Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 9th January 2024,** Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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

0546. APOLOGIES FOR ABSENCE: Apologies noted.

0547. **DECLARATIONS OF INTEREST:** None

0548. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0549. **MINUTES OF FULL COUNCIL FINANCE AND GENERAL MEETING HELD TUESDAY 14th NOVEMBER**.
0536: Cllr A Robinson Declared an Interest in the Community Garden
With amendment Minutes approved as an accurate record.

0550. MATTERS ARISING FROM THE MINUTES- The vote for displaying flags other then the Union Jack was discussed and agreed to follow government guidelines on the process.

0551. PUBLIC PARTICIPATION – Clarity of the precept agreement was requested.

0552. INCOME & EXPENDITURE REPORTS MONTH 8- Noted

0553. BALANCE SHEET MONTH 8 Noted

0554. BANK RECONCILIATIONS BANK 8: Noted

0555. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:
i) Construction update – Update on completion of Phase 1. FTC Office is now in the new building. Street lighting issues, The Town Clerk is meeting with Streetcare to find a solution. Town Council Meetings will begin to be live streamed on the near future.
ii) Filton Festival. It was proposed and seconded " FTC are to go out to tender to at least 3 different companies. The following to all be included in the criteria.
To be held at Elm Park
To be held 23 June 2024
Budget span
To include live music, suitable seating, suitable marquee, community/school groups, community stands, children's activities". Voted FOR 8 0 AGAINST 1 ABSTAIN
Motion carried.

ACTION FTC Office

iii) Council Casual Vacancy – Process to begin to allow the position to be Co Opted. Advert to be placed in the Filton Voice and be added to a meeting in March 2024. All candidates to present to Council.

Cllr A Monk left 19.55

An un-agendad discussion of the Council staffing vacancies took place. Queries were raised as to the delay of advertising. The Town Clerk voiced concerns that there were still

elements of the job description that needed to be confirmed including facilities needed to ensure staff welfare and facilities for equipment before employment can commence.
It was proposed and seconded to advertise the vacancies by the end of January.
Voted 7 FOR 0 AGAINST 1 ABSTAIN
Motion carried.

ACTION FTC Office

0556. PAYMENTS FOR INFORMATION: Noted.

Meeting Closed 20.15

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

4th January 2024

Dear Member
You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 9th January 2024 at 7pm at Fitness Studio, Active Nation Filton, Elm Park, BS34 7PS.**

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) Tuesday 14th November 2024 (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 8 (pages 3-20)
8. Balance Sheet Month 8 (pages 21-22)
9. Bank Reconciliation Month 8 (pages 23-24)
10. Reports from Committees, Working Groups, and the Town Clerk:
    i) Construction update
    ii) Filton Festival (Appendix 1)
    iii) Council Casual Vacancy
11. Payments for Information (page 25)

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.

Summary Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 23

Finance & General Purposes

			Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
100	Leisure Centre - Outsourcing	Expenditure	(30,934)	76,780	(25,942)	(102,722)		(102,722)	(296.0%)
106	Leisure Centre - Outdoor Sport	Income	80	342	2,200	1,858			15.6%
201	Playing Fields	Expenditure	198	612	3,250	2,638		2,638	18.8%
202	Play Areas	Expenditure	0	220	2,000	1,780		1,780	11.0%
203	Millennium Green	Income	0	1,500	1,500	0			100.0%
		Expenditure	0	823	500	(323)		(323)	164.5%
		Movement to/(from) Gen Reserve	0	678					
204	Allotments	Income	259	1,787	1,250	(537)			142.9%
		Expenditure	228	2,366	1,025	(1,341)		(1,341)	230.9%
		Movement to/(from) Gen Reserve	31	(580)					
301	Roads & Highways	Expenditure	0	2,784	3,450	666		666	80.7%
302	Community Development	Income	0	1,675	2,500	825			67.0%
		Expenditure	0	49,104	77,580	28,476		28,476	63.3%
		Movement to/(from) Gen Reserve	0	(47,429)					
801	Corporate Management	Expenditure	(967)	(7,733)	(11,600)	(3,867)		(3,867)	66.7%
802	Democratic Rep'n & Mgmt	Expenditure	250	3,640	6,150	2,510		2,510	59.2%
803	Civic Expenses	Expenditure	500	654	1,950	1,296		1,296	33.5%
901	Central Services	Expenditure	14,337	89,578	187,179	97,601		97,601	47.9%
902	Outside Services	Income	0	10,484	50	(10,434)			20967.1%
		Expenditure	9,348	62,043	112,250	50,207		50,207	55.3%
		Movement to/(from) Gen Reserve	(9,348)	(51,560)					
998	Precept & Interest	Income	7,915	1,069,873	1,006,694	(63,179)			106.3%
		Finance & General Purposes Income	**8,254**	**1,085,661**	**1,014,194**	**(71,467)**			**107.0%**
		Expenditure	**(7,040)**	**280,870**	**357,792**	**76,922**	**0**	**76,922**	**78.5%**
		Movement to/(from) Gen Reserve	**15,294**	**804,790**					

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Summary Income & Expenditure by Budget Heading 30/11/2023

Month No: 8 November 23

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Capital Projects								
908 L C Redevelopment	Expenditure	0	148,513	299,596	151,083		151,083	49.6%
909 Capital & Projects	Income	0	95,810	0	(95,810)			0.0%
	Expenditure	0	195,810	100,000	(95,810)		(95,810)	195.8%
	Movement to/(from) Gen Reserve	0	(100,000)					
	Capital Projects Income	**0**	**95,810**	**0**	**(95,810)**			**0.0%**
	Expenditure	**0**	**344,323**	**399,596**	**55,273**	**0**	**55,273**	**86.2%**
	Movement to/(from) Gen Reserve	**0**	**(248,513)**					
	Grand Totals:- Income	**8,254**	**1,181,471**	**1,014,194**	**(167,277)**			**116.5%**
	Expenditure	**(7,040)**	**625,194**	**757,388**	**132,194**	**0**	**132,194**	**82.5%**
	Net Income over Expenditure	**15,294**	**556,277**	**256,806**	**(299,471)**			
	Movement to/(from) Gen Reserve	**15,294**	**556,277**					

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8 November 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	(30,934)	(152,205)	(275,942)	(123,737)		(123,737)	55.2%	
4062 L C Management Fees Pr Yr	0	(21,015)	0	21,015		21,015	0.0%	
4998 TFR TO EARMARKED RSV	0	250,000	250,000	0		0	100.0%	
Leisure Centre - Outsourcing :- Indirect Expenditure	**(30,934)**	**76,780**	**(25,942)**	**(102,722)**	**0**	**(102,722)**	**(296.0%)**	**0**
Net Expenditure	**30,934**	**(76,780)**	**25,942**	**102,722**				

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	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	80	342	2,200	1,858			15.6%	
Leisure Centre - Outdoor Sport :- Income	**80**	**342**	**2,200**	**1,858**			**15.6%**	**0**
Net Income	**80**	**342**	**2,200**	**1,858**				

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	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	198	612	2,250	1,638		1,638	27.2%	
4040 EQUIPMENT & SMALL TOOLS	0	0	1,000	1,000		1,000	0.0%	
Playing Fields :- Indirect Expenditure	**198**	**612**	**3,250**	**2,638**	**0**	**2,638**	**18.8%**	**0**
Net Expenditure	**(198)**	**(612)**	**(3,250)**	**(2,638)**				

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Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8 November 2023

	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	220	1,000	780		780	22.0%	
4042 EQUIPMENT MAINTCE	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	**0**	**220**	**2,000**	**1,780**	**0**	**1,780**	**11.0%**	**0**
Net Expenditure	**0**	**(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	823	500	(323)		(323)	164.5%	
	Millennium Green :- Indirect Expenditure	**0**	**823**	**500**	**(323)**	**0**	**(323)**	**164.5%**	**0**
	Net Income over Expenditure	**0**	**678**	**1,000**	**323**				

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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	259	1,787	1,250	(537)			142.9%	
	Allotments :- Income	**259**	**1,787**	**1,250**	**(537)**			**142.9%**	**0**
4012	WATER RATES	228	699	500	(199)		(199)	139.7%	
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	0	1,668	250	(1,418)		(1,418)	667.1%	
	Allotments :- Indirect Expenditure	**228**	**2,366**	**1,025**	**(1,341)**	**0**	**(1,341)**	**230.9%**	**0**
	Net Income over Expenditure	**31**	**(580)**	**225**	**805**				

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	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	2,784	3,450	666		666	80.7%	
Roads & Highways :- Indirect Expenditure	**0**	**2,784**	**3,450**	**666**	**0**	**666**	**80.7%**	**0**
Net Expenditure	**0**	**(2,784)**	**(3,450)**	**(666)**				

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	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	1,675	2,500	825			67.0%	
Community Development :- Income	**0**	**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	17,500	17,500	0		0	100.0%	
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**	**49,104**	**77,580**	**28,476**	**0**	**28,476**	**63.3%**	**0**
Net Income over Expenditure	**0**	**(47,429)**	**(75,080)**	**(27,651)**				

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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)	(7,733)	(11,600)	(3,867)		(3,887)	66.7%	
Corporate Management :- Indirect Expenditure	**(967)**	**(7,733)**	**(11,600)**	**(3,867)**	**0**	**(3,867)**	**66.7%**	**0**
Net Expenditure	**967**	**7,733**	**11,600**	**3,867**				

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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	80	250	170		170	32.0%	
4008 TRAINING	0	160	0	(160)		(160)	0.0%	
4009 TRAVEL	0	0	50	50		50	0.0%	
4024 SUBSCRIPTIONS	0	0	200	200		200	0.0%	
4028 ELECTION COSTS	0	525	2,500	1,975		1,975	21.0%	
4033 NEWSLETTER	250	2,875	3,000	125		125	95.8%	
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	**250**	**3,640**	**6,150**	**2,510**	**0**	**2,510**	**59.2%**	**0**
Net Expenditure	**(250)**	**(3,640)**	**(6,150)**	**(2,510)**				

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		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	500	654	950	296		296	68.8%	
4067	COMMUNITY AWARDS	0	0	1,000	1,000		1,000	0.0%	
	Civic Expenses :- Indirect Expenditure	**500**	**654**	**1,950**	**1,296**	**0**	**1,296**	**33.5%**	**0**
	Net Expenditure	**(500)**	**(654)**	**(1,950)**	**(1,296)**				

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		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	11,668	70,190	136,429	66,239		66,239	51.4%	
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	50	2,500	2,450		2,450	2.0%	
4009	TRAVEL	0	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	585	5,482	10,000	4,518		4,518	54.8%	
4021	TELEPHONE & FAX	0	306	1,500	1,195		1,195	20.4%	
4022	POSTAGE	0	8	200	192		192	3.8%	
4023	STATIONERY/PRINTING	21	66	500	434		434	13.2%	
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	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	28	407	500	93		93	81.3%	
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057	AUDIT FEES	0	420	2,900	2,480		2,480	14.5%	
4058	ACCOUNTANCY FEES	2,036	6,139	2,900	(3,239)		(3,239)	211.7%	
4060	OTHER PROF FEES	0	95	6,000	5,905		5,905	1.6%	
4076	COUNCIL TAX - FLAT	0	(6,084)	0	6,084		6,084	0.0%	
	Central Services :- Indirect Expenditure	**14,337**	**89,578**	**187,179**	**97,601**	**0**	**97,601**	**47.9%**	**0**
	Net Expenditure	**(14,337)**	**(89,578)**	**(187,179)**	**(97,601)**				

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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	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	9,054	48,551	98,800	50,249		50,249	49.1%	
4006	PROTECTIVE CLOTHING	0	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	33	5,175	0	(5,175)		(5,175)	0.0%	
4036	PROPERTY MAINTCE	0	1,447	1,500	53		53	96.5%	
4037	GROUNDS MAINTENANCE	148	2,577	2,500	(77)		(77)	103.1%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4040	EQUIPMENT & SMALL TOOLS	40	494	2,000	1,506		1,506	24.7%	
4041	EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042	EQUIPMENT MAINTCE	0	465	3,000	2,536		2,536	15.5%	
4044	VEHICLE FUEL,OIL & MAINT	72	2,939	2,500	(439)		(439)	117.5%	
	Outside Services :- Indirect Expenditure	**9,348**	**62,043**	**112,250**	**50,207**	**0**	**50,207**	**55.3%**	**0**
	Net Income over Expenditure	**(9,348)**	**(51,560)**	**(112,200)**	**(60,640)**				

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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	0	96,610	197,834	101,224		101,224	48.8%	
4055	LOAN CAPITAL REPAID	0	51,903	101,762	49,859		49,859	51.0%	
4982	CAP LC Redevelopment	451,706	3,683,345	2,948,594	(734,751)		(734,751)	124.9%	
4999	TFR FR EARMARKED RSV	(451,706)	(734,751)	0	734,751		734,751	0.0%	
5002	ASSETS FUNDED BY LOANS	0	(2,948,594)	(2,948,594)	(0)		(0)	100.0%	
	L C Redevelopment :- Indirect Expenditure	0	148,513	299,596	151,083	0	151,083	49.6%	0
	Net Expenditure	0	(148,513)	(299,596)	(151,083)				

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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%	
1075 ASSET SALE PROCEEDS	0	9,000	0	(9,000)			0.0%	
1077 GRANTS RECEIVED	0	6,810	0	(6,810)			0.0%	
Capital & Projects :- Income	**0**	**95,810**	**0**	**(95,810)**				**0**
4500 CAP Noticeboards	0	6,810	0	(6,810)		(6,810)	0.0%	
4903 CAP IT Upgrading	0	3,345	0	(3,345)		(3,345)	0.0%	
4906 CAP Storage Facility	0	355	0	(355)		(355)	0.0%	
4916 CAP New Tractor/Mowers	0	60,650	0	(60,650)		(60,650)	0.0%	
4927 CAP Boules Piste	0	986	0	(986)		(986)	0.0%	
4960 CAP MUGA Project	6,030	8,668	0	(8,668)		(8,668)	0.0%	
4984 CAP Grounds Maint. Equipment	0	1,535	0	(1,535)		(1,535)	0.0%	
4986 CAP Kissing Gte F/Park	0	2,800	0	(2,800)		(2,800)	0.0%	
4992 FUNDING FROM R CAP FUND	0	(60,671)	0	60,671		60,671	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	(6,030)	(8,668)	0	8,668		8,668	0.0%	
Capital & Projects :- Indirect Expenditure	**0**	**195,810**	**100,000**	**(95,810)**	**0**	**(95,810)**	**195.8%**	**0**
Net Income over Expenditure	**0**	**(100,000)**	**(100,000)**	**0**				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8 November 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	0	986,694	986,694	0			100.0%	
1090 INTEREST RECEIVED	7,915	83,179	20,000	(63,179)			415.9%	
Precept & Interest :- Income	**7,915**	**1,069,873**	**1,006,694**	**(63,179)**			**106.3%**	**0**
Net Income	**7,915**	**1,069,873**	**1,006,694**	**(63,179)**				
Grand Totals:- Income	**8,254**	**1,181,471**	**1,014,194**	**(167,277)**			**116.5%**	
Expenditure	**(7,040)**	**625,194**	**757,388**	**132,194**	**0**	**132,194**	**82.5%**	
Net Income over Expenditure	**15,294**	**556,277**	**256,806**	**(299,471)**				
Movement to/(from) Gen Reserve	**15,294**	**556,277**						

