, 2 AGAINST, 1 ABSTAINATION.

ACTION FTC Office

0386. REPORTS FROM COMMITEES, WORKING GROUPS AND THE TOWN CLERK:
i) Council Vacancy: Details of vacancy process discussed and confirmed the vacancy notice will be public from 5th July 2022
ii) AN: Non-Commercially sensitive update given regarding the delay on signing the contract. Proposed and seconded for commercially sensitive issue to be dealt with in closed session. Voted 6 FOR 1 ABSTAIN.

0387. INCOME AND EXPENDITURE: Queries raised regarding over budget of codes 106,203 and 909. FTC office to bring response to next finance meeting.

ACTION FTC Office

0388. BALANCE SHEET: Noted

0389. RECONCILIATION: Month 1 2022/23 Approved as accurate.

0390. PAYMENTS FOR INFORMATION: **Month 1 2022/23** Approved

0391. **FILTON TOWN COUNCIL RESPONSE TO NORTH FRINGE PUBLIC CONSULTATION:** Councillors did not have a prepared response so requested and extension to be applied for. It was recommended that should a separate meeting for large consultations and attendance would be registered as a Full Council Meeting.

ACTION FTC Office

Chair asked public and Press to leave as next item was a closed session

0392. **AN UPDATE:** The Town Clerk gave an in-depth account of the reasons in the delay of signing the contract, issues had arisen out of FTC hands that put more risk on the Council. AN had already corrected most of the issues and all expected to be done by 24th June and signing will take place then.

Chair Closed the Meeting 8.25pm

FILTON TOWN COUNCIL

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

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

7th July 2022

Dear Member

You are hereby summoned to A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 12th July 2022 at 7.00pm Filton Leisure Centre, Elm Park, Filton**

Yours sincerely,

L.A.Reuben
Town Clerk.& RFO

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. To approve the minutes of :-
   i) Full Council (Finance) 14th June 2022. *(pages 1-2)*
   ii) Extra Ordinary Meeting 19th May 2022 *(page 3)*
5. Matters of report arising from the minutes not otherwise covered by the Agenda.
6. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting
7. Reports from Committees, Working Groups and the Town Clerk:
   i) AN Update
8. Income & Expenditure Reports Month 2 *(pages 4-9)*
   i)Responses to queries raised at June meeting (page 10)
9. Balance Sheet Month 2 *(pages 11-12)*
10. Bank Reconciliation Month 2*(pages 13-16)*
11. Payments for Information Month 2 *(page 17)*

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 14th June 2022** at Elm Park, Filton.

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

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Chair Closed the Meeting 8.25pm

DRAFT

Minutes of the Full Council Extra Ordinary Meeting of **FILTON TOWN COUNCIL** held at 7:00p.m on **Thursday 19th May 2022**.

PRESENT: Cllrs: D Collins (Chair), K Briffett, T Mewies, A Robinson, C Wood, A Kenyon, M Chaudhry, Dan Boardman A Doyle
ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Town Council Support Officer), Robin Thompson RPT Consulting Services
APOLOGIES: N/A I Scott, B Mead A Monk Alan Bird
NON-ATTENDANCE: N/A

0286. APOLOGIES OF ABSENCE: Noted

0287. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0288. DECLARATIONS OF INTEREST: None declared

0289. RESOLUTION BY MEMBERS TO MOVE ITEM 5 INTO CLOSED SESSION:
Proposed and seconded. Voted **UNANIMOUSLY FOR**

0290. PRESENTATION ON LEISURE CENTRE OPTIONS FROM ROBIN THOMPSON RPT CONSULTING SERVICES: Robin Thompson presented to Council the revised options and the figures associated with each option. He engaged in discussions with Council and provided answers on all queries raised.
It was proposed and seconded for the following motion. To move forward with Option 3 as recommended by Robin Thompson on the agreement that all contracts to be signed by all parties by Friday 10th June 2022. All details of the amendments to the original decisions to be made available at an open public session. Dates to be agreed.
Voted 7 FOR, 2 ABSTAIN. Motion Carried
It was agreed that the Clerk would release a public statement alongside Active Nation Friday 20th May 2022 to inform the public of the Carried Motion.

There being no further business the meeting closed at 8.25pm.

