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 January 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 10thJanuary 2022 at 7p.m**

Yours sincerely,

LAReuben.

L.A.Reuben
Town Clerk.& RFO

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Budget Provision 2023/24 – Derek Kemp Accounting Solutions
    a. Councillors request for consideration *(pages 1-4)*
    b. Budget Provision 2023-24 *(Appendix 1 option for* £986,694 0% increase -0.57% per Band D*)*
5. To approve the minutes of Full Council (Finance) 14th November 2022. *(page 5 & 6)*
6. Matters of report arising from the minutes not otherwise covered by the Agenda.
7. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting
8. Income & Expenditure Reports Month 8 *(pages 7-11)*
9. Balance Sheet Month 8 *(pages 12-13)*
10. Bank Reconciliation Month7 *(pages 14-15)*
11. Reports from Committees, Working Groups, and the Town Clerk:
    i) Leisure Centre Construction Update
    ii) Venue for future Council Meetings

12. Payments for Information Month 8 *(page 16)*

FTC BUDGET CONSIDERATIONS FROM MEMBERS DECEMBER 2022 – NOT YET AGREED BY COUNCIL

Proposer	Detail	Implication to precept / band D Property
Cllr A Robinson	#1 zero percentage increase to precept. Please ask the accountant to project figures. #2 5% reduction to precept. Please ask the accountant to project figures. #3 10% reduction to precept. Please ask the accountant to project figures. Funds to be made available to Blenheim park Millennium Green and Elm Park for improvements, new seating, flower beds & general maintenance. Amount TBD Funds made available for the Filton LNP local nature plan. Initiatives: birds, slow worms, hedgehogs: planters, scented edible plants etc. amount TBD Can we please be mindful of the cost of living crisis facing our residents when setting our budget as we currently charge one of the highest precepts in the country. Also, if we haven't got one in place already submit a neighbourhood plan as we would be untitled to 25% of CIL receipts ref the good councillors guide 2018 page 49 paragraph 3. (I wish to raise this as a motion, if we are not already in receipt on it.	

FTC BUDGET CONSIDERATIONS FROM MEMBERS DECEMBER 2022 – NOT YET AGREED BY COUNCIL

Cllr A Doyle	Could I ask for the accountant to generate an option for next year's budget following South glos's Council tax increase. Could I also raise a member's item to propose the following budget items be created and costed (by councillors) Green spaces development budget Roads maintenance budget Youth support services budget Neighbourhood planning budget Community development budget	
Cllr T Mewies	Please can the following be included as budget options for the accountant please. I believe the option of an additional groundsperson has already been included. 1. An increase in the rolling annual capital projects budget from the current amount to £100k. Reasoning: Increasing demand from community groups and members of the public for improvements and works e.g. Millennium Green works, Skate Park improvements, new equipment required for park maintenance. 2. An uplift in the budget set aside for youth work to reflect the £5000 we gave to Pyramid youth club this year, and the 10% rate of inflation. Reasoning: High inflation, likelihood of South Glos cuts in this area, re-establishment of Pyramid. 3. A permanent increase in the budget allocated for Filton Festival from £10k to £20k. Reasoning: The Town	

2.

	Council no longer has the capacity to run this event, and the increased budget this year has all been spent- this is then the cost of someone running this festival commercially. The increase to this budget is a must rather than a should as the increase has already materialised. 4. An increase in the amount allocated for S137 grants. I would like this to gradually increase to £10k, with an increase of £500 next year. Reasoning: Budget has long not been uplifted. More grants applications than funds available this year. I was given the impression by our last meeting with the accountant that all the above is achievable with a 0% increase to the precept, however, I'm aware that inflation and ongoing uncertainty over the leisure centre contract may have changed things.	
Cllr A Monk	FTC instruct the clerk to draw a budget for the forthcoming financial year based upon a zero percent increase. Indicating if current service levels can be maintained and what impact this has going forward. FTC instruct the clerk to implement a 4 year budget forecast. To enable more accurate budgeting and control of capital projects.	
Cllr A.Bird	A clear picture of the current reserves are needed to be able to discuss if FTC can pick up on cuts to services made by South Glos Council.	

FTC BUDGET CONSIDERATIONS FROM MEMBERS DECEMBER 2022 – NOT YET AGREED BY COUNCIL

Cllr C.Wood	I would like to see included for consideration: - Additional tree planting and wild flower planting at Elm Park and Millenium Green - Additional planters and flowers for some of our high street locations - Investigation into potential rejuvenation, redevelopment, sale or otherwise of the land at the junction of Shellard Road and the A4174 Link Road.	

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.

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Leisure Centre - Outsourcing								
4056 LEGAL FEES	0	2,750	0	(2,750)		(2,750)	0.0%	
4060 OTHER PROF FEES	0	2,500	0	(2,500)		(2,500)	0.0%	
4061 L C Management Fees	(65,056)	275,168	(32,844)	(308,012)		(308,012)	(837.8%)	
4998 TFR TO EARMARKED RSV	0	0	400,000	400,000		400,000	0.0%	
Leisure Centre - Outsourcing :- Indirect Expenditure	(65,056)	280,418	367,156	86,739	0	86,739	76.4%	0
Net Expenditure	65,056	(280,418)	(367,156)	(86,739)				
101 Leisure Centre - General								
4001 SALARIES & WAGES	0	85	0	(85)		(85)	0.0%	
4015 GAS	0	2,394	0	(2,394)		(2,394)	0.0%	
4035 SECURITY COSTS	0	2,202	0	(2,202)		(2,202)	0.0%	
4115 LICENCES	0	242	0	(242)		(242)	0.0%	
Leisure Centre - General :- Indirect Expenditure	0	4,924	0	(4,924)	0	(4,924)		0
Net Expenditure	0	(4,924)	0	4,924				
102 Leisure Centre - Swimming Pool								
1021 SWIMMING - LESSONS	0	(28,665)	0	28,665			0.0%	
Leisure Centre - Swimming Pool :- Income	0	(28,665)	0	28,665				0
Net Income	0	(28,665)	0	28,665				
106 Leisure Centre - Outdoor Sport								
1060 GRASS INCOME	87	2,375	1,000	(1,375)			237.5%	
Leisure Centre - Outdoor Sport :- Income	87	2,375	1,000	(1,375)			237.5%	0
Net Income	87	2,375	1,000	(1,375)				
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)				

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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
202	Play Areas								
4037	GROUNDS MAINTENANCE	0	640	1,000	360		360	64.0%	
4042	EQUIPMENT MAINTCE	521	633	1,000	367		367	63.3%	
	Play Areas :- Indirect Expenditure	521	1,273	2,000	727	0	727	63.7%	0
	Net Expenditure	(521)	(1,273)	(2,000)	(727)				
203	Millennium Green								
1001	RENT RECEIVED	0	0	1,500	1,500			0.0%	
	Millennium Green :- Income	0	0	1,500	1,500			0.0%	0
4037	GROUNDS MAINTENANCE	0	716	500	(216)		(216)	143.1%	
	Millennium Green :- Indirect Expenditure	0	716	500	(216)	0	(216)	143.1%	0
	Net Income over Expenditure	0	(716)	1,000	1,716				
204	Allotments								
1001	RENT RECEIVED	0	1,728	1,000	(728)			172.8%	
	Allotments :- Income	0	1,728	1,000	(728)			172.8%	0
4012	WATER RATES	21	170	500	330		330	34.0%	
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	0	617	250	(367)		(367)	246.6%	
	Allotments :- Indirect Expenditure	21	787	1,025	238	0	238	76.8%	0
	Net Income over Expenditure	(21)	941	(25)	(966)				
301	Roads & Highways								
4080	STREET CARE (ex S Glos)	0	1,725	3,200	1,475		1,475	53.9%	
	Roads & Highways :- Indirect Expenditure	0	1,725	3,200	1,475	0	1,475	53.9%	0
	Net Expenditure	0	(1,725)	(3,200)	(1,475)				
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	800	300	(500)		(500)	266.7%	
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	4,950	13,700	17,500	3,800		3,800	78.3%	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4708 GRANTS - COMM'Y PARTNERSHIP	0	2,247	4,500	2,254		2,254	49.9%	
4711 GRANTS - S137 GENERAL	100	3,600	6,500	2,900		2,900	55.4%	
4720 CHRISTMAS ACTIVITIES	91	91	3,000	2,909		2,909	3.0%	
4725 FILTON FESTIVAL	1,444	1,444	10,000	8,556		8,556	14.4%	
4730 COMMUNITY FUND	0	0	20,000	20,000		20,000	0.0%	
Community Development :- Indirect Expenditure	6,585	21,881	67,580	45,699	0	45,699	32.4%	0
Net Income over Expenditure	(6,585)	(21,881)	(65,080)	(43,199)				
801 Corporate Management								
4004 PENSION DEFICIT	(983)	(7,867)	(11,800)	(3,933)		(3,933)	66.7%	
Corporate Management :- Indirect Expenditure	(983)	(7,867)	(11,800)	(3,933)	0	(3,933)	66.7%	0
Net Expenditure	983	7,867	11,800	3,933				
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	375	2,375	3,000	625		625	79.2%	
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	375	2,375	6,150	3,775	0	3,775	38.6%	0
Net Expenditure	(375)	(2,375)	(6,150)	(3,775)				
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	52	2	(50)			2605.0%	
Central Services :- Income	0	52	2	(50)			2605.0%	0
4001 SALARIES & WAGES	10,123	61,488	113,268	51,780		51,780	54.3%	
4005 HR Costs-Service level agr'mnt	954	954	4,000	3,046		3,046	23.8%	
4007 COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008 TRAINING	14	924	2,500	1,576		1,576	37.0%	

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Detailed Income & Expenditure by Budget Heading 30/11/2022

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
4009	TRAVEL	0	0	200	200		200	0.0%	
4010	OTHER STAFF COSTS	0	0	500	500		500	0.0%	
4017	HEALTH & SAFETY	0	30	0	(30)		(30)	0.0%	
4020	SUNDRY OFFICE & IT COSTS	443	6,280	3,000	(3,280)		(3,280)	209.3%	
4021	TELEPHONE & FAX	61	1,064	750	(314)		(314)	141.9%	
4022	POSTAGE	89	188	600	412		412	31.3%	
4023	STATIONERY/PRINTING	44	342	500	158		158	68.4%	
4024	SUBSCRIPTIONS	410	2,722	1,850	(872)		(872)	147.1%	
4025	INSURANCE	0	11,168	10,000	(1,168)		(1,168)	111.7%	
4026	PHOTOCOPY CHARGES	0	602	1,600	998		998	37.7%	
4027	OFFICE EQUIPMENT	0	0	500	500		500	0.0%	
4032	PUBLICITY	0	1,053	0	(1,053)		(1,053)	0.0%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4051	BANK CHARGES	10	1,757	500	(1,257)		(1,257)	351.4%	
4056	LEGAL FEES	0	1,267	1,000	(267)		(267)	126.7%	
4057	AUDIT FEES	0	0	2,000	2,000		2,000	0.0%	
4058	ACCOUNTANCY FEES	374	1,960	6,000	4,040		4,040	32.7%	
4060	OTHER PROF FEES	0	130	15,000	14,870		14,870	0.9%	
4076	COUNCIL TAX - FLAT	0	3,002	0	(3,002)		(3,002)	0.0%	
	Central Services :- Indirect Expenditure	**12,522**	**94,931**	**164,118**	**69,187**	0	**69,187**	**57.8%**	0
	Net Income over Expenditure	**(12,522)**	**(94,879)**	**(164,116)**	**(69,237)**				
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	8,149	82,670	96,413	13,743		13,743	85.7%	
4006	PROTECTIVE CLOTHING	315	612	200	(412)		(412)	306.1%	
4008	TRAINING	684	2,014	500	(1,514)		(1,514)	402.8%	
4016	JANITORIAL	0	0	200	200		200	0.0%	
4018	REFUSE DISPOSAL	603	5,980	0	(5,980)		(5,980)	0.0%	
4036	PROPERTY MAINTCE	298	1,704	1,500	(204)		(204)	113.6%	
4037	GROUNDS MAINTENANCE	32	2,285	2,500	215		215	91.4%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	915	2,000	1,085		1,085	45.8%	
4041	EQUIPMENT HIRE	0	136	250	114		114	54.5%	
4042	EQUIPMENT MAINTCE	32	1,249	3,000	1,751		1,751	41.6%	
4044	VEHICLE FUEL,OIL & MAINT	100	833	2,500	1,667		1,667	33.3%	
	Outside Services :- Indirect Expenditure	**10,214**	**98,399**	**109,163**	**10,764**	0	**10,764**	**90.1%**	0
	Net Income over Expenditure	**(10,214)**	**(98,399)**	**(108,813)**	**(10,414)**				

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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
908	**L C Redevelopment**								
4054	LOAN INTEREST PWLB	0	319	93,061	92,742		92,742	0.3%	
4055	LOAN CAPITAL REPAID	0	1,535	138,282	136,747		136,747	1.1%	
4982	CAP LC Redevelopment	20,959	307,581	4,247,370	3,939,789		3,939,789	7.2%	
5002	ASSETS FUNDED BY LOANS	0	0	(4,247,370	(4,247,370		(4,247,370	0.0%	
	L C Redevelopment :- Indirect Expenditure	20,959	309,435	231,343	(78,092)	0	(78,092)	133.8%	0
	Net Expenditure	(20,959)	(309,435)	(231,343)	78,092				
909	**Capital & Projects**								
1074	CIL Income	0	5,666	0	(5,666)			0.0%	
	Capital & Projects :- Income	0	5,666	0	(5,666)				0
4054	LOAN INTEREST PWLB	0	93	201	108		108	46.1%	
4055	LOAN CAPITAL REPAID	0	7,850	7,850	(0)		(0)	100.0%	
4909	CAP Bus Shelters\Street Furn	1,912	1,912	0	(1,912)		(1,912)	0.0%	
4925	CAP Flags	0	2,281	0	(2,281)		(2,281)	0.0%	
4931	CAP Shipping Containers	0	4,625	0	(4,625)		(4,625)	0.0%	
4983	CAP Playing Field Planters	0	1,021	0	(1,021)		(1,021)	0.0%	
4984	CAP Grounds Maint. Equipment	0	495	0	(495)		(495)	0.0%	
4988	CAP Queen Jubilee	0	86	0	(86)		(86)	0.0%	
4992	FUNDING FROM R CAP FUND	0	(8,422)	0	8,422		8,422	0.0%	
4993	TFR TO ROLLING CAPITAL FUND	0	40,000	100,000	60,000		60,000	40.0%	
4998	TFR TO EARMARKED RSV	0	5,666	0	(5,666)		(5,666)	0.0%	
	Capital & Projects :- Indirect Expenditure	1,912	55,607	108,051	52,444	0	52,444	51.5%	0
	Net Income over Expenditure	(1,912)	(49,941)	(108,051)	(58,110)				
998	**Precept & Interest**								
1076	PRECEPT	0	986,694	986,694	0			100.0%	
1090	INTEREST RECEIVED	2,508	8,712	300	(8,412)			2904.0%	
	Precept & Interest :- Income	2,508	995,406	986,994	(8,412)			100.9%	0
4051	BANK CHARGES	5	5	0	(5)		(5)	0.0%	
	Precept & Interest :- Indirect Expenditure	5	5	0	(5)	0	(5)		0
	Net Income over Expenditure	2,503	995,401	986,994	(8,407)				
	Grand Totals:- Income	2,595	976,562	995,346	18,784			98.1%	
	Expenditure	(12,926)	864,608	1,053,686	189,078	0	189,078	82.1%	
	Net Income over Expenditure	15,520	111,954	(58,340)	(170,294)				
	Movement to/(from) Gen Reserve	15,520	111,954						

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 30/11/2022

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	94,745		
110	PREPAYMENTS	1,444		
121	STOCK - LEISURE	125		
190	CAPITAL WORK IN PROGRESS	1,906		
200	BANK ACCOUNT-GENERAL	592,700		
201	BANK IMPREST WAGES AC	206,427		
220	PETTY CASH - OFFICE	74		
245	CCLA Public Sector Investment	1,475,000		
246	CCLA - FTC Project Account	3,100,660		
	Total Current Assets		**5,473,081**	
	Current Liabilities			
500	TRADE CREDITORS	(50,196)		
510	ACCRUED EXPENSES	3,950		
525	PAYE AND NI DUE	4,589		
526	SUPERANNUATION DUE	1,637		
560	INCOME IN ADVANCE	4,500		
570	RETENTIONS PAYABLE	7,448		
	Total Current Liabilities		**(28,073)**	
	Net Current Assets			**5,501,153**
	Total Assets less Current Liabilities			**6,081,872**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,354,577)		
403	PWLB Loan 443438	98,465		
404	PWLB Loan 532982	500,000		
405	PWLB Loan 554749	3,861,072		
	Total Long Term Liabilities		**4,576,180**	
	Total Assets less Total Liabilities			**1,505,692**
	Represented by :-			
300	CURRENT YEAR FUND	111,954		
310	GENERAL FUND	177,367		
315	ROLLING CAPITAL FUND	78,799		
320	RCF Pool Redevelopment	450,000		
321	Contingency Fund	100,000		
323	EMR Festival	10,000		
325	EMR 4 Towns Play Association	4,580		

A/c	Description	Actual	
326	EMR Maintenance	43,002	
328	EMR Elections	10,338	
329	EMR CIL 19/20	3,961	
330	CAPITAL FINANCE ACCOUNT	465,752	
331	EMR CIL 20/21	30,963	
332	EMR CIL 21/22	13,309	
333	EMR CIL 22/23	5,666	
	Total Equity		**1,505,692**

Bank Reconciliation Statement as at 30/11/2022
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Current Account	30/11/2022		594,821.01
			594,821.01

Unpresented Cheques (Minus)

			Amount	
21/11/2022	FP2	Biffa Waste Services Ltd	1,910.90	
21/11/2022	FP12	Monsoon Marketing Ltd	148.39	
21/11/2022	FP13	Pitney Bowes	61.85	
				2,121.14
				592,699.87

Receipts not Banked/Cleared (Plus)

0.00	
	0.00
	592,699.87

Balance per Cash Book is :- 592,699.87

Difference is :- 0.00

**Bank Reconciliation Statement as at 30/11/2022
for Cashbook 2 - BANK ACCOUNT-IMPREST**

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Imprest A/c -01364383	30/11/2022	505	100.00
Natwest Business A/c -08609098	30/11/2022	548	206,327.36
			206,427.36

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		206,427.36

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		206,427.36

Balance per Cash Book is :-	**206,427.36**
Difference is :-	**0.00**

BANK ACCOUNT-GENERAL

List of Payments made between 01/11/2022 and 30/11/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
17/11/2022	Safestore Limited	DD	348.15		Safestore Limited
21/11/2022	Avon Local Councils' Associati	FP1	14.00		203-MS Training
21/11/2022	Biffa Waste Services Ltd	FP2	1,910.90		195-Trade refuse
21/11/2022	B & S Chains (Midlands) Ltd	FP3	409.44		204-Play equipment repairs
21/11/2022	DL I.T. Solutions Ltd	FP4	492.12		207-IT Support
21/11/2022	Doddington Parish Council	FP5	683.76		208-ROSPA training
21/11/2022	EDG Group Ltd	FP6	25,150.60		209-Temporary Car Park
21/11/2022	Filton Voice Ltd	FP7	300.00		196-Filton Voice October
21/11/2022	GM Engineering (Bristol) Ltd	FP8	216.00		210-Slide repair
21/11/2022	Greenway Training Ltd	FP9	756.00		Purchase Ledger Payment
21/11/2022	Lister Wilder	FP10	11.40		211-Postage charge
21/11/2022	Microshade Business Consultant	FP11	68.40		212-Citrix hosting
21/11/2022	Monsoon Marketing Ltd	FP12	148.39		213-Staff uniforms
21/11/2022	Pitney Bowes	FP13	61.85		198-Postage
21/11/2022	Pyramid Youth Club	FP14	4,950.00		214-Pyramid Youth Grant
21/11/2022	RBL Poppy Appeal	FP15	100.00		215-RBL donation
21/11/2022	Re Energize	FP16	1,444.00		199-Festival management Jul 23
21/11/2022	Ricoh UK Ltd	FP17	355.00		224-Copier charges
21/11/2022	South Gloucestershire Council	FP18	1,144.58		218-HR Support
21/11/2022	Speller Metcalfe	FP19	67,091.70		221-Valuation Certificate 4a
21/11/2022	FiltonTwinning Association	FP20	800.00		179-Filton Twinning Grant22/23
24/11/2022	Society of Local Council Clerk	BACS	410.00		233-Qualification fee CW
25/11/2022	Public Works Loan Board	DD	2,575.02		P/Ledger Electronic Payment
		Total Payments	109,441.31		

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

8th February 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Monday 13th January 2023 at 7p.m at SHE7, Braemar Crescent, BS7 0TD**

Yours sincerely,

L.A.Reuben
Town Clerk.& RFO

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Phil Aitkin & Shaun Tasker from Active Nation - construction update (Please send in question in advance of meeting.)
5. To approve the minutes of Full Council (Finance) 10th January 2023. *(page1-2)*
6. Matters of report arising from the minutes not otherwise covered by the Agenda.
7. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting
8. Income & Expenditure Reports Month 9 *(pages 3-4)*
9. Balance Sheet Month 9 *(pages 5-6)*
10. Bank Reconciliation Month Month9 *(pages 7-8)*
11. Reports from Committees, Working Groups, and the Town Clerk:
    i) Leisure Centre Construction Update
    ii) Replacement Tractor requirement (page 9)
    iii) Proposal from Cllr D Boardman " To book Steve England for a nature guide on the coronation bank holiday, cost circa £495. As part of the FTC Coronation community day activities".
12. Payments for Information Month 9 *(page 10)*

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 10th January 2023** at Filton Leisure Centre, Elm Park, Filton.

PRESENT: Cllrs: A Doyle (Chair), T Mewies (Vice Chair), B Mead, A Bird, D Boardman, D Collins, A Kenyon, A Robinson, E Adejevi, D.Harris
ALSO, PRESENT: Lesley Reuben (Town Clerk & RFO), Carla Westcott (TCSO)
Derek Kemp (DCK Accounting Solutions)
APOLOGIES: Cllrs:- A Monk, C Wood
NON-ATTENDANCE: Cllr M Chaudhry

0428. APOLOGIES FOR ABSENCE: Apologies noted

0429. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0430. DECLARATIONS OF INTEREST: None

0431. BUDGET PROVISION 2023/24 – DEREK KEMP ACCOUNTING SOLUTIONS

a. Councillors submission for budget consideration – to be reviewed in new financial year
b. Budget Provision 2023-24: D Kemp presented the budget provision and option to Council. Noting the ability to extend the contingency fund has been included in the figures, still leaving reserves £24,000 above the recommended level. Leaving the sum of £250,000 as surplus to the Council that can be used for various agreed funding to be discussed at a separate meeting in the new financial year. A social fund was also suggested and agreed that this was to be added to the list for consideration in the new tax year.
Queries regarding the precept were answered and various options and figures were discussed.
2 Motions were proposed with a named vote being requested:-

Motion 1 : Proposed by Cllr.D.Boardman and seconded by Cllr.A.Robinson
"To reduce the precept for the Filton residents by 10%".
Voted FOR 4 (Cllr:-s A.Robinson, D.Boardman, E.Adejevi, A.Kenyon)
AGAINST 6 (Cllrs:- A Doyle, T Mewies, D Collins, A. Bird, D Harris, B Mead).

Motion 2: Proposed by Cllr B.Mead and seconded by Cllr.A.Bird
"To keep the precept unchanged which equates to a 0.57% decrease per Band D Filton property"
Voted FOR 7(Cllrs:- A Doyle, T Mewies, A Bird, D Harris, B Mead, A Kenyon ad D Collins)
AGAINST 3 (Cllrs:- D Boardman, E.Adjevi, A.Robinson).

Motion 2 carried.- it was therefore resolved to demand a precept requirement of £986,694 which equates to £312.84. per annum (£6 per week) per Band D property. This being a
-0.57% reduction per household on last year. (*Reason noted as 18 extra band D equivalents*)

0432. TO APPROVE THE MINUTES OF THE MEETING HELD 8th November 2022
The minutes were approved as an accurate record.

0433. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: Filton Town Council have not yet received the certificate from the soil delivered to the land behind the Bulldog. The Town Clerk to follow this up.

0434. PUBLIC PARTICIPATION: Member of the public raised concerns over the speeding and speed signage around Hunters Way. Filton Town Council to investigate the department responsible and raise the concerns.

0435. INCOME & EXPENDITURE REPORTS: Clarification of the Streetcare expenditure given. **Noted**

0436. BALANCE SHEET (Month 7): Query on the Monsoon payment. Confirmed it as the Ground Teams new uniform supplier.

0437. BANK RECONCILIATION (Month 7) – Noted

0438. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:
i) Leisure Centre Construction Update: The Town Clerk updated the Council that the demolition has now began and is moving quickly.
The poor weather has caused issues with the temporary car park and additional costs had been incurred.
Full planning permission for had now been received.
ii) Venue for future Council Meetings: After looking at several different options the SHE7 meeting room had been reserved for future meetings until March 2023. The meetings would need to be re-scheduled to 2nd and 4th Monday of every month until March. It was agreed that this would been the best option and the next Full Council meeting would be held Monday 23rd January 2023 at SHE7.

0439. Payments for Information month 8 – Accepted

There being no further business, the Chair closed the meeting at 8.15 pm.

Summary Income & Expenditure by Budget Heading 31/12/2022

Month No: 9 December 2022

Finance & General Purposes

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Leisure Centre - Outsourcing	Expenditure	0	280,418	367,156	86,739		86,739	76.4%
101 Leisure Centre - General	Expenditure	0	4,924	0	(4,924)		(4,924)	0.0%
102 Leisure Centre - Swimming Pool	Income	0	(28,665)	0	28,665			0.0%
106 Leisure Centre - Outdoor Sport	Income	0	2,375	1,000	(1,375)			237.5%
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	5	1,278	2,000	722		722	63.9%
203 Millennium Green	Income	0	0	1,500	1,500			0.0%
	Expenditure	0	716	500	(216)		(216)	143.1%
	Movement to/(from) Gen Reserve	0	(716)					
204 Allotments	Income	74	1,802	1,000	(802)			180.2%
	Expenditure	23	809	1,025	216		216	79.0%
	Movement to/(from) Gen Reserve	51	992					
301 Roads & Highways	Expenditure	863	2,588	3,200	613		613	80.9%
302 Community Development	Income	0	0	2,500	2,500			0.0%
	Expenditure	480	22,362	67,580	45,218		45,218	33.1%
	Movement to/(from) Gen Reserve	(480)	(22,362)					
801 Corporate Management	Expenditure	(983)	(8,850)	(11,800)	(2,950)		(2,950)	75.0%
802 Democratic Rep'n & Mgmt	Expenditure	0	2,375	6,150	3,775		3,775	38.6%
803 Civic Expenses	Expenditure	0	0	1,950	1,950		1,950	0.0%
901 Central Services	Income	0	52	2	(50)			2605.0%
	Expenditure	9,670	104,601	164,118	59,517		59,517	63.7%
	Movement to/(from) Gen Reserve	(9,670)	(104,549)					
902 Outside Services	Income	0	0	350	350			0.0%
	Expenditure	7,288	105,687	109,163	3,476		3,476	96.8%
	Movement to/(from) Gen Reserve	(7,288)	(105,687)					
998 Precept & Interest	Income	10,238	1,010,663	986,994	(23,669)			102.4%
	Expenditure	0	5	0	(5)		(5)	0.0%
	Movement to/(from) Gen Reserve	10,238	1,010,658					
	Finance & General Purposes Income	**10,312**	**986,228**	**995,346**	**9,118**			**99.1%**
	Expenditure	**17,345**	**516,912**	**714,292**	**197,380**	**0**	**197,380**	**72.4%**
	Movement to/(from) Gen Reserve	**(7,033)**	**469,316**					

Continued over page

Summary Income & Expenditure by Budget Heading 31/12/2022

Month No: 9 December 2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Capital Projects								
908 L C Redevelopment	Expenditure	64,217	373,651	231,343	(142,308)		(142,308)	161.5%
909 Capital & Projects	Income	0	5,666	0	(5,666)			0.0%
	Expenditure	0	53,609	108,051	54,442		54,442	49.6%
	Movement to/(from) Gen Reserve	0	(47,943)					
	Capital Projects Income	**0**	**5,666**	**0**	**(5,666)**			**0.0%**
	Expenditure	**64,217**	**427,260**	**339,394**	**(87,866)**	**0**	**(87,866)**	**125.9%**
	Movement to/(from) Gen Reserve	**(64,217)**	**(421,594)**					
	Grand Totals:- Income	**10,312**	**991,894**	**995,346**	**3,452**			**99.7%**
	Expenditure	**81,562**	**944,172**	**1,053,686**	**109,514**	**0**	**109,514**	**89.6%**
	Net Income over Expenditure	**(71,250)**	**47,722**	**(58,340)**	**(106,062)**			
	Movement to/(from) Gen Reserve	**(71,250)**	**47,722**					

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2022

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	43,758		
110	PREPAYMENTS	2,888		
121	STOCK - LEISURE	125		
190	CAPITAL WORK IN PROGRESS	1,906		
200	BANK ACCOUNT-GENERAL	589,424		
201	BANK IMPREST WAGES AC	192,116		
220	PETTY CASH - OFFICE	74		
245	CCLA Public Sector Investment	1,475,000		
246	CCLA - FTC Project Account	3,112,530		
	Total Current Assets		**5,417,821**	
	Current Liabilities			
500	TRADE CREDITORS	(33,583)		
510	ACCRUED EXPENSES	3,950		
525	PAYE AND NI DUE	2,778		
526	SUPERANNUATION DUE	900		
560	INCOME IN ADVANCE	4,500		
570	RETENTIONS PAYABLE	7,448		
	Total Current Liabilities		**(14,007)**	
	Net Current Assets			**5,431,828**
	Total Assets less Current Liabilities			**6,012,547**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,354,577)		
403	PWLB Loan 443438	96,914		
404	PWLB Loan 532982	493,619		
405	PWLB Loan 554749	3,861,072		
	Total Long Term Liabilities		**4,568,248**	
	Total Assets less Total Liabilities			**1,444,299**
	Represented by :-			
300	CURRENT YEAR FUND	47,722		
310	GENERAL FUND	177,367		
315	ROLLING CAPITAL FUND	73,707		
320	RCF Pool Redevelopment	450,000		
321	Contingency Fund	100,000		
323	EMR Festival	10,000		
325	EMR 4 Towns Play Association	4,580		

S.