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 30/11/2023

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	286,592		
105	VAT CONTROL	165,919		
190	CAPITAL WORK IN PROGRESS	1,412,619		
200	BANK ACCOUNT-GENERAL	313,430		
201	BANK IMPREST WAGES AC	50,225		
220	PETTY CASH - OFFICE	74		
245	CCLA Public Sector Investment	1,268,347		
246	CCLA - FTC Project Account	101,585		
	Total Current Assets		**3,598,790**	
	Current Liabilities			
500	TRADE CREDITORS	444,251		
501	SUNDRY CREDITORS	1,362		
510	ACCRUED EXPENSES	1,100		
525	PAYE AND NI DUE	5,268		
526	SUPERANNUATION DUE	3,231		
540	VAT SUSPENSE ACCOUNT	47,765		
560	INCOME IN ADVANCE	4,500		
570	RETENTIONS PAYABLE	131,418		
	Total Current Liabilities		**638,894**	
	Net Current Assets			**2,959,896**
	Total Assets less Current Liabilities			**3,443,367**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,401,844)		
403	PWLB Loan 443438	93,764		
404	PWLB Loan 532982	487,128		
405	PWLB Loan 554749	3,777,521		
	Total Long Term Liabilities		**4,427,790**	
	Total Assets less Total Liabilities			**(984,422)**
	Represented by :-			
300	CURRENT YEAR FUND	556,277		
310	GENERAL FUND	200,092		
315	ROLLING CAPITAL FUND	111,084		
318	EMR Leisure Centre Contingency	357,392		
319	EMR MUGA	80,000		
322	EMR Grants	6,780		

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	
330	CAPITAL FINANCE ACCOUNT	(2,431,699)	
331	EMR CIL 20/21	26,256	
332	EMR CIL 21/22	13,309	
333	EMR CIL 22/23	5,666	
	Total Equity		**(984,422)**

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Trust Current Account	30/11/2023		313,429.82
			313,429.82

Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			313,429.82
Unpresented Receipts (Plus)			
		0.00	
			0.00
			313,429.82
		Balance per Cash Book is :-	**313,429.82**
		Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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

Date: 12/12/2023 | Filton Town Council 23-24 | Page 1
Time: 11:25 | User: DCW

Bank Reconciliation Statement as at 30/11/2023 for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page	Balances
Natwest Imprest A/c -01364383	24/11/2023		100.00
Natwest Business A/c -08609098	24/11/2023		61,382.27
			61,482.27

Unpresented Payments (Minus)			Amount	
30/11/2023	DDR	Nov Salaries	11,256.88	
				11,256.88
				50,225.39

Unpresented Receipts (Plus)		
	0.00	
		0.00
		50,225.39

Balance per Cash Book is :-	**50,225.39**
Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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

BANK ACCOUNT-GENERAL

List of Payments made between 01/11/2023 and 30/11/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
14/11/2023	Avon Local Councils' Associati	FP1	190.00		188-Internal control training
14/11/2023	Alide Plant Services Ltd	FP2	443.52		189-Fence hire
14/11/2023	Chandlers (Farm Equipment) Ltd	FP3	1,205.67		190-WX23 CWK Service
14/11/2023	Complete Weed Control (North W	FP4	393.00		191-Weed Control Mill/Green
14/11/2023	DCK Accounting Solutions Ltd	FP5	907.20		209-Accounts Sep 23
14/11/2023	DL I.T. Solutions Ltd	FP6	3,009.70		194-Office 365
14/11/2023	Everflow Ltd	FP7	360.87		195-Allotment water charges
14/11/2023	FACE	FP8	8,750.00		196-Youth Grant 23/24
14/11/2023	Image Technique Ltd	FP9	6,949.44		Purchase Ledger Payment
14/11/2023	Microshade Business Consultant	FP10	71.81		198-Citrix hosting
14/11/2023	South Gloucestershire Council	FP11	1,264.72		202-Grass Cutting Oct-Dec 23
14/11/2023	Speller Metcalfe	FP12	423,802.56		204-Valuation 16B
14/11/2023	Ernest Till (South West) & co	FP13	12,790.39		206-L/Centre electrical
14/11/2023	Travis Perkins Trading Co Ltd	FP14	177.89		207-Limestone dust
14/11/2023	XL Displays Ltd	FP15	8,172.00		210- 4 X Noticeboards Creative
14/11/2023	Image Technique Ltd	FP9	-6,949.44		Purchase Ledger Payment
14/11/2023	Image Technique Ltd	FP9	20,848.32		Purchase Ledger Payment
20/11/2023	Unity Bank	DDR	28.00		Chaps fee
23/11/2023	Safestore Ltd	DDR	164.81		Safestore Ltd Storage unit
23/11/2023	Safestore Ltd	DDR	-0.20		Safestore Ltd Staorage unit
27/11/2023	Public Works Loan Board	DDR	2,575.02		199-443438 Loan Capital
		Total Payments	485,155.28		

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 13th February 2024,** Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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

CLOSED SESSION

0557. LEISURE CENTRE OPERATING CONTRACT
The Consultant joined the meeting and informed Councillors of outstanding issues regarding management fee calculations over the life of the contract. It was resolved for the Consultant, Accountant, Active Nation and the Town Clerk to liaise and reconcile balances and report back with definitive figures.

PUBLIC SESSION OPENED AT 7.52PM

0558. APOLOGIES FOR ABSENCE: Apologies noted.

0559. DECLARATIONS OF INTEREST: Cllr J Baverstock declared an interest in Festival tender Apex Marquess
Cllr D Harris declared an interest in FACE

0560. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0561. MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 9th JANUARY 2024. Were approved as an accurate record with the following Query:- The Chair was not minuted as the Chair even though not present at the meeting. Had been in previous minutes. FTC Office to confirm which is accurate.

0562. MATTERS ARISING FROM THE MINUTES- None.

0563. PUBLIC PARTICIPATION – None

0564. INCOME & EXPENDITURE REPORTS MONTH 9 and 10 – Noted (queries Month 10 - 902 and 909)

0565. BALANCE SHEET MONTH 9 and 10 Noted

0566. BANK RECONCILIATIONS BANK 9 and 10: Noted

0567. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:
i) Construction update – Awaiting amended Arboricultural report for the field storage planning application
ii) Filton Festival- Apex Marquees presented their proposal to run Filton Festival 2024. Questions were raised and answered.
It was proposed and seconded accept the tender from Apex Marquees
Voted FOR 7 AGAINST 0 ABSTAIN 1
Motion carried.

ACTION FTC Office

iii) Flag Flying- The Town Clerk had circulated the South Gloucestershire Council policy on flag flying.
It was proposed and seconded to also follow the South Gloucestershire Council policy on flag flying.
Voted FOR 7 AGAINST 0 ABSTAIN 1
Motion carried.
iv) FACE Funding – D Teml presented FACE's current financial situation and details of what help they would need from FTC. IT was proposed and seconded for D Teml to come back to Finance March 2024 with figures for 2023 and 2024.
Voted FOR 7 AGAINST 0 ABSTAIN 1
Motion carried.

0568. PAYMENTS FOR INFORMATION: Noted.

0569. CONTRACT UPDATE – Given in closed session.

0570. MINUTES OF STAFFING COMMITTEE 6TH FEBRUARY 2024 – Noted

Meeting Closed 20.15

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 February 2024

Dear Member
You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 13th February 2024 at 7.30pm at Studio 1, Active Nation Filton, Elm Park, BS34 7PS.**

PLEASE NOTE THERE WILL BE A CLOSED SESSION FOR MEMBERS OF COUNCIL ONLY TO MEET WITH OUR CONSULTANT AT 7P.M. TO DISCUSS A COMERCIALLY SENSITIVE CONTRACT ISSUE THEREFORE THIS FINANCE MEETING WILL START IMMEDIATELY AFTER.

This meeting will also be streamed online using link below:-

https://youtube.com/live/LQOoMGodmFU?feature=share.

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) Tuesday 9th January 2024 (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 9 (pages 3-18) Month 10 tabled
8. Balance Sheet Month 9 (pages 19-20) Month 10 tabled
9. Bank Reconciliation Month 9 (pages 21-22) Month 10 tabled
10. Reports from Committees, Working Groups, and the Town Clerk:
    i) Construction update
    ii) Filton Festival (Appendix 1)

iii) Flag Flying
iv) FACE Funding

11. Payments for Information (pages 23-25)

Part 2 Closed Session

12. Contract update

13. Minutes of Staffing Committee held 6th February 2024 (page 26)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 9th January 2024,** Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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

0546. APOLOGIES FOR ABSENCE: Apologies noted.

0547. DECLARATIONS OF INTEREST: None

0548. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0549. MINUTES OF FULL COUNCIL FINANCE AND GENERAL MEETING HELD TUESDAY 14th NOVEMBER.
0536: Cllr A Robinson Declared an Interest in the Community Garden
With amendment Minutes approved as an accurate record.

0550. MATTERS ARISING FROM THE MINUTES- The vote for displaying flags other then the Union Jack was discussed and agreed to follow government guidelines on the process.

0551. PUBLIC PARTICIPATION – Clarity of the precept agreement was requested.

0552. INCOME & EXPENDITURE REPORTS MONTH 8- Noted

0553. BALANCE SHEET MONTH 8 Noted

0554. BANK RECONCILIATIONS BANK 8: Noted

0555. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:
i) Construction update – Update on completion of Phase 1. FTC Office is now in the new building. Street lighting issues, The Town Clerk is meeting with Streetcare to find a solution. Town Council Meetings will begin to be live streamed on the near future.
ii) Filton Festival. It was proposed and seconded " FTC are to go out to tender to at least 3 different companies. The following to all be included in the criteria.
To be held at Elm Park
To be held 23 June 2024
Budget span
To include live music, suitable seating, suitable marquee, community/school groups, community stands, children's activities". Voted FOR 8 0 AGAINST 1 ABSTAIN
Motion carried.

ACTION FTC Office

iii) Council Casual Vacancy – Process to begin to allow the position to be Co Opted. Advert to be placed in the Filton Voice and be added to a meeting in March 2024. All candidates to present to Council.

Cllr A Monk left 19.55

An un-agendad discussion of the Council staffing vacancies took place. Queries were raised as to the delay of advertising. The Town Clerk voiced concerns that there were still

elements of the job description that needed to be confirmed including facilities needed to ensure staff welfare and facilities for equipment before employment can commence.
It was proposed and seconded to advertise the vacancies by the end of January.
Voted 7 FOR 0 AGAINST 1 ABSTAIN
Motion carried.

ACTION FTC Office

0556. PAYMENTS FOR INFORMATION: Noted.

Meeting Closed 20.15

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9 December 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Leisure Centre - Outsourcing								
1103 Leisure Centre Man. Fee	15,608	15,608	0	(15,608)			0.0%	
Leisure Centre - Outsourcing :- Income	**15,608**	**15,608**	**0**	**(15,608)**				**0**
4061 L C Management Fees	(15,326)	(167,531)	(275,942)	(108,411)		(108,411)	60.7%	
4062 L C Management Fees Pr Yr	0	(21,015)	0	21,015		21,015	0.0%	
4998 TFR TO EARMARKED RSV	0	250,000	250,000	0		0	100.0%	
Leisure Centre - Outsourcing :- Indirect Expenditure	**(15,326)**	**61,454**	**(25,942)**	**(87,396)**	**0**	**(87,396)**	**(236.9%)**	**0**
Net Income over Expenditure	**30,934**	**(45,846)**	**25,942**	**71,788**				

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	75	417	2,200	1,783			19.0%	
	Leisure Centre - Outdoor Sport :- Income	**75**	**417**	**2,200**	**1,783**			**19.0%**	**0**
	Net Income	**75**	**417**	**2,200**	**1,783**				

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	612	2,250	1,638		1,638	27.2%	
4040 EQUIPMENT & SMALL TOOLS	0	0	1,000	1,000		1,000	0.0%	
Playing Fields :- Indirect Expenditure	0	612	3,250	2,638	0	2,638	18.8%	0
Net Expenditure	0	(612)	(3,250)	(2,638)				

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	220	1,000	780		780	22.0%	
4042 EQUIPMENT MAINTCE	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	0	220	2,000	1,780	0	1,780	11.0%	0
Net Expenditure	0	(220)	(2,000)	(1,780)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9 December 2023

		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	823	500	(323)		(323)	164.5%	
	Millennium Green :- Indirect Expenditure	**0**	**823**	**500**	**(323)**	**0**	**(323)**	**164.5%**	**0**
	Net Income over Expenditure	**0**	**678**	**1,000**	**323**				

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	74	1,861	1,250	(611)			148.8%	
	Allotments :- Income	**74**	**1,861**	**1,250**	**(611)**			**148.8%**	**0**
4012	WATER RATES	49	748	500	(248)		(248)	149.6%	
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	0	1,668	250	(1,418)		(1,418)	667.1%	
	Allotments :- Indirect Expenditure	**49**	**2,416**	**1,025**	**(1,391)**	**0**	**(1,391)**	**235.7%**	**0**
	Net Income over Expenditure	**25**	**(555)**	**225**	**780**				

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	2,784	3,450	666		666	80.7%	
Roads & Highways :- Indirect Expenditure	**0**	**2,784**	**3,450**	**666**	**0**	**666**	**80.7%**	**0**
Net Expenditure	**0**	**(2,784)**	**(3,450)**	**(666)**				

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	1,675	2,500	825			67.0%	
	Community Development :- Income	**0**	**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	17,500	17,500	0		0	100.0%	
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**	**49,104**	**77,580**	**28,476**	**0**	**28,476**	**63.3%**	**0**
	Net Income over Expenditure	**0**	**(47,429)**	**(75,080)**	**(27,651)**				

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)	(8,700)	(11,600)	(2,900)		(2,900)	75.0%	
Corporate Management :- Indirect Expenditure	**(967)**	**(8,700)**	**(11,600)**	**(2,900)**	**0**	**(2,900)**	**75.0%**	**0**
Net Expenditure	**967**	**8,700**	**11,600**	**2,900**				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