Filton Town Council 22-23

Summary Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Cost Centre Report

			Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Leisure Centre - General	Expenditure	297	2,691	0	(2,691)		(2,691)	0.0%
106	Leisure Centre - Outdoor Sport	Income	0	2,033	1,000	(1,033)			203.3%
201	Playing Fields	Income	0	0	2,000	2,000			0.0%
		Expenditure	0	0	3,250	3,250		3,250	0.0%
		Movement to/(from) Gen Reserve	0	0					
202	Play Areas	Expenditure	640	640	2,000	1,360		1,360	32.0%
203	Millennium Green	Income	0	0	1,500	1,500			0.0%
		Expenditure	262	262	500	238		238	52.4%
		Movement to/(from) Gen Reserve	(262)	(262)					
204	Allotments	Income	19	56	1,000	945			5.6%
		Expenditure	0	0	1,025	1,025		1,025	0.0%
		Movement to/(from) Gen Reserve	19	56					
301	Roads & Highways	Expenditure	863	863	3,200	2,338		2,338	27.0%
302	Community Development	Income	0	0	2,500	2,500			0.0%
		Expenditure	0	10,997	47,580	36,584		36,584	23.1%
		Movement to/(from) Gen Reserve	0	(10,997)					
801	Corporate Management	Expenditure	(983)	(1,967)	(11,800)	(9,833)		(9,833)	16.7%
802	Democratic Rep'n & Mgmt	Expenditure	0	0	6,150	6,150		6,150	0.0%
803	Civic Expenses	Expenditure	0	0	1,950	1,950		1,950	0.0%
901	Central Services	Income	0	0	2	2			0.0%
		Expenditure	8,617	31,469	164,118	132,649		132,649	19.2%
		Movement to/(from) Gen Reserve	(8,617)	(31,469)					
902	Outside Services	Income	0	0	350	350			0.0%
		Expenditure	10,909	19,881	109,163	89,282		89,282	18.2%
		Movement to/(from) Gen Reserve	(10,909)	(19,881)					
908	L C Outsourcing & Redevelopmen	Income	0	0	201,821	201,821			0.0%
		Expenditure	2,074	2,074	581,343	579,269		579,269	0.4%
		Movement to/(from) Gen Reserve	(2,074)	(2,074)					
909	Capital & Projects	Income	0	5,666	0	(5,666)			0.0%
		Expenditure	86	45,752	48,051	2,299		2,299	95.2%
		Movement to/(from) Gen Reserve	(86)	(40,086)					
998	Precept & Interest	Income	452	493,813	986,994	493,181			50.0%
		Grand Totals:- Income	**470**	**501,568**	**1,197,167**	**695,599**			**41.9%**
		Expenditure	**22,764**	**112,662**	**956,530**	**843,868**	**0**	**843,868**	**11.8%**
		Net Income over Expenditure	**(22,294)**	**388,906**	**240,637**	**(148,269)**			
		Movement to/(from) Gen Reserve	**(22,294)**	**388,906**					

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Leisure Centre - General								
4001	SALARIES & WAGES	85	85	0	(85)		(85)	0.0%	
4015	GAS	0	2,394	0	(2,394)		(2,394)	0.0%	
4035	SECURITY COSTS	212	212	0	(212)		(212)	0.0%	
	Leisure Centre - General :- Indirect Expenditure	**297**	**2,691**	**0**	**(2,691)**	**0**	**(2,691)**		**0**
	Net Expenditure	**(297)**	**(2,691)**	**0**	**2,691**				
106	Leisure Centre - Outdoor Sport								
1060	GRASS INCOME	0	2,033	1,000	(1,033)			203.3%	
	Leisure Centre - Outdoor Sport :- Income	**0**	**2,033**	**1,000**	**(1,033)**			**203.3%**	**0**
	Net Income	**0**	**2,033**	**1,000**	**(1,033)**				
201	Playing Fields								
1201	Field Hire Income	0	0	2,000	2,000			0.0%	