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2022

A/c	Description	Actual	
326	EMR Maintenance	43,002	
328	EMR Elections	10,338	
329	EMR CIL 19/20	3,961	
330	CAPITAL FINANCE ACCOUNT	473,684	
331	EMR CIL 20/21	30,963	
332	EMR CIL 21/22	13,309	
333	EMR CIL 22/23	5,666	
	Total Equity		**1,444,299**

Filton Town Council 22-23

**Bank Reconciliation Statement as at 31/12/2022
for Cashbook 1 - BANK ACCOUNT-GENERAL**

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Current Account	31/12/2022		589,424.15
			589,424.15
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			589,424.15
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			589,424.15
		Balance per Cash Book is :-	**589,424.15**
		Difference is :-	**0.00**

Bank Reconciliation Statement as at 31/12/2022
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Imprest A/c -01364383	31/12/2022	509	100.00
Natwest Business A/c -08609098	31/12/2022	553	192,015.88
			192,115.88

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		192,115.88

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		192,115.88

Balance per Cash Book is :- **192,115.88**

Difference is :- **0.00**

Filton Town Council Grounds Team New Tractor 2023

Tractor	Specifications	Comments	Price
MASSEY FERGUSON 1755M MC COMPACT TRACTOR, 29 X 120-15 / 475 X 6SD20 OS TURF TYRES	MF 1755M MC COMPACT TRACTOR 29 X 120-15 / 475 X 65D20 OS TURF 55hp 12x12 Mechanical Gearbox 53l Fuel Tank 2 Spools 540/540E Quicke Front Loader & Bucket Road Lights & 4 LED Work Lights	Parts and labour available within 24 hours	£59,000.00 Less Discount Of: - £22,500.00 (Less Allowance For Kubota L3038 & Loader C/W Bucket) - £8,000.00 Total Cost £28,500.00
NEW KUBOTA L2522 Cabbed tractor on turf tyres c/w Kubota LA1055 front loader and bucket	52hp Kubota diesel engine. Manual transmission 16 forward and 16 reverse fully synchronised. 2-4 Wheel drive. Power steering. DVLA 1 st registration and number plate/beacon kit. Kubota 2-Year warranty.	Contract hire available 5-Year contract hire. 60 x Monthly payments of £923.00	Kubota rrp £42,267.00 Lister discount -£6417.00 Total Cost £35,850.00

Time: 11:38

BANK ACCOUNT-GENERAL

List of Payments made between 01/12/2022 and 31/12/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/12/2022	Biffa Waste Services Ltd	FP1	289.80		Purchase Ledger Payment
02/12/2022	Travis Perkins Trading Co Ltd	FP2	38.47		234-Touch screen gloves
09/12/2022	AJ Purnell	FP3	265.00		232-Provision of xmas disco
15/12/2022	Biffa Waste Services Ltd	FP4	896.04		Purchase Ledger Payment
15/12/2022	Safestore Ltd	DDR	348.15		Safestore Ltd unit hire
15/12/2022	Poppers Party Shop	FP	25.00		Xmas party
23/12/2022	Monsoon Marketing Ltd	FP5	320.62		272-Protectice clothing
23/12/2022	Safetykleen UK Limited	FP6	282.00		267-Engine oil
23/12/2022	Travis Perkins Trading Co Ltd	FP7	55.24		Purchase Ledger Payment
23/12/2022	Ernest Till (South West) & co	FP8	186.00		254-Relocate defib
23/12/2022	Ricoh UK Ltd	FP9	378.25		266-Copier charge Sept/Nov
23/12/2022	Microshade Business Consultant	FP10	68.40		264-Monthly fees
23/12/2022	Filton Voice Ltd	FP11	450.00		256-2 Pages December
23/12/2022	Everflow Ltd	FP12	44.13		253-Water Allotment 18Dec/17Ja
23/12/2022	DL I.T. Solutions Ltd	FP13	243.48		251-Agreement Monthly services
23/12/2022	DCK Accounting Solutions Ltd	FP14	448.93		269-Accounts support
23/12/2022	Chandlers (Farm Equipment) Ltd	FP15	26.94		249-Cover handle
23/12/2022	Earth Anchors Ltd	FP16	3,714.00		263-Sentinel bin anchored x 5
23/12/2022	Biffa Waste Services Ltd	FP17	723.89		248-Waste disposal
23/12/2022	Glasdon UK Limited	FP18	1,755.37		258-Plastic liner, lid & ext.
23/12/2022	Trusted Facilities Management	FP19	12,412.80		261-Supply pool AHU
23/12/2022	Futurform Limited	FP20	538.80		257-Memorial Seat
23/12/2022	Speller Metcalfe	FP21	43,550.26		243-Certificate no. 5A
23/12/2022	South Gloucestershire Council	FP22	1,035.00		245-Localism gas cut Oct-Dec22
23/12/2022	South Gloucestershire Council	FP23	1,376.40		246-Large mobility kissing gat
23/12/2022	Re Energize	FP24	1,444.00		265-Filton community festival
31/12/2022	Unity Bank	DDR	34.95		bank charges
		Total Payments	70,951.92		

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 10th January 2023** at Filton Leisure Centre, Elm Park, Filton.

PRESENT: Cllrs: A Doyle (Chair), T Mewies (Vice Chair), B Mead, A Bird, D Boardman, D Collins, A Kenyon, A Robinson, E Adejevi, D.Harris
ALSO, PRESENT: Lesley Reuben (Town Clerk &RFO), Carla Westcott (TCSO)
Derek Kemp (DCK Accounting Solutions)
APOLOGIES: Cllrs:- A Monk, C Wood
NON-ATTENDANCE: Cllr M Chaudhry

0428. APOLOGIES FOR ABSENCE: Apologies noted

0429. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0430. DECLARATIONS OF INTEREST: None

0431. BUDGET PROVISION 2023/24 – DEREK KEMP ACCOUNTING SOLUTIONS
a. Councillors submission for budget consideration – to be reviewed in new financial year
b. Budget Provision 2023-24: D Kemp presented the budget provision and option to Council. Noting the ability to extend the contingency fund has been included in the figures, still leaving reserves £24,000 above the recommended level. Leaving the sum of £250,000 as surplus to the Council that can be used for various agreed funding to be discussed at a separate meeting in the new financial year. A social fund was also suggested by Cllr A Bird and agreed that this was to be added to the list for consideration in the new tax year. Queries regarding the precept were answered and various options and figures were discussed.
2 Motions were proposed with a named vote being requested:-

Motion 1 : Proposed by Cllr.D.Boardman and seconded by Cllr.A.Robinson
"To reduce the precept for the Filton residents by 10%".
Voted FOR 4 (Cllr:-s A.Robinson, D.Boardman, E.Adejevi, A.Kenyon)
AGAINST 6 (Cllrs:- A Doyle, T Mewies, D Collins, A. Bird, D Harris, B Mead).

Motion 2: Proposed by Cllr B.Mead and seconded by Cllr.A.Bird
"To keep the precept unchanged which equates to a 0.57% decrease per Band D Filton property"
Voted FOR 7(Cllrs:- A Doyle, T Mewies, A Bird, D Harris, B Mead, A Kenyon ad D Collins)
AGAINST 3 (Cllrs:- D Boardman, E.Adjevi, A.Robinson).

Motion 2 carried.- it was therefore resolved to demand a precept requirement of £986,694 which equates to £312.84. per annum (£6 per week) per Band D property. This being a
-0.57% reduction per household on last year. (*Reason noted as 18 extra band D equivalents)*

0432. TO APPROVE THE MINUTES OF THE MEETING HELD 8th November 2022
The minutes were approved as an accurate record.

0433. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: Filton Town Council have not yet received the certificate from the soil delivered to the land behind the Bulldog. The Town Clerk to follow this up.

0434. PUBLIC PARTICIPATION: Member of the public raised concerns over the speeding and speed signage around Hunters Way. Filton Town Council to investigate the department responsible and raise the concerns.

0435. INCOME & EXPENDITURE REPORTS: Clarification of the Streetcare expenditure given. Document noted

0436. BALANCE SHEET (Month 7): Query on the Monsoon payment. Confirmed it as the Ground Teams new uniform supplier.

0437. BANK RECONCILIATION (Month 7) – Noted

0438. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:
i) Leisure Centre Construction Update: The Town Clerk updated the Council that the demolition has now began and is moving quickly.
The poor weather has caused issues with the temporary car park and additional costs had been incurred.
Full planning permission for had now been received.
ii) Venue for future Council Meetings: After looking at several different options the SHE7 meeting room had been reserved for future meetings until March 2023. The meetings would need to be re-scheduled to 2nd and 4th Monday of every month until March. It was agreed that this would been the best option and the next Full Council meeting would be held Monday 23rd January 2023 at SHE7.

0439. Payments for Information month 8 – Accepted

There being no further business, the Chair closed the meeting at 8.15 pm.

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 13th February 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: A Doyle (Chair), T Mewies, A Bird, D Boardman, D Collins, A Kenyon, A Robinson, E Adejevi, D.Harris C Wood
ALSO, PRESENT: Lesley Reuben (Town Clerk &RFO), Carla Westcott (TCSO), Phil Aitken and Shaun Tasker (Active Nation)
APOLOGIES: Cllrs:- A Monk, B Mead
NON-ATTENDANCE: Cllr M Chaudhry

0440. APOLOGIES FOR ABSENCE: Apologies noted

0441. **EVACUATION PROCEDURE**: Chair of Council gave evacuation procedures

0442. DECLARATIONS OF INTEREST: None

0443. PHIL AITKIN & SHAUN TASKER FROM ACTIVE NATION - CONSTRUCTION UPDATE
An update was given on the current progress of the regeneration of Filton Leisure Centre. Demolition details, delay explanations, financial implications, and timelines. The partnerships are all working well together after a challenging start. Questions were answered and it was agreed for a member of the AN team will attend a quarterly meeting to give updates to Council.

0444. TO APPROVE THE MINUTES OF THE MEETING HELD 10th JANUARY 2023.
The minutes were approved with an amendment that Cllr Bird had proposed the idea of the social fund.(The Town Clerk advised that this was not good practice to name individuals in minutes)

0445. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA:

0446. PUBLIC PARTICIPATION: Member of the public asked for an update on the resurfacing of Park Rd. The Clerk was able to confirm that the resurfacing works were now on the South Gloucestershire works schedule for April-July 2023.

0447. INCOME & EXPENDITURE REPORTS: It was queried as to where the items purchased using the Chairs Allowance had been coded as there is still 100% left in the accounts.

0448. BALANCE SHEET (Month 9): A query regarding the valuation price. Filton Town Council office to investigate how often it is valued and when is it due again?

0449. BANK RECONCILIATION (Month 9) – Noted

0450. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:
i) Leisure Centre Construction Update: Given in agenda item 4 it was also requested that the Town Council have an input on colour schemes and quality of ancillary items such as hair driers, hand driers and other fittings prior to the decorating phase.
ii) Replacement Tractor requirement: After discussion it was agreed more information was required for Council to consider purchasing a new tractor. Filton Grounds Team to supply more information to include:- sharing with other parish councils, purchasing second hand, bulk purchasing to include other heavy duty equipment and vehicle, justification on

preferred model and comparisons with other options and fitments. All fuel options to be explored.

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iii) It was proposed and seconded "To book a nature guide on the coronation bank holiday, cost circa £495. As part of the FTC Coronation community activities". Was voted FOR 8 AGAINST 1 ABSTAIN motion carried.
It was proposed and seconded to add The Kings Coronation to Full Council agenda. Voted FOR 10 NEM-COM Motion carried.

0451. Payments for Information month 9 – Following queries the list was accepted.

There being no further business, the Chair closed the meeting at 8.27 pm.

FILTON TOWN COUNCIL

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

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

8th March 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Monday 13th March 2023 at 7pm at SHE7, Braemar Crescent, BS7 0TD**

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 Full Council (Finance) 13th February 2023. (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. Income & Expenditure Reports Month 10 (pages 3-22)
8. Balance Sheet Month 10 (pages 23-24)
9. Bank Reconciliation Month 10 (pages 25-26)
10. Reports from Committees, Working Groups, and the Town Clerk:
    i) Leisure Centre Construction Update
    ii) Replacement Tractor requirement (pages 27-33)
    iii) Skate Park consultation (pages 34-41)
    iv) Community Assets (page 42)
11. Payments for Information Month 10 (page 43)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 13th February 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: A Doyle (Chair), T Mewies, A Bird, D Boardman, D Collins, A Kenyon, A Robinson, E Adejevi, D.Harris C Wood
ALSO, PRESENT: Lesley Reuben (Town Clerk &RFO), Carla Westcott (TCSO),
Phil Aitken and Shaun Tasker (Active Nation)
APOLOGIES: Cllrs:- A Monk, B Mead
NON-ATTENDANCE: Cllr M Chaudhry

0440. APOLOGIES FOR ABSENCE: Apologies noted

0441. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0442. DECLARATIONS OF INTEREST: None

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An update was given on the current progress of the regeneration of Filton Leisure Centre. Demolition details, delay explanations, financial implications, and timelines. The partnerships are all working well together after a challenging start. Questions were answered and it was agreed for a member of the AN team will attend a quarterly meeting to give updates to Council.

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DRAFT

Summary Income & Expenditure by Budget Heading 31/01/2023

Month No: 10 January 2023

			Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes									
100	Leisure Centre - Outsourcing	Expenditure	0	280,418	367,156	86,739		86,739	76.4%
101	Leisure Centre - General	Expenditure	0	4,924	0	(4,924)		(4,924)	0.0%
102	Leisure Centre - Swimming Pool	Income	0	(28,665)	0	28,665			0.0%
106	Leisure Centre - Outdoor Sport	Income	0	2,375	1,000	(1,375)			237.5%
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	310	1,588	2,000	412		412	79.4%
203	Millennium Green	Income	1,500	1,500	1,500	0			100.0%
		Expenditure	0	716	500	(216)		(216)	143.1%
	Movement to/(from) Gen Reserve		1,500	784					
204	Allotments	Income	0	1,802	1,000	(802)			180.2%
		Expenditure	19	828	1,025	197		197	80.8%
	Movement to/(from) Gen Reserve		(19)	973					
301	Roads & Highways	Expenditure	863	3,450	3,200	(250)		(250)	107.8%
302	Community Development	Income	0	0	2,500	2,500			0.0%
		Expenditure	6,504	27,421	67,580	40,159		40,159	40.6%
	Movement to/(from) Gen Reserve		(6,504)	(27,421)					
801	Corporate Management	Expenditure	(983)	(9,833)	(11,800)	(1,967)		(1,967)	83.3%
802	Democratic Rep'n & Mgmt	Expenditure	500	2,875	6,150	3,275		3,275	46.7%
803	Civic Expenses	Expenditure	0	0	1,950	1,950		1,950	0.0%
901	Central Services	Income	0	52	2	(50)			2605.0%
		Expenditure	9,742	114,348	164,118	49,770		49,770	69.7%
	Movement to/(from) Gen Reserve		(9,742)	(114,296)					
902	Outside Services	Income	0	0	350	350			0.0%
		Expenditure	5,950	111,637	109,163	(2,474)		(2,474)	102.3%
	Movement to/(from) Gen Reserve		(5,950)	(111,637)					
998	Precept & Interest	Income	11,981	1,022,644	986,994	(35,650)			103.6%
	Finance & General Purposes Income		**13,481**	**999,709**	**995,346**	**(4,363)**			**100.4%**
		Expenditure	**22,904**	**538,372**	**714,292**	**175,920**	**0**	**175,920**	**75.4%**
	Movement to/(from) Gen Reserve		**(9,423)**	**461,337**					

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Capital Projects								
908 L C Redevelopment	Expenditure	505,668	879,319	231,343	(647,976)		(647,976)	380.1%
909 Capital & Projects	Income	0	5,666	0	(5,666)			0.0%
	Expenditure	0	53,609	108,051	54,442		54,442	49.6%
	Movement to/(from) Gen Reserve	0	(47,943)					
	Capital Projects Income	**0**	**5,666**	**0**	**(5,666)**			**0.0%**
	Expenditure	**505,668**	**932,928**	**339,394**	**(593,534)**	**0**	**(593,534)**	**274.9%**
	Movement to/(from) Gen Reserve	**(505,668)**	**(927,262)**					
	Grand Totals:- Income	**13,481**	**1,005,375**	**995,346**	**(10,029)**			**101.0%**
	Expenditure	**528,571**	**1,471,300**	**1,053,686**	**(417,614)**	**0**	**(417,614)**	**139.6%**
	Net Income over Expenditure	**(515,090)**	**(465,925)**	**(58,340)**	**407,585**			
	Movement to/(from) Gen Reserve	**(515,090)**	**(465,925)**					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Leisure Centre - Outsourcing								
4056 LEGAL FEES	0	2,750	0	(2,750)		(2,750)	0.0%	
4060 OTHER PROF FEES	0	2,500	0	(2,500)		(2,500)	0.0%	
4061 L C Management Fees	0	275,168	(32,844)	(308,012)		(308,012)	(837.8%)	
4998 TFR TO EARMARKED RSV	0	0	400,000	400,000		400,000	0.0%	
Leisure Centre - Outsourcing :- Indirect Expenditure	**0**	**280,418**	**367,156**	**86,739**	**0**	**86,739**	**76.4%**	**0**
Net Expenditure	**0**	**(280,418)**	**(367,156)**	**(86,739)**				

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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
101 Leisure Centre - General								
4001 SALARIES & WAGES	0	85	0	(85)		(85)	0.0%	
4015 GAS	0	2,394	0	(2,394)		(2,394)	0.0%	
4035 SECURITY COSTS	0	2,202	0	(2,202)		(2,202)	0.0%	
4115 LICENCES	0	242	0	(242)		(242)	0.0%	
Leisure Centre - General :- Indirect Expenditure	**0**	**4,924**	**0**	**(4,924)**	**0**	**(4,924)**		**0**
Net Expenditure	**0**	**(4,924)**	**0**	**4,924**				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Leisure Centre - Swimming Pool								
1021 SWIMMING - LESSONS	0	(28,665)	0	28,665			0.0%	
Leisure Centre - Swimming Pool :- Income	**0**	**(28,665)**	**0**	**28,665**				**0**
Net Income	**0**	**(28,665)**	**0**	**28,665**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106	Leisure Centre - Outdoor Sport								
1060	GRASS INCOME	0	2,375	1,000	(1,375)			237.5%	
	Leisure Centre - Outdoor Sport :- Income	**0**	**2,375**	**1,000**	**(1,375)**			**237.5%**	**0**
	Net Income	**0**	**2,375**	**1,000**	**(1,375)**				

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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
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)**				

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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
202	Play Areas								
4037	GROUNDS MAINTENANCE	0	420	1,000	580		580	42.0%	
4042	EQUIPMENT MAINTCE	310	1,168	1,000	(168)		(168)	116.8%	
	Play Areas :- Indirect Expenditure	**310**	**1,588**	**2,000**	**412**	**0**	**412**	**79.4%**	**0**
	Net Expenditure	**(310)**	**(1,588)**	**(2,000)**	**(412)**				

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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
203	Millennium Green								
1001	RENT RECEIVED	1,500	1,500	1,500	0			100.0%	
	Millennium Green :- Income	**1,500**	**1,500**	**1,500**	**0**			**100.0%**	**0**
4037	GROUNDS MAINTENANCE	0	716	500	(216)		(216)	143.1%	
	Millennium Green :- Indirect Expenditure	**0**	**716**	**500**	**(216)**	**0**	**(216)**	**143.1%**	**0**
	Net Income over Expenditure	**1,500**	**784**	**1,000**	**216**				

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
204	Allotments								
1001	RENT RECEIVED	0	1,802	1,000	(802)			180.2%	
	Allotments :- Income	**0**	**1,802**	**1,000**	**(802)**			**180.2%**	**0**
4012	WATER RATES	19	212	500	288		288	42.4%	
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	0	617	250	(367)		(367)	246.6%	
	Allotments :- Indirect Expenditure	**19**	**828**	**1,025**	**197**	**0**	**197**	**80.8%**	**0**
	Net Income over Expenditure	**(19)**	**973**	**(25)**	**(998)**				

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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
301	Roads & Highways								
4080	STREET CARE (ex S Glos)	863	3,450	3,200	(250)		(250)	107.8%	
	Roads & Highways :- Indirect Expenditure	**863**	**3,450**	**3,200**	**(250)**	**0**	**(250)**	**107.8%**	**0**
	Net Expenditure	**(863)**	**(3,450)**	**(3,200)**	**250**				

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	800	300	(500)		(500)	266.7%	
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	6,504	20,204	17,500	(2,704)		(2,704)	115.4%	
4708	GRANTS - COMM'Y PARTNERSHIP	0	2,247	4,500	2,254		2,254	49.9%	
4711	GRANTS - S137 GENERAL	0	3,600	6,500	2,900		2,900	55.4%	
4720	CHRISTMAS ACTIVITIES	0	571	3,000	2,429		2,429	19.0%	
4725	FILTON FESTIVAL	0	0	10,000	10,000		10,000	0.0%	
4730	COMMUNITY FUND	0	0	20,000	20,000		20,000	0.0%	
	Community Development :- Indirect Expenditure	**6,504**	**27,421**	**67,580**	**40,159**	**0**	**40,159**	**40.6%**	**0**
	Net Income over Expenditure	**(6,504)**	**(27,421)**	**(65,080)**	**(37,659)**				

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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
801 Corporate Management								
4004 PENSION DEFICIT	(983)	(9,833)	(11,800)	(1,967)		(1,967)	83.3%	
Corporate Management :- Indirect Expenditure	**(983)**	**(9,833)**	**(11,800)**	**(1,967)**	**0**	**(1,967)**	**83.3%**	**0**
Net Expenditure	**983**	**9,833**	**11,800**	**1,967**				

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Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10 January 2023

		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	500	2,875	3,000	125		125	95.8%	
4065	MEETING COSTS	0	0	150	150		150	0.0%	
	Democratic Rep'n & Mgmt :- Indirect Expenditure	**500**	**2,875**	**6,150**	**3,275**	**0**	**3,275**	**46.7%**	**0**
	Net Expenditure	**(500)**	**(2,875)**	**(6,150)**	**(3,275)**				

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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
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)**				

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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
901	Central Services								
1001	RENT RECEIVED	0	52	2	(50)			2605.0%	
	Central Services :- Income	**0**	**52**	**2**	**(50)**			**2605.0%**	**0**
4001	SALARIES & WAGES	7,643	76,773	113,268	36,495		36,495	67.8%	
4005	HR Costs-Service level agr'mnt	0	954	4,000	3,046		3,046	23.8%	
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	0	1,334	2,500	1,166		1,166	53.4%	
4009	TRAVEL	0	0	200	200		200	0.0%	
4010	OTHER STAFF COSTS	0	0	500	500		500	0.0%	
4017	HEALTH & SAFETY	0	30	0	(30)		(30)	0.0%	
4020	SUNDRY OFFICE & IT COSTS	1,037	8,470	3,000	(5,470)		(5,470)	282.3%	
4021	TELEPHONE & FAX	0	1,064	750	(314)		(314)	141.9%	
4022	POSTAGE	0	188	600	412		412	31.3%	
4023	STATIONERY/PRINTING	24	682	500	(182)		(182)	136.3%	
4024	SUBSCRIPTIONS	403	2,174	1,850	(324)		(324)	117.5%	
4025	INSURANCE	0	11,168	10,000	(1,168)		(1,168)	111.7%	
4026	PHOTOCOPY CHARGES	0	602	1,600	998		998	37.7%	
4027	OFFICE EQUIPMENT	0	0	500	500		500	0.0%	
4032	PUBLICITY	0	1,053	0	(1,053)		(1,053)	0.0%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4051	BANK CHARGES	9	1,817	500	(1,317)		(1,317)	363.4%	
4056	LEGAL FEES	0	1,267	1,000	(267)		(267)	126.7%	
4057	AUDIT FEES	0	0	2,000	2,000		2,000	0.0%	
4058	ACCOUNTANCY FEES	575	3,589	6,000	2,411		2,411	59.8%	
4060	OTHER PROF FEES	51	182	15,000	14,818		14,818	1.2%	
4076	COUNCIL TAX - FLAT	0	3,002	0	(3,002)		(3,002)	0.0%	
	Central Services :- Indirect Expenditure	**9,742**	**114,348**	**164,118**	**49,770**	**0**	**49,770**	**69.7%**	**0**
	Net Income over Expenditure	**(9,742)**	**(114,296)**	**(164,116)**	**(49,820)**				

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
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	4,918	92,684	96,413	3,729		3,729	96.1%	
4006	PROTECTIVE CLOTHING	0	612	200	(412)		(412)	306.1%	
4008	TRAINING	0	2,028	500	(1,528)		(1,528)	405.6%	
4016	JANITORIAL	0	0	200	200		200	0.0%	
4018	REFUSE DISPOSAL	57	6,355	0	(6,355)		(6,355)	0.0%	
4036	PROPERTY MAINTCE	0	1,718	1,500	(218)		(218)	114.5%	
4037	GROUNDS MAINTENANCE	768	3,053	2,500	(553)		(553)	122.1%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	915	2,000	1,085		1,085	45.8%	
4041	EQUIPMENT HIRE	0	136	250	114		114	54.5%	
4042	EQUIPMENT MAINTCE	0	2,861	3,000	139		139	95.4%	
4044	VEHICLE FUEL,OIL & MAINT	207	1,274	2,500	1,226		1,226	51.0%	
	Outside Services :- Indirect Expenditure	**5,950**	**111,637**	**109,163**	**(2,474)**	**0**	**(2,474)**	**102.3%**	**0**
	Net Income over Expenditure	**(5,950)**	**(111,637)**	**(108,813)**	**2,824**				

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
908	L C Redevelopment								
4054	LOAN INTEREST PWLB	0	9,968	93,061	83,093		83,093	10.7%	
4055	LOAN CAPITAL REPAID	0	9,467	138,282	128,815		128,815	6.8%	
4982	CAP LC Redevelopment	505,668	859,884	4,247,370	3,387,486		3,387,486	20.2%	
5002	ASSETS FUNDED BY LOANS	0	0	(4,247,370	(4,247,370		(4,247,370	0.0%	
	L C Redevelopment :- Indirect Expenditure	**505,668**	**879,319**	**231,343**	**(647,976)**	**0**	**(647,976)**	**380.1%**	**0**
	Net Expenditure	**(505,668)**	**(879,319)**	**(231,343)**	**647,976**				

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
909	Capital & Projects								
1074	CIL Income	0	5,666	0	(5,666)			0.0%	
	Capital & Projects :- Income	**0**	**5,666**	**0**	**(5,666)**				**0**
4054	LOAN INTEREST PWLB	0	93	201	108		108	46.1%	
4055	LOAN CAPITAL REPAID	0	7,850	7,850	(0)		(0)	100.0%	
4909	CAP Bus Shelters\Street Furn	0	5,007	0	(5,007)		(5,007)	0.0%	
4925	CAP Flags	0	2,281	0	(2,281)		(2,281)	0.0%	
4931	CAP Shipping Containers	0	4,625	0	(4,625)		(4,625)	0.0%	
4983	CAP Playing Field Planters	0	1,021	0	(1,021)		(1,021)	0.0%	
4984	CAP Grounds Maint. Equipment	0	495	0	(495)		(495)	0.0%	
4988	CAP Queen Jubilee	0	86	0	(86)		(86)	0.0%	
4992	FUNDING FROM R CAP FUND	0	(13,514)	0	13,514		13,514	0.0%	
4993	TFR TO ROLLING CAPITAL FUND	0	40,000	100,000	60,000		60,000	40.0%	
4998	TFR TO EARMARKED RSV	0	5,666	0	(5,666)		(5,666)	0.0%	
	Capital & Projects :- Indirect Expenditure	**0**	**53,609**	**108,051**	**54,442**	**0**	**54,442**	**49.6%**	**0**
	Net Income over Expenditure	**0**	**(47,943)**	**(108,051)**	**(60,108)**				

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
998	Precept & Interest								
1076	PRECEPT	0	986,694	986,694	0			100.0%	
1090	INTEREST RECEIVED	11,981	35,950	300	(35,650)			11983.5	
	Precept & Interest :- Income	**11,981**	**1,022,644**	**986,994**	**(35,650)**			**103.6%**	**0**
	Net Income	**11,981**	**1,022,644**	**986,994**	**(35,650)**				
	Grand Totals:- Income	**13,481**	**1,005,375**	**995,346**	**(10,029)**			**101.0%**	
	Expenditure	**528,571**	**1,471,300**	**1,053,686**	**(417,614)**	**0**	**(417,614)**	**139.6%**	
	Net Income over Expenditure	**(515,090)**	**(465,925)**	**(58,340)**	**407,585**				
	Movement to/(from) Gen Reserve	**(515,090)**	**(465,925)**						

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/2023

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	100,067		
110	PREPAYMENTS	5,876		
121	STOCK - LEISURE	125		
190	CAPITAL WORK IN PROGRESS	1,906		
200	BANK ACCOUNT-GENERAL	299,687		
201	BANK IMPREST WAGES AC	180,471		
220	PETTY CASH - OFFICE	74		
245	CCLA Public Sector Investment	1,475,000		
246	CCLA - FTC Project Account	3,120,568		
	Total Current Assets		**5,183,774**	
	Current Liabilities			
500	TRADE CREDITORS	236,230		
510	ACCRUED EXPENSES	1,950		
525	PAYE AND NI DUE	2,751		
526	SUPERANNUATION DUE	887		
560	INCOME IN ADVANCE	4,500		
570	RETENTIONS PAYABLE	19,274		
	Total Current Liabilities		**265,592**	
	Net Current Assets			4,918,182
	Total Assets less Current Liabilities			**5,498,901**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,354,577)		
403	PWLB Loan 443438	96,914		
404	PWLB Loan 532982	493,619		
405	PWLB Loan 554749	3,861,072		
	Total Long Term Liabilities		**4,568,248**	
	Total Assets less Total Liabilities			**930,652**
	Represented by :-			
300	CURRENT YEAR FUND	(465,925)		
310	GENERAL FUND	177,367		
315	ROLLING CAPITAL FUND	73,707		
320	RCF Pool Redevelopment	450,000		
321	Contingency Fund	100,000		
323	EMR Festival	10,000		
325	EMR 4 Towns Play Association	4,580		

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/2023

A/c	Description	Actual	
326	EMR Maintenance	43,002	
328	EMR Elections	10,338	
329	EMR CIL 19/20	3,961	
330	CAPITAL FINANCE ACCOUNT	473,684	
331	EMR CIL 20/21	30,963	
332	EMR CIL 21/22	13,309	
333	EMR CIL 22/23	5,666	
	Total Equity		**930,652**

Bank Reconciliation Statement as at 31/01/2023
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Current Account	31/01/2023		299,687.30
			299,687.30
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			299,687.30
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			299,687.30
		Balance per Cash Book is :-	**299,687.30**
		Difference is :-	**0.00**

Bank Reconciliation Statement as at 31/01/2023
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Imprest A/c -01364383	31/01/2023	513	100.00
Natwest Business A/c -08609098	31/01/2023	556	180,370.76
			180,470.76
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			180,470.76
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			180,470.76
		Balance per Cash Book is :-	**180,470.76**
		Difference is :-	**0.00**

Filton Town Council Grounds Team Tractor Comparison

	Massey Ferguson	Kubota
Price	£28000 Better Value for money	£35850
Horsepower	55bhp More power	50bhp
Torque	188 More torque makes transporting heavy loads easier and more efficient	166,7
Rear hitch	Standard 3 point linkage	Standard 3 point linkage
Tractor weight	1.6 Tons Better power to weight ratio	2 Tons

Filton Town Council Grounds Team Tractor Comparison

P T O Power Take Of	Extra external controls for safer operation when using stationary equipment. 2 pto shafts one rear and one underneath giving us better options for new equipment in the future. 2 pto modes one normal and one eco, saving us more fuel	Sigle pto with two modes, standard and eco
Fuel tank capacity	53 litres Longer range	1 litres
Front loader / Bucket max lifting weight	1097kg	1400kg
Supplier	Chandlers Weve been dealing with for years and they are the most local company.	Lister Wilder Recently moved to a ne location in Keynsham

Filton Town Council Grounds Team Tractor Comparison

Parts and service	24 hour parts promise	Struggle to get parts for our current Kubota as they need to be imported. No promises things will be better with a newer model

Massey Ferguson MF 1755M

We have conclude that this model tractor is best suited to Filton town council through our own research, experience and prior knowledge, with the advice and opinions of our frequently used mechanics that we use to repair our current tractor. Massey Ferguson is a highly respected make known for the reliability and robustness, this particular model "offers the highest level of performance, reliability and comfort and can be used for a wide range of tasks with ease".