	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%	
4008 TRAINING	0	160	0	(160)		(160)	0.0%	
4009 TRAVEL	0	0	50	50		50	0.0%	
4024 SUBSCRIPTIONS	0	0	200	200		200	0.0%	
4028 ELECTION COSTS	0	525	2,500	1,975		1,975	21.0%	
4033 NEWSLETTER	500	3,375	3,000	(375)		(375)	112.5%	
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	**500**	**4,140**	**6,150**	**2,010**	**0**	**2,010**	**67.3%**	**0**
Net Expenditure	**(500)**	**(4,140)**	**(6,150)**	**(2,010)**				

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	654	950	296		296	68.8%	
4067 COMMUNITY AWARDS	0	0	1,000	1,000		1,000	0.0%	
Civic Expenses :- Indirect Expenditure	**0**	**654**	**1,950**	**1,296**	**0**	**1,296**	**33.5%**	**0**
Net Expenditure	**0**	**(654)**	**(1,950)**	**(1,296)**				

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Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9 December 2023

	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	6,844	79,034	136,429	57,395		57,395	57.9%	
4005 HR Costs-Service level agr'mnt	0	0	4,000	4,000		4,000	0.0%	
4007 COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008 TRAINING	30	80	2,500	2,420		2,420	3.2%	
4009 TRAVEL	0	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	506	5,988	10,000	4,012		4,012	59.9%	
4021 TELEPHONE & FAX	61	367	1,500	1,133		1,133	24.4%	
4022 POSTAGE	0	8	200	192		192	3.8%	
4023 STATIONERY/PRINTING	0	66	500	434		434	13.2%	
4024 SUBSCRIPTIONS	416	1,963	3,000	1,037		1,037	65.4%	
4025 INSURANCE	2,398	12,547	11,500	(1,047)		(1,047)	109.1%	
4026 PHOTOCOPY CHARGES	0	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	80	487	500	13		13	97.4%	
4056 LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057 AUDIT FEES	0	420	2,900	2,480		2,480	14.5%	
4058 ACCOUNTANCY FEES	0	6,139	2,900	(3,239)		(3,239)	211.7%	
4060 OTHER PROF FEES	0	95	6,000	5,905		5,905	1.6%	
4076 COUNCIL TAX - FLAT	0	(6,084)	0	6,084		6,084	0.0%	
Central Services :- Indirect Expenditure	**12,335**	**101,913**	**187,179**	**85,266**	**0**	**85,266**	**54.4%**	**0**
Net Expenditure	**(12,335)**	**(101,913)**	**(187,179)**	**(85,266)**				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9 December 2023

		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	6,189	54,740	98,800	44,060		44,060	55.4%	
4006	PROTECTIVE CLOTHING	10	406	500	94		94	81.1%	
4008	TRAINING	0	0	1,000	1,000		1,000	0.0%	
4016	JANITORIAL	0	0	100	100		100	0.0%	
4018	REFUSE DISPOSAL	3,031	8,206	0	(8,206)		(8,206)	0.0%	
4036	PROPERTY MAINTCE	0	1,447	1,500	53		53	96.5%	
4037	GROUNDS MAINTENANCE	0	2,577	2,500	(77)		(77)	103.1%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4040	EQUIPMENT & SMALL TOOLS	61	555	2,000	1,445		1,445	27.8%	
4041	EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042	EQUIPMENT MAINTCE	0	465	3,000	2,536		2,536	15.5%	
4044	VEHICLE FUEL,OIL & MAINT	0	2,939	2,500	(439)		(439)	117.5%	
	Outside Services :- Indirect Expenditure	**9,291**	**71,334**	**112,250**	**40,916**	**0**	**40,916**	**63.5%**	**0**
	Net Income over Expenditure	**(9,291)**	**(60,851)**	**(112,200)**	**(51,349)**				

Continued over page

	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	8,403	105,013	197,834	92,821		92,821	53.1%	
4055 LOAN CAPITAL REPAID	6,603	58,506	101,762	43,256		43,256	57.5%	
4982 CAP LC Redevelopment	211,409	3,894,753	2,948,594	(946,159)		(946,159)	132.1%	
4999 TFR FR EARMARKED RSV	(211,409)	(946,160)	0	946,160		946,160	0.0%	
5002 ASSETS FUNDED BY LOANS	0	(2,948,594)	(2,948,594)	(0)		(0)	100.0%	
L C Redevelopment :- Indirect Expenditure	**15,006**	**163,519**	**299,596**	**136,077**	**0**	**136,077**	**54.6%**	**0**
Net Expenditure	**(15,006)**	**(163,519)**	**(299,596)**	**(136,077)**				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9 December 2023

	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%	
1075 ASSET SALE PROCEEDS	0	9,000	0	(9,000)			0.0%	
1077 GRANTS RECEIVED	0	6,810	0	(6,810)			0.0%	
Capital & Projects :- Income	**0**	**95,810**	**0**	**(95,810)**				**0**
4500 CAP Noticeboards	0	6,810	0	(6,810)		(6,810)	0.0%	
4903 CAP IT Upgrading	5,681	9,026	0	(9,026)		(9,026)	0.0%	
4906 CAP Storage Facility	0	355	0	(355)		(355)	0.0%	
4916 CAP New Tractor/Mowers	0	60,650	0	(60,650)		(60,650)	0.0%	
4927 CAP Boules Piste	0	986	0	(986)		(986)	0.0%	
4960 CAP MUGA Project	2,444	11,112	0	(11,112)		(11,112)	0.0%	
4984 CAP Grounds Maint. Equipment	0	1,535	0	(1,535)		(1,535)	0.0%	
4986 CAP Kissing Gte F/Park	0	2,800	0	(2,800)		(2,800)	0.0%	
4992 FUNDING FROM R CAP FUND	(5,681)	(66,352)	0	66,352		66,352	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	(2,444)	(11,112)	0	11,112		11,112	0.0%	
Capital & Projects :- Indirect Expenditure	**0**	**195,810**	**100,000**	**(95,810)**	**0**	**(95,810)**	**195.8%**	**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	986,694	986,694	0			100.0%	
1090 INTEREST RECEIVED	7,068	90,247	20,000	(70,247)			451.2%	
Precept & Interest :- Income	**7,068**	**1,076,941**	**1,006,694**	**(70,247)**			**107.0%**	**0**
Net Income	7,068	1,076,941	1,006,694	(70,247)				
Grand Totals:- Income	**22,825**	**1,204,296**	**1,014,194**	**(190,102)**			**118.7%**	
Expenditure	**20,889**	**646,082**	**757,388**	**111,306**	**0**	**111,306**	**85.3%**	
Net Income over Expenditure	**1,937**	**558,214**	**256,806**	**(301,408)**				
Movement to/(from) Gen Reserve	**1,937**	**558,214**						

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2023

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	323,713		
105	VAT CONTROL	223,548		
190	CAPITAL WORK IN PROGRESS	1,412,619		
200	BANK ACCOUNT-GENERAL	281,799		
201	BANK IMPREST WAGES AC	33,112		
220	PETTY CASH - OFFICE	74		
245	CCLA Public Sector Investment	770,397		
246	CCLA - FTC Project Account	102,999		
	Total Current Assets		**3,148,260**	
	Current Liabilities			
500	TRADE CREDITORS	271,154		
501	SUNDRY CREDITORS	1,362		
510	ACCRUED EXPENSES	1,100		
525	PAYE AND NI DUE	3,309		
526	SUPERANNUATION DUE	2,104		
540	VAT SUSPENSE ACCOUNT	53,952		
560	INCOME IN ADVANCE	4,500		
570	RETENTIONS PAYABLE	68,481		
	Total Current Liabilities		**405,961**	
	Net Current Assets			**2,742,299**
	Total Assets less Current Liabilities			**3,225,770**
	Long Term Liabilities			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,401,844)		
403	PWLB Loan 443438	93,764		
404	PWLB Loan 532982	480,526		
405	PWLB Loan 554749	3,777,521		
	Total Long Term Liabilities		**4,421,187**	
	Total Assets less Total Liabilities			**(1,195,417)**
	Represented by :-			
300	CURRENT YEAR FUND	558,214		
310	GENERAL FUND	200,092		
315	ROLLING CAPITAL FUND	105,404		
318	EMR Leisure Centre Contingency	145,983		
319	EMR MUGA	80,000		
322	EMR Grants	6,780		

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2023

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	
330	CAPITAL FINANCE ACCOUNT	(2,425,096)	
331	EMR CIL 20/21	23,812	
332	EMR CIL 21/22	13,309	
333	EMR CIL 22/23	5,666	
	Total Equity		**(1,195,417)**

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Trust Current Account	31/12/2023		282,214.70
			282,214.70

Unpresented Payments (Minus)			Amount	
12/12/2023	FP12	Society of Local Council Clerk	416.00	
				416.00
				281,798.70

Unpresented Receipts (Plus)		
	0.00	
		0.00
		281,798.70

Balance per Cash Book is :- **281,798.70**

Difference is :- **0.00**

Signatory 1:

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

Signatory 2:

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

Date: 16/01/2024

Time: 11:03

Filton Town Council 23-24

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 2 - BANK ACCOUNT-IMPREST

User: DCW

Bank Statement Account Name (s)	Statement Date	Page	Amount	Balances
Natwest Imprest A/c -01364383	29/12/2023			100.00
Natwest Business A/c -08609098	29/12/2023			33,011.80
				33,111.80
Unpresented Payments (Minus)				
			0.00	
				0.00
				33,111.80
Unpresented Receipts (Plus)				
			0.00	
				0.00
				33,111.80
			Balance per Cash Book is :-	**33,111.80**
			Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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

Linked to Cashbook 1 **Entered Month 10 by user DCW**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ABBEY **Abbey Business & Office Services**							
253-Chairs/Bins/Walkie Talkies	12/12/2023	IN000063751	1	2,616.94	0.00	2,616.94	0.00
254-Numatic TTC1840NX Battery	14/12/2023	IN000053762	1	3,786.00	0.00	3,786.00	0.00
255-3 x Bisley cupboards	18/12/2023	IN000063770	1	1,566.00	0.00	1,296.00	270.00
					0.00	**7,698.94**	
				Above paid on 16/01/2024 by Cheque FP1			
ALCA **Avon Local Councils' Association**							
256-Training	09/01/2024	INV-22047A	1	10.00	0.00	10.00	0.00
					0.00	**10.00**	
				Above paid on 16/01/2024 by Cheque FP2			
ALIDE **Alide Plant Services Ltd**							
257-Fence hire	13/12/2023	A468213	1	233.28	0.00	233.28	0.00
					0.00	**233.28**	
				Above paid on 16/01/2024 by Cheque FP3			
DLIT **DL I.T. Solutions Ltd**							
260-IT Support	15/12/2023	1009501	1	231.00	0.00	231.00	0.00
261-Telephone	15/12/2023	794359772	1	73.32	0.00	73.32	0.00
262-Office 365	01/01/2024	1009629	1	132.70	0.00	132.70	0.00
263-IT Support	10/01/2024	1009752	1	231.00	0.00	231.00	0.00
					0.00	**668.02**	
				Above paid on 16/01/2024 by Cheque FP4			
EVERFLOW **Everflow Ltd**							
264-Allotment water charges	16/12/2023	2747941	1	49.35	0.00	49.35	0.00
					0.00	**49.35**	
				Above paid on 16/01/2024 by Cheque FP5			
FILTONVOIC **Filton Voice Ltd**							
265-Filton Voice Jan 24	29/12/2023	0000258	1	300.00	0.00	300.00	0.00
					0.00	**300.00**	
				Above paid on 16/01/2024 by Cheque FP6			

Continued over page

Linked to Cashbook 1

Entered Month 10 by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GLACIER **Glacier environmental Ltd**							
266-Isolate Old Cafe water	29/12/2023	SI-13369	1	90.00	0.00	90.00	0.00
					0.00	**90.00**	
				Above paid on 16/01/2024 by Cheque FP7			
MORTON **Morton Audio Visual**							
267-Gym wall mount rack	15/12/2023	1305	1	719.99	0.00	719.99	0.00
					0.00	**719.99**	
				Above paid on 16/01/2024 by Cheque FP8			
OFFICEFURN **Office Furniture Online**							
268-Office chairs	11/12/2023	SP062522	1	277.22	0.00	277.22	0.00
269-Office desk	12/12/2023	SP063095	1	348.04	0.00	348.04	0.00
270-10 x tables	12/12/2023	SP063097	1	3,643.20	0.00	3,643.20	0.00
271-12 x meeting rm chairs	13/12/2023	SP062834	1	1,980.00	0.00	1,980.00	0.00
272-Del charge credit	20/12/2023	CN88018	1	-60.00	0.00	-60.00	0.00
273-2 x Office cupboards	05/01/2024	SP065443	1	734.40	0.00	734.40	0.00
					0.00	**6,922.88**	
				Above paid on 16/01/2024 by Cheque FP9			
SGLOS2 **South Gloucestershire Council**							
275-Fridge/freezer disposal	20/12/2023	3805450684	1	180.00	0.00	180.00	0.00
276-Payroll fees Oct-Dec 23	11/01/2024	3805465420	1	56.88	0.00	56.88	0.00
					0.00	**236.88**	
				Above paid on 16/01/2024 by Cheque FP10			
SPELLER **Speller Metcalfe**							
277-Valuation 18	21/12/2023	CIN10324	1	121,556.04	0.00	121,556.04	0.00
278-Valuation 18A	21/12/2023	CIN10325	1	15,876.00	0.00	15,876.00	0.00
279-Valuation 18B	21/12/2023	CIN10326	1	175,720.38	0.00	175,720.38	0.00
					0.00	**313,152.42**	
				Above paid on 16/01/2024 by Cheque FP11			

Continued over page

Linked to Cashbook 1

Entered Month 10 by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TFM001 **Trusted Facilities Management**							
280-Plant room/electrical work	10/01/2024	001104	1	6,319.97	0.00	6,319.97	0.00
					0.00	**6,319.97**	
Above paid on 16/01/2024 by Cheque FP12							
TILL **Ernest Till (South West) & co Ltd**							
281-Relocate defibrillator	20/12/2023	INV00015218	1	249.60	0.00	249.60	0.00
					0.00	**249.60**	
Above paid on 16/01/2024 by Cheque FP13							
TRAVIS **Travis Perkins Trading Co Ltd**							
282-Bitumen	04/01/2024	3015ASK018	1	15.30	0.00	15.30	0.00
					0.00	**15.30**	
Above paid on 16/01/2024 by Cheque FP14							
ZURICH **Zurich Municipal**							
283-Insurance inspection contr	21/12/2023	529529734	1	2,699.47	0.00	2,699.47	0.00
					0.00	**2,699.47**	
Above paid on 16/01/2024 by Cheque FP15							
Total Purchase Ledger Payments					**0.00**	**339,366.08**	

Minutes of the Staffing Committee meeting held on 6th February 2024 at Filton Leisure Centre.