	Playing Fields :- Income	**0**	**0**	**2,000**	**2,000**			**0.0%**	**0**
4037	GROUNDS MAINTENANCE	0	0	2,250	2,250		2,250	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	0	1,000	1,000		1,000	0.0%	
	Playing Fields :- Indirect Expenditure	**0**	**0**	**3,250**	**3,250**	**0**	**3,250**	**0.0%**	**0**
	Net Income over Expenditure	**0**	**0**	**(1,250)**	**(1,250)**				
202	Play Areas								
4037	GROUNDS MAINTENANCE	640	640	1,000	360		360	64.0%	
4042	EQUIPMENT MAINTCE	0	0	1,000	1,000		1,000	0.0%	
	Play Areas :- Indirect Expenditure	**640**	**640**	**2,000**	**1,360**	**0**	**1,360**	**32.0%**	**0**
	Net Expenditure	**(640)**	**(640)**	**(2,000)**	**(1,360)**				
203	Millennium Green								
1001	RENT RECEIVED	0	0	1,500	1,500			0.0%	
	Millennium Green :- Income	**0**	**0**	**1,500**	**1,500**			**0.0%**	**0**
4037	GROUNDS MAINTENANCE	262	262	500	238		238	52.4%	
	Millennium Green :- Indirect Expenditure	**262**	**262**	**500**	**238**	**0**	**238**	**52.4%**	**0**
	Net Income over Expenditure	**(262)**	**(262)**	**1,000**	**1,262**				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204 Allotments								
1001 RENT RECEIVED	19	56	1,000	945			5.5%	
Allotments :- Income	**19**	**56**	**1,000**	**945**			**5.6%**	**0**
4012 WATER RATES	0	0	500	500		500	0.0%	
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	0	250	250		250	0.0%	
Allotments :- Indirect Expenditure	**0**	**0**	**1,025**	**1,025**	**0**	**1,025**	**0.0%**	**0**
Net Income over Expenditure	**19**	**56**	**(25)**	**(81)**				
301 Roads & Highways								
4080 STREET CARE (ex S Glos)	863	863	3,200	2,338		2,338	27.0%	
Roads & Highways :- Indirect Expenditure	**863**	**863**	**3,200**	**2,338**	**0**	**2,338**	**27.0%**	**0**
Net Expenditure	**(863)**	**(863)**	**(3,200)**	**(2,338)**				
302 Community Development								
1082 Filton Festival	0	0	2,500	2,500			0.0%	
Community Development :- Income	**0**	**0**	**2,500**	**2,500**			**0.0%**	**0**
4701 GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0%	
4702 GRANTS - TWINNING ASS'N	0	0	300	300		300	0.0%	
4703 GRANTS - FOUR TOWNS TPT	0	0	1,000	1,000		1,000	0.0%	
4706 GRANTS - Four Towns Play Assoc	0	0	4,280	4,280		4,280	0.0%	
4707 GRANTS - YOUTH PROVISION	0	8,750	17,500	8,750		8,750	50.0%	
4708 GRANTS - COMM'Y PARTNERSHIP	0	2,247	4,500	2,254		2,254	49.9%	
4711 GRANTS - S137 GENERAL	0	0	6,500	6,500		6,500	0.0%	
4720 CHRISTMAS ACTIVITIES	0	0	3,000	3,000		3,000	0.0%	
4725 FILTON FESTIVAL	0	0	10,000	10,000		10,000	0.0%	
Community Development :- Indirect Expenditure	**0**	**10,997**	**47,580**	**36,584**	**0**	**36,584**	**23.1%**	**0**
Net Income over Expenditure	**0**	**(10,997)**	**(45,080)**	**(34,084)**				
801 Corporate Management								
4004 PENSION DEFICIT	(983)	(1,967)	(11,800)	(9,833)		(9,833)	16.7%	
Corporate Management :- Indirect Expenditure	**(983)**	**(1,967)**	**(11,800)**	**(9,833)**	**0**	**(9,833)**	**16.7%**	**0**
Net Expenditure	**983**	**1,967**	**11,800**	**9,833**				