PTO specs

It will do everything that our current tractor can do now and more as it has a mid-mounted PTO shaft on the bottom of the tractor 1916 RPM as well as PTO shaft on the rear 540 RPM, meaning it has the capabilities of using a wider variety of attachments capable of more work if the attachments were provided for us.

Fuel / engine

Its 2.2L diesel engine is far more efficient and cleaner than our current tractor with the advances in Emissions within the last 18 years. Through researching different types of engines we have concluded that diesel is best suited to our tasks and our situation. Diesel engines provide a much higher torque than petrol engines and have a higher efficiency making the tank of fuel last longer meaning less CO2 being produced and more reliable and better longevity to the health of the engine. An electric tractor would not be financially viable for our purposes as electric comes with a much higher purchase price, also the battery life would not be viable for our work load, with its expected range of 3-6 hours, when Elm park is cut it can take as long as a full working day and using just under a full tank of fuel, it would take more than 1 full charge to do the same job but needing a recharge half way through.

Workload

Higher torque suits our needs better as a lot of work requires us to use the trailers filled with over a tonne of soil, stone, sand etc, we also use the front loader which also takes a lot of weight and depending on the task we are doing high torque is required, for example when we re-sculpted the mound in millennium green to turn into a wild flower patch the loader was essential.

Current tractor draw backs

With the age of our current tractor it has been struggling these past few years with its regular issues, the oil seals on the front wheels are perishing often which means the bearings are breaking, this results in us being unable to use the tractor in its full capacity as too much work load could make the issue far worse, as it is our only work vehicle we are forced to use it still while it waits for repair but at a limited capacity. We maintain our bin emptying and light load transports but we cannot cut the grass, use the loader or haul heavy loads in the trailer, this issue is made worse by the long waiting time for repairs due to parts for Kubota being very inaccessible. This can be very damaging to our work schedule depending on when these repairs are needed, the oil seal has perished before during the summer which is our busiest time of year for grass cutting as the grass grows very quickly that time of year and often needs cutting between 1 and 2 weeks so that it doesn't get too long and put too much strain on our machinery. This particular occasion resulted in complaints about the length of the grass in both Elm Park and Millenium green.

Perks of replacement

Massey Ferguson parts on the other hand are readily available and will result in a shorter wait for repair meaning our work schedule will be impacted less if things go wrong. A new tractor will have less issues than our current as our current is 18 years old and the constant issues are a clear sign of its health deteriorating as it must work harder to keep with our ever-growing list of jobs.

New or 2nd hand

The preferred option is to buy a new tractor rather than look around for second hand, buying brand new comes with guarantees and assurances from the provider, second hand may be cheaper in short term but if in a few years it could start to struggle due to its age and an undisclosed amount of work load pre our ownership we will be in the exact same boat as we are in now.

Sharing equipment

it is not viable for us to share equipment or machinery with another parish as this change our whole structure on how we work and schedule, as previously been noted we rely solely on our tractor for a vast majority of our planned work and for the occasions that we need to be reactionary if something happens that we haven't planned for, for example we have had many mopeds burnt out on our fields with require us to use the loader to clean up the damage and carry it off the field for disposal, also we provide call out cover in case of emergencies 24/7, this would be made difficult if we don't have access to our equipment or machinery at all times.

Storage

With the changes happening on site with the remodelling of the leisure centre we have lost our garages which we used to safely and securely store our tractor and machinery. We are currently looking at building or new storage for our tractor and machinery, our current issue is the size of our current grass cutter and how we are going to store it with our reduction in space. Due to these changes we need a new one that is more compact that will allow us to get it in and out of storage and use freely without concerns of lack of storage or damaging due to inadequate space. The plans for our new storage are heavily based around a new smaller grass cutter.

Current workload

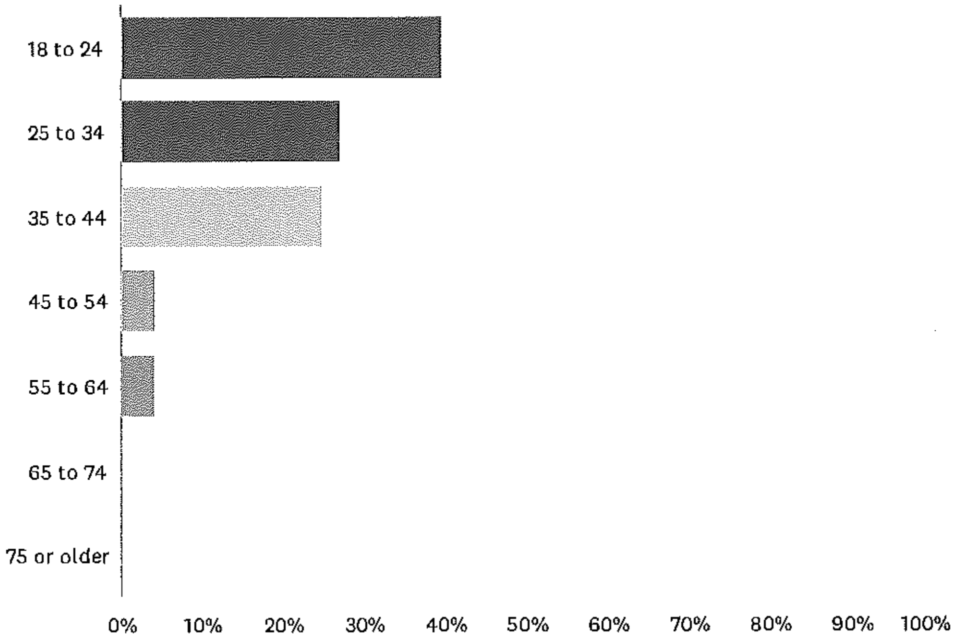
- Grass cutting of Elm Park and Millennium Green
- Taking tools to the allotments for clearing plots
- Taking rubbish from the allotments
- Delivering materials to allotments i.e. Stone for car park
- Transporting tools and materials to the bulldog
- Emptying bins round Elm Park and Millenium Green
- Pick up and disposal of large rubbish left on the fields
- Delivering materials for the community garden
- Delivering materials to men in sheds
- Clean up of trimmings from cutting hedges
- Using the shredder to dispose of hedge trimmings and tree branches/logs
- Aiding in cutting down and controlling descent of tree
- Using the loader to move large mounds of mud, soil, sand etc
- Refilling playpark sand bit
- Moving constructed raised planters
- Aiding in loosening ground for wild flower meadows
- Transport for materials and equipment for bin, notice board and bench replacements
- Picking up materials from builders' merchants
- Decompressing field after heavy use using the spiker attachment
- Using the roller to compact soft ground
- Clearing car park of snow using the front loader
- Removal of large deadfall after a storm or strong winds

Grounds Team

Filton Town Council

Q1 What is your age?

Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
18 to 24	39.58%	19
25 to 34	27.08%	13
35 to 44	25.00%	12
45 to 54	4.17%	2
55 to 64	4.17%	2
65 to 74	0.00%	0
75 or older	0.00%	0
TOTAL		48

Q2 What postcode do you travel to the skate park from?

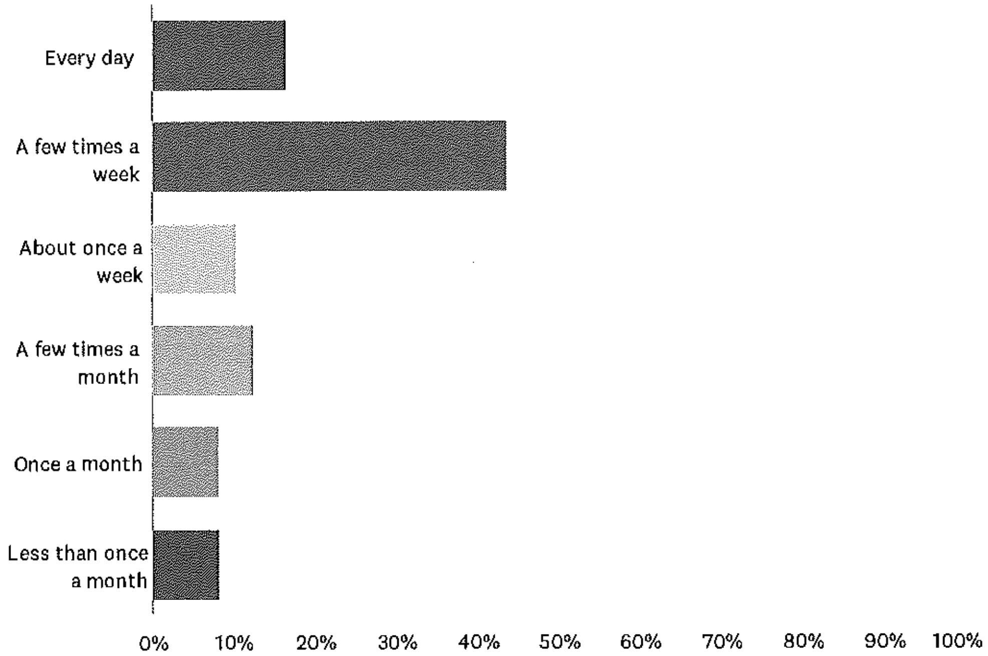
Answered: 44 Skipped: 4

#	RESPONSES	DATE
1	Bs347ng	7/7/2022 3:58 PM
2	BS7 0QT	5/31/2022 10:00 PM
3	BS10	5/22/2022 1:44 PM
4	Bs70ee	5/19/2022 4:24 PM
5	Bs32 9as	5/13/2022 9:02 PM
6	Bs5	5/13/2022 5:29 PM
7	BS36 2HL	5/13/2022 5:05 PM
8	Bs16 2pz	5/13/2022 4:58 PM
9	Bs7	5/13/2022 4:17 PM
10	BS10	5/12/2022 1:23 PM
11	Bs7 0tf	5/11/2022 10:10 PM
12	Bs57pg	5/10/2022 10:53 PM
13	Bs3	5/10/2022 10:14 PM
14	Bs7 9rf	5/10/2022 9:26 PM
15	BS70AA	5/10/2022 9:17 PM
16	bs6 7RG	5/9/2022 11:11 AM
17	Bs7	5/8/2022 6:03 PM
18	BS7 0RP	5/3/2022 7:17 PM
19	Bs7 0js	5/3/2022 5:20 PM
20	BS347LX	5/2/2022 2:29 PM
21	BS94JE	4/30/2022 4:15 PM
22	BS34 7LF	4/30/2022 12:22 PM
23	Bs32up	4/30/2022 11:15 AM
24	Bs7 0xa	4/29/2022 4:57 PM
25	BS16 3DT	4/25/2022 11:10 AM
26	Bs34	4/23/2022 7:20 PM
27	BS66PZ	4/23/2022 11:40 AM
28	Bs7	4/22/2022 6:32 PM
29	Nw11 6sh	4/22/2022 3:14 PM
30	Bs105nf	4/22/2022 3:06 PM
31	BS34 7HU	4/22/2022 2:58 PM
32	BS1	4/22/2022 2:18 PM
33	BS7	4/22/2022 2:04 PM
34	BS8 1NF	4/22/2022 2:00 PM
35	Bs7	4/22/2022 2:00 PM

36	BS7	4/22/2022 1:57 PM
37	Bs5 (formerly BS32 8BE)	4/22/2022 10:14 AM
38	BS7 0QT	4/21/2022 9:14 PM
39	BS7	4/21/2022 7:35 PM
40	BS7	4/21/2022 2:20 PM
41	BS166RU	4/21/2022 12:05 PM
42	BS34	4/21/2022 9:59 AM
43	BS16	4/20/2022 11:51 PM
44	Bs34 8Qw	4/19/2022 2:34 PM

Q3 How often do you visit the skate park?

Answered: 48   Skipped: 0



ANSWER CHOICES	RESPONSES	
Every day	16.67%	8
A few times a week	43.75%	21
About once a week	10.42%	5
A few times a month	12.50%	6
Once a month	8.33%	4
Less than once a month	8.33%	4
TOTAL		48

ELM PARK SKATE PARK SURVEY MONKEY INDIVIDUAL SUGGESTIONS

How could Elm Park Skate Park be improved?

1)Toilet facilities

2)The correct answer for how the skatepark could be improved is to start again. However, as I appreciate that the likelihood of a
brand new skatepark is at the very least a long shot, I will suggest something more appropriate...
"Light up the Park" is a phrase that is thrown about all too often at Elm Park Skate Park. A simple and somewhat cost efficient
solution to the overall enjoyment of the locals would be to install a set of lights around the perimeter. There is great utility in street lamps.
i) It opens up the skatepark to extended hours of the evening and as such makes the period of opportunity more accessible
(especially in the Winter).
ii) Greater visibility when dark makes the park a significantly more attractive and safer area for those who are walking through at
night.
iii) From a skatepark progression standpoint - longer duration of visibility equals longer periods for people to progress in their
discipline. More progression equals more talent and thus Bristol will continue to lead as a major city in the continued support and
interest of urban sports.

3) Gates to prevent motorbike access

4) Benches, smaller mini ramp to aid progression and encourage beginners, pump track to encourage younger/ different users

5) Needs a light so we can skate at night or when it's dark in the winter

6)
i) Something at the entrance to block people bringing in motorbikes, several have been burnt out in the bowl in the past and
people regularly bring them inside the fence.
ii) A low flat square rail on the top section by the entrance
iii) Expansion of the concrete area, there is room for additional concrete around the edges which could have additional benches,
ledges or above mentioned rail.
vi) Expansion into the grass pocket on the east side which is empty, there is room for either a bank, or small mini ramp there
v) Additional seating which can double as features such as a curved ledge to the side of the flat area at the entrance
vi) Lighting!!
vii) Additional coping in some areas might be nice under general agreement with the local skaters for preferred locations

viii) Again, a low flat square or double barrel rail which is good to skate for beginner/intermediate. The down rail is a bit hard for lower skills and isn't used a lot, a flat rail would be used more.

7) Lights so the skatepark can be skated in the winter day time. A gate to stop motorbikes as there has been burnt out motorbikes
multiple times in the bowl. Fix the rough parts on the floor that wheels get caught up on. Thank you for reading. Take care :-)

8) So I used to go to the park more often as there was more a skateboard culture than Bradley Stoke when I was living there and I
am still friends with the people there. So it used to be once or twice a week, now about twice a month.
Flood lights would be ideal for the winter months and would definitely get use and something that deters motorcycles/mopeds from
being burnt out in the bowl which has happened several times much to the annoyance of the skaters - some community fixes have
been made.
Some additional transition around the street section I.e. perpendicular and blending into the banks at the back, to increase the
flow of the park.
Perhaps a small mini ramp half-pipe for learning tricks like the one at Winterbourne. Could be placed away from the main park and
be a stepping stone to the steeper transitions of the bowl and increase capacity of the park.

9) Floodlights for the park would be a massive improvement, especially for the winter when it gets dark early. A water fountain would also be beneficial.

10) Better ledges/ more ledges extend flat ground area. Smooth the concrete, add more of a flow

11) Full refurbishment a new section all sorts could be done. At best a big space to practice skating on a nice flat surface. Opens space

12) A new build would be ideal however the addition of lights or even some maintenance to the surfaces would improve it

13) Lights

14) Lights in the evening. And actually do something when kids set fire to mopeds in the bowl

15) Lights (bstoke model off at 9), utilise grass space with more obstacles and benches, if space is utilised: small rails/banks/ledges, change entrance to prevent motorbikes getting lit on fire in the bowl

16) Lights

17) Floodlights for nightime usage

18) Lights would be amazing

19) Repaired seating and bins

20) Better lighting. Add a half pipe and a table top. Could also add a pump track so more people could use it not just skaters

21) Bigger

22) Make the park have endless bowls and make it bigger for the summer because it's busy then

23) Add a pump track

24) Cleaner spaces

25) Whatever is done, the bowl should be kept. It is the main attraction and feature and it is of unusually high quality. The park needsresurfacing and some of the slabs and coping levelled. A few extra quarter pipes and bumps could be added at relatively low costto the grassy areas around the side. An updated pump track or addition around the edge of the skatepark would provide an outlet for the younger children for whom the park is a bit boring
26) Ground re dun and expanded room for other obstacles such as a manual pad or stair set to be constructed

27) More events to increase engagement/awareness. Bigger bins. Potential increase in size for younger skaters.

28) Lights for night time

29) Stop drug dealing and improve lighting.

30) Better down rail

31) As first priority, the bowl needs to be resurfaced/ polished. It is now too rough to skate at speed and causes abrasions when you fall off. There is also damage to the flat bottom that needs to be repaired. It would be good idea if the gate were narrowed to prevent stolen mopeds etc getting access, being set on fire, dumped in the skatepark and causing damage. It would be great if these issues could be addressed.

32) Recycling bins - more concrete ramps built around the grass area surrounding the park. A 3ft spine ramp section. Flood lights.

33) Additional concrete ramps in the grass area, with hips a small spine and quarter pipes. A small round rail and new concrete ledge for street skating. Floodlights, water source. Thanks for asking for input, we have a very special community at this skatepark and it would be amazing for the park to modernised.

34) Could easily be expanded

35) Larger space with new features. More transition and creative obstacles

36) Demolish it and build a new one as the concrete has deteriorated so much it's too rough to ride. Why do councils have skateparks built and not maintain them whatsoever. I rarely go up there anymore since Bradley Stoke got built but the concrete there is starting to wear away

37) Resurfacing to make it Smooth ground again, Anti Motor bike gate is needed to keep motorbikes from being burnt out! Extendedflat ground and added obstacles aka slappy curbs, a flatbar or more banks for maintaining speed and longer runs. Drinking waterfountain somewhere in Elm Park and floodlights over skatepark for the winter evenings

38) Smooth out the bowl, make the park a little larger, maybe a quarter pipe along one side to keep the flow going. Lighting so it canused at night in the winter.

39) The surface in the bowl is a little worse for wear, if it could be resurfaced thatd be ace. No paint as that can be slippy. Lighting would be an awesome addition, check out the solar powered, motion activated ones used at Keynsham skatepark. It would increase the hours the park could be used in winter months massively. Most importantly, ask the locals! Theres a strong community around Filton bowl that have organised comps they every year and installed great additions like the curb. Contact beatsbarsandbagels or pigdog on insta to get a group together, theyll do the rest.

40) Resurface the bowl and add lights. Thanks

41) Resurface the bowl. Add lights.

42) Resurface smooth cement, mini ramp

43) Lighting for the winter evenings.Re-surface the bowl.

44) Getting rid of the graphite, improving the facilities there and making it bigger

45) Smaller drop-ins for beginners please.

46) I sometimes bring my 11yo here to use the park on his BMX. I asked him his views and he would like to see a larger area with more ramps.

47) More variety of ramps and more space for runups

48) A mix of ability skate ramps as my children are 9 and 7 - it's a brilliant local facility for children and improvements would make it even better. Some seating for parents

Carla Westcott

From: Carla Westcott
Sent: 02 March 2023 14:52
To: Full Council 2020; Adam Monk; Christopherj.Wood@southglos.gov.uk; mubashar Chaudhry; Esther Adjeivi; Brian Mead
Subject: Community Asset

Good Afternoon all,
I have begun the process of adding the following to The Community Asset registers.

a) Natwest Bank
b) Conygre Surgery
c) The Plough Inn
d) Filton Clinic

However, the forms require some information, and I would like your input for each building regarding the following queries

1) **Details about the nomination** - Please describe the boundaries of the property being nominated and supply a plan outlining the area which is the subject of the nomination.
2) **Is the condition of the property suitable for continued community use?**
3) **Details about the organisation's local connection with the Property**
4) **Description of the Property's Community Use** - Please explain how the use of the building functions (or has recently functioned) the local community's social wellbeing or social interests (which can include cultural, sporting or recreational interests) and is likely to do so in future. Please provide details of current and recent usage (within the past 3 years).
5) **Is it realistic that uses which support the social wellbeing or social interests of the local community will continue; please provide details on how you consider current uses and any additional uses of the asset developing over the next 5 years**

Kind Regards

Carla

Carla Westcott
Town Council Support Officer
Filton Town Council
01454 803918
07458073299
Working days Tuesday – Friday 8-3.30 pm

BANK ACCOUNT-GENERAL

List of Payments made between 01/01/2023 and 31/01/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
16/01/2023	Avon Local Councils' Associati	FP1	14.00		274-MH Training
16/01/2023	Biffa Waste Services Ltd	FP2	380.76		275-Trade refuse
16/01/2023	Chandlers (Farm Equipment) Ltd	FP3	557.88		276-Kubota L3830 repairs
16/01/2023	DCK Accounting Solutions Ltd	FP4	1,264.80		282-Accounts Nov 22
16/01/2023	DL I.T. Solutions Ltd	FP5	146.77		277-Office 365
16/01/2023	Filton Voice Ltd	FP6	300.00		278-Filton Voice January
16/01/2023	Microshade Business Consultant	FP7	68.40		279-Citrix fees
16/01/2023	Monsoon Marketing Ltd	FP8	148.39		Purchase Ledger Payment
16/01/2023	Nurturing Skills Ltd	FP9	2,940.00		284-Works on AHU 1
16/01/2023	Re Energize	FP10	1,444.00		280-Festival Management 2023
16/01/2023	Lesley Reuban	FP11	97.95		286-Chidrens Xmas party
16/01/2023	Society of Local Council Clerk	FP12	403.00		297-LR SLCC Sunscription
16/01/2023	South Gloucestershire Council	FP13	61.62		281-Payroll fees Oct - Dec 22
16/01/2023	Speller Metcalfe	FP14	176,533.47		294-L/Centre Valuation 6
16/01/2023	Trusted Facilities Management	FP15	138,355.88		285-L/Centre Redevelopment
16/01/2023	YZDesigns	FP16	480.00		283-Website hosting to 12.2.24
16/01/2023	Biffa Waste Services Ltd	FP2	-380.76		Purchase Ledger Payment
16/01/2023	Biffa Waste Services Ltd	FP3	725.06		Purchase Ledger Payment
19/01/2023	Safestore Ltd	DDR	257.44		Safestore Ltd storage unit
23/01/2023	Public Works Loan Board	DDR	15,005.78		296-PWLB Loan Cap 532982
		Total Payments	338,804.44		

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 13th March 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: A Doyle (Chair), T Mewies, A Bird, D Boardman, D Collins, A Kenyon, A Robinson, Cllr M Chaudhry A Monk, B Mead
ALSO, PRESENT: Lesley Reuben (Town Clerk &RFO), Carla Westcott (TCSO), Phil Aitken and Shaun Tasker (Active Nation)
APOLOGIES: Cllrs:- E Adejevi, D.Harris, C Wood
NON-ATTENDANCE: N/A

0452. APOLOGIES FOR ABSENCE: Apologies noted

0453. **EVACUATION PROCEDURE**: Chair of Council gave evacuation procedures

0454. DECLARATIONS OF INTEREST: None

0455. TO APPROVE THE MINUTES OF THE MEETING HELD 13th FEBRUARY 2023.
The minutes were approved as an accurate record.

0456. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0457. PUBLIC PARTICIPATION: No Submission

0458. INCOME & EXPENDITURE REPORTS: The following queries were raised Page 6 code 4001 £85.00 in salaries, Page code 4061 LC Management fee, Page 13 code 4080 localism charge, page 14 code 302 Filton Festival should have more then £10,000. The Town Clerk to contact DCK confirmation

ACTION- FILTON TOWN COUNCIL OFFICE

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ACTION-FILTON TOWN COUNCIL OFFICE

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i) Leisure Centre Construction Update: Active circulated an update.
ii) Replacement Tractor requirement. The report was discussed and a motion was prosed and seconded "To Allow the Clerk to proceed with the tractor purchase of the preferred model but to ensure the deal is to include best warranty, that the product meets Euro 6 standards and to include Filton Town Council branding. All this was to be kept under £65,000.00. Voted UNAMOUSLY **FOR** NEM-COM.
It was suggested that it would be best practice for yearly budgets to include am asset replacement fund to grow yearly.
iii)Skate Park consultation: After a discussion it was proposed and seconded " Filton Town Council to collate the report in sub sections Lights, Gates, Refurb. Expansion and

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It was proposed and seconded for "the Clerk to arrange for the installation of a kissing gate to the skate park" VOTED UNANIMOUSLY **FOR**. NEM-COM

ACTION-FILTON TOWN COUNCIL OFFICE

iv) Community Assets. The Town Council office has begun the process of applying foe Community Assets. It was proposed and seconded" Councillor to select an asset and follow through the actions at the Council Office to complete the nomination.". VOTED UNAMOUSLY **FOR** NEM-COM.

0462. Payments for Information month 10– Accepted.

There being no further business, the Chair closed the meeting at 8.27 pm.

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 2023
Second closing date for applications 30th September 2023

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

1st Filton Scout Group

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

John Cahill

12 Braemar Ave, Filton, BRISTOL BS7 0TB

Telephone..07986 053 005

3 Position of the contact person within the organisation

Group Scout Leader

THE PROJECT AND THE PARTICIPANTS

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

57 Beavers, Cubs and Scouts from 1st Filton Scout Group together with 16 adults/leaders are attending the Brunel 2023 Jamboree at Woodhouse Park over the weekend 9th – 11th June 2023; this is a 3 day/2 night camp where all the Scout Groups within the Brunel District are invited to camp and take part in numerous fun and adventurous activities.

This is the first such Jamboree in Brunel District since before the Covid pandemic.

1st Filton Scout Group will need to provide all their own camping, cooking and dining facilities for the young people and adults attending the camp.

1st Filton Scout Group have grown tremendously since the end of the Covid pandemic but the amount of camping equipment has not grown in step with the numbers of young people regularly attending. Hence, we are now in the situation that to accommodate all the young people wishing to attend this camp we need to invest in new equipment particularly for the catering/dining aspect of this camp.

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

1st Filton Scout Group currently has 110 young people attending on a regular weekly basis
The ages range from 6 years through to 14 years old.....Scouting is equal opportunities so open to boys/girls and all faiths.
The vast majority of the young people are drawn from the 3 local schools – Charborough Road, Shield Road and Filton Hill.
Such is our popularity that we now effectively limit intake to Filton residents only

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?

The Group has 4 sections which meet every Mon, Tues, Wed and Thurs evenings during School term times. The Group meets at Nutfield Grove, Filton BS34 7LJ

COSTS

9 Is your organisation a business [ ]

Registered charity (please give charity number) [X]
Community group [ ]
Other (please specify)

1st Filton Scout Group is a charity which pays business rates. The charity number is 278991

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		£2,300
Participant contributions /charges		£3,135
Grants from:	Unitary Authority	£____________
	Other Local Authorities	£____________
	Charitable Trusts	£____________
	Business Community	£____________
	Other *(Please specify)*	£____________
	TOTAL	**£5,435**

12 Amount requested from Filton Town Council **£900**

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

1st Filton Scout Group

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

Folding tables for camp dining (4 off)
Folding benches for camp dining (11 off)

Gas Burco boiler for cooking (1 off)

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

Scouting is where young people make new friends, have amazing adventures and learn new skills. Scouting has long been recognised as providing young people with "Skills for life"; These are the skills they need for school, college, university and for those big challenges they will come across in their future.

1st Filton Scout Group tries to do all the above for the young people that regularly attend; these are in the age group 6 years to 14 years old.

1st Filton has grown consistently through the years and now has 110 young people attending the weekly sessions.

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: S. [signature] Date 28th April 2023

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 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.

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

8th June 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 13th June 2023 at 7pm at SHE7, Braemar Crescent, BS7 0TD**

Yours sincerely,

L.A.Reuben
Town Clerk.& RFO

AGENDA

1. Election of Chair
2. Election of Vice Chair
3. Apologies for Absence
4. Declarations of Interest
5. Evacuation Procedures
6. End of year Accounts Presented by DCK Accounting Solutions
7. Grant Applications
   i) Incredible Kids - Jai Breitnauer (Appendix 1)
   ii) Filton Brass Band - Andy Jackson (Appendix 2)
   iii) Scouts- John Cahill (Appendix 3)
8. To approve the minutes of Full Council (Finance) 13th March 2023. (pages 1-2)
9. Matters of report arising from the minutes not otherwise covered by the Agenda.
10. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting.
11. Income & Expenditure Reports Month 11 (pages 3-4)
12. Balance Sheet Month 11 (pages 5-6)
13. Bank Reconciliation Month 11 (pages 7-10)
14. Reports from Committees, Working Groups, and the Town Clerk:
    i) Staffing Committee membership (5)

ii) Leisure Centre Construction Update

iii) Skate Park consultation update

iv) Community Assets (pages 11-15)

v) Schedule of Fees (page 16)

vi) Four Town Transport letter of support

vii) Motion proposed 'FTC to get a low-cost device for councillors to access emails and any virtual meetings'

viii) Motion proposed 'FTC to Investigate how best to employ a dedicated street cleaner /litter picker for Filton, with a target to advertise for the position before the end of August'

ix) Motion proposed 'FTC to investigate hiring a minibus for the day of Filton Festival to escort residents to and from Millennium Green during the day'.