PRESENT: Cllrs:- Brian Mead(Chair) Alex Doyle(Vice Chair), John Baverstock, Tom Mewies, Andy Robinson.

ALSO PRESENT: Lesley Reuben Town Clerk & RFO

APOLOGIES:

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170. Apologies for absence – Apologies noted

171. Minutes of the meeting held 3rd October 2023 –The minutes were then approved as an accurate record.

172. Street Cleansing Operative – it was agreed to recommend that the Town Clerk proceed to advertise the role with the understanding that if the cash flow problems do not ease, the appointment will be withdrawn or postponed.

173. Town Council Admin Assistant – it was agreed to recommend that advertising the post be delayed and reviewed at a later date.

174.Town Clerk & RFO retirement – the Town Clerk was asked to draft job descriptions for all three separate options – **1.**Town Clerk, 2.Responsible Financial Officer, 3.Town Clerk & RFO.

175. Date of next meeting – Tuesday 5th March 6pm Conference Room, Leisure Centre.

There being no further business the meeting closed at **7**.15p.m.

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 12th March 2024,** Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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

CLOSED SESSION

0574. LEISURE CENTRE OPERATING CONTRACT
The Consultant joined the meeting and informed Councillors of outstanding issues regarding management fee calculations over the life of the contract. Payment schedule confirmed.
PUBLIC SESSION OPENED AT 7.30PM

0575. APOLOGIES FOR ABSENCE: Apologies noted.

0576. **DECLARATIONS OF INTEREST:** None

0577. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0578. **MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 13th February 2024**. Were approved as an accurate record

0579. MATTERS ARISING FROM THE MINUTES- queries Month 10 codes 902 and 909 answered.

0580. PUBLIC PARTICIPATION – None

0581. INCOME & EXPENDITURE REPORTS MONTH 11 – Noted

0582. BALANCE SHEET MONTH 11 Query regarding depreciation. Town clerk to follow up with the accountant.

0583. BANK RECONCILIATIONS BANK MONTH 11: Noted

0584. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:
i) Vacancy for Staffing Committee - It was proposed and seconded to hold of appointing new members until May. Voted FOR NEM-COM
ii) Vacancy for Planning Committee - It was proposed and seconded to hold of appointing new members until May. Voted FOR NEM-COM
iii) Minutes of Extra Ordinary Meeting 5th March 2024 - Noted as accurate record
iv) Leisure Centre Official Opening - The Town Clerk confirmed that the leisure centre will open to member 18th March 2024. The opening ceremony date is to be confirmed.

0585. PAYMENTS FOR INFORMATION: Noted.

CLOSED SESSION

0587. MINUTES OF STAFFING COMMITTEE 5TH MARCH 2024 – It was agreed to extend the Cleansing Operative application deadline for 1 month and add it to the Job Centre web site.

Meeting Closed 20.15

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 March 2024

Dear Member
You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 12th March 2024 at 7.45pm at Studio 1, Active Nation Filton, Elm Park, BS34 7PS.**

PLEASE NOTE THERE WILL BE A CLOSED SESSION FOR MEMBERS OF COUNCIL ONLY TO MEET WITH OUR CONSULTANT AT 7P.M. TO DISCUSS A COMERCIALLY SENSITIVE CONTRACT ISSUE THEREFORE THIS FINANCE MEETING WILL START IMMEDIATELY AFTER APROX 7.45PM

This meeting will also be streamed online using link below:-

https://youtube.com/live/cwPdkjSoFMY?feature=share

Yours sincerely,

LAReuben.

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) Tuesday 13th February 2024 (pages 1-2)
5. Matters of report arising from the minutes not otherwise covered by the Agenda.
   Accounting query response
6. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting.
7. Income & Expenditure Reports Month 11 (tabled)
8. Balance Sheet Month 11 (tabled)
9. Bank Reconciliation Month 11 (tabled)
10. Reports from Committees, Working Groups, and the Town Clerk:
    i)Vacancy for Staffing Committee
    ii)Vacancy for Planning Committee
    iii) Minutes of Extra Ordinary Meeting 5th March 2024 (circulated prior to meeting)
    iv) Leisure Centre Official Opening.
11. Payments for Information (tabled)

CLOSED SESSION

13. Minutes of Staffing Committee held 5th March 2024 (circulated prior to meeting)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 13th February 2024,** Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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

A CLOSED SESSION FOR MEMBERS OF COUNCIL ONLY TO MEET WITH OUR CONSULTANT AT 7P.M. TO DISCUSS A COMERCIALLY SENSITIVE CONTRACT ISSUE

0557. Consultant joined the meeting and informed Councillors of outstanding issues regarding management fee calculations over the life of the contract. It was resolved for the Consultant, Accountant, Active Nation and the Town Clerk to liaise and reconcile balances and report back with definitive figures.

PUBLIC SESSION OPENED AT 7.52PM

0558. APOLOGIES FOR ABSENCE: Apologies noted.

0559. DECLARATIONS OF INTEREST: Cllr J Baverstock declared an interest in Festival tender Apex Marquess
Cllr D Harris declared an interest in FACE

0560. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0561. MINUTES OF FULL COUNCIL FINANCE AND GENERAL MEETING HELD TUESDAY 9th JANUARY 2024.
Queried why The Chair was not minuted as the Chair even though not present at the meeting. Had been in previous minutes. FTC Office to confirm which is accurate.

0562. MATTERS ARISING FROM THE MINUTES- None.

0563. PUBLIC PARTICIPATION – None

0564. INCOME & EXPENDITURE REPORTS MONTH 9 and 10 – Noted (queries Month 10 - 902 and 909)

0565. BALANCE SHEET MONTH 9 and 10 Noted

0566. BANK RECONCILIATIONS BANK 9 and 10: Noted

0567. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:
i) Construction update – Awaiting amended Arboricultural report for the field storage planning application
ii) Filton Festival- Apex Marquees presented their proposal to run Filton Festival 2024. Questions were raised and answered.
It was proposed and seconded accept the tender from Apex Marquees
Voted FOR 7 AGAINST 0 ABSTAIN 1
Motion carried.

ACTION FTC Office

iii) Flag Flying- The Town Clerk had circulated the South Gloucestershire Council policy on flag flying.
It was proposed and seconded to also follow the South Gloucestershire Council policy on flag flying.
Voted FOR 7 AGAINST 0 ABSTAIN 1
Motion carried.
iv) FACE Funding – D Teml presented FACE's current financial situation and details of what help they would need from FTC. IT was proposed and seconded for D Teml to come back to Finance March 2024 with figures for 2023 and 2024.
Voted FOR 7 AGAINST 0 ABSTAIN 1
Motion carried.

0568. PAYMENTS FOR INFORMATION: Noted.

0569. CONTRACT UPDATE – Given in closed session.

0570. MINUTES OF STAFFING COMMITTEE 6TH FEBRUARY 2024 – Noted

Meeting Closed 20.15

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 9th April 2024,** Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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

0588. APOLOGIES FOR ABSENCE: Apologies noted.

0589. **DECLARATIONS OF INTEREST:** None

0590. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0591. **MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 12th March 2024**. Month incorrect/Cllr Robinson not present/Cllr Monk Present /Cllr Doyle not present Were approved with amendments as an accurate record.

0592. MATTERS ARISING FROM THE MINUTES- Current Fly tipping issues were discussed. It was confirmed that FTC had already actioned and forwarded to SGC and are awaiting feedback.

0593. PUBLIC PARTICIPATION – None

0594. INCOME & EXPENDITURE REPORTS MONTH 12- report not available

0595. BALANCE SHEET MONTH 12 – report not available

0596. BANK RECONCILIATIONS BANK MONTH 12 - No Report

0597. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:
i) Ecology Report Quote for Millennium Green.It was proposed and seconded to accept the works and go ahead with the works. Vote FOR NEM-COM
ii) Filton Festival Updated – Noted and invite to attend in person to June meeting.
iii) Bleed Kits- The kits have been ordered and will shortly be installed next to all 4 Filton Town Council defibrillators. It was confirmed that this would be advertised in the Filton Voice along with instructions and locations' of them kits.

0598. PAYMENTS FOR INFORMATION- Report unavailable as accountant due following week.

Chair closed the meeting at 19.32

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

4th April 2024

Dear Member
You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 9th April 2024 at 7.00pm at Studio 1, Active Nation Filton, Elm Park, BS34 7PS.**

This meeting will also be streamed online using link below:-

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) Tuesday 12th March 2024 (pages 1-2)
5. Matters of report arising from the minutes not otherwise covered by the Agenda.
Accounting query response
6. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting.
7. Income & Expenditure Reports Month 12 (not yet processed)
8. Balance Sheet Month 12 (not yet processed)
9. Bank Reconciliation Month 12 (not yet processed)
10. Reports from Committees, Working Groups, and the Town Clerk:
i) Ecology Report Quote Millenium (pages 3-5)
ii) Filton Festival Update (page 6)
iii) Bleed Kits Update
11. Payments for Information (not yet processed)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 13th February 2024,** Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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

CLOSED SESSION

0574. LEISURE CENTRE OPERATING CONTRACT
The Consultant joined the meeting and informed Councillors of outstanding issues regarding management fee calculations over the life of the contract. Payment schedule confirmed.

PUBLIC SESSION OPENED AT 7.30PM

0575. APOLOGIES FOR ABSENCE: Apologies noted.

0576. DECLARATIONS OF INTEREST: None

0577. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0578. MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 13th February 2024. Were approved as an accurate record

0579. MATTERS ARISING FROM THE MINUTES- queries Month 10 codes 902 and 909 answered.

0580. PUBLIC PARTICIPATION – None

0581. INCOME & EXPENDITURE REPORTS MONTH 11 – Noted

0582. BALANCE SHEET MONTH 11 Query regarding depreciation. Town clerk to follow up with the accountant.

0583. BANK RECONCILIATIONS BANK MONTH 11: Noted

0584. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:
i) Vacancy for Staffing Committee - It was proposed and seconded to hold of appointing new members until May. Voted FOR NEM-COM
ii) Vacancy for Planning Committee - It was proposed and seconded to hold of appointing new members until May. Voted FOR NEM-COM
iii) Minutes of Extra Ordinary Meeting 5th March 2024 - Noted as accurate record
iv) Leisure Centre Official Opening - The Town Clerk confirmed that the leisure centre will open to member 18th March 2024. The opening ceremony date is to be confirmed.

0585. PAYMENTS FOR INFORMATION: Noted.

CLOSED SESSION

0587. MINUTES OF STAFFING COMMITTEE 5TH MARCH 2024 – It was agreed to extend the Cleansing Operative application deadline for 1 month and add it to the Job Centre web site.

Meeting Closed 20.15

[redacted]

JM2024004A&B

Carla Westcott, CiLCA
Town Council Support Officer
Filton Town Council
Elm Park
Filton
Bristol
BS34 7PS

20th March 2024

Re: Quotation for Preliminary Ecological Appraisal and Bat Transect Survey (x1) at Millennium Green, Bristol, BS7 0RS

Dear Ms Westcott

Thank you for invitin[redacted]to provide a quotation for the proposed works. Please find below our quotation for undertaken a Preliminary Ecological Appraisal (PEA) (JM2024004A) and one bat transect survey (JM2024004B) at Millennium Green, Bristol.

JM2024004A - PEA

The aim of the PEA is to identify the habitats on the site and to ascertain the likelihood of the species listed below being present (with due consideration to the timing of any such assessment), and what implications this may have for the proposed works with regards to any relevant wildlife legislation e.g. Wildlife and Countryside Act 1981 (as amended) and Conservation of Habitats and Species Regulations 2017.

The survey will cover all key protected species (badgers, great crested newts, reptiles, bats, water voles, dormice, otters, white-clawed crayfish, and birds) which should be considered in developments of this nature, thereby satisfying the local planning authority.

This will include a ground level assessment of trees on site for potential to support roosting bats and a Habitat Suitability Index assessment of any waterbody on/near the immediate site. Depending on the results of the appraisal there may be a need to undertake more detailed species-specific surveys at an appropriate time of year.

JM2024004B – Bat Transect Survey x1

It is recommended that a minimum of one transect survey be undertaken to inform lighting proposals for the site. The survey is to be undertaken in late spring/summer, in appropriate weather conditions for bats.

Transect surveys consist of undertaking walked transects across a pre-determined route on Site, carefully selected to encompass areas of habitat suitable for bats primarily linear features, foraging areas, and potential roost sites. The primary objective of the transects is to identify foraging areas, commuting routes, and species utilisation of the site. Surveyors will walk a defined route at a measured pace and record bat passes, species present, location, and bat activity/behaviour type. The results will be mapped using QGIS and the information gathered will show areas of frequent bat usage in terms of abundance and diversity of species. The results of the bat activity surveys will inform potential effects of light pollution on the local bat population assuming the client can provide us with lighting plans.

Please note that the Local Planning Authority may request further bat activity surveys in line with Bat Conservation Trust guidelines (2023), depending on the extent of proposals for the site. Bat activity surveys usually include deployment of automated static detectors which are deployed on site for five consecutive nights. Due to the public nature of the site, it is considered unsuitable to deploy static detectors due to risk of theft/damage, and as such, our quotation is for a transect survey only. Should further transect surveys be required to provide further data on bat usage of the site, we can provide a quotation accordingly.

We would be able to commence with Preliminary Ecological Appraisal from early May 2024 and the bat transect survey can commence from mid-May 2024.

Prior to booking in and undertaking the work, we would require a 50% down payment of the fee outlined in the quote below, as well as the accompanying Client Information Form to be completed.

Should you have any queries about the quote please let me know.

Yours sincerely,

JMorrison

[redacted]

Quotation

JM2024004A - PEA

Description	Cost
PEA (including site visit, travel, expenses, desk study and electronic report*)	£1,175.00
VAT	£235.00
Total	**£1,410.00**

NB: Should Biodiversity Adequacy Forms be requested by the Local Planning Authority to support a planning application, this will cost an additional charge of £180 plus VAT.

JM2024004B – Bat Transect Survey x1

Description	Cost
Bat transect survey x 1 (including site visit, travel, expenses and electronic report*)	£1,200.00
VAT	£240.00
Total	**£1,440.00**

Assumptions

These costs are based on the following assumptions:

- Quote is valid for a period of 3 months from date of issue;
- Historical ecological data to be obtained from the Local Biological Records Centre and the cost is included in the quotation;
- All maps to be provided by the client;
- All access to be arranged by the client;
- Final survey dates may be subject to change dependent on weather conditions; and
- This quotation is subject to the Terms and Conditions outlined below.