Continued over page

Code	Description	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
802	Democratic Rep'n & Mgmt								
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4009	TRAVEL	0	0	50	50		50	0.0%	
4024	SUBSCRIPTIONS	0	0	200	200		200	0.0%	
4028	ELECTION COSTS	0	0	2,500	2,500		2,500	0.0%	
4033	NEWSLETTER	0	0	3,000	3,000		3,000	0.0%	
4065	MEETING COSTS	0	0	150	150		150	0.0%	
	Democratic Rep'n & Mgmt :- Indirect Expenditure	**0**	**0**	**6,150**	**6,150**	**0**	**6,150**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(6,150)**	**(6,150)**				
803	Civic Expenses								
4066	CHAIRMANS ALLOWANCE	0	0	950	950		950	0.0%	
4067	COMMUNITY AWARDS	0	0	1,000	1,000		1,000	0.0%	
	Civic Expenses :- Indirect Expenditure	**0**	**0**	**1,950**	**1,950**	**0**	**1,950**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(1,950)**	**(1,950)**				
901	Central Services								
1001	RENT RECEIVED	0	0	2	2			0.0%	
	Central Services :- Income	**0**	**0**	**2**	**2**			**0.0%**	**0**
4001	SALARIES & WAGES	7,345	14,652	113,268	98,616		98,616	12.9%	
4005	HR Costs-Service level agr'mnt	0	0	4,000	4,000		4,000	0.0%	
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	190	190	2,500	2,310		2,310	7.6%	
4009	TRAVEL	0	0	200	200		200	0.0%	
4010	OTHER STAFF COSTS	0	0	500	500		500	0.0%	
4020	SUNDRY OFFICE & IT COSTS	971	1,430	3,000	1,570		1,570	47.7%	
4021	TELEPHONE & FAX	55	55	750	695		695	7.3%	
4022	POSTAGE	0	39	600	561		561	6.4%	
4023	STATIONERY/PRINTING	0	0	500	500		500	0.0%	
4024	SUBSCRIPTIONS	55	1,771	1,850	79		79	95.7%	
4025	INSURANCE	0	11,168	10,000	(1,168)		(1,168)	111.7%	
4026	PHOTOCOPY CHARGES	0	0	1,600	1,600		1,600	0.0%	
4027	OFFICE EQUIPMENT	0	0	500	500		500	0.0%	
4032	PUBLICITY	500	750	0	(750)		(750)	0.0%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4051	BANK CHARGES	31	38	500	462		462	7.5%	
4056	LEGAL FEES	0	1,183	1,000	(183)		(183)	118.3%	
4057	AUDIT FEES	(795)	0	2,000	2,000		2,000	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4058	ACCOUNTANCY FEES	266	269	6,000	5,731		5,731	4.5%	
4060	OTHER PROF FEES	0	(75)	15,000	15,075		15,075	(0.5%)	
	Central Services :- Indirect Expenditure	**8,617**	**31,469**	**164,118**	**132,649**	**0**	**132,649**	**19.2%**	**0**
	Net Income over Expenditure	**(8,617)**	**(31,469)**	**(164,116)**	**(132,647)**				
902	Outside Services								
1001	RENT RECEIVED	0	0	350	350			0.0%	
	Outside Services :- Income	**0**	**0**	**350**	**350**			**0.0%**	**0**
4001	SALARIES & WAGES	8,042	16,102	96,413	80,312		80,312	16.7%	
4006	PROTECTIVE CLOTHING	221	221	200	(21)		(21)	110.7%	
4008	TRAINING	0	0	500	500		500	0.0%	
4016	JANITORIAL	0	0	200	200		200	0.0%	
4018	REFUSE DISPOSAL	1,195	1,195	0	(1,195)		(1,195)	0.0%	
4036	PROPERTY MAINTCE	0	0	1,500	1,500		1,500	0.0%	
4037	GROUNDS MAINTENANCE	79	868	2,500	1,632		1,632	34.7%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4040	EQUIPMENT & SMALL TOOLS	725	725	2,000	1,275		1,275	36.2%	
4041	EQUIPMENT HIRE	0	124	250	126		126	49.4%	
4042	EQUIPMENT MAINTCE	0	0	3,000	3,000		3,000	0.0%	
4044	VEHICLE FUEL,OIL & MAINT	647	647	2,500	1,853		1,853	25.9%	
	Outside Services :- Indirect Expenditure	**10,909**	**19,881**	**109,163**	**89,282**	**0**	**89,282**	**18.2%**	**0**
	Net Income over Expenditure	**(10,909)**	**(19,881)**	**(108,813)**	**(88,932)**				
908	L C Outsourcing & Redevelopmen								
1101	ACTIVE NATION SUBSIDY	0	0	201,821	201,821			0.0%	
	L C Outsourcing & Redevelopmen :- Income	**0**	**0**	**201,821**	**201,821**			**0.0%**	**0**
4054	LOAN INTEREST PWLB	319	319	93,061	92,742		92,742	0.3%	
4055	LOAN CAPITAL REPAID	1,535	1,535	138,282	136,747		136,747	1.1%	
4982	CAP LC Outsourcing costs	220	220	0	(220)		(220)	0.0%	
4998	TFR TO EARMARKED RSV	0	0	350,000	350,000		350,000	0.0%	
	L C Outsourcing & Redevelopmen :- Indirect Expenditure	**2,074**	**2,074**	**581,343**	**579,269**	**0**	**579,269**	**0.4%**	**0**
	Net Income over Expenditure	**(2,074)**	**(2,074)**	**(379,522)**	**(377,448)**				
909	Capital & Projects								
1074	CIL Income	0	5,666	0	(5,666)			0.0%	
	Capital & Projects :- Income	**0**	**5,666**	**0**	**(5,666)**				**0**

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4054	LOAN INTEREST PWLB	0	0	201	201		201	0.0%	
4055	LOAN CAPITAL REPAID	0	0	7,850	7,850		7,850	0.0%	
4983	CAP Playing Field Planters	1,021	1,021	0	(1,021)		(1,021)	0.0%	
4988	CAP Queen Jubilee	86	86	0	(86)		(86)	0.0%	
4992	FUNDING FROM R CAP FUND	(1,021)	(1,021)	0	1,021		1,021	0.0%	
4993	TFR TO ROLLING CAPITAL FUND	0	40,000	40,000	0		0	100.0%	
4998	TFR TO EARMARKED RSV	0	5,666	0	(5,666)		(5,666)	0.0%	
	Capital & Projects :- Indirect Expenditure	**86**	**45,752**	**48,051**	**2,299**	**0**	**2,299**	**95.2%**	**0**
	Net Income over Expenditure	**(86)**	**(40,086)**	**(48,051)**	**(7,965)**				
998	Precept & Interest								
1076	PRECEPT	0	493,347	986,694	493,347			50.0%	
1090	INTEREST RECEIVED	452	466	300	(166)			155.2%	
	Precept & Interest :- Income	**452**	**493,813**	**986,994**	**493,181**			**50.0%**	**0**
	Net Income	**452**	**493,813**	**986,994**	**493,181**				
	Grand Totals:- Income	**470**	**501,568**	**1,197,167**	**695,599**			**41.9%**	
	Expenditure	**22,764**	**112,662**	**956,530**	**843,868**	**0**	**843,868**	**11.8%**	
	Net Income over Expenditure	**(22,294)**	**388,906**	**240,637**	**(148,269)**				
	Movement to/(from) Gen Reserve	**(22,294)**	**388,906**						

9.