15. Payments for Information Month 11/12 1/2 (pages 17-18)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 13th March 2023** at SHE 7, Braemar Crescent, Filton.

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NON-ATTENDANCE: N/A

0452. APOLOGIES FOR ABSENCE: Apologies noted

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0454. DECLARATIONS OF INTEREST: None

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0462. Payments for Information month 10– Accepted.

There being no further business, the Chair closed the meeting at 8.27 pm.

Filton Town Council 22-23

Summary Income & Expenditure by Budget Heading 28/02/2023

February 2023

Finance & General Purposes

			Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
100	Leisure Centre - Outsourcing	Expenditure	0	280,418	367,156	86,739		86,739	76.4%
101	Leisure Centre - General	Expenditure	125	5,048	0	(5,048)		(5,048)	0.0%
102	Leisure Centre - Swimming Pool	Income	0	(28,665)	0	28,665			0.0%
106	Leisure Centre - Outdoor Sport	Income	0	2,375	1,000	(1,375)			237.5%
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	1,588	2,000	412		412	79.4%
203	Millennium Green	Income	0	1,500	1,500	0			100.0%
		Expenditure	0	716	500	(216)		(216)	143.1%
	Movement to/(from) Gen Reserve		0	784					
204	Allotments	Income	0	1,802	1,000	(802)			180.2%
		Expenditure	296	1,125	1,025	(100)		(100)	109.7%
	Movement to/(from) Gen Reserve		(296)	677					
301	Roads & Highways	Expenditure	0	3,450	3,200	(250)		(250)	107.8%
302	Community Development	Income	0	0	2,500	2,500			0.0%
		Expenditure	4,816	32,237	67,580	35,343		35,343	47.7%
	Movement to/(from) Gen Reserve		(4,816)	(32,237)					
801	Corporate Management	Expenditure	(983)	(10,817)	(11,800)	(983)		(983)	91.7%
802	Democratic Rep'n & Mgmt	Expenditure	0	2,875	6,150	3,275		3,275	46.7%
803	Civic Expenses	Expenditure	0	0	1,950	1,950		1,950	0.0%
901	Central Services	Income	0	52	2	(50)			2605.0%
		Expenditure	8,201	122,549	164,118	41,569		41,569	74.7%
	Movement to/(from) Gen Reserve		(8,201)	(122,497)					
902	Outside Services	Income	17	17	350	333			4.8%
		Expenditure	7,604	119,241	109,163	(10,078)		(10,078)	109.2%
	Movement to/(from) Gen Reserve		(7,588)	(119,225)					
998	Precept & Interest	Income	14,066	1,036,711	986,994	(49,717)			105.0%
	Finance & General Purposes Income		**14,083**	**1,013,792**	**995,346**	**(18,446)**			**101.9%**
		Expenditure	**20,059**	**558,431**	**714,292**	**155,861**	**0**	**155,861**	**78.2%**
	Movement to/(from) Gen Reserve		**(5,976)**	**455,361**					

Continued over page

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Capital Projects								
908 L C Redevelopment	Expenditure	163,596	1,042,915	231,343	(811,572)		(811,572)	450.8%
909 Capital & Projects	Income	0	5,666	0	(5,666)			0.0%
	Expenditure	0	53,609	108,051	54,442		54,442	49.6%
	Movement to/(from) Gen Reserve	0	(47,943)					
	Capital Projects Income	**0**	**5,666**	**0**	**(5,666)**			**0.0%**
	Expenditure	**163,596**	**1,096,524**	**339,394**	**(757,130)**	**0**	**(757,130)**	**323.1%**
	Movement to/(from) Gen Reserve	**(163,596)**	**(1,090,858)**					
	Grand Totals:- Income	**14,083**	**1,019,458**	**995,346**	**(24,112)**			**102.4%**
	Expenditure	**183,655**	**1,654,955**	**1,053,686**	**(601,269)**	**0**	**(601,269)**	**157.1%**
	Net Income over Expenditure	**(169,572)**	**(635,497)**	**(58,340)**	**577,157**			
	Movement to/(from) Gen Reserve	**(169,572)**	**(635,497)**					

Filton Town Council 22-23

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 28/02/2023

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 &	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	132,357		
110	PREPAYMENTS	7,320		
190	CAPITAL WORK IN PROGRESS	1,906		
200	BANK ACCOUNT-GENERAL	514,190		
201	BANK IMPREST WAGES AC	168,679		
220	PETTY CASH - OFFICE	74		
245	CCLA Public Sector Investment	1,475,000		
246	CCLA - FTC Project Account	2,630,035		
	Total Current Assets		**4,929,561**	
	Current Liabilities			
500	TRADE CREDITORS	146,458		
510	ACCRUED EXPENSES	1,950		
525	PAYE AND NI DUE	2,914		
526	SUPERANNUATION DUE	964		
560	INCOME IN ADVANCE	4,500		
570	RETENTIONS PAYABLE	24,167		
	Total Current Liabilities		**180,952**	
	Net Current Assets			**4,748,609**
	Total Assets less Current Liabilities			**5,329,328**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,354,577)		
403	PWLB Loan 443438	96,914		
404	PWLB Loan 532982	493,619		
405	PWLB Loan 554749	3,861,072		
	Total Long Term Liabilities		**4,568,248**	
	Total Assets less Total Liabilities			**761,080**
	Represented by :-			
300	CURRENT YEAR FUND	(635,497)		
310	GENERAL FUND	177,367		
315	ROLLING CAPITAL FUND	73,707		
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 11 Date 28/02/2023

A/c	Description	Actual	
328	EMR Elections	10,338	
329	EMR CIL 19/20	3,961	
330	CAPITAL FINANCE ACCOUNT	473,684	
331	EMR CIL 20/21	30,963	
332	EMR CIL 21/22	13,309	
333	EMR CIL 22/23	5,666	
	Total Equity		**761,080**

Bank Reconciliation Statement as at 28/02/2023
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Trust Current Account	28/02/2023		568,425.17
			568,425.17

Unpresented Payments (Minus)			Amount	
21/02/2023	FP18	Speller Metcalfe	54,235.16	
				54,235.16
				514,190.01

Unpresented Receipts (Plus)		
	0.00	
		0.00
		514,190.01

Balance per Cash Book is :-	**514,190.01**
Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Your Account Statement

unity trust bank

For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

1179069310 | 00440

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

1179069310 | 00440 | 00001 | 00003 |

Date: 04/03/2023

Account Name: Filton Town Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20444196

Your arranged overdraft limit is £0.00

Contact Us

Call us: **0345 140 1000**
Email us: **us@unity.co.uk**
Visit us: **unity.co.uk**

Fraud Reminder

Unity Trust Bank will NEVER ask you to share passwords or PINs. If you receive a suspicious call, please hang up and contact our dedicated fraud number, freephone 0808 196 8420 or email fraud@unity.co.uk.

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

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
28/02/2023		Balance brought forward	£0.00	£0.00	£568,425.17
02/03/2023	Faster Payment Debit	B/P to: Speller	£54,235.16	£0.00	£514,190.01
03/03/2023	Credit	PUBLIC SECTOR DEPO	£0.00	£4,353.94	£518,543.95

Statement number 028

For Businesses.
For Communities.
For Good.

8

Date: 21/03/2023 | Filton Town Council 22-23 | Page 1

Time: 08:59 | User: DCW

Bank Reconciliation Statement as at 28/02/2023
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page	Balances
Natwest Imprest A/c -01364383	28/02/2023	516	100.00
Natwest Business A/c -08609098	28/02/2023	559	168,579.29
			168,679.29

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		168,679.29

Unpresented Receipts (Plus)		
	0.00	
		0.00
		168,679.29

Balance per Cash Book is :-	**168,679.29**
Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

2 00387 0001/0001 01146131

NatWest

Current Account

Date	Details		Withdrawn	Paid in	Balance
25 Feb 2023	BROUGHT FORWARD				100.00
28 Feb	Credit	FROM 08609098		8,178.54	
	Charges	03FEB A/C 01364383	8.55		
	Direct Debit	FILTON TC PAYROLL BACS	8,169.99		100.00
1 Mar	Credit	FROM 08609098		14.39	
	Card Transaction	6689 28FEB23 ZOOM.US 888-799-9666 SAN JOSE US	14.39		100.00

Account Number 01364383
(516) Branch sort code 52-10-05
National Westminster Bank Plc

FILTON TOWN COUNCIL
V5

2 00387 0001/0001 01146133

NatWest

Business Reserve Account

Date	Details		Withdrawn	Paid in	Balance
25 Feb 2023	BROUGHT FORWARD				176,634.05
28 Feb	Interest	28FEB GRS 08609098		123.78	
	Debit	TO 01364383	8,178.54		168,579.29
1 Mar	Debit	TO 01364383	14.39		168,564.90

Account Number 08609098
(559) Branch sort code 52-10-05
National Westminster Bank Plc

FILTON TOWN COUNCIL
V5

Filton Sites of Community Value

1	Pyramid Youth Club.	
2	SHE7,	
3	FACE,	
4	Bulldog,	
5	Community Centre,	
6	Elm Park,	
7	Millennium Green,	
8	Scout Hut,	
9	Mortimer Road Allotments,	
10	Station Road Allotments,	
11	Community Garden,	
12	St Peters and associated halls,	
13	St Teresa's and associated halls,	
14	St Andrews and associated halls,	
15	Air Balloon,	
16	Plough,	
17	BAWA,	
18	Filton Library,	
19	Filton Leisure Centre,	

20	Filton Golf Club,	
21	Bethany Church,	
22	Children's Centre,	
23	School Playing Fields,	
23	Northville Community Garden,	
24	Conygre Play Area,	
25	Air Cadets,	
26	Public Toilets,	
27	Play areas at Church View	
28	Shops in Church View (Owned by Bromford.)	
29		
30		
31		
32		
33		
34		
35		
36		
37		

SOUTH GLOUCESTERSHIRE COUNCIL
ASSETS OF COMMUNITY VALUE

COMMUNITY RIGHT TO BID NOMINATION FORM

1) The property to be nominated

Name and Address of Property :

Postcode :

Property owner's name and Address :

Postcode :

Current Occupiers Name :

2) Details about the nomination (please continue on a separate sheet if necessary and identify which question you are referring to)

Please describe the boundaries of the property being nominated and supply a plan outlining the area which is the subject of the nomination.

3) Is the condition of the property suitable for continued community use? (please continue on a separate sheet if necessary and identify which question you are referring to)

4) Name of organisation/community organisation nominating asset

Details of person sending the form:-

Title	:	______________________
Surname	:	______________________
Position in organisation	:	______________________
Email address	:	______________________
Address	:	______________________
		______________________
		______________________
Postcode	:	______________________

5) Type of organisation:-

Town or Parish Council
Local Neighbourhood Planning Forum
Community Group *
Charity
Community Interest Company
Company Limited by Guarantee
Industrial and Provident Society

<u>* If you are a community group</u>, please list on a separate sheet the names and addresses of at least 21 local people who are members of the community group and registered on the electoral roll of South Gloucestershire or a neighbouring local authority.

Except for parish councils and neighbourhood forums, please provide a copy of the organisation's constitution.

Nominating organisations except parish councils and neighbourhood forums must explain below the nature and extent of their local connection with the property being nominated.

6) Details about the organisation's local connection with the Property (please continue on a separate sheet if necessary and identify which question you are referring to)

7) **Description of the Property's Community Use (please continue on a separate sheet if necessary and identify which question you are referring to)**

Please explain how the use of the building functions (or has recently functioned) the local community's social wellbeing or social interests (which can include cultural, sporting or recreational interests) and is likely to do so in future. Please provide details of current and recent usage (within the past 3 years).

8) **Is it realistic that uses which support the social wellbeing or social interests of the local community will continue; please provide details on how you consider current uses and any additional uses of the asset developing over the next 5 years (please continue on a separate sheet if necessary and identify which question you are referring to)**

9) **Declaration**

I declare that I am authorised by the nominating organisation to make this application on its behalf and that the information contained in this nomination is true to the best of my knowledge and belief

Signed:.. Dated:..............................

Please return completed nomination forms to property.services@southglos.gov.uk or send them to: South Gloucestershire Council, Chief Executive & Corporate Resources Dept, Property Services, PO Box 1953, Bristol, BS37 0DB

Schedule of Fees (per Annum)

Lease (Term Remaining)	2020-21	2021-22	2022-23	2023-24 (proposed)
Community Assoc (144 yrs)	£2.10	£2.10	£2.10	£2.10
Scout Lease (8 Years)	£50	£50	£50	£50
Wessex Reserves	£1,500.00	£1,500.00	£1,500	£1,500
Land at Shellard Rd(43 yrs)	£65	£65	£65	£65
Filton Petanque Club (rolling)	£150	£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	£37 Half Plots £67 Full Plots
Nutfield Grove Allotment Fees annual	£12.50	£12.50 + membership fees to association	£15	£15
Football Pitches	£40 Junior £60 Senior	£40 (whilst facilities are limited)	£40 (whilst facilities are limited)	£40 (whilst facilities are limited)

BANK ACCOUNT-GENERAL

List of Payments made between 01/02/2023 and 31/03/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/02/2023	Biffa Waste Services Ltd	DDR1	380.76		Purchase Ledger Payment
16/02/2023	Safestore Ltd	DDR	150.55		Safestore Ltd Staorage uint
21/02/2023	Bespoke Signs & Plastics Ltd	FP1	921.60		301-Sign
21/02/2023	B & S Chains (Midlands) Ltd	FP2	372.00		302-Swing seats
21/02/2023	DCK Accounting Solutions Ltd	FP3	689.82		303-Budgets 23/24
21/02/2023	DL I.T. Solutions Ltd	FP4	671.46		320-IT Maint/anti virus
21/02/2023	Everflow Ltd	FP5	18.85		305-Allotment water charges
21/02/2023	FACE	FP6	6,503.50		306-Youth Worker Oct-Mar 23
21/02/2023	Filton Voice Ltd	FP7	300.00		307-Filton Voice Feb 23
21/02/2023	GM Engineering (Bristol) Ltd	FP8	168.00		321-Fixings for benches
21/02/2023	Greenway Training Ltd	FP9	660.00		322-Pesticide training
21/02/2023	Microshade Business Consultant	FP10	68.40		323-Rialtas hosting
21/02/2023	Nurturing Skills Ltd	FP11	4,494.00		324-Car park light repair
21/02/2023	PKF Littlejohn LLP	FP12	2,400.00		309-External Audit 21/22
21/02/2023	Red Dog Technology Ltd	FP13	589.00		310-Relocate camera
21/02/2023	Re Energize	FP14	1,444.00		311-Festival Management 2023
21/02/2023	Rialtas Business Solutions Ltd	FP15	158.36		312-MTD Subscription
21/02/2023	Safetykleen UK Limited	FP16	216.00		313-Oil drum
21/02/2023	South Gloucestershire Council	FP17	6,126.00		326-Allotment lease 22/23
21/02/2023	Speller Metcalfe	FP18	270,291.76		317-Valuation 7B
21/02/2023	Travis Perkins Trading Co Ltd	FP19	30.72		327-Postcrete
21/02/2023	FACE	FP6	-6,503.50		Purchase Ledger Payment
21/02/2023	Rialtas Business Solutions Ltd	FP15	-158.36		Purchase Ledger Payment
06/03/2023	Biffa Waste Services Ltd	DDR1	817.93		361-Trade refuse
16/03/2023	Safestore Limited	DDR	150.55		Safestore unit hire
21/03/2023	CR Belcher	FP1	2,880.00		330-3 Disbaled Kissing gates
21/03/2023	Chandlers (Farm Equipment) Ltd	FP2	1,579.08		332-L3830 Kubota repair
21/03/2023	DL I.T. Solutions Ltd	FP3	367.14		334-IT Support/anti virus
21/03/2023	Everflow Ltd	FP4	21.37		335-Allotment water charges
21/03/2023	FACE	FP5	6,503.50		Purchase Ledger Payment
21/03/2023	Filton Voice Ltd	FP6	300.00		336-Filton Voice Mar 23
21/03/2023	GM Engineering (Bristol) Ltd	FP7	270.00		268-Call out to welding repair
21/03/2023	Re Energize	FP8	1,444.00		337-Festival Management 2023
21/03/2023	Rialtas Business Solutions Ltd	FP9	158.36		Purchase Ledger Payment
21/03/2023	Ricoh UK Ltd	FP10	373.18		338-Copier charges
21/03/2023	Speller Metcalfe	FP11	189,849.86		340-Valuation No.8B
21/03/2023	Travis Perkins Trading Co Ltd	FP12	108.15		341-Ballast Bulk bag
30/03/2023	Public Works Loan Board	DDR2	132,217.33		16-PWLB554749 Loan Capital
31/03/2023	Biffa Waste Services Ltd	DDR3	619.55		364-Trade refuse
31/03/2023	Unity Bank	DDR	30.15		Unity Bank charges
		Total Payments	627,683.07		

BANK ACCOUNT-GENERAL

List of Payments made between 01/03/2023 and 31/05/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
13/04/2023	Safestore Ltd	DDR	150.55		Storage unit rent
24/04/2023	Avon Local Councils' Associati	FP1	46.99		1-Gool Cllr Guide
24/04/2023	DCK Accounting Solutions Ltd	FP2	279.30		351-Accounts Feb 23
24/04/2023	DL I.T. Solutions Ltd	FP3	656.68		360-Ratepayers broadband
24/04/2023	Steve England	FP4	495.00		5-Coronation Event Outdoor Lea
24/04/2023	Everflow Ltd	FP5	44.54		353-Allotment water charges
24/04/2023	Filton Voice Ltd	FP6	300.00		354-Filton Voice Apr 23
24/04/2023	Microshade Business Consultant	FP7	71.81		8-Citrix hosting
24/04/2023	Nurturing Skills Ltd	FP8	2,940.00		9-LC Air flow work
24/04/2023	Re Energize	FP9	1,444.00		355-FEstival 23 Work Mar 23
24/04/2023	South Gloucestershire Council	FP10	2,870.88		12-Internal Audit 22/23
24/04/2023	SHE 7 Centre	FP11	120.00		356-Meeting Room hire
24/04/2023	Speller Metcalfe	FP12	450,738.47		358-Valuation 09
24/04/2023	Trusted Facilities Management	FP13	16,274.40		13-LC Electrical works
25/04/2023	Unity Bank	DDR	28.00		Chaps fee
16/05/2023	Alide Plant Services Ltd	FP1	146.23		23-Cultivator hire
16/05/2023	DCK Accounting Solutions Ltd	FP2	654.13		25-Y/E Closedown 22/23
16/05/2023	DL I.T. Solutions Ltd	FP3	231.00		38-It Support
16/05/2023	DL I.T. Solutions Ltd	FP4	136.14		26-M/Soft Office 365
16/05/2023	Filton Voice Ltd	FP5	300.00		27-Filton Voice May 23
16/05/2023	Lister Wilder	FP6	226.58		28-Mower belts
16/05/2023	Microshade Business Consultant	FP7	140.21		30-Rialtas hosting
16/05/2023	One Stop Promotions Ltd	FP8	159.06		37-Union flag
16/05/2023	PPL PRS Ltd	FP9	169.24		31-Festival music licence
16/05/2023	Re Energize	FP10	1,444.00		32-Festival 23 Managemet fee
16/05/2023	South Gloucestershire Council	FP11	2,133.15		34-Grass Cutting Oct - Dec 18
16/05/2023	Speller Metcalfe	FP12	247,690.54		36-Valuation 10B
		Total Payments	729,890.90		

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 13th June 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: A Doyle (Chair), T Mewies, A Bird, D Boardman, D Collins, A Kenyon, A Robinson, Cllr M Chaudhry, B Mead E Adejevi, D.Harris,
ALSO, PRESENT: Carla Westcott (TCSO),
APOLOGIES: Cllrs:- A Monk
NON-ATTENDANCE: N/A

0463. ELECTION OF CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE
Chair of Finance and General Purposes Cllr Mead was proposed and seconded to remain as Chair and voted unanimously FOR.

0464. ELECTION OF VICE CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE. Cllr Mewies was proposed and seconded, Cllr Boardman was proposed and seconded. It was voted 7 FOR Cllr Mewies and 3 FOR Cllr Boardman. Cllr Mewies to remain as Vice Chair.

0465. APOLOGIES FOR ABSENCE: Apologies noted

0466. **DECLARATIONS OF INTEREST:** None

0467. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0468. END OF YEAR ACCOUNTS PRESENTED BY DCK ACCOUNTING SOLUTIONS. D Kemp gave late apologies and confirmed would answer any queries promptly. Accounts were accepted subject to written queries being submitted.
It was requested that we reinvite them at another meeting.

0469. Grant Applications.
All applicants presented and answered questions from Council. It was proposed and seconded to increase the budget for these grants to £20,000 from this meeting date. Voted **UNANIMOUSLY FOR NEM-COM**

i) Incredible Kids – Jai Breitner **Granted full amount**
ii) Filton Brass Band – Andy Jackson. **Grant declined with feedback needing to be inclusive of Filton residents.**
iii) Scouts- John Cahill . **Granted full amount.**
iv) Filton District Social Club. **Granted full amount.**

0470. TO APPROVE THE MINUTES OF THE MEETING HELD 13th March 2023.
The minutes were approved as an accurate record.

0471. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: Council updated on queries from the last minutes. code 4001 £85.00 in salaries, - This was for three members of staff who were paid small amounts in May 22.
code 4061 LC Management fee, - These are Leisure Centre Management fees paid to Active Nation
code 4080 localism charge, - This is grass cutting paid to South Glos Council for 2022/23.
code 302 Filton Festival should have more then £10,000. – The expenditure for Filton Festival has been coded to 110 (Prepayments) as it is for the Festival in July 23, so will be allocated as expenditure in 2023/2024. Total spent to date £7,220.
Council would like to know the exact cost of the Tractor.

0472. PUBLIC PARTICIPATION: A resident asked for there to be regular updates and councillor communications regarding the planning application on Filton Central Garage.

A resident raised concerns over the accessibility of the radar key gates. Filton Town Council to look into this.

0473. INCOME & EXPENDITURE REPORTS: Query regarding 901 Income. Report noted

ACTION FTC Office

0474. BALANCE SHEET (Month 11): Report noted

0475. BANK RECONCILIATION (Month 11) – Report noted

0476. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:

i) Staffing Committee Membership (5). Cllrs Collins, Mead, Doyle, Mewies, Baverstock all volunteered to be members with Cllr Robinson being a stand in if needed.

ii) Leisure Centre Construction Update: Cllr Boardman gave a construction update.

iii) Skate Park consultation: The office has met with original developer and now have a list of possible suggestions to develop the site. It was proposed and seconded to defer until next meeting. Vote UNANIMOUSLY FOR. NEM-COM.

ACTION FTC Office

iv) Community Assets. The list was discussed, and Councillors were given the chance to take on assets to follow up and complete the relevant work needed

v) Schedule of fees. After discussion the fees were accepted with confirmation that the clerk is still looking at lease issues it. It was agreed for the fees to be discussed prior to budget setting**.**

vi) Four Town Transport letter of support- It was suggested that Filton Town Council show support to Four Towns Transport and their lack of a permanent base and agreed to get involved and assist with the matter. Cllr Doyle to liaise with Filton Town Council office.

ACTION FTC Office

vii) Motion proposed 'FTC to get a low-cost device for councillors to access emails and any virtual meetings'. It was discussed and VOTED UNANIMOUSLY FOR NEM COM.

ACTION FTC Office

viii) Motion proposed 'FTC to Investigate how best to employ a dedicated street cleaner /litter picker for Filton, with a target to advertise for the position before the end of August'. It was discussed and VOTED 10 FOR 2 GAINST Motion carried and taken to next staffing agenda.

ACTION FTC Office

ix) Motion proposed 'FTC to investigate hiring a minibus for the day of Filton Festival to escort residents to and from Millennium Green during the day'. It was discussed and VOTED UNANIMOUSLY FOR NEM COM.

Action FTC Office

0477. Payments for Information month 11– Accepted.

There being no further business, the Chair closed the meeting at 9.07 pm.

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

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

Town Clerk: Lesley Reuben

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

6th July 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 11th July 2023 at 7pm at SHE7, Braemar Crescent, BS7 0TD**

Yours sincerely,

L.A.Reuben
Town Clerk.& RFO

AGENDA

PART 1

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. To approve the minutes of Full Council (Finance) 13th June 2023. (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. Income & Expenditure Reports Month 1 (pages 3-18)
8. Balance Sheet Month 1(page 19-20)
9. Bank Reconciliation Month 11 (pages 21-22)
10. Reports from Committees, Working Groups, and the Town Clerk:
    i) Leisure Centre Construction Update
    ii) Community Assets (any updates)
    iii) Skate Park consultation – (deferred from last meeting)
11. Payments for Information (page 23)

PART 2 (Closed session)

12. Minutes of the Staffing Committee held 4th July 2023(to be circulated prior to the meeting)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 13th June 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: A Doyle (Chair), T Mewies, A Bird, D Boardman, D Collins, A Kenyon, A Robinson, Cllr M Chaudhry, B Mead E Adejevi, D.Harris,
ALSO, PRESENT: Carla Westcott (TCSO),
APOLOGIES: Cllrs:- A Monk
NON-ATTENDANCE: N/A

0463. ELECTION OF CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE
Chair of Finance and General Purposes Cllr Mead was proposed and seconded to remain as Chair and voted unanimously FOR.

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0465. APOLOGIES FOR ABSENCE: Apologies noted

0466. DECLARATIONS OF INTEREST: None

0467. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0468. END OF YEAR ACCOUNTS PRESENTED BY DCK ACCOUNTING SOLUTIONS. D Kemp gave late apologies and confirmed would answer any queries promptly. Accounts were accepted subject to written queries being submitted.
It was requested that we reinvite them at another meeting.

0469. Grant Applications.
All applicants presented and answered questions from Council. It was proposed and seconded to increase the budget for these grant to £20,000 from this meeting date. Voted **UNANIMOUSLY FOR NEM-COM**
i) Incredible Kids – Jai Breitner **Granted full amount**
ii) Filton Brass Band – Andy Jackson. **Grant declined with feedback needing to be inclusive of Filton residents**
iii) Scouts- John Cahill . **Granted full amount**
iv) Filton District Social Club. **Granted full amount**

0468. TO APPROVE THE MINUTES OF THE MEETING HELD 13th March 2023.
The minutes were approved as an accurate record.

0456. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: Council updated on queries from the last minutes. code 4001 £85.00 in salaries,- This is for three members of staff who were paid small amounts in May 22.
code 4061 LC Management fee, - These are Leisure Centre Management fees paid to Active Nation
code 4080 localism charge, - This is grass cutting paid to South Glos Council for 2022/23.
code 302 Filton Festival should have more then £10,000. – The expenditure for Filton Festival has been coded to 110 (Prepayments) as it is for the Festival in July 23, so will be allocated as expenditure in 2023/2024. Total spent to date £7,220.
Council would like to know the exact cost of the Tractor.

0457. PUBLIC PARTICIPATION: A resident asked for there to be regular updates and councillor communications regarding the planning application on Filton Central Garage.

A resident raised concerns over the accessibility of the radar key gates. Filton Town Council to look into this.

0458. **INCOME & EXPENDITURE REPORTS:** Query regarding 901 Income. Report noted
ACTION FTC Office

0459. **BALANCE SHEET (Month 11): Report noted**

0460. **BANK RECONCILIATION (Month 11) – Report noted**

0461. **REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:**

i) Staffing Committee Membership (5). Cllrs Collins, Mead, Doyle, Mewies, Baverstock all volunteered to be members with Cllr Robinson being a stand in if needed.

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iii) Skate Park consultation: The office has met with original developer and now have a list of possible suggestions to develop the site. It was proposed and seconded to defer until next meeting. Vote UNANIMOUSLY FOR. NEM-COM.
ACTION FTC Office

iv) Community Assets. The list was discussed, and Councillors were given the chance to take on assets to follow up and complete the relevant work needed

v) Schedule of fees. After discussion the fees were accepted with confirmation that the clerk is still looking at lease issues it. It was agreed for the fees to be discussed prior to budget setting.

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ACTION FTC Office

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ACTION FTC Office

viii) Motion proposed 'FTC to Investigate how best to employ a dedicated street cleaner /litter picker for Filton, with a target to advertise for the position before the end of August'. It was discussed and VOTED 10 FOR 2 GAINST Motion carried and taken to next staffing agenda.
ACTION FTC Office

ix) Motion proposed 'FTC to investigate hiring a minibus for the day of Filton Festival to escort residents to and from Millennium Green during the day'. It was discussed and VOTED UNANIMOUSLY FOR NEM COM.
Action FTC Office

0462. **Payments for Information month 11– Accepted**.

There being no further business, the Chair closed the meeting at 9.07 pm.