*Should a hard copy of the report be required, we will charge £55 plus VAT for producing and sending the report.

N.B. We reserve the right to charge for any form of communication/negotiation/liaison/pre or post survey meeting with the client, local planning authority and/or statutory Government Agency such as Natural England, which may incur additional fees based on £55.00 per hour plus V.A.T. and where appropriate travelling expenses of 45p per mile plus V.A.T.

Deposit to pay prior to project commencement

The down payment for the work would be **£1,425.00** incl. V.A.T) and we will send you a 50% deposit invoice should you decide to engage us. This should be made payable to [redacted] Enterprises Limited. Unfortunately, unless we receive such a payment for [redacted] we cannot proceed with the work on your behalf.

APEX MARQUEES

FILTON FESTIVAL UPDATE 25/03/24

INFRASTRUCTURE:

ALL INFRASTRUCTURE BOOKED/IN HAND INCLUDING STAGING, MARQUEES, PA PROVISIONS (AS WELL AS SOUND ENGINEERS) CRAFT MARQUEE, TOILETS AND TABLES AND CHAIRS. BAR AND STAFF HAVE ALSO BEEN BOOKED WITH "MOONGAZING HARE'S" BAR. TENS LICENSE APPLICATION IN PROGRESS.

KIDS AREA:

IN CONVERSATION WITH FACE TO DISCUSS MANAGEMENT OF THE YOUTH ACTIVITIES ON THE DAY, THERE IS ALSO THE FESTIVAL AT CHARLTON HAYES THAT THEY'RE ALSO ATTENDING SO IT WILL BE BUSY DAY FOR THEM. HOPING TO GET THEIR NEW YOUTH BUS FOR AT LEAST HALF OF THE DAY ON THE FILTON SITE AND OTHER ACTIVITIES AS WELL. IN CONVERSATION WITH THE SCOUTS/CUBS/BEAVERS FROM FILTON ASKING HOW THEY'D LIKE TO BE A PART OF THE FESTIVAL, PERHAPS RUNNING SOME ACTIVITIES TO GO TOWARD EARNING BADGES. JOJO'S FACE PAINTING BOOKED, ALSO CHATTING TO JENKINS FUNFAIR ABOUT BRINGING THEIR AMUSEMENTS. ALSO HOPING TO HAVE LIZZIE WATTS DO SOME PRINT MAKING WORKSHOPS WITH THE KIDS AS WELL AS SOME OTHER CRAFTS WORKSHOPS.

ENTERTAINMENT:

SEVERAL BANDS BOOKED ALREADY, INCLUDING CONCORD WIND BAND, THE LONGSHOTS (WHO WERE BOOKED JUST BEFORE COVID) AND CONVERSATION WITH FILTON CONCERT BRASS AND LIONS BRASS BAND. IN CONVERSATION WITH SEVERAL OTHER MUSICIANS/BANDS AS WELL BUT KEEN TO GET A REALLY GOOD BALANCE OF GENRES THROUGHOUT THE DAY. RISE YOUTH DANCE WILL BE JOINING US TO PERFORM ON THE DANCE STAGE, AS WILL TRIBAL FANTASY WHO WE'RE WELCOMING BACK TO THE FESTIVAL. IN CONVERSATION WITH PQA BRISTOL PERFORMING ARTS ACADEMY AS WELL, AND SEVERAL TRADITIONAL DANCE GROUPS WILL BE ATTENDING TOO, SUCH AS MORRIS AND RAPPER DANCERS. THE TRADITIONAL GROUPS WILL ALSO BE DOING SOME WORKSHOPS FOR ALL AGES ON THE DAY.

CRAFT STALLS & COMMUNITY GROUPS:

BOOKINGS OF THESE ARE GOING WELL, WAITING ON A LIST OF PREVIOUS CHARITIES/GROUPS WHO'VE ATTENDED PREVIOUSLY SO AS WE DON'T MISS ANYONE OUT, AND HAVE REACHED OUT TO MANY LOCAL CRAFTER FROM THE BRISTOL AREA THROUGH ETSY.

FOOD STALLS:

WE ARE IN CONVERSATION WITH SEVERAL FOOD STALLS, INCLUDING A SOURDOUGH PIZZA COMPANY, A GERMAN SAUSAGE STALL AND A NOODLE STALL, AS WELL AS A COFFEE AND CAKE VAN. AND WE HAVE ALREADY GOT THE ICE CREAM STALL BOOKED.

THAT'S JUST A BRIEF OVERVIEW OF WHERE WE'RE AT AT THE MOMENT. PLEASE DON'T HESITATE TO EMAIL ME ON ROSIE@APEXMARQUEES.CO.UK IF YOU HAVE ANY FURTHER QUESTIONS OR SUGGESTIONS.

APPENDIX (1).

C2 - Restricted use

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 March 2024
Second closing date for applications 30th September 2024

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
Bristol Jiu Jitsu (The Jiu Jitsu Foundation)

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

Richard Brennan

Address

7 Kingfisher Drive

Stapleton

Bristol

BS16 1TZ Telephone: +44 7843 283001

3 Position of the contact person within the organisation

Lead Instructor

THE PROJECT AND THE PARTICIPANTS

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

Bristol Jiu Jitsu is a not-for-profit organisation that has been in Bristol for 35 years, and is an affiliate of The Jiu Jitsu Foundation, a governing body for Jiu Jitsu in the UK and internationally. Jiu Jitsu is a traditional Japanese martial art and the precursor to both Judo and Brazilian Jiu Jitsu.

The club is seeking a grant from Filton Town Council to help with funding the purchase of new and replacement equipment. This will allow us to continue to provide safe and high quality martial arts and self defence instruction to adults and children in Filton and the neighbouring communities.

As the club has been running for so long, the equipment used to ensure safe training has degraded over time through wear and tear. Consequently, the mats used to practise safely falling from throws require replacing and due to the size of the club increasing extra training equipment is required. The jiu jitsu taught is a blend of traditional techniques and modern self defence, therefore the equipment needed includes gloves and pads to safely teach striking techniques, traditional Japanese practice weapons, and training knives to teach defences from modern-day threats.

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

The club runs dedicated classes for adults and children throughout the week. The kid's class trains children ages 6 to 15, and the adults class 16+. We also welcome students from both Bristol universities as well as people from the wider Bristol community and neighbouring cities.

The club has members in both classes who are affected by various disabilities and caters to members from different socio-economic and disadvantaged backgrounds by offering reduced membership fees for students or people currently unemployed (including the parents or guardians of children in the kid's class).

Additionally, Sensei Rich has run multiple women's self defence sessions in the area. Classes and seminars like these seek to build confidence and empower women, while also helping tackle broader issues regarding domestic abuse and personal safety.

The club relocated from St Werburghs to Shields Road Primary School in Filton during the pandemic, allowing us to better cater to residents in Filton and the north Bristol area. Due to the experience of the instructors and the quality of instruction provided, some members travel into the area specifically for training from central Bristol, South Gloucestershire, Bath and North Somerset.

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

7 Will this grant SOLELY benefit Filton residents **NO**

WHERE

8 Where and when does your organisation meet?
Shield Road Primary School, Shields Ave, Bristol BS7 0RR
Tuesday 18:00 - 19:30, Kids class (6-15 years old)
Tuesday 19:30 - 21:30, Adults class
Thursday 19:30 - 21:30, Adults class

COSTS

9 Is your organisation a business [ ]
Registered charity (please give charity number) [ ] ....
Community group [ ]
Other (please specify)
Not for profit organisation

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

11 Please give details of the other sources of your income

Your own funds		£ 2,500
Participant contributions /charges		£
Grants from:	Unitary Authority	£
	Other Local Authorities	£
	Charitable Trusts	£
	Business Community	£
	Other *(Please specify)*	£

....

	TOTAL	**£ 2,500**

12 Amount requested from Filton Town Council **£ 5,000.00**

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

Stephen Richards (Club Treasurer)

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

The Filton grant will be spent on the purchasing of enough new mats to replace the existing ones that are no longer safe for training and to accommodate the increased club size and number of students per class. We will look to donate or recycle our existing mats where appropriate upon purchasing replacements.

Jiu jitsu focuses on strikes, throws, joint locks, and grappling. As such, we would like to increase our volume and variety of training equipment to better encompass the range of the martial arts' techniques we can teach. This requires the purchasing of additional adults and children's boxing gloves and pads, as well as a selection of wooden and plastic training weapons. As a safety precaution, the training weapons will continue to be stored offsite and away from the school and brought to class by the instructors.

Below is a summary of the initial estimates and cost breakdown for the project. The prices shown are RRP, and before any discounts have been applied through negotiation with supplies or through trade account pricing. Such discounts will bring the total cost below the £7,500 we have budgeted for in this grant application. We are waiting on responses from suppliers for exact costs.

Product	Cost per unit	Quantity	Total Cost	Link
Judo mats	£129.91	42	£5,456.22	https://www.cann(
Focus pads	£29.99	12	£359.88	https://www.amaz
Kick shields	£57.99	4	£231.96	https://www.amaz
Adults gloves (MMA)	£18.99	12	£227.88	https://www.amaz
Bokken	£22.99	6	£137.94	https://www.playw
Escrima sticks (Kosh)	£11.99	20	£239.80	https://www.playw
Bo staff	£36.00	10	£360.00	https://www.blitzs|
Jo staff	£27.60	10	£276.00	https://www.blitzs|
Training knives	19.99	10	£199.90	https://www.playw
Kids gloves (MMA)	10.99	12	£131.88	https://www.amaz
Junior bokken	21.99	6	£131.94	https://www.blitzs|
			£7,753.40	

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

The benefits of martial arts have been widely studied and help to improve individuals' physical fitness (speed, strength, flexibility etc.) as well as confidence, discipline, and coordination. For children it is also shown that martial arts training increases their ability to focus and perform well in school. Martial arts training has also been shown to reduce physical and mental deterioration caused by ageing in adults, and to improve mental health.

Within the Filton community in particular, the club provides a safe and local place for people to gather with a common purpose in a friendly environment. Being based within a school, the kid's class in particular is very popular with pupils of Shield Road Primary School as well as other local schools in the area. Additionally, the classes provide a healthy activity for older children and young adults to encourage and instil good behaviours and habits. Due to the inclusivity of the club, it acts as an opportunity for adults, who may otherwise be lonely, isolated, or vulnerable to engage in a sporting hobby with a social element.

The club is currently working to modernise their website and improve their social media presence and search engine rankings to further engage with locals. This is particularly important during the beginning of term times for schools and university students who are moving into the Filton area and looking for an activity and social life within the community.

Bristol is fortunate to have two university jiu jitsu clubs, based at UWE and the University of Bristol. Students from these clubs also regularly train at Bristol Jiu Jitsu, especially outside of term time. This helps integrate students into the wider community and many go on to stay in the area, citing their training as a major contributing factor.

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: Barnes Date: 27 / 09 / 2024

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

APPENDIX (2).

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 March 2024
Second closing date for applications 30th September 2024

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

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

THE ORGANISER

1 Name of the Organisation

Filton Concert Brass

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

Andrew Jackson

Address

16 Eastbury Road
Fishponds
Bristol
BS16 2EY

Telephone 07949 700 641

Email: filtonconcertbrass@gmail.com (cc: cyberskiver@btinternet.com)

3 Position of the contact person within the organisation
Treasurer

THE PROJECT AND THE PARTICIPANTS

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

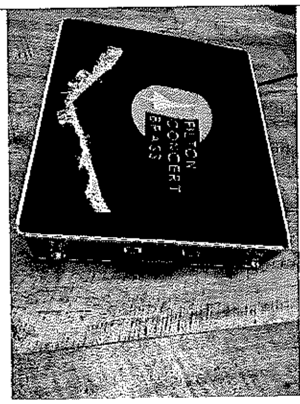
Background:
Filton Concert Brass was created by our founder, Jim Scott, in the 1970s and has been performing concerts and contesting locally, nationally, and even internationally.

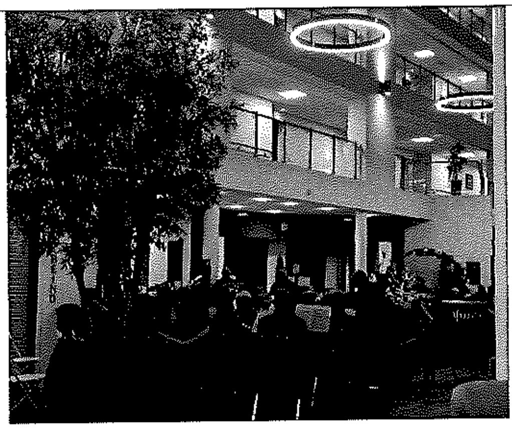
The band submitted an unsuccessful grant application in April 2023 which was rejected based on the lack on engagement with the Filton area and its community.

Since our last application, the band has been able to redress some of the questions raised:

- As of the beginning of this month the Band has relocated its rehearsal venue to St Andrew's Methodists Church in Elm Park. We are rehearsing there on a Monday and Wednesday and have been provided with storage for our equipment. We have started discussing a free concert at Christmas time in the church. We shall also be contributing regularly to the church financially through the agreement to rehearse there.
- The band has played at the Filton Festival on the last two years; a smaller ensemble in 2023 free of charge, and the full band this year for a reduced fee. We had very positive feedback from the audience on the day, and recently from the organisers, Apex Marquees, who seem to work with the band again.
- The band has also invited the local Filtones and South Gloucestershire Good Afternoon choirs to perform at our D-Day concert in June. The Yate, Chipping Sodbury and Thornbury Good Afternoon Choirs will be joining us for our Remembrance concert in November.
- We did two sessions at Aerospace Bristol in the Concorde Hall to support Santa's Grotto. A lot of young children enjoyed the Christmas music we provided.

Members of the Council Committee may recall that the band put in a bid for presentational improvements to our public appearance. The full amount requested was not awarded, but we were still able to fully equip the contest band with new stands and banners. These have been used at our concerts and the support from the Council has been appreciated and acknowledged publicly. Here are some images from the Christmas Concert:



September 2024 Submission

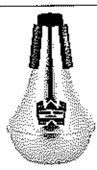
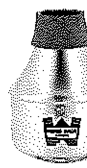
This is very much a repeat of the April 2023 submission which was rejected. We have purchased a few of the items, but the costs of individual items will have increased, so the overall bid remains as a request for £3,500.