Coding Queries Answered by DCK Accounting Solutions

1) 106 over budget - circus income received is now coded correctly
2) 203 over budget - seeds for green areas now coded correctly to 902
3) 909 (£45,666) £5,666. CIL income sits here before coded correctly £40,000 Always in general reserves CIL income code 1074

Filton Town Council 22-23

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2022

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,717,327	497,201
11	LEASEHOLD LAND & BUILDINGS	25,000	7,500	17,500
21	VEHICLES & EQUIPMENT	569,767	540,898	28,869
41	INFRASTRUCTURE ASSET	194,740	185,731	9,009
61	COMMUNITY ASSETS	61,372	33,232	28,140
	Total Fixed Assets	**3,065,407**	**2,484,688**	**580,719**
	Current Assets			
105	VAT CONTROL	6,245		
121	STOCK - LEISURE	125		
190	CAPITAL WORK IN PROGRESS	1,906		
200	BANK ACCOUNT-GENERAL	37,999		
201	BANK IMPREST WAGES AC	322,447		
220	PETTY CASH - OFFICE	44		
245	CCLA Public Sector Investment	975,000		
246	CCLA - FTC Project Account	100,135		
	Total Current Assets		**1,443,901**	
	Current Liabilities			
500	TRADE CREDITORS	5,831		
510	ACCRUED EXPENSES	3,950		
512	ACCRUED LOAN INTEREST	108		
525	PAYE AND NI DUE	3,686		
526	SUPERANNUATION DUE	1,391		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		**19,467**	
	Net Current Assets			**1,424,433**
	Total Assets less Current Liabilities			**2,005,152**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,354,577)		
401	PWLB Loan 486814	7,850		
403	PWLB Loan 443438	98,465		
	Total Long Term Liabilities		**222,958**	
	Total Assets less Total Liabilities			**1,782,194**
	Represented by :-			
300	CURRENT YEAR FUND	388,906		
310	GENERAL FUND	177,367		
315	ROLLING CAPITAL FUND	86,200		
320	RCF Pool Redevelopment	450,000		
321	Contingency Fund	100,000		
323	EMR Festival	10,000		
325	EMR 4 Towns Play Association	4,580		
326	EMR Maintenance	43,002		
328	EMR Elections	10,338		

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2022

A/c	Description	Actual	
329	EMR CIL 19/20	3,961	
330	CAPITAL FINANCE ACCOUNT	457,902	
331	EMR CIL 20/21	30,963	
332	EMR CIL 21/22	13,309	
333	EMR CIL 22/23	5,666	
	Total Equity		**1,782,194**

Bank Reconciliation Statement as at 31/05/2022
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Imprest A/c -01364383	31/05/2022	484	100.00
Natwest Business A/c -08609098	31/05/2022	527	322,347.07
			322,447.07

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		322,447.07

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		322,447.07

Balance per Cash Book is :-	**322,447.07**
Difference is :-	**0.00**

2 00268 0001/0001 01879805

NatWest Current Account

Date	Details		Withdrawn	Paid in	Balance
28 May 2022	BROUGHT FORWARD				100.00
30 May	Credit	FROM 08609098		14.39	
	Card Transaction	6689 29MAY22 ZOOM.US 888-799-9666 SAN JOSE US	14.39		100.00
31 May	Credit	FROM 08609098		9,418.83	
	Charges	29APR A/C 01364383	7.75		
	Direct Debit	FILTON TC PAYROLL BACS	9,411.08		100.00

Account Number
484 Branch sort code
National Westminster Bank Plc

FILTON TOWN COUNCIL
V5

2 00268 0001/0001 01879807

NatWest Business Reserve Account

Date	Details		Withdrawn	Paid in	Balance
28 May 2022	BROUGHT FORWARD				331,737.49
30 May	Debit	TO 01364383	14.39		331,723.10
31 May	Interest	31MAY GRS 08609098		42.80	
	Debit	TO 01364383	9,418.83		322,347.07

Account Number
527 Branch sort code
National Westminster Bank Plc

FILTON TOWN COUNCIL
V5

14

Bank Reconciliation Statement as at 31/05/2022
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)		Statement Date	Page No	Balances
Co-Operative Community Acc		30/04/2022	306	0.00
Unity Trust Current Account		31/05/2022	15	38,119.16
				38,119.16
Unpresented Cheques (Minus)			**Amount**	
12/01/2022 155	DL I.T. Solutions Ltd		120.00	
				120.00
				37,999.16
Receipts not Banked/Cleared (Plus)				
			0.00	
				0.00
				37,999.16
			Balance per Cash Book is :-	**37,999.16**
			Difference is :-	**0.00**