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Leisure Centre - Outsourcing								
4061 L C Management Fees	0	0	(275,942)	(275,942)		(275,942)	0.0%	
4998 TFR TO EARMARKED RSV	0	0	250,000	250,000		250,000	0.0%	
Leisure Centre - Outsourcing :- Indirect Expenditure	**0**	**0**	**(25,942)**	**(25,942)**	**0**	**(25,942)**	**0.0%**	**0**
Net Expenditure	**0**	**0**	**25,942**	**25,942**				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106 Leisure Centre - Outdoor Sport								
1060 GRASS INCOME	2	77	2,200	2,123			3.5%	
Leisure Centre - Outdoor Sport :- Income	2	77	2,200	2,123			3.5%	0
Net Income	2	77	2,200	2,123				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Playing Fields								
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 Expenditure	0	0	(3,250)	(3,250)				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
202 Play Areas								
4037 GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4042 EQUIPMENT MAINTCE	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	0	(2,000)	(2,000)				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Millennium Green								
1001 RENT RECEIVED	1,500	1,500	1,500	0			100.0%	
Millennium Green :- Income	**1,500**	**1,500**	**1,500**	**0**			**100.0%**	**0**
4037 GROUNDS MAINTENANCE	328	328	500	173		173	65.5%	
Millennium Green :- Indirect Expenditure	**328**	**328**	**500**	**173**	**0**	**173**	**65.5%**	**0**
Net Income over Expenditure	**1,173**	**1,173**	**1,000**	**(173)**				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204 Allotments								
1001 RENT RECEIVED	37	148	1,250	1,102			11.8%	
Allotments :- Income	**37**	**148**	**1,250**	**1,102**			**11.8%**	**0**
4012 WATER RATES	22	45	500	455		455	9.1%	
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	1,642	250	(1,392)		(1,392)	656.7%	
Allotments :- Indirect Expenditure	**22**	**1,687**	**1,025**	**(662)**	**0**	**(662)**	**164.6%**	**0**
Net Income over Expenditure	**15**	**(1,539)**	**225**	**1,764**				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Roads & Highways								
4080 STREET CARE (ex S Glos)	1,778	1,778	3,450	1,672		1,672	51.5%	
Roads & Highways :- Indirect Expenditure	**1,778**	**1,778**	**3,450**	**1,672**	**0**	**1,672**	**51.5%**	**0**
Net Expenditure	**(1,778)**	**(1,778)**	**(3,450)**	**(1,672)**				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	0	17,500	17,500		17,500	0.0%	
4708 GRANTS - COMM'Y PARTNERSHIP	0	0	4,500	4,500		4,500	0.0%	
4711 GRANTS - S137 GENERAL	0	0	6,500	6,500		6,500	0.0%	
4720 CHRISTMAS ACTIVITIES	0	0	3,000	3,000		3,000	0.0%	
4725 FILTON FESTIVAL	1,444	11,693	20,000	8,307		8,307	58.5%	
4728 CORONATION EVENTS	480	975	0	(975)		(975)	0.0%	
4730 COMMUNITY FUND	0	0	20,000	20,000		20,000	0.0%	
Community Development :- Indirect Expenditure	**1,924**	**12,668**	**77,580**	**64,912**	**0**	**64,912**	**16.3%**	**0**
Net Income over Expenditure	**(1,924)**	**(12,668)**	**(75,080)**	**(62,412)**				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
801 Corporate Management								
4004 PENSION DEFICIT	(967)	(1,933)	(11,600)	(9,667)		(9,667)	16.7%	
Corporate Management :- Indirect Expenditure	(967)	(1,933)	(11,600)	(9,667)	0	(9,667)	16.7%	0
Net Expenditure	967	1,933	11,600	9,667				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	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	500	750	3,000	2,250		2,250	25.0%	
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	**500**	**750**	**6,150**	**5,400**	**0**	**5,400**	**12.2%**	**0**
Net Expenditure	(500)	(750)	(6,150)	(5,400)				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2 May 23

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 Central Services								
4001 SALARIES & WAGES	8,255	16,510	136,429	119,919		119,919	12.1%	
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	0	0	2,500	2,500		2,500	0.0%	
4009 TRAVEL	0	0	200	200		200	0.0%	
4010 OTHER STAFF COSTS	0	0	500	500		500	0.0%	
4017 HEALTH & SAFETY	0	0	100	100		100	0.0%	
4020 SUNDRY OFFICE & IT COSTS	542	1,571	10,000	8,429		8,429	15.7%	
4021 TELEPHONE & FAX	61	61	1,500	1,439		1,439	4.1%	
4022 POSTAGE	0	0	200	200		200	0.0%	
4023 STATIONERY/PRINTING	0	0	500	500		500	0.0%	
4024 SUBSCRIPTIONS	1,547	1,547	3,000	1,453		1,453	51.6%	
4025 INSURANCE	0	10,149	11,500	1,351		1,351	88.3%	
4026 PHOTOCOPY CHARGES	0	0	1,600	1,600		1,600	0.0%	
4027 OFFICE EQUIPMENT	185	185	500	315		315	37.0%	
4032 PUBLICITY	0	0	1,000	1,000		1,000	0.0%	
4039 MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4051 BANK CHARGES	62	98	500	402		402	19.6%	
4056 LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057 AUDIT FEES	0	0	2,900	2,900		2,900	0.0%	
4058 ACCOUNTANCY FEES	1,309	1,426	2,900	1,474		1,474	49.2%	
4060 OTHER PROF FEES	0	0	6,000	6,000		6,000	0.0%	
4076 COUNCIL TAX - FLAT	0	(3,932)	0	3,932		3,932	0.0%	
Central Services :- Indirect Expenditure	**11,959**	**27,614**	**187,179**	**159,565**	**0**	**159,565**	**14.8%**	**0**
Net Expenditure	**(11,959)**	**(27,614)**	**(187,179)**	**(159,565)**				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
902 Outside Services								
1001 RENT RECEIVED	50	50	50	0			100.0%	
1080 MISCELLANEOUS INCOME	0	17	0	(17)			0.0%	
Outside Services :- Income	**50**	**67**	**50**	**(17)**			**133.3%**	**0**
4001 SALARIES & WAGES	5,618	11,233	98,800	87,567		87,567	11.4%	
4006 PROTECTIVE CLOTHING	49	88	500	412		412	17.6%	
4008 TRAINING	0	0	1,000	1,000		1,000	0.0%	
4016 JANITORIAL	0	0	100	100		100	0.0%	
4018 REFUSE DISPOSAL	902	1,582	0	(1,582)		(1,582)	0.0%	
4036 PROPERTY MAINTCE	405	405	1,500	1,095		1,095	27.0%	
4037 GROUNDS MAINTENANCE	1,422	1,422	2,500	1,078		1,078	56.9%	
4039 MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4040 EQUIPMENT & SMALL TOOLS	419	419	2,000	1,581		1,581	20.9%	
4041 EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042 EQUIPMENT MAINTCE	108	108	3,000	2,893		2,893	3.6%	
4044 VEHICLE FUEL,OIL & MAINT	84	263	2,500	2,237		2,237	10.5%	
Outside Services :- Indirect Expenditure	**9,006**	**15,519**	**112,250**	**96,731**	**0**	**96,731**	13.8%	**0**
Net Income over Expenditure	**(8,956)**	**(15,453)**	**(112,200)**	**(96,747)**				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
908 L C Redevelopment								
4054 LOAN INTEREST PWLB	313	313	197,834	197,521		197,521	0.2%	
4055 LOAN CAPITAL REPAID	1,567	1,567	101,762	100,195		100,195	1.5%	
4982 CAP LC Redevelopment	225,151	453,956	0	(453,956)		(453,956)	0.0%	
5002 ASSETS FUNDED BY LOANS	(225,151)	(453,956)	0	453,956		453,956	0.0%	
L C Redevelopment :- Indirect Expenditure	**1,880**	**1,880**	**299,596**	**297,716**	**0**	**297,716**	**0.6%**	**0**
Net Expenditure	**(1,880)**	**(1,880)**	**(299,596)**	**(297,716)**				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
909 Capital & Projects								
1073 S106 Income	0	80,000	0	(80,000)			0.0%	
Capital & Projects :- Income	**0**	**80,000**	**0**	**(80,000)**				**0**
4993 TFR TO ROLLING CAPITAL FUND	0	100,000	100,000	0		0	100.0%	
4998 TFR TO EARMARKED RSV	0	80,000	0	(80,000)		(80,000)	0.0%	
Capital & Projects :- Indirect Expenditure	**0**	**180,000**	**100,000**	**(80,000)**	**0**	**(80,000)**	**180.0%**	**0**
Net Income over Expenditure	**0**	**(100,000)**	**(100,000)**	**0**				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
998 Precept & Interest								
1076 PRECEPT	0	493,347	986,694	493,347			50.0%	
1090 INTEREST RECEIVED	12,711	12,832	20,000	7,168			64.2%	
Precept & Interest :- Income	**12,711**	**506,179**	**1,006,694**	**500,515**			**50.3%**	**0**
Net Income	**12,711**	**506,179**	**1,006,694**	**500,515**				
Grand Totals:- Income	**14,300**	**587,971**	**1,014,194**	**426,223**			**58.0%**	
Expenditure	**26,430**	**240,291**	**757,388**	**517,097**	**0**	**517,097**	**31.7%**	
Net Income over Expenditure	**(12,130)**	**347,680**	**256,806**	**(90,874)**				
Movement to/(from) Gen Reserve	**(12,130)**	**347,680**						

Filton Town Council 23-24

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2023

A/c	Description	Actual		
		Asset Value	Depreciation	Net Value
1	*Fixed Assets*			
11	FREEHOLD LAND & BUILDINGS	2,214,528	1,815,502	399,026
21	LEASEHOLD LAND &	25,000	8,000	17,000
41	VEHICLES & EQUIPMENT	574,887	548,886	26,001
61	INFRASTRUCTURE ASSET	205,448	190,160	15,288
	COMMUNITY ASSETS	61,458	35,302	26,156
	Total Fixed Assets	**3,081,321**	**2,597,850**	**483,471**
100	*Current Assets*			
105	TRADE DEBTORS	103,946		
190	VAT CONTROL	73,556		
200	CAPITAL WORK IN PROGRESS	1,412,619		
201	BANK ACCOUNT-GENERAL	236,434		
220	BANK IMPREST WAGES AC	134,445		
245	PETTY CASH - OFFICE	74		
246	CCLA Public Sector Investment	1,968,347		
	CCLA - FTC Project Account	2,154,801		
	Total Current Assets		**6,084,222**	
500	*Current Liabilities*			
510	TRADE CREDITORS	217,863		
512	ACCRUED EXPENSES	5,105		
525	ACCRUED LOAN INTEREST	3,165		
526	PAYE AND NI DUE	2,912		
560	SUPERANNUATION DUE	1,876		
570	INCOME IN ADVANCE	4,500		
	RETENTIONS PAYABLE	48,774		
	Total Current Liabilities		**284,195**	
	Net Current Assets			**5,800,027**
	Total Assets less Current Liabilities			**6,283,498**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,401,844)		
403	PWLB Loan 443438	95,347		
404	PWLB Loan 532982	493,619		
405	PWLB Loan 554749	3,819,783		
	Represented by :-			
300	CURRENT YEAR FUND	347,680		
310	GENERAL FUND	200,092		
315	ROLLING CAPITAL FUND	171,756		
319	EMR MUGA	80,000		
320	RCF Pool Redevelopment	450,000		

321	Contingency Fund	392,143		
322	Do Not Use	6,780	4,478,125	
	Total Long Term Liabilities Total			
				1,805,373

Filton Town Council 23-24

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2023

A/c	Description	Actual

Assets less Total Liabilities 323EMR

Festival 10,000

325 EMR 4 Towns Play Association 4,580 326EMR Maintenance 43,002
327 Do Not Use 20,000 328 EMR Elections 12,838 329
EMR CIL 19/20 3,961 330CAPITAL FINANCE ACCOUNT 12,603 331
EMR CIL 20/21 30,963 332 EMR CIL 21/22 13,309 333 EMR
CIL 22/23 5,666

Total Equity	**1,805,373**

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Bank Reconciliation Statement as at 31/05/2023
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Trust Current Account	31/05/2023		236,434.16
			236,434.16

Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			236,434.16
Unpresented Receipts (Plus)			
		0.00	
			0.00
			236,434.16
		Balance per Cash Book is :-	**236,434.16**
		Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Filton Town Council 23-24

Bank Reconciliation Statement as at 31/05/2023
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page	Balances
Natwest Imprest A/c [redacted]	31/05/2023		100.00
Natwest Business A/c [redacted]	31/05/2023		134,345.35
			134,445.35

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		134,445.35

Unpresented Receipts (Plus)		
	0.00	
		0.00
		134,445.35

Balance per Cash Book is :-	**134,445.35**
Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Date: 22/06/2023

Time: 10:29

Filton Town Council 23-24

BANK ACCOUNT-GENERAL

List of Payments made between 01/05/2023 and 31/05/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/05/2023	Biffa Waste Services Ltd	DDR1	1,495.91		366-Trade Refuse
05/05/2023	Information Commisioner	DDR	55.00		Information Commisioner Data p
10/05/2023	Amazon Web Sales	D/CARD	222.00		74-Bin bags
11/05/2023	Safestore Limited	DDR	150.55		Safestore Limited
11/05/2023	Zurich Municipal	FP1	9,765.54		21-Insurance 23/24
16/05/2023	Alide Plant Services Ltd	FP1	146.23		23-Cultivator hire
16/05/2023	DCK Accounting Solutions Ltd	FP2	654.13		25-Y/E Closedown 22/23
16/05/2023	DL I.T. Solutions Ltd	FP3	231.00		38-It Support
16/05/2023	DL I.T. Solutions Ltd	FP4	136.14		26-M/Soft Office 365
16/05/2023	Filton Voice Ltd	FP5	300.00		27-Filton Voice May 23
16/05/2023	Lister Wilder	FP6	226.58		28-Mower belts
16/05/2023	Microshade Business Consultant	FP7	140.21		30-Rialtas hosting
16/05/2023	One Stop Promotions Ltd	FP8	159.06		37-Union flag
16/05/2023	PPL PRS Ltd	FP9	169.24		31-Festival music licence
16/05/2023	Re Energize	FP10	1,444.00		32-Festival 23 Managemet fee
16/05/2023	South Gloucestershire Council	FP11	2,133.15		34-Grass Cutting Oct - Dec 18
16/05/2023	Speller Metcalfe	FP12	247,690.54		36-Valuation 10B
16/05/2023	Zurich Municipal	FP2	383.23		20-Inspection Insurance 23/24
16/05/2023	Speller Metcalfe	FP12	-253,430.28		Purchase Ledger Payment
25/05/2023	Amazon Web Sales	D/CARD2	34.93		72-Disposable gloves
25/05/2023	Scorpion Auto	FP	129.00		Scorpion Subscription
25/05/2023	Public Works Loan Board	DDR	2,575.02		79-PWLB 443438 Loan Capital
26/05/2023	Unity Bank	DDR	28.00		Chaps fee
26/05/2023	Speller Metcalfe	FP3	253,430.28		Purchase Ledger Payment
30/05/2023	Biffa Waste Services Ltd	DDR2	816.65		24-Trade refuse
		Total Payments	269,086.11		

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 11th July 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: T Mewies (Vice Chair), A Doyle, J Baverstock, A Bird, D.Harris, A Monk, A Kenyon, A Robinson, D Boardman (arrived during Agenda item 0488)
ALSO, PRESENT: Lesley Reuben (Town Clerk)
APOLOGIES: Cllrs:- B.Mead(Chair), J.Molloy, D.Collins,
NON-ATTENDANCE: E Adejevi

0478. APOLOGIES FOR ABSENCE: Apologies noted

0479. **DECLARATIONS OF INTEREST:** None

0480. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0481. MINUTES OF THE MEETING HELD 12TH JUNE 2023 were approved with Cllr M Chaudhry being removed from the attendance list.

0482. MATTERS ARISING FROM THE MINUTES
i)Filton Festival – Queries were raised on the following: -
Had Steve England been invited? Check funding arrangement for this activity
Has the mini bus been booked?
ii)Tractor – circulate final cost to members
iii)Bus Shelters – had the cleaning been completed.
Town Clerk to circulate update to members all the above.

0483. PUBLIC PARTICIPATION
i)A resident asked for an update on the Filton Central Garage application and why there had been a delay on the decision.
South Glos members updated – the consultation period had been extended at our request which in turn added to the timescale. The Applicant was aware of the delay which is due to the Highway needing more time. It would not be prudent for the officer to give any indication whether they would be minded to approve or refuse at this stage.
The application will appear on the circulated schedule which will go to committee where members will be able to speak in favour or not.
Residents are encouraged to attend the forthcoming Community Engagement Forum.
The second application at the Brewers Fayre site could not be taken inconsideration at this stage as will be considered on its own merit.
ii)A resident was concerned that he had been unable to find the agenda on the council website. The Town Clerk confirmed that it was not on the website due to clerk not being able to access the website. However, the Agenda had been displayed on local notice boards as per the legal requirement. The Town Clerk apologised for the inconvenience caused.
It was agreed that in future the agenda should be posted via Filton Voice and the Council's facebook page with the comment option turned off.

0484. INCOME & EXPENDITURE REPORTS
i)Playing Field – check why no expenditure
ii)203 Millenium Green - 173 should be 172
iii)Air cadets – increase needed
iv)Pension Deficit – explanation of calculation required
v)Refuse – check budget
vi)Lease land & Property -check

0485. LEISURE CENTRE CONSTRUCTION UPDATE – next meeting this Thursday. Reminder to invite nominated councillors.

0486. COMMUNITY ASSETS – it was reported that Bethany Hall were keen to be involved and extend thanks to council for recognising them as a valued facility in the community. Members were reminded to complete their tasks.

0487. SKATE PARK CONSULTATION – this item had been deferred from the last meeting but no further information supplied. Update to be circulated when TCSO returned from leave.

0488. REFUSE/RECYLING INDUSTRIAL DISPUTE - Updates and discussions took place regarding the current Suez industrial dispute.

i)It was proposed seconded and agreed nem.com *"That Filton Town Council supports South Gloucestershire Council's efforts to alleviate the impact to residents of Suez workers striking for better pay. At this point we feel they have done all they can with the available resources. We acknowledge that Filton is better off than some other towns. We acknowledge they are working with a decades old contract originally set up with a different company (Viridor).*
As a council we recognise the right to strike is an enshrined right, and we hope that Suez and their workers can reach an amicable agreement as soon as possible so that normality can return, and Suez can focus on creating the best possible future contract for the people of Filton and South Glos".

ii)Further discussion took place regarding the logistics of recycling being collected or dropped off at various sites.
It had been suggested that Elm Park be used as a collection point however Elm Park is not currently accessible due to the construction work.
Residents registered disabled or with medical conditions were receiving collections. Flats were also receiving collections via a different source.
It was further proposed and seconded that *"South Glos representatives review how private arrangements or how extra costs incurred from rental properties.*
A waste contract charging mechanism be introduced across south glos. To include Landlords registering for business rates
The vote was carried by 4 votes For, Nil Against with 4 Abstaining

0489. Payments for Information were noted with a query raised on the Spellar Metcalfe payment.

PART 2 – Closed session with the press and public being excluded due to HR confidential matters.

0490. Minutes of the staffing committee held 4th July 2023 were noted.
i)Committee Membership – it was noted that Cllr.Robinson had also been elected as a reserve on the staffing committee. It was also agreed that the staffing agenda pack should be circulated to all members of council irrespective if they are a committee member or not.
ii)The Town Clerk's Retirement – it was noted that a succession plan would be put in place once pension figures had been obtained and the retirement plan agreed.
ii)Job Vacancies – would all be advertised and would follow a competitive recruitment process.

There being no further business, the meeting closed at 8.40p.m.

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 September 2023

Dear Member
You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 12th September 2023 at 7pm at SHE7, Braemar Crescent, BS7 0TD.**

Yours sincerely,

L.A.Reuben
Town Clerk.& RFO

AGENDA

PART 1

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Presentation from Active Nation – Filton Leisure Centre
5. To approve the minutes of Full Council (Finance) 11th July 2023. (pages 1-2)
6. Matters of report arising from the minutes not otherwise covered by the Agenda.
7. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting.
8. Income & Expenditure Reports Month 4 (pages 3-18)
9. Balance Sheet Month 4 (pages 19-20)
10. Bank Reconciliation Month 4 (pages 21-22)
11. Reports from Committees, Working Groups, and the Town Clerk:
    i) Motions from Members
    1) Cllr Mewies "That this Town Council commission a programme of outdoor educational walks on biodiversity and nature in Filton, utilising council owned and other publicly accessible land. An outline budget of £3000 to be put towards this activity."
    2) Cllr Mewies "That this Town Council plan a short programme of events during December, celebrating the festive season. This should include a repeat of the previously successful Christmas party for local children, and a community carol event in Elm Park. An outline budget of £3000 to be put towards this activity."

3) Cllr Mead "Request to add both name and political affliction onto Cllr's name plates."
4) Cllr Mead "Requests to fly flags other than union flag on the FTC Flagpole."

ii) Community Assets (any updates)
iii) Zest Charge Points
iv) Skate Park consultation – (deferred from last meeting)(page 23)
v) Millenium Green Lighting (page 24)
vi) Members IT solutions (page 25)
vii) Station Road allotment fees (page 26)
viii) Staffing membership
ix) Community Fund

12. Payments for Information (pages 27-32)

PART 2 (Closed session)

13. Minutes of the Staffing Committee held 5th September 2023(to be circulated prior to the meeting)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 11th July 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: T Mewies (Vice Chair), A Doyle, J Baverstock, A Bird, D.Harris, A Monk, A Kenyon, A Robinson, D Boardman (arrived during Agenda item 0488)
ALSO, PRESENT: Lesley Reuben (Town Clerk)
APOLOGIES: Cllrs:- B.Mead(Chair), J.Molloy, D.Collins,
NON-ATTENDANCE: E Adejevi

0478. APOLOGIES FOR ABSENCE: Apologies noted

0479. DECLARATIONS OF INTEREST: None

0480. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0481. MINUTES OF THE MEETING HELD 12TH JUNE 2023 were approved with Cllr M Chaudhry being removed from the attendance list.

0482. MATTERS ARISING FROM THE MINUTES
i)Filton Festival – Queries were raised on the following: -
Had Steve England been invited? Check funding arrangement for this activity
Has the mini bus been booked?
ii)Tractor – circulate final cost to members
iii)Bus Shelters – had the cleaning been completed.
Town Clerk to circulate update to members all the above.

0483. PUBLIC PARTICIPATION
i)A resident asked for an update on the Filton Central Garage application and why there had been a delay on the decision.
South Glos members updated – the consultation period had been extended at our request which in turn added to the timescale. The Applicant was aware of the delay which is due to the Highway needing more time. It would not be prudent for the officer to give any indication whether they would be minded to approve or refuse at this stage.
The application will appear on the circulated schedule which will go to committee where members will be able to speak in favour or not.
Residents are encouraged to attend the forthcoming Community Engagement Forum.
The second application at the Brewers Fayre site could not be taken inconsideration at this stage as will be considered on its own merit.
ii)A resident was concerned that he had been unable to find the agenda on the council website. The Town Clerk confirmed that it was not on the website due to clerk not being able to access the website. However, the Agenda had been displayed on local notice boards as per the legal requirement. The Town Clerk apologised for the inconvenience caused.
It was agreed that in future the agenda should be posted via Filton Voice and the Council's facebook page with the comment option turned off.

0484. INCOME & EXPENDITURE REPORTS
i)Playing Field – check why no expenditure
ii)203 Millenium Green - 173 should be 172
iii)Air cadets – increase needed
iv)Pension Deficit – explanation of calculation required
v)Refuse – check budget
vi)Lease land & Property -check

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Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4 July 23

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Leisure Centre - Outsourcing								
4061	L C Management Fees	(17,324)	(69,297)	(275,942)	(206,645)		(206,645)	25.1%	
4998	TFR TO EARMARKED RSV	0	0	250,000	250,000		250,000	0.0%	
	Leisure Centre - Outsourcing :- Indirect Expenditure	**(17,324)**	**(69,297)**	**(25,942)**	**43,355**	**0**	**43,355**	**267.1%**	**0**
	Net Expenditure	**17,324**	**69,297**	**25,942**	**(43,355)**				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106 Leisure Centre - Outdoor Sport								
1060 GRASS INCOME	0	77	2,200	2,123			3.5%	
Leisure Centre - Outdoor Sport :- Income	0	77	2,200	2,123			3.5%	0
Net Income	0	77	2,200	2,123				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Playing Fields								
4037 GROUNDS MAINTENANCE	0	362	2,250	1,888		1,888	16.1%	
4040 EQUIPMENT & SMALL TOOLS	0	0	1,000	1,000		1,000	0.0%	
Playing Fields :- Indirect Expenditure	**0**	**362**	**3,250**	**2,888**	**0**	**2,888**	**11.1%**	**0**
Net Expenditure	**0**	**(352)**	**(3,250)**	**(2,888)**				

Continued over page

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
202	Play Areas								
4037	GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4042	EQUIPMENT MAINTCE	0	0	1,000	1,000		1,000	0.0%	
	Play Areas :- Indirect Expenditure	**0**	**0**	**2,000**	**2,000**	**0**	**2,000**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(2,000)**	**(2,000)**				

Continued over page

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203	Millennium Green								
1001	RENT RECEIVED	0	1,500	1,500	0			100.0%	
	Millennium Green :- Income	**0**	**1,500**	**1,500**	**0**			**100.0%**	**0**
4037	GROUNDS MAINTENANCE	0	328	500	173		173	65.5%	
	Millennium Green :- Indirect Expenditure	**0**	**328**	**500**	**173**	**0**	**173**	**65.5%**	**0**
	Net Income over Expenditure	0	1,173	1,000	(173)				

Continued over page

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204	Allotments								
1001	RENT RECEIVED	0	148	1,250	1,102			11.8%	
	Allotments :- Income	**0**	**148**	**1,250**	**1,102**			**11.8%**	**0**
4012	WATER RATES	20	65	500	435		435	13.1%	
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	0	1,642	250	(1,392)		(1,392)	656.7%	
	Allotments :- Indirect Expenditure	**20**	**1,707**	**1,025**	**(682)**	**0**	**(682)**	**166.6%**	**0**
	Net Income over Expenditure	**(20)**	**(1,559)**	**225**	**1,784**				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Roads & Highways								
4080 STREET CARE (ex S Glos)	0	1,778	3,450	1,672		1,672	51.5%	
Roads & Highways :- Indirect Expenditure	0	1,778	3,450	1,672	0	1,672	51.5%	0
Net Expenditure	0	(1,778)	(3,450)	(1,672)				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	0	4,500	4,500		4,500	0.0%	
4711 GRANTS - S137 GENERAL	0	10,900	6,500	(4,400)		(4,400)	167.7%	
4720 CHRISTMAS ACTIVITIES	0	0	3,000	3,000		3,000	0.0%	
4725 FILTON FESTIVAL	533	13,670	20,000	6,330		6,330	68.3%	
4728 CORONATION EVENTS	0	975	0	(975)		(975)	0.0%	
4730 COMMUNITY FUND	0	0	20,000	20,000		20,000	0.0%	
Community Development :- Indirect Expenditure	**533**	**34,295**	**77,580**	**43,285**	**0**	**43,285**	**44.2%**	**0**
Net Income over Expenditure	**(533)**	**(34,295)**	**(75,080)**	**(40,785)**				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
801 Corporate Management								
4004 PENSION DEFICIT	(967)	(3,867)	(11,600)	(7,733)		(7,733)	33.3%	
Corporate Management :- Indirect Expenditure	**(967)**	**(3,867)**	**(11,600)**	**(7,733)**	**0**	**(7,733)**	**33.3%**	**0**
Net Expenditure	**967**	**3,867**	**11,600**	**7,733**				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
802 Democratic Rep'n & Mgmt								
4007 COURSES/CONFERENCES	80	80	250	170		170	32.0%	
4009 TRAVEL	0	0	50	50		50	0.0%	
4024 SUBSCRIPTIONS	0	0	200	200		200	0.0%	
4028 ELECTION COSTS	0	0	2,500	2,500		2,500	0.0%	
4033 NEWSLETTER	1,375	2,125	3,000	875		875	70.8%	
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	**1,455**	**2,205**	**6,150**	**3,945**	**0**	**3,945**	**35.9%**	**0**
Net Expenditure	**(1,455)**	**(2,205)**	**(6,150)**	**(3,945)**				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
803 Civic Expenses								
4066 CHAIRMANS ALLOWANCE	54	54	950	896		896	5.7%	
4067 COMMUNITY AWARDS	0	0	1,000	1,000		1,000	0.0%	
Civic Expenses :- Indirect Expenditure	**54**	**54**	**1,950**	**1,896**	**0**	**1,896**	**2.8%**	**0**
Net Expenditure	**(54)**	**(54)**	**(1,950)**	**(1,896)**				

Continued over page

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901	Central Services								
4001	SALARIES & WAGES	8,255	33,019	136,429	103,410		103,410	24.2%	
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	20	20	2,500	2,480		2,480	0.8%	
4009	TRAVEL	0	0	200	200		200	0.0%	
4010	OTHER STAFF COSTS	0	0	500	500		500	0.0%	
4017	HEALTH & SAFETY	0	0	100	100		100	0.0%	
4020	SUNDRY OFFICE & IT COSTS	1,051	3,099	10,000	6,901		6,901	31.0%	
4021	TELEPHONE & FAX	0	122	1,500	1,378		1,378	8.1%	
4022	POSTAGE	0	0	200	200		200	0.0%	
4023	STATIONERY/PRINTING	0	0	500	500		500	0.0%	
4024	SUBSCRIPTIONS	0	1,547	3,000	1,453		1,453	51.6%	
4025	INSURANCE	0	10,149	11,500	1,351		1,351	88.3%	
4026	PHOTOCOPY CHARGES	0	0	1,600	1,600		1,600	0.0%	
4027	OFFICE EQUIPMENT	0	185	500	315		315	37.0%	
4032	PUBLICITY	0	0	1,000	1,000		1,000	0.0%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4051	BANK CHARGES	28	195	500	305		305	38.9%	
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057	AUDIT FEES	0	0	2,900	2,900		2,900	0.0%	
4058	ACCOUNTANCY FEES	561	2,643	2,900	257		257	91.1%	
4060	OTHER PROF FEES	47	47	6,000	5,953		5,953	0.8%	
4076	COUNCIL TAX - FLAT	0	(6,084)	0	6,084		6,084	0.0%	
	Central Services :- Indirect Expenditure	**9,962**	**44,941**	**187,179**	**142,238**	**0**	**142,238**	**24.0%**	**0**
	Net Expenditure	**(9,962)**	**(44,941)**	**(187,179)**	**(142,238)**				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
902	Outside Services								
1001	RENT RECEIVED	0	50	50	0			100.0%	
1080	MISCELLANEOUS INCOME	0	33	0	(33)			0.0%	
	Outside Services :- Income	**0**	**83**	**50**	**(33)**			**166.7%**	**0**
4001	SALARIES & WAGES	5,615	22,462	98,800	76,338		76,338	22.7%	
4006	PROTECTIVE CLOTHING	0	300	500	200		200	59.9%	
4008	TRAINING	0	0	1,000	1,000		1,000	0.0%	
4016	JANITORIAL	0	0	100	100		100	0.0%	
4018	REFUSE DISPOSAL	0	2,140	0	(2,140)		(2,140)	0.0%	
4036	PROPERTY MAINTCE	530	1,071	1,500	429		429	71.4%	
4037	GROUNDS MAINTENANCE	0	1,422	2,500	1,078		1,078	56.9%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	454	2,000	1,546		1,546	22.7%	
4041	EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042	EQUIPMENT MAINTCE	0	235	3,000	2,766		2,766	7.8%	
4044	VEHICLE FUEL,OIL & MAINT	275	956	2,500	1,544		1,544	38.2%	
	Outside Services :- Indirect Expenditure	**6,419**	**29,038**	**112,250**	**83,212**	**0**	**83,212**	**25.9%**	**0**
	Net Income over Expenditure	**(6,419)**	**(28,955)**	**(112,200)**	**(83,245)**				