Brass Bands are often likened to being a "Brass Organ", with all the instruments having a similar voice, just as the pipes in a Cathedral Organ. Composers will often call for a means to add colour to a piece and, in the Organ analogy, this if done through the use of "Stops" (given names such as Reed, Flute, String and even Cornet) to employ a set of differently sounding pipes.

The Brass Band solution to this is by using mutes. These are typically conical devices that slip in (or over) the bell of the instrument. Common sense would suggest that a mute is simply an aid to make the instrument quieter, and that is a mistake even experienced brass players make. Mutes, more importantly, have an effect on the timbre of the instrument; technically, this is effected by filtering or enhancing the wavelengths that get though to the listener.

It is quite common for pieces to use mutes for Cornets and Trombones, and typically we have been relying on players having their own and cornets will often take three types on stage (I personally have <u>ten</u> different types). However, it is getting more common for pieces to be written with the whole band being muted. At the recent Area contest, where we narrowly missed qualification to the Albert Hall, the test piece was written for all instruments to be muted, with some Cornet parts even requiring four distinct types to be taken on stage.

As an example of what these mutes are like, here are the three different cornet mutes we shall be purchasing:

 Straight Mute *Effect: Metallic, hard*	 Cup Mute *Effect: Soft, velvety*	 Harmon *Effect: Tinny and comed*

		"Wah-Wah"

Other than a handful of mutes for the Horn section, and personal items for the cornets and trombones, we had to borrow mutes for the performance from local players and other bands who were not using them for the contest.
It is the intention to fully the equip the band with mutes using the grant kindly awarded by the committee. They will all be marked (numbered and labelled) and added to our inventory. Players will be required to sign for the equipment they are being issued so that we can rely on its return on departure.

As with our last application we would be happy to appear before the committee to answer any questions and even give another demonstration of how these mutes work!

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

We hope to improve the quality of the band's playing with this additional equipment and have the name of Filton associated with high class performances across the region.

We hope to portray an image of Filton Town that members of the community can have pride in. We would also see this as an opportunity to make ourselves better known within Filton with a view to doing more performances in the area and to encourage players within the area to join "their band".

The Band will be providing entertainment at concerts in the area, with more in the planning stage:

- Remembrance Concerts with the Military Wives Choir (based at Abbey Wood) and the Royal British Legion
- The Snowman Live at St Michael's Centre
- Christmas Concert at the Stoke Gifford retirement village
- Victorian Christmas on the SS Great Britain

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

7 Will this grant SOLELY benefit Filton residents **NO**

8 Where and when does your organisation meet?

St Andrew's Methodist Church
Elm Park
Filton
South Gloucestershire
BS34 7PS

Monday and Wednesday 19:45-21:45

COSTS

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

....

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

11 Please give details of the other sources of your income

Your own funds		£7,879*
Participant contributions /charges		£3,010
Grants from:	Unitary Authority	£3,000
	Other Local Authorities	£ None received
	Charitable Trusts	£ None received
	Business Community	£ None received
	Other *(Please specify)*	£ None received

....

TOTAL **£8,782,57**

* Breakdown of P&L at Annex A.

12 Amount requested from Filton Town Council **£3,500**
13 To which name of the account should the cheque be made payable?

Filton Concert Brass

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

Mute Type	Quantity	Unit cost	Sub-total (inc. VAT)
Eb Soprano Harmon	1	£45	£45
Bb Cornet DW Straight	9	£35	£315
Bb Cornet DW Cup	9	£40	£360
Bb Cornet DW Harmon	9	£45	£405
Flugel Horn PG Fibre Straight	1	£50	£50

Flugel Horn W Cup	1	£60	£60
Tenor Horn W Cup	1	£110	£110
Baritone Horn PG Fibre Straight	2	£60	£120
Baritone Horn W Cup	1	£110	£110
Tenor Trombone DW Straight	2	£75	£150
Tenor Trombone DW Cup	2	£85	£170
Tenor Trombone DW Harmon	2	£80	£160
Bass Trombone DW Harmon	1	£85	£85
Euphonium PG Fibre Straight	2	£125	£250
Eb Tuba PG Fibre Straight	2	£200	£400
Bb Tuba PG Fibre Straight	2	£200	£400
Cornet Hercules Mute Holders	10	£25	£250
Delivery	Estimate		£60
		Total:	£3,500

Brands: DW = Denis Wick, PG = Peter Gane, W = Wallace
Based on Internet search prices from our usual suppliers.
....

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

Both bands are visible in the local area and have made the name of Filton known to a wider audience:

- Popular appearances at the Filton Festival
- Collaboration with St Andrew's Church to present a Christmas event and other themed concerts next year.
- The band has collaborated with the YTL Arena as they wanted to partner with "local high end musical organisations". We have given an interview and provided a video for their website's "Backstage series". We hope to contribute to future collaborations and to make use of the facilities for concerts and workshops when the facilities are opened.

- As well as the many concerts given in the local Area, the contesting band also enters competitions and in recent years, its high-profile successes include:
    - Qualification to the British National Brass Band Championships held in the Royal Albert Hall
    - Qualification to the British Open Grand Shield
    - Four times Welsh Open Champions (in six years)

- The band has carried the name of Filton further afield with a successful tour of Lithuania in 2018

- The band has more than a dozen videos available on YouTube and has produced two CDs, available for purchase.

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.

A. S. Jackson

Signed: Date: 16 September 2024

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

Financial statement provided in Annex A below.

Annex A

P&L for full Financial Year 2023/2024 as presented at the Band AGM in May 2024

Type	Income	Expenditure
Carolling	£5,282.07	£282.15
CD Related	£23.50	£0.00
Concert related	£5,934.55	£1,049.53
Conductor Fee - Guest	£0.00	£2,760.00
Conductor Fee - Res.	£0.00	£3,155.00
Contests and Association	£0.00	£405.00
Donations	£240.01	£100.00
Equipment	£0.00	£8.00
Expenses - Player	£37.00	£1,761.94
Fundraising	£76.40	£0.00
Gift	£0.00	£28.00
Hall Fee	£0.00	£1,325.00
Instruments	£0.00	£2,937.18
Library	£0.00	£211.81
Membership Fee	£5,715.00	£10.00
Music	£35.00	£583.79
Registration	£0.00	£82.00
Running Costs	£0.00	£491.42
Sundries	£34.73	£142.57
Uniforms	£140.50	£188.50
Grand Total	**£17,518.76**	**£15,521.89**

APPENDIX (3).

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 March 2024
Second closing date for applications 30th September 2024

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

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

THE ORGANISER

THE ORGANISER

1 Name of the Organisation

North Bristol Independent Colour Guard

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

Bridget Coulter

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

3 Position of the contact person within the organisation

Guard Director

THE PROJECT AND THE PARTICIPANTS

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

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

The group was established in 2019 for children aged 5-12 and since then, we have competed in the Winter Guard UK competition circuit, travelling to contests across the UK. The children have achieved considerable success at competitions and we have been delighted to watch their confidence develop, as they learn new skills and their enthusiasm and enjoyment of the activity continues to grow. Whilst the group goes from strength to strength, we do however, face considerable financial pressures.

In the spring we were delighted to receive a grant from the council to help towards the costs of hiring rehearsal venues. However, our organisation has really grown in size and we are now lucky enough to have 3 different age groups, all of whom will be competing in 2025. Our youngest age group is for children aged 5-7, our second is for 8 to 12-year-olds and our oldest group if for those aged 13 to 18. We now run sessions all day every Saturday and have negotiated with venues to keep the costs as low as possible, but they are still by far the biggest financial challenge we face.

Many of our members come from disadvantaged families and as a result, we try to keep our subscription costs to a minimum. At present, we only bring in around £450 a month in subs and aim to raise around £50-£100 through fundraising. Although all of our staff are volunteers, we do need to pay for flags, costumes, competition registration fees and transport costs, as well as rehearsal venues. We would like to ask for £1000 from the town council to enable us to continue running all three groups.

Which members of the community will benefit from your organisation?

Children aged 5-18 years and their families

6 Will this project be open to non-residents of Filton? **YES**
7 Will this grant SOLELY benefit Filton residents **NO**

WHERE

8 Where and when does your organisation meet?

We rehearse at Shield Road School in Filton and Shaftsbury Park Sports Hall (Dings' Rugby Club) in Frenchay.

COSTS

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

....

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

11 Please give details of the other sources of your income

Your own funds		£____________
Participant contributions /charges		£3150
Grants from:	Unitary Authority	£____________
	Other Local Authorities	£____________
	Charitable Trusts	£____________
	Business Community	£____________
	Other *(Fundraising)*	£567
	TOTAL	**£3717**

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

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

North Bristol Independent Colour Guard

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

Funding the hire costs of rehearsal venues for all 3 groups.

Cost of venue hire for the 2024/2025 season is £4,410
(Other costs total £1,332)
Total expenditure is £5,742.
Subs and fundraising amounts to £3,717.
This leaves a deficit of £2,025

We will also apply to South Glos MAF funding to seek £1,000 to meet the total cost.

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

This grant would allow us to continue to run 3 different sessions every Saturday. We have a philosophy of welcoming all children to our group regardless of any barriers which might normally limit their opportunities to participate in activities like ours. We currently have several members with additional needs/learning difficulties.

We have witnessed the positive effects that participating in our group have had upon the children we teach and their families. We want to ensure that we can keep making this happen in the future.

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

Signed: *B Coulter* Date 29/10/2024

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

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

4th April 2024

Dear Member
You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 14th May 2024 at 7.00pm at Studio 1, Active Nation Filton, Elm Park, BS34 7PS.**

This meeting will also be streamed online using link below:-

https://youtube.com/live/6vRfhGKW3Z8?feature=share

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) Tuesday 9th April 2024 (page 1)
5. Matters of report arising from the minutes not otherwise covered by the Agenda.
6. Grant Applications
   Spreadsheet (page 2)
   i) Four Towns Transport: N Davis (Appendix 1)
   ii) Citizens Advice Bureau: Unable to attend (Appendix 2)
   iii) Brightwell: Unable to attend. (Appendix 3)
   iv) North Bristol Colour Guard: B Coulter (Appendix 4)
   v) St Peters Hospice: Unable to attend. (Appendix 5)
   vi) Twinning's Ass: C Duckett (Appendix 6)
7. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting.
8. Income & Expenditure Reports Month 1 (tabled)
9. Balance Sheet Month 1 (tabled)
10. Bank Reconciliation Month 1 (tabled)
11. Reports from Committees, Working Groups, and the Town Clerk:
    i) Budget Sub Committee update
    ii) Staffing Committee minutes (page 3)
    iii) Official Leisure Centre Opening
12. Payments for Information Month 1 (tabled)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 9th April 2024**, Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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

0588. APOLOGIES FOR ABSENCE: Apologies noted.

0589. DECLARATIONS OF INTEREST: None

0590. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0591. MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 12th March 2024. Month incorrect/Cllr Robinson not present/Cllr Monk Present /Cllr Doyle not present Were approved with amendments as an accurate record.

0592. MATTERS ARISING FROM THE MINUTES- Current Fly tipping issues were discussed. It was confirmed that FTC had already actioned and forwarded to SGC and are awaiting feedback.

0593. PUBLIC PARTICIPATION – None

0594. INCOME & EXPENDITURE REPORTS MONTH 12- No Report

0595. BALANCE SHEET MONTH 12 - No Report

0596. BANK RECONCILIATIONS BANK MONTH 12 - No Report

0597. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:
i) Ecology Report Quote for Millennium Green.It was proposed and seconded to accept the works and go ahead with the works. Vote FOR NEM-COM
ii) Filton Festival Updated – Noted
iii) Bleed Kits- The kits have been ordered and will shortly be installed next to all 4 Filton Town Council defibrillators. It was confirmed that this would be advertised in the Filton Voice along with instructions and locations' of them kits.

0598. PAYMENTS FOR INFORMATION- No Report

Meeting Closed 19.32

Community Development Grants

	2024-25 Budget Figures	2024-25 Grants Requested	2024-25 Grants Awarded	Awarded 2023-24
North Bristol Advice	500			£ -
Twinning Association	300	£ 8,000.00		£ -
Four Towns Transport	1000	£ 5,000.00		£ -
Four Towns Play Association	4000			£ -
Grants Youth Provision (Pyramid)				£ -
Grants Youth Provision (FACE)	17500	£ 17,500.00		£17500 + £4000
Grants Community General	4500			£ -
	27800	£ 13,000.00		£ 21,500.00

GRANTS S137 GENERAL Budget £6500.00

		Grants Requested 2024-25	Grants Awarded 2024-25	Awarded 2023-24
St Peters Hospice		£ 1,000.00		
Citizens Advice		£ 1,890.00		
The Volunteer Centre				
The West of England MS Therapy Centre / Brightwell		£ 500.00		
Girl Guiding Filton Rangers				
Filton District Social Club				£ 5,000.00
Filton Concert Brass				
St Valliers AFC				
Above & Beyond				
Community Nice Again Event				
Filton Twinning Association				
Incredible Kids				£ 5,000.00
Citizens Advice				
Nutfield Scouts				£ 900.00
North Bristol Colour Guard		£ 500.00		
Sight Supprt West of England				
	total	£ 3,890.00	£ -	£ 10,900.00

Minutes of the Staffing Committee meeting held on 7th May 2024 at Filton Leisure Centre.

PRESENT: Cllrs:- Brian Mead(Chair) Alex Doyle(Vice Chair), Tom Mewies

ALSO PRESENT: Lesley Reuben Town Clerk & RFO

APOLOGIES: Cllr J Baverstock

182 Apologies for absence – noted

183. Minutes of the meeting held 5th March 2024 were approved as an accurate record.

184. Street Cleansing Operative – Two applications were received. Agreed to interview both on 17th May 2024. Interview panel to be Town Clerk and 2 Councillors.
Members should submit any relevant interview questions to Town Clerk in advance.

185.Town Clerk & RFO retirement – ALCA had sent apologies but had sent information on profiling. The committee worked through the sheet and agreed to recommend that the job of Town Clerk & Responsible Finance Officer be advertised as LC3 Scale Points 37-41 depending on qualifications and experience. The Town Clerk to provide job and person specifications for the next meeting.