Your Current T2 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
11/05/2022	Faster Payment Debit	B/P to: Alide Hire Service	£148.32	£0.00	£72,847.84
11/05/2022	Faster Payment Debit	B/P to: South Glos Council	£1,044.06	£0.00	£71,803.78
11/05/2022	Faster Payment Debit	B/P to: Filton Voice Ltd	£300.00	£0.00	£71,503.78
11/05/2022	Faster Payment Debit	B/P to: DCK Accounting Sol	£319.26	£0.00	£71,184.52
11/05/2022	Faster Payment Debit	B/P to: Rubicon Play Ltd	£355.72	£0.00	£70,828.80
11/05/2022	Faster Payment Debit	B/P to: BIFFA	£1.00	£0.00	£70,827.80
11/05/2022	Faster Payment Debit	B/P to: Surrey Hills	£1,419.00	£0.00	£69,408.80
11/05/2022	Faster Payment Debit	B/P to: Ricoh	£234.00	£0.00	£69,174.80
11/05/2022	Faster Payment Debit	B/P to: DLI.T. Solutions	£312.60	£0.00	£68,862.20
11/05/2022	Faster Payment Debit	B/P to: Chandlers Ltd	£78.81	£0.00	£68,783.39
11/05/2022	Faster Payment Debit	B/P to: FACE	£10,996.50	£0.00	£57,786.89
11/05/2022	Faster Payment Debit	B/P to: Plan 2 Scan	£5,291.76	£0.00	£52,495.13
17/05/2022	Faster Payment Debit	B/P to: Avon Local Council	£1,396.05	£0.00	£51,099.08
17/05/2022	Faster Payment Debit	B/P to: Zurich Insurance	£9,134.40	£0.00	£41,964.68
19/05/2022	Credit		£0.00	£9.25	£41,973.93
23/05/2022	Faster Payment Debit	B/P to: Aitkens Sports	£927.00	£0.00	£41,046.93
23/05/2022	Faster Payment Debit	B/P to: DCK Accounting Sol	£513.06	£0.00	£40,533.87
23/05/2022	Faster Payment Debit	B/P to: CR Fencing	£504.00	£0.00	£40,029.87
23/05/2022	Faster Payment Debit	B/P to: Decking Delivery	£1,224.69	£0.00	£38,805.18
25/05/2022	Direct Debit	Direct Debit (PUBLIC WORKS LOANS)	£2,575.02	£0.00	£36,230.16
26/05/2022	Credit		£0.00	£9.25	£36,239.41
26/05/2022	Credit	EVERFLOW LIMITED	£0.00	£1,893.75	£38,133.16
27/05/2022	Direct Debit	Direct Debit (PITNEY BOWES)	£14.00	£0.00	£38,119.16

Bank with us.
Bank on us.

Statement number 015

BANK ACCOUNT-GENERAL

Payments made between 01/05/2022 and 31/05/2022

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
					Nominal Ledger Analysis				
05/05/2022	Safestore Limited	DD	348.15		58.02	4020	901	290.13	Safestore-Storage unit
06/05/2022	ICO	DD	55.00			4024	901	55.00	ICO-Annual Subscription
11/05/2022	Alide Plant Services Ltd	BACS01	148.32	148.32		500			923-Cultivator for 4 days
11/05/2022	South Gloucestershire Council	BACS02	1,044.06	1,044.06		500			916-Internal audit 21/22
11/05/2022	Filton Voice Ltd	BACS03	300.00	300.00		500			913-Advert 2 pages-April
11/05/2022	DCK Accounting Solutions Ltd	BACS04	319.26	319.26		500			909-Contract visit 21.03
11/05/2022	Rubicon Play Ltd	BACS05	355.72	355.72		500			928-Replace-swing seat
11/05/2022	Biffa Waste Services Ltd	BACS06	1.00	1.00		500			Purchase Ledger
11/05/2022	Surrey Hills Solicitors LLP	BACS07	1,419.00	1,419.00		500			926-Prof fee-Outsource leisure
11/05/2022	Ricoh UK Ltd	BACS08	234.00	234.00		500			925-Copier charge
11/05/2022	DL I.T. Solutions Ltd	BACS09	312.60	312.60		500			12-Ratepayers broadband
11/05/2022	Chandlers (Farm Equipment) Ltd	BACS10	78.81	78.81		500			921-Gloves, technical
11/05/2022	FACE	BACS11	10,996.50	10,996.50		500			914-Grant-youth/community work
11/05/2022	Plan to Scan Ltd QB License	BACS12	5,291.76	5,291.76		500			59-Plan2scan
11/05/2022	Avon Local Councils' Associati	BACS13	1,396.05	1,396.05		500			7-ALCA Subs 22/23
17/05/2022	Zurich Municipal	BACS14	9,134.40	9,134.40		500			6-Insurance 22/23
23/05/2022	Aitkens Sportsturf Ltd	BACS15	927.00	927.00		500			1-Grass seed/colour boost
23/05/2022	DCK Accounting Solutions Ltd	BACS16	513.06	513.06		500			2-Y/E Closedown 21/22
23/05/2022	C & R Fencing	BACS17	504.00	504.00		500			9-Play Area fence repairs
23/05/2022	Decking Delivery	BACS18	1,224.69	1,224.69		500			10-Playing Field Planters
25/05/2022	Public Works Loan Board	DD01	2,575.02	2,575.02		500			P/Ledger Electronic Payment
26/05/2022	Everflow Ltd	REFUND	-1,893.75	-1,893.75		500			P/Ledger Electronic Payment
27/05/2022	Pitney Bowes	DD02	14.00	14.00		500			24-Postage
		Total Payments:	35,298.65	34,895.50	58.02			345.13	

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 12th July 2022** at Elm Park, Filton.