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		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
908	L C Redevelopment								
4054	LOAN INTEREST PWLB	8,515	8,828	197,834	189,006		189,006	4.5%	
4055	LOAN CAPITAL REPAID	6,491	8,058	101,762	93,704		93,704	7.9%	
4982	CAP LC Redevelopment	814,819	1,698,327	0	(1,698,327)		(1,698,327)	0.0%	
5002	ASSETS FUNDED BY LOANS	(814,819)	(1,698,327)	0	1,698,327		1,698,327	0.0%	
	L C Redevelopment :- Indirect Expenditure	**15,006**	**16,886**	**299,596**	**282,710**	**0**	**282,710**	**5.6%**	**0**
	Net Expenditure	**(15,006)**	**(16,886)**	**(299,596)**	**(282,710)**				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
909 Capital & Projects								
1073 S106 Income	0	80,000	0	(80,000)			0.0%	
Capital & Projects :- Income	**0**	**80,000**	**0**	**(80,000)**				**0**
4075 SALE OF ASSETS	0	(9,000)	0	9,000		9,000	0.0%	
4916 CAP New Tractor/Mowers	21,500	60,650	0	(60,650)		(60,650)	0.0%	
4960 CAP MUGA Project	1,465	1,465	0	(1,465)		(1,465)	0.0%	
4992 FUNDING FROM R CAP FUND	(21,500)	(51,650)	0	51,650		51,650	0.0%	
4993 TFR TO ROLLING CAPITAL FUND	0	100,000	100,000	0		0	100.0%	
4998 TFR TO EARMARKED RSV	0	80,000	0	(80,000)		(80,000)	0.0%	
4999 TFR FR EARMARKED RSV	(1,465)	(1,465)	0	1,465		1,465	0.0%	
Capital & Projects :- Indirect Expenditure	**0**	**180,000**	**100,000**	**(80,000)**	**0**	**(80,000)**	**180.0%**	**0**
Net Income over Expenditure	0	(100,000)	(100,000)	0				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4 July 23

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
998 Precept & Interest								
1076 PRECEPT	0	493,347	986,694	493,347			50.0%	
1090 INTEREST RECEIVED	15,050	42,690	20,000	(22,690)			213.4%	
Precept & Interest :- Income	**15,050**	**536,037**	**1,006,694**	**470,657**			**53.2%**	**0**
Net Income	**15,050**	**536,037**	**1,006,694**	**470,657**				
Grand Totals:- Income	**15,050**	**617,845**	**1,014,194**	**396,349**			**60.9%**	
Expenditure	**15,157**	**238,429**	**757,388**	**518,959**	**0**	**518,959**	**31.5%**	
Net Income over Expenditure	**(107)**	**379,416**	**256,806**	**(122,610)**				
Movement to/(from) Gen Reserve	**(107)**	**379,416**						

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2023

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,815,502	399,026
11	LEASEHOLD LAND &	25,000	8,000	17,000
21	VEHICLES & EQUIPMENT	574,887	548,886	26,001
41	INFRASTRUCTURE ASSET	205,448	190,160	15,288
61	COMMUNITY ASSETS	61,458	35,302	26,156
	Total Fixed Assets	**3,081,321**	**2,597,850**	**483,471**
	Current Assets			
100	TRADE DEBTORS	187,103		
105	VAT CONTROL	165,095		
190	CAPITAL WORK IN PROGRESS	1,412,619		
200	BANK ACCOUNT-GENERAL	418,661		
201	BANK IMPREST WAGES AC	107,767		
220	PETTY CASH - OFFICE	74		
245	CCLA Public Sector Investment	1,968,347		
246	CCLA - FTC Project Account	1,320,965		
	Total Current Assets		**5,580,629**	
	Current Liabilities			
500	TRADE CREDITORS	919,683		
510	ACCRUED EXPENSES	5,105		
512	ACCRUED LOAN INTEREST	3,165		
525	PAYE AND NI DUE	2,912		
526	SUPERANNUATION DUE	1,876		
540	VAT SUSPENSE ACCOUNT	31,184		
560	INCOME IN ADVANCE	4,500		
570	RETENTIONS PAYABLE	77,927		
	Total Current Liabilities		**1,046,352**	
	Net Current Assets			**4,534,277**
	Total Assets less Current Liabilities			**5,017,748**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,401,844)		
403	PWLB Loan 443438	95,347		
404	PWLB Loan 532982	487,128		
405	PWLB Loan 554749	3,819,783		
	Total Long Term Liabilities		**4,471,634**	
	Total Assets less Total Liabilities			**546,114**
	Represented by :-			
300	CURRENT YEAR FUND	379,416		
310	GENERAL FUND	200,092		
315	ROLLING CAPITAL FUND	120,106		
319	EMR MUGA	80,000		
320	RCF Pool Redevelopment	450,000		
321	Contingency Fund	392,143		

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2023

A/c	Description	Actual	
322	EMR Grants	6,780	
323	EMR Festival	10,000	
325	EMR 4 Towns Play Association	4,580	
326	EMR Maintenance	43,002	
327	EMR Community Fund	20,000	
328	EMR Elections	12,838	
329	EMR CIL 19/20	2,496	
330	CAPITAL FINANCE ACCOUNT	(1,225,277)	
331	EMR CIL 20/21	30,963	
332	EMR CIL 21/22	13,309	
333	EMR CIL 22/23	5,666	
	Total Equity		**546,114**

Filton Town Council 23-24

Bank Reconciliation Statement as at 31/07/2023
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Current Account	31/07/2023		418,660.86
			418,660.86

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		418,660.86

Unpresented Receipts (Plus)		
	0.00	
		0.00
		418,660.86

Balance per Cash Book is :-	**418,660.86**
Difference is :-	**0.00**

Signatory 1:

Name ....Signed ....Date ....

Signatory 2:

Name ....Signed ....Date ....

Filton Town Council 23-24

Bank Reconciliation Statement as at 31/07/2023
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page	Balances
Natwest Imprest A/c -01364383	31/07/2023		100.00
Natwest Business A/c -08609098	31/07/2023		115,781.12
			115,881.12

Unpresented Payments (Minus)		Amount	
31/07/2023 DDR	July Salaries	8,114.53	
			8,114.53
			107,766.59
Unpresented Receipts (Plus)			
		0.00	
			0.00
			107,766.59
		Balance per Cash Book is :-	**107,766.59**
		Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Previously circulated to Full Council

From Wheelscape previous skate park developer

Please see attached 2D Drawing for reference.

Wheelscape and Velo would like to develop designs a lot further to be more integrated if the project is to go ahead to this scale. At this stage, wanted to show what separate elements could look like for your consideration.

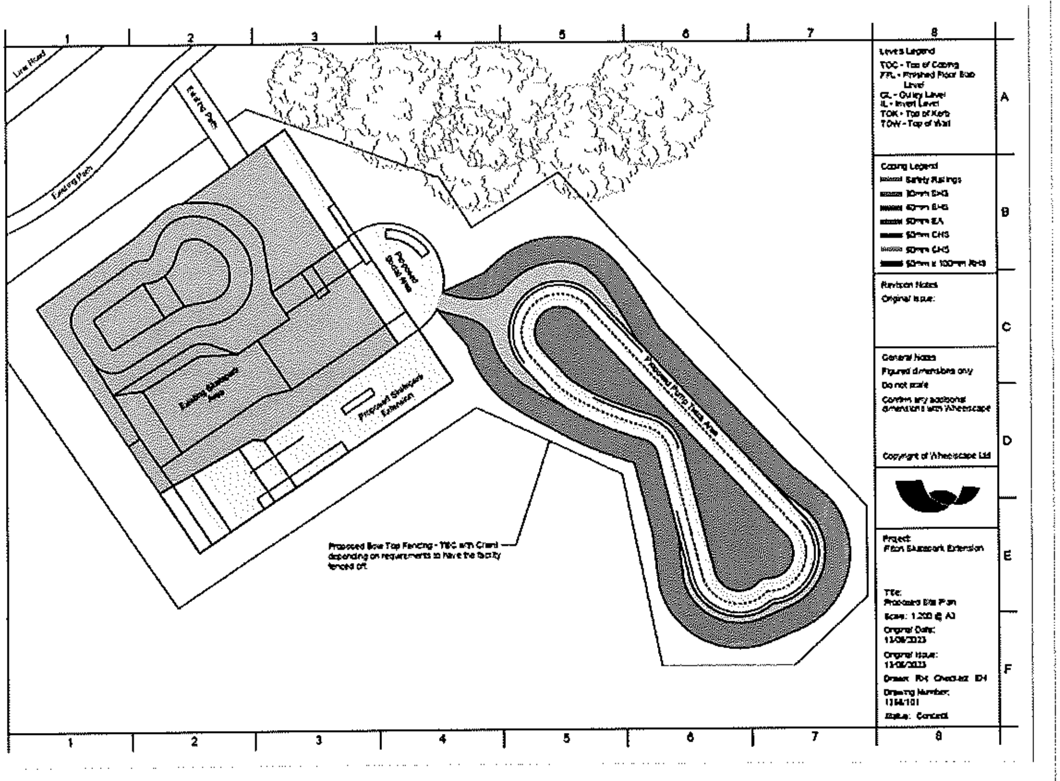
As discussed on site. We feel it would be a great asset to the community if a facility like this was created where there is a pump track/flat slab area of skatepark/traditional skatepark/social area all combined into one. It would certainly be moving these facilities in the right direction for the next generation of users which would be an amazing achievement if possible.

The skatepark element including social area would come with a guide price of £90-100,000

The Pump Track Element would come with a guide price of £45-50,000

The Additional Bow Top Fencing (If required) would come with a guide price of £5-10,000

If the project were to go ahead as a whole development. There would likely be some reductions in cost as we could carry out the whole works together which would lead to savings with site set up and things like that.



Next steps need to be discussed and agreed

Millenium Green Lighting – update September 2023

Background

It was requested that Filton Town Council consider the possibility of providing lighting at Millenium Green due to safety concerns raised by early morning/evening dog walkers.
This has met with a mixture of opinions on the way forward.

Cost

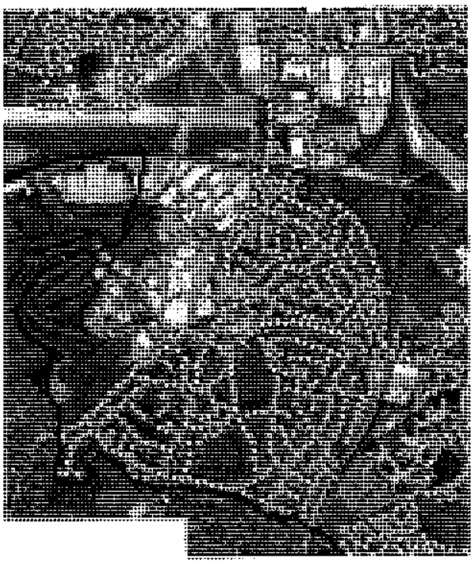
There are various quotes and options on file ranging from £25k - £28k. All options considered will need a budget for maintenance and the realisation of ongoing costs for replacement as an when required.

Environmental Impact

Environmental/Biodiversity specialists have raised concern in respect to light pollution and the devasting impact nature and wildlife.

"I have copied in a snip of Filton, showing all our streetlights (yellow dots). It does show that your green spaces are the few remaining dark spaces for nature, so I would recommend you protect them and don't put in more lights. Millennium Green lined in blue.

If it is about safety then I would highlight that people don't have to walk through the park at night, they can take the longer but well-lit routes that are available surrounding the park."



Safety/Security

The local Policing team do not feel that lighting is necessary and also state that areas that are lit, tend to attract anti social behaviour rather than protect the users.

Neighbouring Properties

A number of neighbouring properties have raised concerns opposing the lights.

Next steps

Bearing in mind the concerns raised please let me know how the council instruct me to proceed with this matter.

Tablet for Filton Town Council Councillors

Below are the different costings for the tablets for Councillors use.

Tablet Name	Size	GB	WIFI	SIM	Cost
Samsung	8.7"	32.00	Yes	Yes	204.00
Samsung	10.5"	32	Yes	Yes	245.00
Remarkable	10.3"	8	Yes	Yes	429.00
Data SIM		5			10.95 per month
		10			11.95 per month
		Unlimited			23.95 per month

Please see above the different tablets available for Councillors use as Filton Town Councillors only.

These would need be a suitable size and have the capacity and quality needed from them for Councillors (email access, paperwork access, virtual meeting).

The recommendation would be to order all Councillors the Samsung 10.5" with the 0 data SIM as will be used with in areas of WIFI.

Allotment Annual Income and Expenditure Report 22-23

Annual Income on the plots

Plot Prices for 2022/2023

Half Plot £37.00 Full Plot £67.00

How many plots do we have? 4 whole plots and 36 half plots

Allotment is fully allocated and very well maintained to a higher standard than many previous years.

Current Total Annual Income: - £1600.00

Annual Expenditure on the plots

Water – £ 254.61

Pest Control – £1824.00

Skips – £1137.15 (Green waste only)

Total Annual Expenditure Cost: - £3,215.76

Annual Profit/Loss: - -1,615.76

2023-2024 Proposed price

Option 1) To have zero increase this year to the amazing level that the allotments have been cultivated to and taking the cost-of-living crisis into consideration.

Option 2) We could increase the prices by 10% this and re-evaluate pest control costs and waste management contracts.

The cost of refuse collection has increased this year as has the pest control fees

Carla Westcott

TCSO Filton Town Council

Linked to Cashbook 1

Entered Month 4 by user DCW

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ALIDE	**Alide Plant Services Ltd**							
80-Fence hire		30/06/2023	A446570	1	515.52	0.00	515.52	0.00
						0.00	**515.52**	
			Above paid on 11/07/2023 by Cheque FP1					
CHANDLERS	**Chandlers (Farm Equipment) Ltd**							
82-Hucklesby mower repair		15/06/2023	523985	1	152.40	0.00	162.40	0.00
						0.00	**152.40**	
			Above paid on 11/07/2023 by Cheque FP2					
CRFENCING	**C & R Fencing**							
83-Fencing		23/06/2023	SI-1738	1	434.40	0.00	434.40	0.00
						0.00	**434.40**	
			Above paid on 11/07/2023 by Cheque FP3					
DCKBEAVERS	**DCK Accounting Solutions Ltd**							
84-Y/E Accounts 22/23		26/06/2023	TPC10810	1	787.04	0.00	787.04	0.00
						0.00	**787.04**	
			Above paid on 11/07/2023 by Cheque FP4					
FILTONVOIC	**Filton Voice Ltd**							
85-Filton Voice July 23		01/07/2023	0000130	1	1,650.00	0.00	1,650.00	0.00
						0.00	**1,650.00**	
			Above paid on 11/07/2023 by Cheque FP5					
GMENGINEER	**GM Engineering (Bristol) Ltd**							
86-Repair pub door lock		30/06/2023	SI-1715	1	216.00	0.00	216.00	0.00
						0.00	**216.00**	
			Above paid on 11/07/2023 by Cheque FP6					
LIVING	**Living Wage Foundation**							
87-Living wage accreditation		02/07/2023	INV-135925	1	158.40	0.00	158.40	0.00
						0.00	**158.40**	
			Above paid on 11/07/2023 by Cheque FP7					

Continued over page

Linked to Cashbook 1 **Entered Month 4 by user DCW**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MICROSHADE	**Microshade Business Consultants Ltd**							
88-Citrix hosting		08/07/2023	17999	1	71.81	0.00	71.81	0.00
						0.00	**71.81**	
					Above paid on 11/07/2023 by Cheque FP8			
MONSOON	**Monsoon Marketing Ltd**							
89-Protective clothing		30/06/2023	61330	1	248.20	0.00	248.20	0.00
						0.00	**248.20**	
					Above paid on 11/07/2023 by Cheque FP9			
REENERGIZE	**Re Energize**							
90-Filton Festival Man fee Jun		30/06/2023	3932	1	1,444.00	0.00	1,444.00	0.00
						0.00	**1,444.00**	
					Above paid on 11/07/2023 by Cheque FP10			
RPT	**RPT Consulting Limited**							
91-Operator Procurement Sep-Ju		06/07/2023	0754	1	11,400.00	0.00	11,400.00	0.00
						0.00	**11,400.00**	
					Above paid on 11/07/2023 by Cheque FP11			
SPELLER	**Speller Metcalfe**							
92-Valuation No.12		28/06/2023	CIN9973	1	499,189.52	0.00	499,189.52	0.00
						0.00	**499,189.52**	
					Above paid on 11/07/2023 by Cheque FP12			
TILL	**Ernest Till (South West) & co Ltd**							
93-Repair SWA cable		29/06/2023	INV00014769	1	318.00	0.00	318.00	0.00
						0.00	**318.00**	
					Above paid on 11/07/2023 by Cheque FP13			
TFM001	**Trusted Facilities Management**							
94-Hot Water Cylinder		06/07/2023	000897	1	3,622.80	0.00	3,622.80	0.00
						0.00	**3,622.80**	
					Above paid on 11/07/2023 by Cheque FP14			
					Total Purchase Ledger Payments	**0.00**	**520,208.09**	

Linked to Cashbook 1

Entered Month 5 by user DCW

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ABBEY	**Abbey Business & Office Services**							
121-Sports Centre Furniture		01/08/2023	IN00063147	1	26,906.40	0.00	26,906.40	0.00
						0.00	**26,906.40**	
				Above paid on 15/08/2023 by Cheque FP1				
ALCA	**Avon Local Councils' Association**							
101-Essential Cllr training		20/07/2023	INV-22215	1	80.00	0.00	80.00	0.00
						0.00	**80.00**	
				Above paid on 15/08/2023 by Cheque FP2				
ALIDE	**Alide Plant Services Ltd**							
102-Fence Hire		31/07/2023	A450476	1	423.36	0.00	423.36	0.00
						0.00	**423.36**	
				Above paid on 15/08/2023 by Cheque FP3				
BOX12	**BOX12 Global Ltd**							
122-Boxing Equipment		08/08/2023	1098	1	19,920.00	0.00	19,920.00	0.00
						0.00	**19,920.00**	
				Above paid on 15/08/2023 by Cheque FP4				
BRADLEY	**Bradley Stoke Town Council**							
103-Staff Training		25/07/2023	7938	1	20.00	0.00	20.00	0.00
						0.00	**20.00**	
				Above paid on 15/08/2023 by Cheque FP5				
CHANDLERS	**Chandlers (Farm Equipment) Ltd**							
104-Wessex CRX320 Flail mower		07/06/2023	9-003492	1	25,800.00	0.00	25,800.00	0.00
						0.00	**25,800.00**	
				Above paid on 15/08/2023 by Cheque FP6				
DCKBEAVERS	**DCK Accounting Solutions Ltd**							
105-Attend Active Nation meeti		20/07/2023	TPC10847	1	364.86	0.00	364.86	0.00
106-Accounts June 23		31/07/2023	TPC10880	1	307.80	0.00	307.80	0.00
						0.00	**672.66**	
				Above paid on 15/08/2023 by Cheque FP7				

Continued over page

Linked to Cashbook 1 | **Entered Month 5 by user DCW**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DLIT	**DL I.T. Solutions Ltd**							
107-Eset/It maintenance		20/07/2023	1008234	1	231.00	0.00	231.00	0.00
108-Office 365		06/07/2023	1008160	1	133.78	0.00	133.78	0.00
123-Office 365		06/08/2023	1008374	1	137.88	0.00	137.88	0.00
124-Office 365		06/08/2023	24299	1	-5.18	0.00	-5.18	0.00
						0.00	**497.48**	
				Above paid on 15/08/2023 by Cheque FP8				
TILL	**Ernest Till (South West) & co Ltd**							
109-Tennis court lighting cabl		27/07/2023	INV00014854	1	818.88	0.00	818.88	0.00
						0.00	**818.88**	
				Above paid on 15/08/2023 by Cheque FP9				
ECOFRIDGE	**Eco-Fridge Uk Ltd**							
110-2 x Multideck Fridges		29/09/2022	21621	1	5,712.00	0.00	5,712.00	0.00
						0.00	**5,712.00**	
				Above paid on 15/08/2023 by Cheque FP10				
EVERFLOW	**Everflow Ltd**							
111-Allotment water charges		18/07/2023	2402677	1	19.91	0.00	19.91	0.00
						0.00	**19.91**	
				Above paid on 15/08/2023 by Cheque FP11				
MILLS	**Les Mills Fitness UK Ltd**							
125-Gym equipment (weights)		07/08/2023	LMI00089638	1	15,060.16	0.00	15,060.16	0.00
						0.00	**15,060.16**	
				Above paid on 15/08/2023 by Cheque FP12				
MORTON	**Morton Audio Visual**							
126-Audio Visual Equipment		06/08/2023	1271	1	18,840.32	0.00	18,840.32	0.00
						0.00	**18,840.32**	
				Above paid on 15/08/2023 by Cheque FP13				

Continued over page

Linked to Cashbook 1 **Entered Month 5 by user DCW**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NISBETS **Nisbets**							
112-Kitchen catering equipment	26/05/2023	51357226	1	2,038.74	0.00	2,038.74	0.00
					0.00	**2,038.74**	
			Above paid on 15/08/2023 by Cheque FP14				
NS **Nurturing Skills Ltd**							
127-10 x Picnic tables	06/08/2023	060823NS	1	6,675.60	0.00	6,675.60	0.00
128-Sclaes/blood pressure mach	07/08/2023	070823NS	1	2,931.60	0.00	2,931.60	0.00
					0.00	**9,607.20**	
			Above paid on 15/08/2023 by Cheque FP15				
PLAYREVOLU **Play Revolution Ltd**							
113-Soft Play Structure	31/07/2023	11856	1	96,000.00	0.00	96,000.00	0.00
					0.00	**96,000.00**	
			Above paid on 15/08/2023 by Cheque FP16				
PSLT **PSLT Ltd**							
114-Gym equipment	27/07/2023	PSLT 670	1	89,082.00	0.00	89,082.00	0.00
115-Gym equipment	27/07/2023	PSLT669	1	26,700.00	0.00	26,700.00	0.00
					0.00	**115,782.00**	
			Above paid on 15/08/2023 by Cheque FP17				
REENERGIZE **Re Energize**							
129-Filton Festival	04/08/2023	3933	1	6,059.00	0.00	6,059.00	0.00
					0.00	**6,059.00**	
			Above paid on 15/08/2023 by Cheque FP18				
REDDOGTECH **Red Dog Technology Ltd**							
130-Container CCTV camera	01/08/2023	3133	1	451.20	0.00	451.20	0.00
					0.00	**451.20**	
			Above paid on 15/08/2023 by Cheque FP19				

Continued over page

Linked to Cashbook 1

Entered Month 5 by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
RBSSOFT **Rialtas Business Solutions Ltd**							
116-Rialtas support	25/04/2023	SM27621	1	515.40	0.00	515.40	0.00
					0.00	**515.40**	
				Above paid on 15/08/2023 by Cheque FP20			
SGLOS2 **South Gloucestershire Council**							
117-Payroll fees Apr-Jun 23	12/07/2023	3805320057	1	56.88	0.00	56.88	0.00
131-Grass Cutting Jul-Sep 23	03/08/2023	3805333316	1	1,207.84	0.00	1,207.84	0.00
					0.00	**1,264.72**	
				Above paid on 15/08/2023 by Cheque FP21			
SPELLER **Speller Metcalfe**							
118-Valuation 13	31/07/2023	CIN10068	1	631,960.93	0.00	631,960.93	0.00
					0.00	**631,960.93**	
				Above paid on 15/08/2023 by Cheque FP22			
TFM001 **Trusted Facilities Management**							
119-Air Handling	31/07/2023	000909	1	92,237.26	0.00	92,237.26	0.00
132-Plant room works	03/08/2023	000928	1	55,320.24	0.00	55,320.24	0.00
					0.00	**147,557.50**	
				Above paid on 15/08/2023 by Cheque FP23			
WESTBURY **Westbury Inks Ltd**							
120-Festival banners	13/07/2023	WT6809	1	165.00	0.00	165.00	0.00
					0.00	**165.00**	
				Above paid on 15/08/2023 by Cheque FP24			
				Total Purchase Ledger Payments	**0.00**	**1,126,172.86**	

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 12th September 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: B Mead (Chair), T Mewies (Vice Chair arrived 7.09pm), A Doyle, J Baverstock, A Bird, D Harris, A Monk, A Kenyon, A Robinson, D Boardman, J Molloy
ALSO, PRESENT: Lesley Reuben (Town Clerk) Carla Westcott (TCSO) Stuart Martin (AN), Shaun Tasker (AN), Phil Aitken (AN)
APOLOGIES: Cllrs:- D Collins
NON-ATTENDANCE: E Adejevi

0491. APOLOGIES FOR ABSENCE: Apologies noted

0492. **DECLARATIONS OF INTEREST:** None

0493. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0494. **PRESENTATION FROM ACTIVE NATION – FILTON LEISURE CENTRE :** Stuart Martin, Shaun Tasker and Phil Aitken all presented to Council. Giving updates on the progression of the redevelopment and timelines. Questions were raised from Councillors and members of the public. Presentation to be added to the website.

Cllr Monk left at 8.00 pm

0495. **AGENDA ITEM 11.V WAS BROUGHT FORWARD :** It was proposed and seconded that the Millennium Green proposal would go to a public meeting. 17th October 2023 at 6pm.
It was voted 10 FOR 1 ABSTAIN. Motion carried.
It was confirmed that this would be an Extra Ordinary Meeting of the Council with a single topic agenda, with all relevant parties to be invited.

0496. MINUTES OF THE MEETING HELD 11TH JULY 2023 were approved with wording amendment to 0488

0497. MATTERS ARISING FROM THE MINUTES
i) Council agendas are to be sent through to Filton News and Views prior to meetings.
ii) Minute number 0490 was queried as to wording and role of the staffing committee reserve member. The Town Clerk is to check standing orders and reaffirm details at Full Council Meeting.
iii) Cllr Doyle confirmed he has followed up on 0488 motion regarding landlords rates and waste contract.
vi) Cllr Doyle has no update regarding 0483 will follow up the Filton Central Garage planning application.

0498. PUBLIC PARTICIPATION
i) Millenium Green chairman confirmed the allocated time for their presentation would be 20 minutes with 10 minutes for questions.

0499. INCOME & EXPENDITURE REPORTS- Noted

0500. BALANCE SHEET. Noted

0501. BANK RECONCILIATIONS: Noted

0502. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:

i)The Town Clerk gave information for the Equality and diversity training that was booked. Councillors to instruct which dates and times were suitable for them.
ii) Motions from Members
1)Proposed and seconded "That this Town Council commission a programme of outdoor educational walks on biodiversity and nature in Filton, utilising council owned and other publicly accessible land. An outline budget of £3000 to be put towards this activity."
Voted FOR NEM-COM. Motion carried
2) Proposed and seconded "That this Town Council plan a short programme of events during December, celebrating the festive season. This should include a repeat of the previously successful Christmas party for local children, and a community carol event in Elm Park. An outline budget of £3000 to be put towards this activity."
Voted FOR NEM-COM
3) Proposed and seconded "Request to add both name and political affliction onto Cllr's name plates."
Voted 8FOR 2 AGAINST Motion carried.
4) Proposed and seconded "Request to fly flags other than union flag on the FTC Flagpole."
Voted 6 FOR 1 AGAINST 3 ABSTAIN. Motion carried. The legality of flying other flags and to be explored by the Town Clerk and the endless list of flag details to be confirmed and a future meeting.

0503. COMMUNITY ASSETS – No Updates

0504. ZEST CHARGE POINTS – Town Clerk given permission to sign lease and make entry on on land registry EV charging point company (ZEST). Proposed and seconded. Voted FOR NEM-COM

0505. SKATE PARK CONSULTATION – Options need to be discussed in greater detail so deferred to Full Council Meeting.

0506. MEMBERS IT SOLUTIONS- Proposed and seconded to order Councillors who require the devices and have an allowance remaining if future Councillors require them. Voted FOR NEM-COM

0507. STATION ROAD ALLOTMENT FEES- Proposed and seconded not to increase this year rent at the allotment site. Voted 8 FOR, 1 AGAINST and 1 ABSTAIN. Motion carried.

0508. STAFFING MEMBERSHIP- Already discussed in 0497.ii

0509. COMMUNITY FUND- Deferred to Full Council Meeting

0510. PAYMENTS FOR INFORMATION were noted

PART 2 – Closed session with the press and public being excluded due to HR confidential matters.

0511. MINUTES OF THE STAFFING COMMITTEE HELD 5TH SEPTEMBER 2023 were noted. Recommendation to council to recruit Two Job Vacancies for 1 x Administrator and 1 x Street Cleansing Operative – both to be advertised as soon as possible and would follow a competitive recruitment process.
Voted FOR NEM-COM

There being no further business, the meeting closed at 9.08 p.m.

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 October 2023

Dear Member
You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 10th October 2023 at 7pm at SHE7, Braemar Crescent, BS7 0TD.**

Yours sincerely,

L.A.Reuben
Town Clerk.& RFO

AGENDA

PART 1 (Closed session for Item 4 as commercially sensitive. Meeting not open to public until 7:45pm or immediately following.)

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Report from RPT Consultants – Filton Leisure Centre (pages 1-4)
   Re open meeting to public
5. To approve the minutes of Full Council (Finance) 12th September 2023. (pages 5-6)
6. Matters of report arising from the minutes not otherwise covered by the Agenda.
7. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting.
8. Income & Expenditure Reports Month 5 (pages 7-24)
9. Balance Sheet Month 5 (pages 25-26)
10. Bank Reconciliation Month 5 (pages 27-28)
11. Reports from Committees, Working Groups, and the Town Clerk:
    i) Conclusion of Audit (enclosed)
    ii) Borrowing approval
    iii) Community Assets (any updates)
    iv) Skate Park consultation – (deferred from last meeting) (page 29)
    v) Community Fund
    vi) Extra Ordinary Full Council (Finance Meeting) 17th October 2023 (Format)
12. Payments for Information (pages 30-31

PART 2 (Closed session)

13.Minutes of the Staffing Committee held 3rd October 2023 (page 32)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 12th September 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: B Mead (Chair), T Mewies (Vice Chair arrived 7.09pm), A Doyle, J Baverstock, A Bird, D Harris, A Monk, A Kenyon, A Robinson, D Boardman, J Molloy
ALSO, PRESENT: Lesley Reuben (Town Clerk) Carla Westcott (TCSO) Stuart Martin (AN), Shaun Tasker (AN), Phil Aitken (AN)
APOLOGIES: Cllrs:- D Collins
NON-ATTENDANCE: E Adejevi

0491. APOLOGIES FOR ABSENCE: Apologies noted

0492. DECLARATIONS OF INTEREST: None

0493. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0494. PRESENTATION FROM ACTIVE NATION – FILTON LEISURE CENTRE : Stuart Martin, Shaun Tasker and Phil Aitken all presented to Council. Giving updates on the progression of the redevelopment and timelines. Questions were raised from Councillors and members of the public. Presentation to be added to the website.