186. Date of next meeting – Tuesday 7th June 2024 Conference Room, Leisure Centre.

There being no further business the meeting closed at 7.15p.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

4th June 2024

Dear Member
You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 11th June 2024 at 7.00pm at Studio 1, Active Nation Filton, Elm Park, BS34 7PS.**

This meeting will also be streamed online using link below:-

https://youtube.com/live/PxTfZVT2iRY?feature=share

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. Presentation from Accounting Solutions of Financial Statements 2023/4 and to accept the figures therein(enclosed/attached)
7. To approve the minutes of Full Council (Finance) Tuesday 14th May 2024 (page 1&2)
8. Matters of report arising from the minutes not otherwise covered by the Agenda.
9. Public Participation – Advised that questions be sent to the Council Office 48 hours prior to meeting.
10. Statement of Internal Controls (page 6)
11. To agree the AGAR entries for submission to audit page 7)
12. To agree the notice of public rights dates and locations to be displayed (page 9)
13. Appointment of Staffing Committee (normally 5 members)
14. Minutes of Staffing Committee and ratification of recommendations therein (page 10)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 14th May 2024,** Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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

0599. APOLOGIES FOR ABSENCE: Apologies noted.

0600. DECLARATIONS OF INTEREST: None

0601. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0602. MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 9th April 2024. Approved as an accurate record.

0603. MATTERS ARISING FROM THE MINUTES- None.

0604. GRANT APPLICATIONS

i) Four Towns Transport: Proposed, seconded to award £5000
ii) Citizens Advice Bureau: Proposed, seconded to award £1890
iii) Brightwell: Proposed, seconded to award £500
iv) North Bristol Colour Guard: Proposed, seconded to award £520
v) St Peters Hospice: Proposed, seconded to award £1000
vi) Twinning's Association: Proposed, seconded to award £4000. It was proposed and seconded for The Twinning's Association to get back to Council with details of how many Filton residents are in the association and a break down of the amount requested. To then look at having its own budget line and yearly awarded amount. Voted 5 FOR 2 ABSTAIN. Motion carried.

0605. PUBLIC PARTICIPATION – Rectory Lane Group. M Greaves approached Council for assistance in the concerns for the Filton Central Garage planning application.
The following support was requested:

i) FTC to assist is funding legal advice surrounding implementing the convenance on the land of the development.
ii) FTC to contact UWE and ask that they submit their own objections.
iii) FTC to liaise with the developer to arrange for them to engage with residents regarding to redesign certain aspects of the development.
It was proposed and seconded to contact UWE and request that they submit their views before 6th June 2024 VOTED 7 FOR 1 ABSTAIN carried
It was proposed and seconded for FTC to contact the developer and arrange engagement with the concerned residents.7 FOR 1 ABSTAIN carried.
It was proposed and seconded to support the cost of the legal advice to a maximum of £1500 dependent on the legal advice the Town Clerk is to obtain. Voted FOR 3 AGAINST 2 ABSTAIN 3. carried

0606. INCOME & EXPENDITURE REPORTS MONTH 1 – Noted

0607. BALANCE SHEET MONTH 1 - Noted

0608. BANK RECONCILIATIONS BANK MONTH 1 – Noted

0609. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:

i) Budget Sub Committee update – Meeting was not quorate. FTC office to circulate the dates all the working groups.

ii) Staffing Committee minutes – Recommendations accepted

iii) Official Leisure Centre Opening – The Clerk confirmed that Active Nation Filton will have official opening 23rd June 2024 to co inside with Filton Festival.

0610. PAYMENTS FOR INFORMATION – Noted

Chair closed the meeting at 21.03

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024.** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2024
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at **31 March 2024** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2023/24

FILTON TOWN COUNCIL

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During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")*			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*			
N. The authority has complied with the publication requirements for 2022/23 AGAR *(see AGAR Page 1 Guidance Notes).*			

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

Date(s) internal audit undertaken: DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit: ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit: SIGNATURE REQUIRED

Date: DD/MM/YYYY

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

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

Section 1 – Annual Governance Statement 2023/24

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 2024, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2023/24 for

FILTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	*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	989	4,314	*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	987	987	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	4,421	208	*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	-184	-166,921	*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	-163	-256	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	-1,736	-4,718	*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	4,314	367	*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	4,451	692	*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	4,493,940	8,712,113	*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	4,410,316	4,352	*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 exclude any Trust transactions.*

I certify that for the year ended 31 March 2024 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

SIGNATURE REQUIRED

Date 04/06/2024

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2023/24

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 2024; 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 2023/24

(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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not 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 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YYYY

Name of Smaller authority:

FILTON TOWN COUNCIL

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024
Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement_- Wednesday 26th June 2024 (a)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. **Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:**	
(bLesley Reuben Town Clerk & RFO Filton Town Council Elm Park Filton South Glos BS34 7PS 01454 80 3918	(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts
commencing on (c) _Thursday 27th June 2024	(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below
and ending on (d) __Wednesday 7th August 2024	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	
4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: **BDO LLP** Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority
5. This announcement is made by (e) **LESLEY REUBEN TOWN CLERK & RF0**	

Minutes of the Staffing Committee meeting held on 4th June 2024 at Filton Leisure Centre.

PRESENT: Cllrs:- Brian Mead(Chair) Alex Doyle(Vice Chair), Tom Mewies

ALSO PRESENT: Lesley Reuben Town Clerk & RFO

APOLOGIES: Cllr J Baverstock

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187 Apologies for absence – noted

188. Minutes of the meeting held 7th May 2024 were approved as an accurate record.

189. Street Cleansing Operative – Due to start employment with FTC on 1st July 2024 subject to pre employment checks.

190.Town Clerk & RFO Vacancy – Draft Job description discussed and amended where necessary. Job to be advertised prior to Town Clerk resignation.

186. Date of next meeting – Tuesday 2nd July 2024at 6p.m. Conference Room, Leisure Centre.

There being no further business the meeting closed at 7.40p.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

4th July 2024

Dear Member
You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 9th July 2024 at 7.00pm at Studio 1, Active Nation Filton, Elm Park, BS34 7PS.**

This meeting will also be streamed online using link below:-

https://youtube.com/live/dXGvPpJihAI?feature=share

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) Tuesday 11th June 2024 (page 1)
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 2 (page 2-19)
8. Balance Sheet Month 2 (pages 20-21)
9. Bank Reconciliation Month 2 (page 22-23)
10. Reports from Committees, Working Groups, and the Town Clerk:
    i)Response to Planning application at Charborough Road Development
    ii)Committee/Working Groups :-a) Budget sub committee
    b)Local Nature Action Plan
    c)Neighbourhood Plan Working Group
    d)Planning Committee (not working group)

11. Payments for Information (pages 24-25)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 11 June 2024,** Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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

0612. ELECTION OF CHAIR – It was proposed and seconded for Cllr B Mead to be Chair of Finance Committee. VOTED FOR NEM-COM

0613. ELECTION OF VICE CHAIR - It was proposed and seconded for Cllr T Mewies to be Vice Chair of Finance Committee. VOTED FOR NEM-COM

0614. APOLOGIES FOR ABSENCE: Apologies noted.

0615. DECLARATIONS OF INTEREST: None

0616. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0617. PRESENTATION FROM ACCOUNTING SOLUTIONS OF FINANCIAL STATEMENTS 2023/4 AND TO ACCEPT THE FIGURES THEREIN- D Kemp presented the financial statements and answered any queries raised.
It was proposed and seconded to accept the end of year financial statements. VOTED FOR NEM COM - Accounts were accepted

0618. MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 14th May 2024. Approved as an accurate record.

0619. MATTERS ARISING FROM THE MINUTES – The Clerk confirmed that no funds were released for legal assistance to the Rectory Lane Group due to the timeline.

0620. PUBLIC PARTICIPATION - None

0621. ANNUAL GOVERNANCE STATEMENT - It was proposed and seconded to approve the Annual Governance Statements. VOTED FOR NEM COM - Statement Accepted

0622. TO AGREE THE AGAR ENTRIES FOR SUBMISSION TO AUDIT – It was confirmed that there is no conflict of interest with the external auditors BDO LLP.
AGAR entries agreed for submission. It was proposed and seconded to accept the AGAR submissions. VOTED FOR NEM COM - submissions were accepted

0623. TO AGREE THE NOTICE OF PUBLIC RIGHTS DATES AND LOCATIONS TO BE DISPLAYED - It was agreed that the notices will be published on Filton Town Council Website and Noticeboards during the specified dates of 13th June 2024 until 25th July 2024.

0624. APPOINTMENT OF STAFFING COMMITTEE – Cllrs J, Baverstock, A Doyle, B Mead, T Mewies and A Monk all volunteered to be members of the committee. VOTED FOR NEM_COM. Cllr J Molloy to act as reserve on this committee. VOTED FOR NEM-COM

0625. MINUTES OF STAFFING COMMITTEE AND RATIFICATION OF RECOMMENDATIONS THEREIN – With amendment that it was 'job advert' and not 'job description' were approved and recommendations accepted

0626. PAYMENTS FOR INFORMATION – Noted

The Chair closed the meeting at 19.53

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2 **May 2024**

	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	(10,576)	(21,151)	(282,124)	(260,973)		(260,973)	7.5%	
4998 TFR TO EARMARKED RSV	0	0	357,857	357,857		357,857	0.0%	
Leisure Centre - Outsourcing :- Indirect Expenditure	**(10,576)**	**(21,151)**	**75,733**	**96,884**	**0**	**96,884**	**(27.9%)**	**0**
Net Expenditure	**10,576**	**21,151**	**(75,733)**	**(96,884)**				

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	160	160	2,200	2,040			7.3%	
	Leisure Centre - Outdoor Sport :- Income	**160**	**160**	**2,200**	**2,040**			**7.3%**	**0**
	Net Income	**160**	**160**	**2,200**	**2,040**				

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								
1201	Field Hire Income	875	875	2,500	1,625			35.0%	
	Playing Fields :- Income	**875**	**875**	**2,500**	**1,625**			**35.0%**	**0**
4037	GROUNDS MAINTENANCE	0	1,372	4,250	2,878		2,878	32.3%	
4040	EQUIPMENT & SMALL TOOLS	0	0	1,000	1,000		1,000	0.0%	
	Playing Fields :- Indirect Expenditure	**0**	**1,372**	**5,250**	**3,878**	**0**	**3,878**	**26.1%**	**0**
	Net Income over Expenditure	**875**	**(497)**	**(2,750)**	**(2,253)**				

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	2,000	2,000		2,000	0.0%	
4042 EQUIPMENT MAINTCE	0	445	2,000	1,555		1,555	22.2%	
Play Areas :- Indirect Expenditure	**0**	**445**	**4,000**	**3,555**	**0**	**3,555**	**11.1%**	**0**
Net Expenditure	**0**	**(445)**	**(4,000)**	**(3,555)**				

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	0	1,188	500	(688)		(688)	237.5%	
Millennium Green :- Indirect Expenditure	**0**	**1,188**	**500**	**(688)**	**0**	**(688)**	**237.5%**	**0**
Net Income over Expenditure	**1,500**	**313**	**1,000**	**688**				

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	37	37	1,800	1,763			2.1%	
Allotments :- Income	**37**	**37**	**1,800**	**1,763**			**2.1%**	**0**
4012 WATER RATES	27	(72)	500	572		572	(14.3%)	
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	1,650	2,000	350		350	82.5%	
Allotments :- Indirect Expenditure	**27**	**1,578**	**2,775**	**1,197**	**0**	**1,197**	**56.9%**	**0**
Net Income over Expenditure	**10**	**(1,541)**	**(975)**	**566**				

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	0	4,000	4,000		4,000	0.0%	
4082 BLEED KIT DISPENSERS	0	756	0	(756)		(756)	0.0%	
Roads & Highways :- Indirect Expenditure	**0**	**756**	**4,000**	**3,244**	**0**	**3,244**	**18.9%**	**0**
Net Expenditure	**0**	**(756)**	**(4,000)**	**(3,244)**				

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								
1078	DONATIONS RECEIVED	130	130	0	(130)			0.0%	
1082	Filton Festival	0	0	2,500	2,500			0.0%	
	Community Development :- Income	**130**	**130**	**2,500**	**2,370**			**5.2%**	0
4700	GRANTS - PERMITTED	1,890	1,890	0	(1,890)		(1,890)	0.0%	
4701	GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0%	
4702	GRANTS - TWINNING ASS'N	4,000	4,000	300	(3,700)		(3,700)	1333.3%	
4703	GRANTS - FOUR TOWNS TPT	5,000	5,000	1,000	(4,000)		(4,000)	500.0%	
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	2,020	2,020	10,900	8,880		8,880	18.5%	
4720	CHRISTMAS ACTIVITIES	0	0	5,000	5,000		5,000	0.0%	
4725	FILTON FESTIVAL	0	6,550	20,000	13,450		13,450	32.8%	
4730	COMMUNITY FUND	0	0	20,000	20,000		20,000	0.0%	
	Community Development :- Indirect Expenditure	**12,910**	**19,460**	**79,700**	**60,240**	**0**	**60,240**	**24.4%**	**0**
	Net Income over Expenditure	**(12,780)**	**(19,330)**	**(77,200)**	**(57,870)**				

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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	(1,008)	(2,017)	(12,100)	(10,083)		(10,083)	16.7%	
4053	EARLY RETIREMENT COSTS	0	0	98,601	98,601		98,601	0.0%	
	Corporate Management :- Indirect Expenditure	(1,008)	(2,017)	86,501	88,518	0	88,518	(2.3%)	0
	Net Expenditure	1,008	2,017	(86,501)	(88,518)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

May 2024

	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%	
4008 TRAINING	0	0	1,000	1,000		1,000	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	250	500	4,125	3,625		3,625	12.1%	
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	**250**	**500**	**8,275**	**7,775**	**0**	**7,775**	**6.0%**	**0**
Net Expenditure	**(250)**	**(500)**	**(8,275)**	**(7,775)**				

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		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

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901	Central Services								
1001	RENT RECEIVED	0	2	0	(2)			0.0%	
	Central Services :- Income	**0**	**2**	**0**	**(2)**				**0**
4001	SALARIES & WAGES	8,892	17,785	132,153	114,368		114,368	13.5%	
4005	HR Costs-Service level agr'mnt	0	0	1,000	1,000		1,000	0.0%	
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	0	0	500	500		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	511	2,247	10,000	7,753		7,753	22.5%	
4021	TELEPHONE & FAX	183	183	500	317		317	36.7%	
4022	POSTAGE	0	0	100	100		100	0.0%	
4023	STATIONERY/PRINTING	20	20	500	480		480	4.1%	
4024	SUBSCRIPTIONS	55	1,521	2,500	979		979	60.8%	
4025	INSURANCE	10,506	10,928	11,500	572		572	95.0%	
4026	PHOTOCOPY CHARGES	0	0	1,600	1,600		1,600	0.0%	
4027	OFFICE EQUIPMENT	0	0	500	500		500	0.0%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4051	BANK CHARGES	22	52	500	448		448	10.5%	
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057	AUDIT FEES	0	0	1,050	1,050		1,050	0.0%	
4058	ACCOUNTANCY FEES	0	0	5,000	5,000		5,000	0.0%	
4060	OTHER PROF FEES	47	47	6,000	5,953		5,953	0.8%	
	Central Services :- Indirect Expenditure	**20,238**	**32,785**	**175,553**	**142,768**	**0**	**142,768**	**18.7%**	**0**
	Net Income over Expenditure	**(20,238)**	**(32,783)**	**(175,553)**	**(142,770)**				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2 May 2024