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

0391. APOLOGIES FOR ABSENCE: Apologies were noted

0392. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0393. DECLARATIONS OF INTEREST: None

0394. TO APPROVE THE MINUTES OF THE MEETING HELD
i)Finance and General 14th June 2022: The minutes were approved as an accurate record.
ii)Extra Ordinary Meeting 19th May 2022**.** The minutes were approved as an accurate record.

0395. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA:
i)The Town Clerk updated to Council that Twinnings Association will be presenting at the next Full Council meeting.
ii) The Town Clerk updated NO requests have been received by the Returning Officer to fill the above casual vacancy, the council are now at liberty to fill the vacancy by co-option.

0396. PUBLIC PARTICIPATION: Concerns were raised of the rumoured price increases with the AN contract. Chair of Finance gave an update reassuring Council and Public that even though there has been increases there is still no increase on the council taxpayer's rates and still generates more income then previously delivered by the leisure centre.
It was also raised that previous meetings had not been held as they should**.** It was confirmed by the Chair and Town Clerk that all meetings and votes had indeed been ran according to all laws and guidelines.
The chair asked all Councillors and public to declare if anyone was recording the meeting and all public answered no.

0397. REPORTS FROM COMMITEES, WORKING GROUPS AND THE TOWN CLERK:
i) **AN:** Contracts have now been signed by all parties. The clerk confirmed that she had drawn down funds of £500,000.00 from the PWLB to make the first payments to Active Nation. There will project management meetings in the near future that Councillors are welcome to attend. The Services from RPT Consultancy have now come to the end of the contract. It will be an agenda at the next meeting to discuss if the services are still required.

0398. INCOME AND EXPENDITURE: Noted
i) Queries regarding code 101-4015 to be confirmed as FTC are not paying utility bills.
ii) Confirmation that Active Nation cost will be included in future reports.

ACTION FTC Office

0399. BALANCE SHEET: Noted

0400. RECONCILIATION: Month 2 2022/23 Approved as accurate.

0401. PAYMENTS FOR INFORMATION: **Month 2 2022/23** Approved

Chair Closed the Meeting 19.26pm

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 11th October 2022** at Elm Park, Filton.

PRESENT: Cllrs: A Doyle (Chair), A Bird, A Robinson, T Mewies, D Collins A Kenyon, A Monk, D Boardman, M.Chaudhry
ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Town Council Support Officer)
APOLOGIES: Cllrs B Mead, C Wood
NON-ATTENDANCE: N/A

0402. APOLOGIES FOR ABSENCE: Apologies were noted

0403. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0404. DECLARATIONS OF INTEREST: Cllr A Kenyon declared an interest in the Twinning Association.

0405. TO APPROVE THE MINUTES OF THE MEETING HELD 12th JULY 2022
The minutes were approved as an accurate record.

0406. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA:
None

0407. PUBLIC PARTICIPATION: Concerns were raised regarding Park Road pavements and potholes. Cllr Wood was not available to give the update on his progress on the issues. Cllr Monk gave details of how the process works and assurance that the issues had been raised and followed up.

0408. GRANT APPLICATIONS
i)Twinning Association: It was proposed and seconded to make a payment of the requested £800. Voted 7 FOR 1 AGAINST 1 ABSTAIN. Grant application approved
Filton Town Council to advise that if more funds are required a second application is advised.
ii) Pyramid Youth Club. Apologies were given due to illness no one was able to attend. Filton Town Council to invite to the next meeting to present and discuss the application.
iii) Filton Concert Brass: A representative gave a short presentation regarding the application and what the monies would be used for. It was proposed and seconded to grant the whole amount requested. An amendment to the motion was proposed and seconded to offer £3000.00 of the amount requested. The amendment was voted FOR 5 AGAINST 4. Amended motion was carried.
iv)The Brightwell Centre: A representative from the Brightwell Centre gave a short presentation regarding the application and what the monies would be used for. It was proposed and seconded to grant the whole amount requested. Voted 9 FOR 0 AGAINST 0 ABSTAIN. NEM.COM

0409. INCOME AND EXPENDITURE: Noted

0410. BALANCE SHEET: Noted

0411. RECONCILIATION MONTH 5 2022/23: Approved as accurate.

0412. REPORTS FROM COMMITEES, WORKING GROUPS AND THE TOWN CLERK:
i) Conclusion of Audit: The Town Clerk updated Council on the positive External Audit Report. The conclusion and accompanying documents will be posted on notice boards and FTC website.
ii) Leisure Centre Update: The Town Clerk Update Council on the following:

- New temporary car park, the new details were given of the temporary car park that is needed whilst the redevelopment take place. There was cost implications but there had been huge savings from the previous amounts reserved for drainage that would cover the costs. It was proposed and seconded to approve the car park with the understanding that if the price went over 10% increase it would be brought back to Council. VOTED FOR 9 AGAINST 0 ABSTAIN 0 Motion Carried NEM.COM
- The new floor design of the building was discussed and after the differences were compared it was proposed and seconded to go with option 1 with added stud wall by the Council office. VOTED FOR 9 AGAINST 0 ABSTAIN 0 Motion carried NEM.COM
- Active Nation Grant Application, AN have approached the Town Clerk to assist them with a grant application, after looking through the details and discussing the options it was proposed and seconded for the Town Clerk to progress with submitting the grant application with associated costs. VOTED FOR 9 AGAINST 0 ABSTAIN 0 Motion carried NEM.COM

iii) Neighbourhood Plan: No update but everything is progressing as it should

iv) Meeting Venue Options: After looking at several other venue options still no success for a new council meeting venue. The Town Council Office are to continue looking.

0413. PAYMENTS FOR INFORMATION: **Month 5 2022/23:** Approved

CLOSED SESSION

0414. **STAFFING MINUTES 5th OCTOBER 2022**(Draft for information): The wording of the motions in the minutes was questioned – to refer back to staffing to committee for further action.

Chair Closed the Meeting 9.03 p.m.

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 8th November 2022** at Filton Leisure Centre, Elm Park, Filton.

PRESENT: Cllrs: A Doyle (Chair), T Mewies(Vice Chair), B Mead, A Bird, D Boardman, M.Chaudhry, D Collins, A Kenyon, A Monk, A Robinson, C Wood,
ALSO, PRESENT: Lesley Reuben(Town Clerk &RFO)
APOLOGIES: N/A
NON-ATTENDANCE: N/A

0415. APOLOGIES FOR ABSENCE: There were none

0416. **EVACUATION PROCEDURE**: Chair of Council gave evacuation procedures

0417. DECLARATIONS OF INTEREST: Cllr A Kenyon declared an interest in the Twinning Association.

0418. TO APPROVE THE MINUTES OF THE MEETING HELD 4th October 2022
The minutes were approved as an accurate record.

0419. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA:
i)Park Road – Cllr Wood updated the Committee that South Glos back office had responded that the case was now closed. This was being challenged.
ii)Twinning Association – it was queried why the twinning association had been granted £800 rather than the £1000 previously suggested. It was confirmed that rather than set a precedent, the Association had been advised they could apply for any remaining funds at a later date if needed.
iii)Meeting Venue – it was suggested that Pyramid Youth Club, Filton Library and Filton District Social Club were all explored as alternative venues for meetings.

0420. PUBLIC PARTICIPATION: A group member of the Northville Community Garden (behind the Bulldog PH) had approached FTC as he had been offered a large amount of soil and had requested that it be allowed to be spread on the land. There had been a problem with fly tipping in the area and South Glos officers were about to use enforcement powers to which would include Community protection warnings. It was therefore agreed to inform the resident to hold off with the soil until South Glos officers report back. The garden group should attempt to call a committee meeting to at least attempt to achieve a majority decision with the soil proposal and then to attend FTC meeting with to view to co-opt councillors onto the group.

0421. GRANT APPLICATIONS
Pyramid Youth Club – The youth worker addressed council and explained the financial difficulties and falling numbers that the club had experienced since the pandemic. The club now run a session for ages 10-14 year old youths and hoped that numbers will grow. The grant had been requested for repairs to the lighting and improvements to help them keep the doors open for the children of families that appreciate and rely on the facility being open.
It was proposed, seconded and vote carried to award the full amount requested £4,950.

0422. INCOME & EXPENDITURE REPORTS
Reports for Month 6 (September 22) were discussed.
It was noted that Filton TC no longer pay energy bills and the question was asked as to how much had been saved following the transfer to Active Nation?

0423. Balance Sheet (Month 6)
i)390 & 391 deferred grants clarification was required on these figures.

0424. BANK RECONCILLIATION (Month 6) – confirmed

0425. LEISURE CENTRE UPDATE – a project update had been circulated.. it was noted that the temporary car park would be installed on 9th November 2022.
Permission to start the demolition was still awaited from South Glos council due to conditions being addressed – Cllr Monk to request an update.
Due to future planning on KVA requirements based on western power documentation, a new electrical supply could be required from the sub station at the bottom of the field. This had not yet been confirmed but FTC would be kept up to date.
Location of the gas main needed to be confirmed as it was thought that it ran under the council office – however staff remembered it being moved prior to development.

0426. NOVEMBER FULL COUNCIL – it had been suggested to move the full council meeting to an earlier date due to the popularity of the England v Wales world cup game. After discussion, it was proposed and seconded **not** to change the date of the meeting;
Vote carried 6 For, 2 Against and 1 Abstention.

0427. Payments for Information – Approved.
BT – it was confirmed that this payment was for a previous period and the council no longer pay BT phone lines.

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