Cllr Monk left at 8.00 pm

0495. AGENDA ITEM 11.V WAS BROUGHT FORWARD : It was proposed and seconded that the Millennium Green proposal would go to a public meeting. 17th October 2023 at 6pm. It was voted 10 FOR 1 ABSTAIN. Motion carried.
It was confirmed that this would be an Extra Ordinary Meeting of the Council with a single topic agenda, with all relevant parties to be invited.

0496. MINUTES OF THE MEETING HELD 11TH JULY 2023 were approved with wording amendment to 0488

0497. MATTERS ARISING FROM THE MINUTES
i) Council agendas are to be sent through to Filton News and Views prior to meetings.
ii) Minute number 0490 was queried as to wording and role of the staffing committee reserve member. The Town Clerk is to check standing orders and reaffirm details at Full Council Meeting.
iii) Cllr Doyle confirmed he has followed up on 0488 motion regarding landlords rates and waste contract.
vi) Cllr Doyle has no update regarding 0483 will follow up the Filton Central Garage planning application.

0498. PUBLIC PARTICIPATION
i) Millenium Green chairman confirmed the allocated time for their presentation would be 20 minutes with 10 minutes for questions.

0499. INCOME & EXPENDITURE REPORTS- Noted

0500. BALANCE SHEET. Noted

0501. BANK RECONCILIATIONS: Noted

0502. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:

i)The Town Clerk gave information for the Equality and diversity training that was booked. Councillors to instruct which dates and times were suitable for them.
ii) Motions from Members
1)Proposed and seconded "That this Town Council commission a programme of outdoor educational walks on biodiversity and nature in Filton, utilising council owned and other publicly accessible land. An outline budget of £3000 to be put towards this activity."
Voted FOR NEM-COM. Motion carried
2) Proposed and seconded "That this Town Council plan a short programme of events during December, celebrating the festive season. This should include a repeat of the previously successful Christmas party for local children, and a community carol event in Elm Park. An outline budget of £3000 to be put towards this activity."
Voted FOR NEM-COM
3) Proposed and seconded "Request to add both name and political affliction onto Cllr's name plates."
Voted 8FOR 2 AGAINST Motion carried.
4) Proposed and seconded "Request to fly flags other than union flag on the FTC Flagpole."
Voted 6 FOR 1 AGAINST 3 ABSTAIN. Motion carried. The legality of flying other flags and to be explored by the Town Clerk and the endless list of flag details to be confirmed and a future meeting.

0503. COMMUNITY ASSETS – No Updates

0504. ZEST CHARGE POINTS – Town Clerk given permission to sign lease and make entry on on land registry EV charging point company (ZEST). Proposed and seconded. Voted FOR NEM-COM

0505. SKATE PARK CONSULTATION – Options need to be discussed in greater detail so deferred to Full Council Meeting.

0506. MEMBERS IT SOLUTIONS- Proposed and seconded to order Councillors who require the devices and have an allowance remaining if future Councillors require them. Voted FOR NEM-COM

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0511. MINUTES OF THE STAFFING COMMITTEE HELD 5TH SEPTEMBER 2023 were noted. Recommendation to council to recruit Two Job Vacancies for 1 x Administrator and **1 x** Street Cleansing Operative – both to be advertised as soon as possible and would follow a competitive recruitment process.
Voted FOR NEM-COM

There being no further business, the meeting closed at 9.08 p.m.

Summary Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 2023

			Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes									
100	Leisure Centre - Outsourcing	Expenditure	(17,324)	(86,622)	(25,942)	60,680		60,680	333.9%
106	Leisure Centre - Outdoor Sport	Income	55	132	2,200	2,068			6.0%
201	Playing Fields	Expenditure	0	362	3,250	2,888		2,888	11.1%
202	Play Areas	Expenditure	0	0	2,000	2,000		2,000	0.0%
203	Millennium Green	Income	0	1,500	1,500	0			100.0%
		Expenditure	0	328	500	173		173	65.5%
	Movement to/(from) Gen Reserve		0	1,173					
204	Allotments	Income	0	148	1,250	1,102			11.8%
		Expenditure	22	1,729	1,025	(704)		(704)	168.7%
	Movement to/(from) Gen Reserve		(22)	(1,581)					
301	Roads & Highways	Expenditure	0	1,778	3,450	1,672		1,672	51.5%
302	Community Development	Income	0	0	2,500	2,500			0.0%
		Expenditure	6,059	40,354	77,580	37,226		37,226	52.0%
	Movement to/(from) Gen Reserve		(6,059)	(40,354)					
801	Corporate Management	Expenditure	(967)	(4,833)	(11,600)	(6,767)		(6,767)	41.7%
802	Democratic Rep'n & Mgmt	Expenditure	250	2,455	6,150	3,695		3,695	39.9%
803	Civic Expenses	Expenditure	0	54	1,950	1,896		1,896	2.8%
901	Central Services	Expenditure	10,318	55,259	187,179	131,920		131,920	29.5%
902	Outside Services	Income	10,400	10,484	50	(10,434)			20967.1%
		Expenditure	8,334	37,372	112,250	74,878		74,878	33.3%
	Movement to/(from) Gen Reserve		2,066	(26,889)					
998	Precept & Interest	Income	14,607	550,643	1,006,694	456,051			54.7%
	Finance & General Purposes Income		**25,062**	**562,907**	**1,014,194**	**451,287**			**55.5%**
		Expenditure	**6,692**	**48,235**	**357,792**	**309,557**	**0**	**309,557**	**13.5%**
	Movement to/(from) Gen Reserve		**18,370**	**514,672**					

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Summary Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 2023

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Capital Projects								
908 L C Redevelopment	Expenditure	0	13,721	299,596	285,875		285,875	4.6%
909 Capital & Projects	Income	0	80,000	0	(80,000)			0.0%
	Expenditure	0	180,000	100,000	(80,000)		(80,000)	180.0%
	Movement to/(from) Gen Reserve	0	(100,000)					
	Capital Projects Income	**0**	**80,000**	**0**	**(80,000)**			**0.0%**
	Expenditure	**0**	**193,721**	**399,596**	**205,875**	**0**	**205,875**	**48.5%**
	Movement to/(from) Gen Reserve	0	(113,721)					
	Grand Totals:- Income	**25,062**	**642,907**	**1,014,194**	**371,287**			**63.4%**
	Expenditure	**6,692**	**241,956**	**757,388**	**515,432**	**0**	**515,432**	**31.9%**
	Net Income over Expenditure	**18,370**	**400,951**	**256,806**	**(144,145)**			
	Movement to/(from) Gen Reserve	**18,370**	**400,951**					

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5 — August 2023

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Leisure Centre - Outsourcing								
4061	L C Management Fees	(17,324)	(86,622)	(275,942)	(189,320)		(189,320)	31.4%	
4998	TFR TO EARMARKED RSV	0	0	250,000	250,000		250,000	0.0%	
	Leisure Centre - Outsourcing :- Indirect Expenditure	**(17,324)**	**(86,622)**	**(25,942)**	**60,680**	**0**	**60,680**	**333.9%**	**0**
	Net Expenditure	**17,324**	**86,622**	**25,942**	**(60,680)**				

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106	Leisure Centre - Outdoor Sport								
1060	GRASS INCOME	55	132	2,200	2,068			6.0%	
	Leisure Centre - Outdoor Sport :- Income	**55**	**132**	**2,200**	**2,068**			**6.0%**	**0**
	Net Income	**55**	**132**	**2,200**	**2,068**				

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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
201	Playing Fields								
4037	GROUNDS MAINTENANCE	0	362	2,250	1,888		1,888	16.1%	
4040	EQUIPMENT & SMALL TOOLS	0	0	1,000	1,000		1,000	0.0%	
	Playing Fields :- Indirect Expenditure	**0**	**362**	**3,250**	**2,888**	**0**	**2,888**	**11.1%**	**0**
	Net Expenditure	**0**	**(362)**	**(3,250)**	**(2,888)**				

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
202	Play Areas								
4037	GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4042	EQUIPMENT MAINTCE	0	0	1,000	1,000		1,000	0.0%	
	Play Areas :- Indirect Expenditure	**0**	**0**	**2,000**	**2,000**	**0**	**2,000**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(2,000)**	**(2,000)**				

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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
203	Millennium Green								
1001	RENT RECEIVED	0	1,500	1,500	0			100.0%	
	Millennium Green :- Income	**0**	**1,500**	**1,500**	**0**			**100.0%**	**0**
4037	GROUNDS MAINTENANCE	0	328	500	173		173	65.5%	
	Millennium Green :- Indirect Expenditure	**0**	**328**	**500**	**173**	**0**	**173**	**65.5%**	**0**
	Net Income over Expenditure	**0**	**1,173**	**1,000**	**(173)**				

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
204	Allotments								
1001	RENT RECEIVED	0	148	1,250	1,102			11.8%	
	Allotments :- Income	**0**	**148**	**1,250**	**1,102**			**11.8%**	**0**
4012	WATER RATES	22	87	500	413		413	17.4%	
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	0	1,642	250	(1,392)		(1,392)	656.7%	
	Allotments :- Indirect Expenditure	**22**	**1,729**	**1,025**	**(704)**	**0**	**(704)**	**168.7%**	**0**
	Net Income over Expenditure	**(22)**	**(1,581)**	**225**	**1,806**				

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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
301 Roads & Highways								
4080 STREET CARE (ex S Glos)	0	1,778	3,450	1,672		1,672	51.5%	
Roads & Highways :- Indirect Expenditure	0	1,778	3,450	1,672	0	1,672	51.5%	0
Net Expenditure	0	(1,778)	(3,450)	(1,672)				

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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
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	0	4,500	4,500		4,500	0.0%	
4711	GRANTS - S137 GENERAL	0	10,900	6,500	(4,400)		(4,400)	167.7%	
4720	CHRISTMAS ACTIVITIES	0	0	3,000	3,000		3,000	0.0%	
4725	FILTON FESTIVAL	6,059	19,729	20,000	271		271	98.6%	
4728	CORONATION EVENTS	0	975	0	(975)		(975)	0.0%	
4730	COMMUNITY FUND	0	0	20,000	20,000		20,000	0.0%	
	Community Development :- Indirect Expenditure	**6,059**	**40,354**	**77,580**	**37,226**	**0**	**37,226**	**52.0%**	**0**
	Net Income over Expenditure	**(6,059)**	**(40,354)**	**(75,080)**	**(34,726)**				

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
801	Corporate Management								
4004	PENSION DEFICIT	(967)	(4,833)	(11,600)	(6,767)		(6,767)	41.7%	
	Corporate Management :- Indirect Expenditure	**(967)**	**(4,833)**	**(11,600)**	**(6,767)**	**0**	**(6,767)**	**41.7%**	**0**
	Net Expenditure	**967**	**4,833**	**11,600**	**6,767**				

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
802 Democratic Rep'n & Mgmt								
4007 COURSES/CONFERENCES	0	80	250	170		170	32.0%	
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	250	2,375	3,000	625		625	79.2%	
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	**250**	**2,455**	**6,150**	**3,695**	**0**	**3,695**	**39.9%**	**0**
Net Expenditure	**(250)**	**(2,455)**	**(6,150)**	**(3,695)**				

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
803	Civic Expenses								
4066	CHAIRMANS ALLOWANCE	0	54	950	896		896	5.7%	
4067	COMMUNITY AWARDS	0	0	1,000	1,000		1,000	0.0%	
	Civic Expenses :- Indirect Expenditure	**0**	**54**	**1,950**	**1,896**	**0**	**1,896**	**2.8%**	**0**
	Net Expenditure	**0**	**(54)**	**(1,950)**	**(1,896)**				

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
901	Central Services								
4001	SALARIES & WAGES	8,626	41,645	136,429	94,784		94,784	30.5%	
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	0	20	2,500	2,480		2,480	0.8%	
4009	TRAVEL	0	0	200	200		200	0.0%	
4010	OTHER STAFF COSTS	0	0	500	500		500	0.0%	
4017	HEALTH & SAFETY	0	0	100	100		100	0.0%	
4020	SUNDRY OFFICE & IT COSTS	493	3,592	10,000	6,408		6,408	35.9%	
4021	TELEPHONE & FAX	0	122	1,500	1,378		1,378	8.1%	
4022	POSTAGE	0	0	200	200		200	0.0%	
4023	STATIONERY/PRINTING	45	45	500	455		455	9.0%	
4024	SUBSCRIPTIONS	0	1,547	3,000	1,453		1,453	51.6%	
4025	INSURANCE	0	10,149	11,500	1,351		1,351	88.3%	
4026	PHOTOCOPY CHARGES	0	0	1,600	1,600		1,600	0.0%	
4027	OFFICE EQUIPMENT	0	185	500	315		315	37.0%	
4032	PUBLICITY	0	0	1,000	1,000		1,000	0.0%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4051	BANK CHARGES	50	245	500	255		255	49.0%	
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057	AUDIT FEES	0	0	2,900	2,900		2,900	0.0%	
4058	ACCOUNTANCY FEES	1,104	3,747	2,900	(847)		(847)	129.2%	
4060	OTHER PROF FEES	0	47	6,000	5,953		5,953	0.8%	
4076	COUNCIL TAX - FLAT	0	(6,084)	0	6,084		6,084	0.0%	
	Central Services :- Indirect Expenditure	**10,318**	**55,259**	**187,179**	**131,920**	**0**	**131,920**	**29.5%**	**0**
	Net Expenditure	**(10,318)**	**(55,259)**	**(187,179)**	**(131,920)**				

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
902	Outside Services								
1001	RENT RECEIVED	0	50	50	0			100.0%	
1080	MISCELLANEOUS INCOME	0	33	0	(33)			0.0%	
1095	INSURANCE CLAIM	2,334	2,334	0	(2,334)			0.0%	
1102	Active Nation Costs Reimbursme	8,067	8,067	0	(8,067)			0.0%	
	Outside Services :- Income	**10,400**	**10,484**	**50**	**(10,434)**			**20967.1**	**0**
4001	SALARIES & WAGES	5,803	28,264	98,800	70,536		70,536	28.6%	
4006	PROTECTIVE CLOTHING	6	305	500	195		195	61.1%	
4008	TRAINING	0	0	1,000	1,000		1,000	0.0%	
4016	JANITORIAL	0	0	100	100		100	0.0%	
4018	REFUSE DISPOSAL	765	2,904	0	(2,904)		(2,904)	0.0%	
4036	PROPERTY MAINTCE	376	1,447	1,500	53		53	96.5%	
4037	GROUNDS MAINTENANCE	1,007	2,429	2,500	71		71	97.1%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4040	EQUIPMENT & SMALL TOOLS	0	454	2,000	1,546		1,546	22.7%	
4041	EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042	EQUIPMENT MAINTCE	0	235	3,000	2,766		2,766	7.8%	
4044	VEHICLE FUEL,OIL & MAINT	378	1,334	2,500	1,166		1,166	53.4%	
	Outside Services :- Indirect Expenditure	**8,334**	**37,372**	**112,250**	**74,878**	**0**	**74,878**	**33.3%**	**0**
	Net Income over Expenditure	**2,066**	**(26,889)**	**(112,200)**	**(85,311)**				

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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
908	L C Redevelopment								
4054	LOAN INTEREST PWLB	0	5,663	197,834	192,171		192,171	2.9%	
4055	LOAN CAPITAL REPAID	0	8,058	101,762	93,704		93,704	7.9%	
4982	CAP LC Redevelopment	700,866	2,399,193	0	(2,399,193		(2,399,193	0.0%	
5002	ASSETS FUNDED BY LOANS	(700,866)	(2,399,193	0	2,399,193		2,399,193	0.0%	
	L C Redevelopment :- Indirect Expenditure	0	13,721	299,596	285,875	0	285,875	4.6%	0
	Net Expenditure	**0**	**(13,721)**	**(299,596)**	**(285,875)**				

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
909	**Capital & Projects**								
1073	S106 Income	0	80,000	0	(80,000)			0.0%	
	Capital & Projects :- Income	**0**	**80,000**	**0**	**(80,000)**				**0**
4075	SALE OF ASSETS	0	(9,000)	0	9,000		9,000	0.0%	
4906	CAP Storage Facility	145	145	0	(145)		(145)	0.0%	
4916	CAP New Tractor/Mowers	0	60,650	0	(60,650)		(60,650)	0.0%	
4960	CAP MUGA Project	450	1,915	0	(1,915)		(1,915)	0.0%	
4984	CAP Grounds Maint. Equipment	1,535	1,535	0	(1,535)		(1,535)	0.0%	
4992	FUNDING FROM R CAP FUND	(1,680)	(53,330)	0	53,330		53,330	0.0%	
4993	TFR TO ROLLING CAPITAL FUND	0	100,000	100,000	0		0	100.0%	
4998	TFR TO EARMARKED RSV	0	80,000	0	(80,000)		(80,000)	0.0%	
4999	TFR FR EARMARKED RSV	(450)	(1,915)	0	1,915		1,915	0.0%	
	Capital & Projects :- Indirect Expenditure	**0**	**180,000**	**100,000**	**(80,000)**	**0**	**(80,000)**	**180.0%**	**0**
	Net Income over Expenditure	**0**	**(100,000)**	**(100,000)**	**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
998 Precept & Interest								
1076 PRECEPT	0	493,347	986,694	493,347			50.0%	
1090 INTEREST RECEIVED	14,607	57,296	20,000	(37,296)			286.5%	
Precept & Interest :- Income	14,607	550,643	1,006,694	456,051			54.7%	0
Net Income	14,607	550,643	1,006,694	456,051				
Grand Totals:- Income	25,062	642,907	1,014,194	371,287			63.4%	
Expenditure	6,692	241,956	757,388	515,432	0	515,432	31.9%	
Net Income over Expenditure	18,370	400,951	256,806	(144,145)				
Movement to/(from) Gen Reserve	18,370	400,951						

Filton Town Council 23-24

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2023

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,815,502	399,026
11	LEASEHOLD LAND & BUILDINGS	25,000	8,000	17,000
21	VEHICLES & EQUIPMENT	574,887	548,886	26,001
41	INFRASTRUCTURE ASSET	205,448	190,160	15,288
61	COMMUNITY ASSETS	61,458	35,302	26,156
	Total Fixed Assets	**3,081,321**	**2,597,850**	**483,471**
	Current Assets			
100	TRADE DEBTORS	207,892		
105	VAT CONTROL	301,752		
190	CAPITAL WORK IN PROGRESS	1,412,619		
200	BANK ACCOUNT-GENERAL	611,946		
201	BANK IMPREST WAGES AC	94,151		
220	PETTY CASH - OFFICE	74		
245	CCLA Public Sector Investment	1,968,347		
246	CCLA - FTC Project Account	27,159		
	Total Current Assets		**4,623,941**	
	Current Liabilities			
500	TRADE CREDITORS	627,953		
510	ACCRUED EXPENSES	4,460		
525	PAYE AND NI DUE	3,093		
526	SUPERANNUATION DUE	1,979		
540	VAT SUSPENSE ACCOUNT	34,649		
560	INCOME IN ADVANCE	4,500		
570	RETENTIONS PAYABLE	94,492		
	Total Current Liabilities		**771,125**	
	Net Current Assets			**3,852,816**
	Total Assets less Current Liabilities			**4,336,287**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,401,844)		
403	PWLB Loan 443438	95,347		
404	PWLB Loan 532982	487,128		
405	PWLB Loan 554749	3,819,783		
	Total Long Term Liabilities		**4,471,634**	
	Total Assets less Total Liabilities			**(135,347)**
	Represented by :-			
300	CURRENT YEAR FUND	400,951		
310	GENERAL FUND	200,092		
315	ROLLING CAPITAL FUND	118,426		
319	EMR MUGA	80,000		
320	RCF Pool Redevelopment	450,000		
321	Contingency Fund	392,143		
322	EMR Grants	6,780		

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2023

A/c	Description	Actual	
323	EMR Festival	10,000	
325	EMR 4 Towns Play Association	4,580	
326	EMR Maintenance	43,002	
327	EMR Community Fund	20,000	
328	EMR Elections	12,838	
329	EMR CIL 19/20	2,046	
330	CAPITAL FINANCE ACCOUNT	(1,926,143)	
331	EMR CIL 20/21	30,963	
332	EMR CIL 21/22	13,309	
333	EMR CIL 22/23	5,666	
	Total Equity		**(135,347)**

Filton Town Council 23-24

Bank Reconciliation Statement as at 31/08/2023
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Current Account	31/08/2023		638,646.18
			638,646.18

Unpresented Payments (Minus)		Amount	
15/08/2023 FP17	PSLT Ltd	26,700.00	
			26,700.00
			611,946.18

Unpresented Receipts (Plus)		
	0.00	
		0.00
		611,946.18
	Balance per Cash Book is :-	**611,946.18**
	Difference is :-	**0.00**

Signatory 1:

Name ....Signed ....Date ....

Signatory 2:

Name ....Signed ....Date ....

Filton Town Council 23-24

Bank Reconciliation Statement as at 31/08/2023
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Imprest A/c -01364383	31/08/2023		100.00
Natwest Business A/c -08609098	31/08/2023		94,051.24
			94,151.24
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			94,151.24
Unpresented Receipts (Plus)			
		0.00	
			0.00
			94,151.24
		Balance per Cash Book is :-	**94,151.24**
		Difference is :-	**0.00**

Signatory 1:

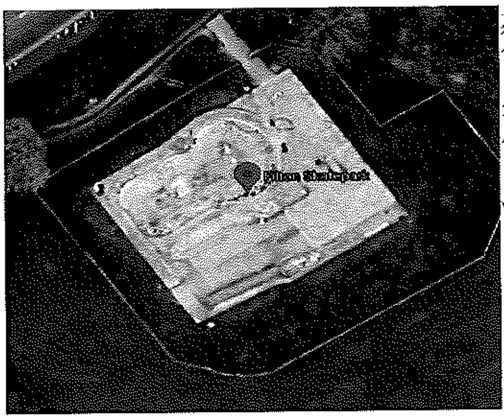
Name ....Signed ....Date ....

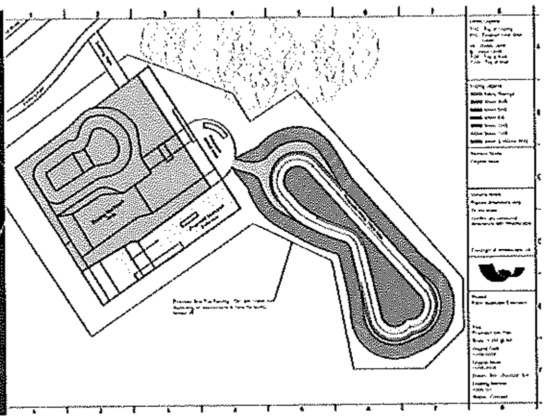
Signatory 2:

Name ....Signed ....Date ....

Skate Park Report

Below is the current site that has been discussed at Council Meetings, had the public online questionnaires completed and now has been visited by the original developer who has drawn up ideas on adding and developing the existing facilities.





Wheelscape and Velo would suggest to develop designs a lot further to be more integrated if the project is to go ahead to this scale. At this stage, wanted to show what separate elements could look like for your consideration.

As discussed when attended on site. They stated it would be a great asset to the community if a facility like this was created where there is a pump track/flat slab area of skatepark/traditional skatepark/social area all combined into one. It would certainly be moving these facilities in the right direction for the next generation of users which would be an amazing achievement if possible.

The skatepark element including social area would come with a guide price of £90-100,000

The Pump Track Element would come with a guide price of £45-50,000

The Additional Bow Top Fencing (If required) would come with a guide price of £5-10,000

If the project were to go ahead as a whole development. There would likely be some reductions in cost as we could carry out the whole works together which would lead to savings with site set up and things like that.

Recommendations

To go out to public with a survey monkey survey of the different options available allowing them to voice preferences and gain a general opinion. To bring back to Council once the survey expires and results are compiled in a report.

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ALIDE **Alide Plant Services Ltd**							
137-MUGA Fence hire	31/08/2023	A454387	1	463.68	0.00	463.68	0.00
					0.00	**463.68**	
				Above paid on 12/09/2023 by Cheque FP1			
CHANDLERS **Chandlers (Farm Equipment) Ltd**							
143-Stihl FS131 Brushcutter x2	07/08/2023	674547	1	1,842.00	0.00	1,842.00	0.00
					0.00	**1,842.00**	
				Above paid on 12/09/2023 by Cheque FP2			
DCKBEAVERS **DCK Accounting Solutions Ltd**							
144-Accounts July 23	31/08/2023	TPC10947	1	493.04	0.00	493.04	0.00
156-Accounts Jan 23	28/02/2023	TPC10579	1	319.26	0.00	319.26	0.00
157-Y/E Accounts 22/23	14/06/2023	TPC10797	1	774.00	0.00	774.00	0.00
158-VAT Part Ex 22/23	25/07/2023	TPC10863	1	513.00	0.00	513.00	0.00
					0.00	**2,099.30**	
				Above paid on 12/09/2023 by Cheque FP3			
DLIT **DL I.T. Solutions Ltd**							
145-Dell Optiplex 7010/monitor	01/09/2023	1008565	1	1,368.00	0.00	1,368.00	0.00
146-Office 365	06/09/2023	1008635	1	132.70	0.00	132.70	0.00
					0.00	**1,500.70**	
				Above paid on 12/09/2023 by Cheque FP4			
EVERFLOW **Everflow Ltd**							
147-Allotment water charges	18/08/2023	2470020	1	21.84	0.00	21.84	0.00
					0.00	**21.84**	
				Above paid on 12/09/2023 by Cheque FP5			
FILTONVOIC **Filton Voice Ltd**							
148-Filton Voice Aug 23	24/07/2023	0000153	1	300.00	0.00	300.00	0.00
					0.00	**300.00**	
				Above paid on 12/09/2023 by Cheque FP6			

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LIVING **Living Wage Foundation**							
149-Living Wage Accreditation	19/07/2023	INV-122399	1	144.00	0.00	144.00	0.00
					0.00	**144.00**	
				Above paid on 12/09/2023 by Cheque FP7			
MICROSHADE **Microshade Business Consultants Ltd**							
150-Citrix hosting	08/09/2023	18247	1	71.81	0.00	71.81	0.00
					0.00	**71.81**	
				Above paid on 12/09/2023 by Cheque FP8			
SGLOS2 **South Gloucestershire Council**							
152-Allotment pest control	05/09/2023	3805355569	1	31.00	0.00	31.00	0.00
					0.00	**31.00**	
				Above paid on 12/09/2023 by Cheque FP9			
SPELLER **Speller Metcalfe**							
153-Valuation No.14	29/08/2023	CIN10117	1	624,596.99	0.00	624,596.99	0.00
154-Valuation 14B	29/08/2023	CIN10118	1	18,110.57	0.00	18,110.57	0.00
					0.00	**642,707.56**	
				Above paid on 12/09/2023 by Cheque FP10			
TFM001 **Trusted Facilities Management**							
155-TFM Plant room	22/06/2023	000870	1	32,799.64	0.00	32,799.64	0.00
					0.00	**32,799.64**	
				Above paid on 12/09/2023 by Cheque FP11			
SGLOS2 **South Gloucestershire Council**							
159-Election 4.5.23	11/09/2023	3805367722	1	525.00	0.00	525.00	0.00
					0.00	**525.00**	
				Above paid on 12/09/2023 by Cheque FP12			
		Total Purchase Ledger Payments for Month 6			**0.00**	**682,506.53**	

Minutes of the Staffing Committee meeting held on 3rd October 2023 at Filton Leisure Centre.

PRESENT: Cllrs:- Brian Mead (Chair) Alex Doyle(Vice Chair), John Baverstock,

ALSO PRESENT: Carla Westcott (Town Council Support Officer)

APOLOGIES: D.Collins, Tom Mewies;

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166. Apologies for absence – Apologies noted

167. Minutes of the meeting held 4th September2023 – Cllr D Colins was not in attendance at the meeting. Minutes to be corrected. The minutes were then approved as an accurate record.

168. Town Clerk & RFO Retirement – Figures were available to confirm the 3 different retirement dates and related costs. After a discussion it was proposed and seconded to recommend to Council option 3 and the Clerk to retire October 2024.

169. Date of next meeting – Tuesday 7th November 7pm venue tbc

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

FILTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed Yes	Agreed No*	'Yes' means that this authority:	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✓	considered and documented the financial and other risks it faces and dealt with them properly.	See attached
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.		✓	responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	See attached.

	Yes	No	N/A	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.			✓	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

27/06/2023

and recorded as minute reference:

FTC 03821

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

Chairman [signature]

Clerk [signature]

WWW.FILTONTOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2022/23 for

FILTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	452,242	988,976	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	986,694	986,694	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	314,377	4,421,195	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	-486,302	-184,085	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	-16,614	-163,455	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	-261,421	-1,735,642	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	988,976	4,313,683	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	1,002,248	4,451,294	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	3,067,313	4,493,940	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	107,850	4,410,316	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

L A Reuben

Date 04/06/2023

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

27/06/2023

as recorded in minute reference:

FTC 0382 ii (Finance)

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

T.A. Ve

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of Filton Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

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

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

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 5, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 7, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

The Internal auditor did not cover all of the recommanded objectives to confirm compliance the relevant proceduree and controls in operation were being achieved throughout the financial year.

Objective L: The authority published the required information on a website/webpage up-to-date at the time of the intemal audit in accordance with the relevant legislation was answered 'Not covered'.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

BDO LLP Southampton

External Auditor Signature — DocuSigned by: BDO LLP — 2BEB056D80974E4... Date 29 September 2023

FILTON TOWN COUNCIL

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

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

Accounts and Audit Regulations 2015 (SI 2015/234)

		Notes
1.	The audit of accounts for Filton Town Council for the year ended 31 March 2023 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2.	The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Filton Town Council on application to:	
(a)	Lesley Reuben, Town Clerk and Responsible Financial Officer Filton Leisure Centre, Elm Park Filton	(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.
(b)	Monday to Friday 10am - 1p.m.	(b) Insert the hours during which the inspection rights may be exercised.
3.	Copies will be provided to any person on payment of £1.50 for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs.
(d)	Announcement made: Lesley Reuben, Town Clerk & RFO	(d) Insert the name and position of person placing the notice.
(e)	Date of announcement: 2nd October 2023 *(first working day after receiving)*	(e) Insert the date of placing of the notice.

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 10th October 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: B Mead (Chair), T Mewies, J Baverstock, A Bird, D Harris, A Kenyon, E Adejevi
ALSO, PRESENT: Lesley Reuben (Town Clerk) Carla Westcott (TCSO)
APOLOGIES: Cllrs:- D Collins A Doyle A Monk, A Robinson, D Boardman, J Molloy
NON-ATTENDANCE: N/A

0522. APOLOGIES FOR ABSENCE: Apologies noted

0523. DECLARATIONS OF INTEREST: None

0524. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0525. PRESENTATION FROM R Thompson RPT Consulting – Deferred to Full Council Meeting

0526. MINUTES OF THE MEETING HELD 12TH SEPTEMBER 2023 were approved as accurate with wording change to 0495 to read : *It was confirmed that this would be an Extra Ordinary Meeting of the Full Council Finance and General Council with a single topic agenda, with all relevant parties to be invited*.

0527. MATTERS ARISING FROM THE MINUTES- None

0528. PUBLIC PARTICIPATION - None

0529. INCOME & EXPENDITURE REPORTS- Noted

0530. BALANCE SHEET. Noted

0531. BANK RECONCILIATIONS: Noted

0532. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:

i) **Borrowing approval**: As the Leisure build contract was nearing the end. The Town Clerk suggested to members that it would be advisable to seek further approval borrowing from the Secretary of State in case of any need to cover extra costs. This would not necessarily mean a need to borrow more but the approval would be necessary if or when required as previously agreed in February 2022.
It was agreed to discuss the level of reserves with the accountant and report back.
ii) **Community Assets:** No Update from Councillors
iii) **Skate Park Consultation –** After a discussion it was agreed to liaise with professionals and seek advice on what equipment and changes, we would need in the area and to produce a survey for the users to give the options. Also to keep the project live and add into to budget.
iv) Extra Ordinary Full Council (Finance) Meeting: The format of the Agenda for meeting was set and agreed nem.com

0533. PAYMENTS FOR INFORMATION were noted.

PART 2 – Closed session with the press and public being excluded due to HR confidential matters.

0534. **MINUTES OF THE STAFFING COMMITTEE HELD 3rd October 2023** were discussed Figures were available to confirm the 3 options of dates and related costs. After a discussion it was proposed and seconded to recommend to Council option 3 that The Town Clerk retirement plan commence for October 2024.

It was proposed, seconded, and agreed to ratify the recommendation of the Staffing Committee nem.com.

There being no further business, the meeting closed at 8.40 p.m.

Minutes of the **EXTRA ORDINARY SINGLE TOPIC MEETING** of **FILTON TOWN COUNCIL(FINANCE) MEETING** held at 6:00p.m on **Tuesday 17th October 2023,** held at SHE7, BS7 0TD

PRESENT: Cllrs: B Mead (Chair), T Mewies (Vice Chair), D Harris, Alan Bird, Dan Boardman, A Robinson, A Kenyon J Molloy, J Baverstock, E Adjevivi, A Doyle, A Monk
ALSO, PRESENT: L Reuben (Town Clerk & RFO), C Westcott (Town Council Support Officer), M Lipton S Glos Biodiversity Officer, PC G Pretlove Filton Beat Team
APOLOGIES: Cllrs: D Collins,
NON-ATTENDANCE:

0535. APOLOGIES FOR ABSENCE: Apologies noted.

0536. DECLARATIONS OF INTEREST: None

0537. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures.

0538. MILLENIUM GREEN LIGHTING

i) Introductions of all Councillors and Council Officers in attendance.
ii) Presentation A. Friends of Millenium presented their proposal for the lighting of Millennium Green.
iii) Presentation B. Mathew Lipton gave his views on the biodiversity impacts of the lighting Millenium Green.
PC Gareth Pretlove gave the Beat Teams views on crime fluctuation during light and dark areas and the average crimes in Filton.
Cllr A Doyle gave statement regarding South Gloucestershire commitments to keeping natural dark spaces.

iv) Statements. Public and Councillors gave statements regarding their personal opinions, and experiences regarding safety, biodiversity, light pollution, disabled access, ASB concerns.

v) Questions: All parties were allowed to ask any of the parties that presented questions. These were all answered and discussed.

The meeting was adjourned for a 5-minute comfort break

0539. MOTION FROM COUNCIL – FOLLOWED BY NAMED VOTE
After discussion on amendments it was proposed and seconded that:-

"Filton Town Council to investigate financial implications to install lighting at Millenium Green before any final decisions are made. This is to include a full expert unbiased ecological report."

Named vote took place:

*Cllr Esther Adjievi **FOR***
*Cllr John Baverstock **FOR***
*Cllr Alan Bird **FOR***
*Cllr Daniel Boardman **FOR***
*Cllr Darryl Collins **ABSENT***
*Cllr Alexander Doyle **AGAINST***
*Cllr Daniel Harris **FOR***

Cllr Anne Kenyon ***FOR***
Cllr Brian Mead ***AGAINST***
Cllr Tom Mewies ***FOR***
Cllr Julie Molloy ***FOR***
Cllr Adam Monk ***AGAINST***
Cllr Andy Robinson ***FOR***

9 FOR 3 AGAINST MOTION CARRIED

There being no further business the meeting closed at 8.27 pm.

FILTON TOWN COUNCIL

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

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

9th November 2023

Dear Member
You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 14th November 2023 at 7pm at SHE7, Braemar Crescent, BS7 0TD.**

Yours sincerely,

L.A.Reuben
Town Clerk.& RFO

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Love your Patch Project (presentation from Kate Lemon FACE)
5. To approve the minutes of Full Council (Finance) 10th & Ex.Ordinary meeting 17th October 2023. (pages 1-4)
6. Matters of report arising from the minutes not otherwise covered by the Agenda.
7. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting.
8. Income & Expenditure Reports Month 6 (pages 5-22)
9. Balance Sheet Month 6 (pages 23-24)
10. Bank Reconciliation Month 6 (pages 25-26)
11. Reports from Committees, Working Groups, and the Town Clerk:
    - *i)* Construction update
    - *ii)* Council Casual Vacancy
    - *iii)* Community Assets (any updates)
    - *iv)* Skate Park consultation – (deferred from last meeting)
    - *v)* Bank Signatories
    - *vi)* Community Garden membership
12. Payments for Information (circulated prior to meeting)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 10th October 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: B Mead (Chair), T Mewies, J Baverstock, A Bird, D Harris, A Kenyon, E Adejevi.
ALSO, PRESENT: Lesley Reuben (Town Clerk) Carla Westcott (TCSO) Stuart Martin
APOLOGIES : Cllrs: - D Collins A Doyle A Monk, A Robinson, D Boardman, J Mollo
NON-ATTENDANCE : N/A

0522. APOLOGIES FOR ABSENCE : Apologies noted.

0523. DECLARATIONS OF INTEREST: None

0524. EVACUATION PROCEDURE: Chair gave evacuation procedures.

0525. PRESENTATION FROM R Thompson RPT Consulting – Deferred to Full Council Meeting

0526. MINUTES OF THE MEETING HELD 12TH SEPTEMBER 2023 were approved as accurate with wording change to 0495 to read: *It was confirmed that this would be an Extra Ordinary Meeting of the Full Council Finance and General Council with a single topic agenda, with all relevant parties to be invited.*

0527. MATTERS ARISING FROM THE MINUTES- None

0528. PUBLIC PARTICIPATION - None

0529. INCOME & EXPENDITURE REPORTS- Noted

0530. BALANCE SHEET. Noted

0531. BANK RECONCILIATIONS: Noted

0532. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:
i)**Borrowing approval**: As the Leisure build contract was nearing the end. The Town Clerk suggested to members that it would be advisable to seek further approval borrowing from the Secretary of State in case of any need to cover extra costs. This would not necessarily mean a need to borrow more but the approval would be necessary if or when required as previously agreed in February 2022.
It was agreed to discuss the level of reserves with the accountant and report back.
ii) **Community Assets:** No Update from Councillors
iii) **Skate Park Consultation** – After a discussion it was agreed to liaise with professionals and seek advice on what equipment and changes would be needed in the area and to produce a survey for the users to give the options. Also, to keep the project live and add into to budget.
iv) Extra Ordinary Full Council (Finance) Meeting: The format of the agenda for meeting was set and agreed nem.com

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APOLOGIES : Cllrs: D Collins,
NON-ATTENDANCE :

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Cllr John Baverstock ***FOR***
Cllr Alan Bird ***FOR***
Cllr Daniel Boardman ***FOR***
Cllr Darryl Collins ***ABSENT***
Cllr Alexander Doyle ***AGAINST***
Cllr Daniel Harris ***FOR***

3.

Cllr Anne Kenyon ***FOR***
Cllr Brian Mead ***AGAINST***
Cllr Tom Mewies ***FOR***
Cllr Julie Molloy ***FOR***
Cllr Adam Monk ***AGAINST***
Cllr Andy Robinson ***FOR***

9 FOR 3 AGAINST MOTION CARRIED

There being no further business the meeting closed at 8.27 pm.

Summary Income & Expenditure by Budget Heading 30/09/2023

Month No: 6 September 2023

Finance & General Purposes

			Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
100	Leisure Centre - Outsourcing	Expenditure	232,676	146,054	(25,942)	(171,996)		(171,996)	(563.0%)
106	Leisure Centre - Outdoor Sport	Income	0	132	2,200	2,068			6.0%
201	Playing Fields	Expenditure	0	362	3,250	2,888		2,888	11.1%
202	Play Areas	Expenditure	220	220	2,000	1,780		1,780	11.0%
203	Millennium Green	Income	0	1,500	1,500	0			100.0%
		Expenditure	0	328	500	173		173	65.5%
	Movement to/(from) Gen Reserve		0	1,173					
204	Allotments	Income	0	148	1,250	1,102			11.8%
		Expenditure	26	1,755	1,025	(730)		(730)	171.2%
	Movement to/(from) Gen Reserve		(26)	(1,607)					
301	Roads & Highways	Expenditure	0	1,778	3,450	1,672		1,672	51.5%
302	Community Development	Income	1,675	1,675	2,500	825			67.0%
		Expenditure	0	40,354	77,580	37,226		37,226	52.0%
	Movement to/(from) Gen Reserve		1,675	(38,679)					
801	Corporate Management	Expenditure	(967)	(5,800)	(11,600)	(5,800)		(5,800)	50.0%
802	Democratic Rep'n & Mgmt	Expenditure	775	3,230	6,150	2,920		2,920	52.5%
803	Civic Expenses	Expenditure	0	54	1,950	1,896		1,896	2.8%
901	Central Services	Expenditure	10,436	65,695	187,179	121,484		121,484	35.1%
902	Outside Services	Income	0	10,484	50	(10,434)			20967.1%
		Expenditure	6,228	43,600	112,250	68,650		68,650	38.8%
	Movement to/(from) Gen Reserve		(6,228)	(33,116)					
998	Precept & Interest	Income	504,626	1,055,269	1,006,694	(48,575)			104.8%
	Finance & General Purposes	Income	**506,301**	**1,069,208**	**1,014,194**	**(55,014)**			**105.4%**
		Expenditure	**249,393**	**297,629**	**357,792**	**60,163**	**0**	**60,163**	**83.2%**
	Movement to/(from) Gen Reserve		**256,907**	**771,579**					

Continued over page

Summary Income & Expenditure by Budget Heading 30/09/2023

Month No: 6 September 2023

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Capital Projects								
908 L C Redevelopment	Expenditure	132,217	145,938	299,596	153,658		153,658	48.7%
909 Capital & Projects	Income	0	80,000	0	(80,000)			0.0%
	Expenditure	0	180,000	100,000	(80,000)		(80,000)	180.0%
	Movement to/(from) Gen Reserve	0	(100,000)					
	Capital Projects Income	**0**	**80,000**	**0**	**(80,000)**			**0.0%**
	Expenditure	**132,217**	**325,938**	**399,596**	**73,658**	**0**	**73,658**	**81.6%**
	Movement to/(from) Gen Reserve	**(132,217)**	**(245,938)**					
	Grand Totals:- Income	**506,301**	**1,149,208**	**1,014,194**	**(135,014)**			**113.3%**
	Expenditure	**381,611**	**623,567**	**757,388**	**133,821**	**0**	**133,821**	**82.3%**
	Net Income over Expenditure	**124,690**	**525,641**	**256,806**	**(268,835)**			
	Movement to/(from) Gen Reserve	**124,690**	**525,641**					

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Leisure Centre - Outsourcing								
4061	L C Management Fees	(17,324)	(103,946)	(275,942)	(171,996)		(171,996)	37.7%	
4998	TFR TO EARMARKED RSV	250,000	250,000	250,000	0		0	100.0%	
	Leisure Centre - Outsourcing :- Indirect Expenditure	**232,676**	**146,054**	**(25,942)**	**(171,996)**	**0**	**(171,996)**	**(563.0%)**	**0**
	Net Expenditure	**(232,676)**	**(146,054)**	**25,942**	**171,996**				

Continued over page

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106	Leisure Centre - Outdoor Sport								
1060	GRASS INCOME	0	132	2,200	2,068			6.0%	
	Leisure Centre - Outdoor Sport :- Income	**0**	**132**	**2,200**	**2,068**			**6.0%**	**0**
	Net Income	**0**	**132**	**2,200**	**2,068**				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6 September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Playing Fields								
4037 GROUNDS MAINTENANCE	0	362	2,250	1,888		1,888	16.1%	
4040 EQUIPMENT & SMALL TOOLS	0	0	1,000	1,000		1,000	0.0%	
Playing Fields :- Indirect Expenditure	**0**	**362**	**3,250**	**2,888**	**0**	**2,888**	**11.1%**	**0**
Net Expenditure	**0**	**(362)**	**(3,250)**	**(2,888)**				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
202 Play Areas								
4037 GROUNDS MAINTENANCE	220	220	1,000	780		780	22.0%	
4042 EQUIPMENT MAINTCE	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	**220**	**220**	**2,000**	**1,780**	**0**	**1,780**	**11.0%**	**0**
Net Expenditure	**(220)**	**(220)**	**(2,000)**	**(1,780)**				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Millennium Green								
1001 RENT RECEIVED	0	1,500	1,500	0			100.0%	
Millennium Green :- Income	**0**	**1,500**	**1,500**	**0**			**100.0%**	**0**
4037 GROUNDS MAINTENANCE	0	328	500	173		173	65.5%	
Millennium Green :- Indirect Expenditure	**0**	**328**	**500**	**173**	**0**	**173**	**65.5%**	**0**
Net Income over Expenditure	**0**	**1,173**	**1,000**	**(173)**				

Continued over page

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204	Allotments								
1001	RENT RECEIVED	0	148	1,250	1,102			11.8%	
	Allotments :- Income	**0**	**148**	**1,250**	**1,102**			**11.8%**	**0**
4012	WATER RATES	0	87	500	413		413	17.4%	
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	26	1,668	250	(1,418)		(1,418)	667.1%	
	Allotments :- Indirect Expenditure	**26**	**1,755**	**1,025**	**(730)**	**0**	**(730)**	**171.2%**	**0**
	Net Income over Expenditure	**(26)**	**(1,607)**	**225**	**1,832**				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Roads & Highways								
4080 STREET CARE (ex S Glos)	0	1,778	3,450	1,672		1,672	51.5%	
Roads & Highways :- Indirect Expenditure	**0**	**1,778**	**3,450**	**1,672**	**0**	**1,672**	**51.5%**	**0**
Net Expenditure	**0**	**(1,778)**	**(3,450)**	**(1,672)**				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
302 Community Development								
1082 Filton Festival	1,675	1,675	2,500	825			67.0%	
Community Development :- Income	**1,675**	**1,675**	**2,500**	**825**			**67.0%**	**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	0	4,500	4,500		4,500	0.0%	
4711 GRANTS - S137 GENERAL	0	10,900	6,500	(4,400)		(4,400)	167.7%	
4720 CHRISTMAS ACTIVITIES	0	0	3,000	3,000		3,000	0.0%	
4725 FILTON FESTIVAL	0	19,729	20,000	271		271	98.6%	
4728 CORONATION EVENTS	0	975	0	(975)		(975)	0.0%	
4730 COMMUNITY FUND	0	0	20,000	20,000		20,000	0.0%	
Community Development :- Indirect Expenditure	**0**	**40,354**	**77,580**	**37,226**	**0**	**37,226**	**52.0%**	**0**
Net Income over Expenditure	**1,675**	**(38,679)**	**(75,080)**	**(36,401)**				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
801 Corporate Management								
4004 PENSION DEFICIT	(967)	(5,800)	(11,600)	(5,800)		(5,800)	50.0%	
Corporate Management :- Indirect Expenditure	**(967)**	**(5,800)**	**(11,600)**	**(5,800)**	**0**	**(5,800)**	**50.0%**	**0**
Net Expenditure	**967**	**5,800**	**11,600**	**5,800**				

Continued over page

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
802	Democratic Rep'n & Mgmt								
4007	COURSES/CONFERENCES	0	80	250	170		170	32.0%	
4009	TRAVEL	0	0	50	50		50	0.0%	
4024	SUBSCRIPTIONS	0	0	200	200		200	0.0%	
4028	ELECTION COSTS	525	525	2,500	1,975		1,975	21.0%	
4033	NEWSLETTER	250	2,625	3,000	375		375	87.5%	
4065	MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure		**775**	**3,230**	**6,150**	**2,920**	**0**	**2,920**	**52.5%**	**0**
	Net Expenditure	**(775)**	**(3,230)**	**(6,150)**	**(2,920)**				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6 September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
803 Civic Expenses								
4066 CHAIRMANS ALLOWANCE	0	54	950	896		896	5.7%	
4067 COMMUNITY AWARDS	0	0	1,000	1,000		1,000	0.0%	
Civic Expenses :- Indirect Expenditure	**0**	**54**	**1,950**	**1,896**	**0**	**1,896**	**2.8%**	**0**
Net Expenditure	**0**	**(54)**	**(1,950)**	**(1,896)**				

Continued over page

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901	Central Services								
4001	SALARIES & WAGES	8,437	50,082	136,429	86,347		86,347	36.7%	
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	0	20	2,500	2,480		2,480	0.8%	
4009	TRAVEL	4	4	200	196		196	1.8%	
4010	OTHER STAFF COSTS	0	0	500	500		500	0.0%	
4017	HEALTH & SAFETY	0	0	100	100		100	0.0%	
4020	SUNDRY OFFICE & IT COSTS	760	4,352	10,000	5,648		5,648	43.5%	
4021	TELEPHONE & FAX	183	306	1,500	1,195		1,195	20.4%	
4022	POSTAGE	8	8	200	192		192	3.8%	
4023	STATIONERY/PRINTING	0	45	500	455		455	9.0%	
4024	SUBSCRIPTIONS	0	1,547	3,000	1,453		1,453	51.6%	
4025	INSURANCE	0	10,149	11,500	1,351		1,351	88.3%	
4026	PHOTOCOPY CHARGES	617	617	1,600	983		983	38.6%	
4027	OFFICE EQUIPMENT	0	185	500	315		315	37.0%	
4032	PUBLICITY	0	0	1,000	1,000		1,000	0.0%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4051	BANK CHARGES	71	316	500	184		184	63.2%	
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057	AUDIT FEES	0	0	2,900	2,900		2,900	0.0%	
4058	ACCOUNTANCY FEES	356	4,103	2,900	(1,203)		(1,203)	141.5%	
4060	OTHER PROF FEES	0	47	6,000	5,953		5,953	0.8%	
4076	COUNCIL TAX - FLAT	0	(6,084)	0	6,084		6,084	0.0%	
	Central Services :- Indirect Expenditure	**10,436**	**65,695**	**187,179**	**121,484**	**0**	**121,484**	**35.1%**	0
	Net Expenditure	**(10,436)**	**(65,695)**	**(187,179)**	**(121,484)**				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
902 Outside Services								
1001 RENT RECEIVED	0	50	50	0			100.0%	
1080 MISCELLANEOUS INCOME	0	33	0	(33)			0.0%	
1095 INSURANCE CLAIM	0	2,334	0	(2,334)			0.0%	
1102 Active Nation Costs Reimbursme	0	8,067	0	(8,067)			0.0%	
Outside Services :- Income	**0**	**10,484**	**50**	**(10,434)**			**20967.1**	**0**
4001 SALARIES & WAGES	5,618	33,882	98,800	64,918		64,918	34.3%	
4006 PROTECTIVE CLOTHING	90	396	500	104		104	79.1%	
4008 TRAINING	0	0	1,000	1,000		1,000	0.0%	
4016 JANITORIAL	0	0	100	100		100	0.0%	
4018 REFUSE DISPOSAL	0	2,904	0	(2,904)		(2,904)	0.0%	
4036 PROPERTY MAINTCE	0	1,447	1,500	53		53	96.5%	
4037 GROUNDS MAINTENANCE	0	2,429	2,500	71		71	97.1%	
4039 MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4040 EQUIPMENT & SMALL TOOLS	0	454	2,000	1,546		1,546	22.7%	
4041 EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042 EQUIPMENT MAINTCE	230	465	3,000	2,536		2,536	15.5%	
4044 VEHICLE FUEL,OIL & MAINT	289	1,623	2,500	877		877	64.9%	
Outside Services :- Indirect Expenditure	**6,228**	**43,600**	**112,250**	**68,650**	**0**	**68,650**	**38.8%**	**0**
Net Income over Expenditure	**(6,228)**	**(33,116)**	**(112,200)**	**(79,084)**				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
908 L C Redevelopment								
4054 LOAN INTEREST PWLB	89,956	95,619	197,834	102,215		102,215	48.3%	
4055 LOAN CAPITAL REPAID	42,261	50,319	101,762	51,443		51,443	49.4%	
4982 CAP LC Redevelopment	438,977	2,838,170	0	(2,838,170)		(2,838,170)	0.0%	
5002 ASSETS FUNDED BY LOANS	(438,977)	(2,838,170)	0	2,838,170		2,838,170	0.0%	
L C Redevelopment :- Indirect Expenditure	**132,217**	**145,938**	**299,596**	**153,658**	**0**	**153,658**	**48.7%**	**0**
Net Expenditure	**(132,217)**	**(145,938)**	**(299,596)**	**(153,658)**				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
909 Capital & Projects								
1073 S106 Income	0	80,000	0	(80,000)			0.0%	
Capital & Projects :- Income	**0**	**80,000**	**0**	**(80,000)**				**0**
4075 SALE OF ASSETS	0	(9,000)	0	9,000		9,000	0.0%	
4903 CAP IT Upgrading	1,140	1,140	0	(1,140)		(1,140)	0.0%	
4906 CAP Storage Facility	210	355	0	(355)		(355)	0.0%	
4916 CAP New Tractor/Mowers	0	60,650	0	(60,650)		(60,650)	0.0%	
4960 CAP MUGA Project	353	2,268	0	(2,268)		(2,268)	0.0%	
4984 CAP Grounds Maint. Equipment	0	1,535	0	(1,535)		(1,535)	0.0%	
4986 CAP Kissing Gte F/Park	2,800	2,800	0	(2,800)		(2,800)	0.0%	
4992 FUNDING FROM R CAP FUND	(4,150)	(57,480)	0	57,480		57,480	0.0%	
4993 TFR TO ROLLING CAPITAL FUND	0	100,000	100,000	0		0	100.0%	
4998 TFR TO EARMARKED RSV	0	80,000	0	(80,000)		(80,000)	0.0%	
4999 TFR FR EARMARKED RSV	(353)	(2,268)	0	2,268		2,268	0.0%	
Capital & Projects :- Indirect Expenditure	**0**	**180,000**	**100,000**	**(80,000)**	**0**	**(80,000)**	**180.0%**	**0**
Net Income over Expenditure	**0**	**(100,000)**	**(100,000)**	**0**				

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Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
998 Precept & Interest								
1076 PRECEPT	493,347	986,694	986,694	0			100.0%	
1090 INTEREST RECEIVED	11,279	68,575	20,000	(48,575)			342.9%	
Precept & Interest :- Income	504,626	1,055,269	1,006,694	(48,575)			104.8%	0
Net Income	504,626	1,055,269	1,006,694	(48,575)				
Grand Totals:- Income	506,301	1,149,208	1,014,194	(135,014)			113.3%	
Expenditure	381,611	623,567	757,388	133,821	0	133,821	82.3%	
Net Income over Expenditure	124,690	525,641	256,806	(268,835)				
Movement to/(from) Gen Reserve	124,690	525,641						

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2023

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,815,502	399,026
11	LEASEHOLD LAND &	25,000	8,000	17,000
21	VEHICLES & EQUIPMENT	574,887	548,886	26,001
41	INFRASTRUCTURE ASSET	205,448	190,160	15,288
61	COMMUNITY ASSETS	61,458	35,302	26,156
	Total Fixed Assets	**3,081,321**	**2,597,850**	**483,471**
	Current Assets			
100	TRADE DEBTORS	228,681		
105	VAT CONTROL	388,382		
190	CAPITAL WORK IN PROGRESS	1,412,619		
200	BANK ACCOUNT-GENERAL	637,582		
201	BANK IMPREST WAGES AC	573,619		
220	PETTY CASH - OFFICE	74		
245	CCLA Public Sector Investment	1,268,347		
246	CCLA - FTC Project Account	29,805		
	Total Current Assets		**4,539,109**	
	Current Liabilities			
500	TRADE CREDITORS	595,463		
510	ACCRUED EXPENSES	4,460		
525	PAYE AND NI DUE	2,974		
526	SUPERANNUATION DUE	1,912		
540	VAT SUSPENSE ACCOUNT	38,114		
560	INCOME IN ADVANCE	4,500		
570	RETENTIONS PAYABLE	107,661		
	Total Current Liabilities		**755,083**	
	Net Current Assets			**3,784,026**
	Total Assets less Current Liabilities			**4,267,497**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,401,844)		
403	PWLB Loan 443438	95,347		
404	PWLB Loan 532982	487,128		
405	PWLB Loan 554749	3,777,521		
	Total Long Term Liabilities		**4,429,373**	
	Total Assets less Total Liabilities			**(161,876)**
	Represented by :-			
300	CURRENT YEAR FUND	525,641		
310	GENERAL FUND	200,092		
315	ROLLING CAPITAL FUND	114,275		
318	EMR Leisure Centre Contingency	250,000		
319	EMR MUGA	80,000		
320	RCF Pool Redevelopment	450,000		
321	Contingency Fund	392,143		

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2023

A/c	Description	Actual	
322	EMR Grants	6,780	
323	EMR Festival	10,000	
325	EMR 4 Towns Play Association	4,580	
326	EMR Maintenance	43,002	
327	EMR Community Fund	20,000	
328	EMR Elections	12,838	
329	EMR CIL 19/20	1,693	
330	CAPITAL FINANCE ACCOUNT	(2,322,858)	
331	EMR CIL 20/21	30,963	
332	EMR CIL 21/22	13,309	
333	EMR CIL 22/23	5,666	
	Total Equity		**(151,876)**

Bank Reconciliation Statement as at 30/09/2023
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	**Statement Date**	**Page**	**Balances**
Unity Trust Current Account	30/09/2023		664,807.17
			664,807.17

Unpresented Payments (Minus)

			Amount	
15/08/2023	FP17	PSLT Ltd	26,700.00	
12/09/2023	FP12	South Gloucestershire Council	525.00	
				27,225.00
				637,582.17

Unpresented Receipts (Plus)

	0.00	
		0.00
		637,582.17
Balance per Cash Book is :-		**637,582.17**
Difference is :-		**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Date: 11/10/2023

Time: 11:19

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User: DCW

Bank Reconciliation Statement as at 30/09/2023
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page	Balances
Natwest Imprest A/c -01364383	30/09/2023		100.00
Natwest Business A/c -08609098	30/09/2023		573,519.33
			573,619.33
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			573,619.33
Unpresented Receipts (Plus)			
		0.00	
			0.00
			573,619.33
		Balance per Cash Book is :-	**573,619.33**
		Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 14th November 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: T Mewies (Chair), J Baverstock, A Bird, D Harris, A Kenyon, J Molloy, D Boardman, A Robinson
ALSO, PRESENT: Lesley Reuben (Town Clerk) Carla Westcott (TCSO)
APOLOGIES: Cllrs:- A Doyle A Monk, E Adejevi, B Mead
NON-ATTENDANCE:

0535. APOLOGIES FOR ABSENCE: Apologies noted.

0536. DECLARATIONS OF INTEREST: None

0537. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0538. PRESENTATION FROM KATE LEMON – FACE. Presentation given regarding the Love your patch project. All information to be shared on Filton Town Council Web site and Facebook page.

0539. MINUTES OF FULL COUNCIL FINANCE AND GENERAL MEETING HELD 10th OCTOBER 2023. Minutes approved as an accurate record.
MINUTES OF FULL COUNCIL FINANCE EX ORDINARY MEETING HELD 17TH OCTOBER 2023. Minutes approved as an accurate record.

0540. MATTERS ARISING FROM THE MINUTES- None

0541. PUBLIC PARTICIPATION - None

0542. INCOME & EXPENDITURE REPORTS MONTH 6 AND 7- Noted

0543. BALANCE SHEET MONTH 6 AND 7. Noted

0544. BANK RECONCILIATIONS BANK 6 AND 7: Noted

0545. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:
i) Construction update – Moved to closed session
ii) Council Casual Vacancy – Process will be followed regarding election/Co Option
iii) Community Assets. TCSO to bring details of Cllr D Collins designated community assets and they will be delegated around members.
iv) Skate Park consultation. TCSO has approached Skateboard GB who advised to consult with users and public and get back to them for any advice needed. TSCO to circulate the survey monkey questionnaire once finished.
v) Bank Signatories Cllrs A Bird, T Mewies and D Boardman volunteered to be signatories. TC to find out the maximum needed.
vi) Community Garden membership. It was confirmed that Cllrs A Kenyon and J Baverstock are the delegated representatives for the Community Garden.

0546. PAYMENTS FOR INFORMATION: Noted.

CLOSED SESSION DUE TO COMMERCIALLY SENSITIVE DETAILS.

0545.i) Construction update. The Town Clerk gave an update on issues that had been brought to her attention hours before the meeting regarding construction and payment delays. After a discussion it was agreed that waiting for professional advice was needed.