		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	115	50	(65)			230.0%	
1080	MISCELLANEOUS INCOME	0	75	0	(75)			0.0%	
	Outside Services :- Income	**0**	**190**	**50**	**(140)**			**380.0%**	**0**
4001	SALARIES & WAGES	6,168	12,319	109,681	97,362		97,362	11.2%	
4006	PROTECTIVE CLOTHING	0	0	500	500		500	0.0%	
4008	TRAINING	0	0	1,000	1,000		1,000	0.0%	
4016	JANITORIAL	0	0	100	100		100	0.0%	
4018	REFUSE DISPOSAL	1,021	1,914	10,000	8,086		8,086	19.1%	
4036	PROPERTY MAINTCE	0	0	1,500	1,500		1,500	0.0%	
4037	GROUNDS MAINTENANCE	32	32	2,500	2,468		2,468	1.3%	
4040	EQUIPMENT & SMALL TOOLS	0	413	2,000	1,587		1,587	20.6%	
4041	EQUIPMENT HIRE	67	67	250	183		183	26.7%	
4042	EQUIPMENT MAINTCE	15	565	3,000	2,435		2,435	18.8%	
4044	VEHICLE FUEL,OIL & MAINT	408	715	4,000	3,285		3,285	17.9%	
	Outside Services :- Indirect Expenditure	**7,711**	**16,025**	**134,531**	**118,506**	**0**	**118,506**	**11.9%**	**0**
	Net Income over Expenditure	**(7,711)**	**(15,835)**	**(134,481)**	**(118,646)**				

Continued over page

	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	0	404	193,237	192,833		192,833	0.2%	
4055 LOAN CAPITAL REPAID	0	44,857	106,359	61,502		61,502	42.2%	
L C Redevelopment :- Indirect Expenditure	**0**	**45,260**	**299,596**	**254,336**	**0**	**254,336**	**15.1%**	**0**
Net Expenditure	**0**	**(45,260)**	**(299,596)**	**(254,336)**				

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								
1074 CIL Income	10,799	10,799	0	(10,799)			0.0%	
Capital & Projects :- Income	**10,799**	**10,799**	**0**	**(10,799)**				**0**
4903 CAP IT Upgrading	0	510	0	(510)		(510)	0.0%	
4992 FUNDING FROM R CAP FUND	0	(510)	0	510		510	0.0%	
4993 TFR TO ROLLING CAPITAL FUND	0	100,000	100,000	0		0	100.0%	
4998 TFR TO EARMARKED RSV	10,799	10,799	0	(10,799)		(10,799)	0.0%	
Capital & Projects :- Indirect Expenditure	**10,799**	**110,799**	**100,000**	**(10,799)**	**0**	**(10,799)**	**110.8%**	**0**
Net Income over Expenditure	**0**	**(100,000)**	**(100,000)**	**0**				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2 May 2024

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
998 Precept & Interest								
1076 PRECEPT	488,500	488,500	976,999	488,500			50.0%	
1090 INTEREST RECEIVED	1,137	1,249	10,000	8,751			12.5%	
Precept & Interest :- Income	489,637	489,748	986,999	497,251			49.6%	0
Net Income	489,637	489,748	986,999	497,251				
Grand Totals:- Income	503,138	503,441	997,549	494,108			50.5%	
Expenditure	40,351	206,999	978,364	771,365	0	771,365	21.2%	
Net Income over Expenditure	462,787	296,442	19,185	(277,257)				
Movement to/(from) Gen Reserve	462,786	296,442						

			Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes									
100	Leisure Centre - Outsourcing	Expenditure	(10,576)	(21,151)	75,733	96,884		96,884	(27.9%)
106	Leisure Centre - Outdoor Sport	Income	160	160	2,200	2,040			7.3%
201	Playing Fields	Income	875	875	2,500	1,625			35.0%
		Expenditure	0	1,372	5,250	3,878		3,878	26.1%
		Movement to/(from) Gen Reserve	875	(497)					
202	Play Areas	Expenditure	0	445	4,000	3,555		3,555	11.1%
203	Millennium Green	Income	1,500	1,500	1,500	0			100.0%
		Expenditure	0	1,188	500	(688)		(688)	237.5%
		Movement to/(from) Gen Reserve	1,500	313					
204	Allotments	Income	37	37	1,800	1,763			2.1%
		Expenditure	27	1,578	2,775	1,197		1,197	56.9%
		Movement to/(from) Gen Reserve	10	(1,541)					
301	Roads & Highways	Expenditure	0	756	4,000	3,244		3,244	18.9%
302	Community Development	Income	130	130	2,500	2,370			5.2%
		Expenditure	12,910	19,460	79,700	60,240		60,240	24.4%
		Movement to/(from) Gen Reserve	(12,780)	(19,330)					
801	Corporate Management	Expenditure	(1,008)	(2,017)	86,501	88,518		88,518	(2.3%)
802	Democratic Rep'n & Mgmt	Expenditure	250	500	8,275	7,775		7,775	6.0%
803	Civic Expenses	Expenditure	0	0	1,950	1,950		1,950	0.0%
901	Central Services	Income	0	2	0	(2)			0.0%
		Expenditure	20,238	32,785	175,553	142,768		142,768	18.7%
		Movement to/(from) Gen Reserve	(20,238)	(32,783)					
902	Outside Services	Income	0	190	50	(140)			380.0%
		Expenditure	7,711	16,025	134,531	118,506		118,506	11.9%
		Movement to/(from) Gen Reserve	(7,711)	(15,835)					
998	Precept & Interest	Income	489,637	489,748	986,999	497,251			49.6%
		Finance & General Purposes Income	**492,339**	**492,642**	**997,549**	**504,907**			**49.4%**
		Expenditure	**29,552**	**50,940**	**578,768**	**527,828**	**0**	**527,828**	**8.8%**
		Movement to/(from) Gen Reserve	**462,787**	**441,703**					

Continued over page

Summary Income & Expenditure by Budget Heading 31/05/2024

Month No: 2 May 2024

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Capital Projects								
908 L C Redevelopment	Expenditure	0	45,260	299,596	254,336		254,336	15.1%
909 Capital & Projects	Income	10,799	10,799	0	(10,799)			0.0%
	Expenditure	10,799	110,799	100,000	(10,799)		(10,799)	110.8%
	Movement to/(from) Gen Reserve	0	(100,000)					
	Capital Projects Income	10,799	10,799	0	(10,799)			0.0%
	Expenditure	10,799	156,059	399,596	243,537	0	243,537	39.1%
	Movement to/(from) Gen Reserve	0	(145,260)					
	Grand Totals:- Income	503,138	503,441	997,549	494,108			50.5%
	Expenditure	40,351	206,999	978,364	771,365	0	771,365	21.2%
	Net Income over Expenditure	462,787	296,442	19,185	(277,257)			
	Movement to/(from) Gen Reserve	462,786	296,442					

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2024

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	7,482,170	2,164,511	5,317,659
11	LEASEHOLD LAND &	25,000	8,500	16,500
21	VEHICLES & EQUIPMENT	740,918	447,414	293,504
41	INFRASTRUCTURE ASSET	221,607	196,064	25,543
61	COMMUNITY ASSETS	61,458	37,372	24,086
	Total Fixed Assets	**8,531,153**	**2,853,861**	**5,677,292**
	Current Assets			
105	VAT CONTROL	1,942		
190	CAPITAL WORK IN PROGRESS	180,960		
200	BANK ACCOUNT-GENERAL	403,181		
201	BANK IMPREST WAGES AC	20,597		
245	CCLA Public Sector Investment	244,838		
246	CCLA - FTC Project Account	209,337		
	Total Current Assets		**1,060,855**	
	Current Liabilities			
500	TRADE CREDITORS	10,392		
501	SUNDRY CREDITORS	1,362		
510	ACCRUED EXPENSES	6,224		
512	ACCRUED LOAN INTEREST	3,115		
525	PAYE AND NI DUE	3,069		
526	SUPERANNUATION DUE	1,986		
560	INCOME IN ADVANCE	4,500		
570	RETENTIONS PAYABLE	71,947		
	Total Current Liabilities		**102,595**	
	Net Current Assets			**958,259**
	Total Assets less Current Liabilities			**6,635,551**
	Long Term Liabilities			
389	Deferred Grants Unapplied	3,200		
390	Deferred Grants Applied	584,691		
391	Deferred Grants Released	(539,875)		
403	PWLB Loan 443438	92,164		
404	PWLB Loan 532982	480,526		
405	PWLB Loan 554749	3,734,265		
	Total Long Term Liabilities		**4,354,970**	
	Total Assets less Total Liabilities			**2,280,581**
	Represented by :-			
300	CURRENT YEAR FUND	296,442		
310	GENERAL FUND	168,327		
315	ROLLING CAPITAL FUND	158,074		
317	EMR PWLB Loan Capital	43,257		
322	EMR Grants	6,780		
323	EMR Festival	10,000		
325	EMR 4 Towns Play Association	4,580		

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2024

A/c	Description	Actual	
326	EMR Maintenance	43,002	
327	EMR Community Fund	20,000	
328	EMR Elections	12,838	
330	CAPITAL FINANCE ACCOUNT	1,506,482	
336	EMR CIL 24/25	10,799	
	Total Equity		**2,280,581**

Filton Town Council 24-25

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Trust Current Account	31/05/2024		403,180.52
			403,180.52
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			403,180.52
Unpresented Receipts (Plus)			
		0.00	
			0.00
			403,180.52
		Balance per Cash Book is :-	**403,180.52**
		Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page	Balances
Natwest Imprest A/c -01364383	31/05/2024		100.00
Natwest Business A/c -08609098	31/05/2024		20,496.90
			20,596.90
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			20,596.90
Unpresented Receipts (Plus)			
		0.00	
			0.00
			20,596.90
		Balance per Cash Book is :-	**20,596.90**
		Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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

Linked to Cashbook 1

Entered Month 2 by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AITKEN Aitkens Sportsturf Ltd							
21-Colour Boost flower mix	10/04/2024	26649	1	1,490.40	0.00	1,490.40	0.00
					0.00	**1,490.40**	
				Above paid on 14/05/2024 by Cheque FP1			
ALIDE Alide Plant Services Ltd							
35-Cultivator hire	08/05/2024	A485826	1	79.98	0.00	79.98	0.00
					0.00	**79.98**	
				Above paid on 14/05/2024 by Cheque FP2			
CHANDLERS Chandlers (Farm Equipment) Ltd							
23-Husqvarna Tech 1202	25/04/2024	719685	1	140.99	0.00	140.99	0.00
24-WX23 CWK service	19/04/2024	534091	1	659.31	0.00	659.31	0.00
25-Grounds maint equipment	23/04/2024	719171	1	297.68	0.00	297.68	0.00
					0.00	**1,097.98**	
				Above paid on 14/05/2024 by Cheque FP3			
COMPLETEWE Complete Weed Control (North Wessex) Ltd							
26-Elm Park moss control	28/02/2024	NXX16246	1	300.00	0.00	300.00	0.00
					0.00	**300.00**	
				Above paid on 14/05/2024 by Cheque FP4			
DCKBEAVERS DCK Accounting Solutions Ltd							
27-Accounts March 24	22/04/2024	TPC11221	1	716.11	0.00	716.11	0.00
					0.00	**716.11**	
				Above paid on 14/05/2024 by Cheque FP5			
DLIT DL I.T. Solutions Ltd							
36-Microsoft 365	01/05/2024	1010774	1	145.75	0.00	145.75	0.00
37-IT Support	01/05/2024	1010667	1	231.00	0.00	231.00	0.00
49-Telephone Mar 24	16/04/2024	DI0001125	1	88.32	0.00	88.32	0.00
50-Telephone Feb 24	15/03/2024	DI0001082	1	88.32	0.00	88.32	0.00
51-Telephone Jan 24	15/02/2024	DI0001038	1	91.22	0.00	91.22	0.00
					0.00	**644.61**	
				Above paid on 14/05/2024 by Cheque FP6			

Continued over page

Linked to Cashbook 1 — **Entered Month 2 by user DCW**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FILTONVOIC Filton Voice Ltd							
39-Filton Voice May 24	03/05/2024	0000338	1	300.00	0.00	300.00	0.00
					0.00	**300.00**	
Above paid on 14/05/2024 by Cheque FP7							
MICROSHADE Microshade Business Consultants Ltd							
40-Citrix hosting	08/05/2024	19306	1	71.81	0.00	71.81	0.00
					0.00	**71.81**	
Above paid on 14/05/2024 by Cheque FP8							
ONE One Stop Promotions Ltd							
30-Custom flag	08/03/2024	53331	1	103.62	0.00	103.62	0.00
31-Flags	12/02/2024	52727	1	413.10	0.00	413.10	0.00
					0.00	**516.72**	
Above paid on 14/05/2024 by Cheque FP9							
PLAYSAFETY Playsafety Ltd							
48-Elms Park inspection	08/03/2024	77478	1	498.00	0.00	498.00	0.00
					0.00	**498.00**	
Above paid on 14/05/2024 by Cheque FP10							
SGLOS2 South Gloucestershire Council							
33-Allot pest control 24/25	23/04/2024	3900001474	1	1,980.00	0.00	1,980.00	0.00
					0.00	**1,980.00**	
Above paid on 14/05/2024 by Cheque FP11							
ZURICH Zurich Municipal							
34-Insurance inspection contra	30/04/2024	533044737	1	422.05	0.00	422.05	0.00
					0.00	**422.05**	
Above paid on 14/05/2024 by Cheque FP12							
Total Purchase Ledger Payments					**0.00**	**8,117.66**	

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

5th September 2024

Dear Member
You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 9th September 2024 at 7.00pm at Studio 1, Active Nation Filton, Elm Park, BS34 7PS.**

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) Tuesday 11th July 2024 (page 1)
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 4 (page 2-20)
8. Balance Sheet Month4 (pages 21-22)
9. Bank Reconciliation Month4 (page 23-24)
10. Reports from Committees, Working Groups, and the Town Clerk:
- i) High Street Pedestrian Wayfinding Project - Parish and SGC Cllr meeting invitation (page25)
- ii) Staffing Committee – Minutes of the meeting held 2nd September 2024(page 26)
- ii) Committee/Working Groups :-a) Budget sub committee (pqge 27)
  - b)Local Nature Action Plan
  - c)Neighbourhood Plan Working Group
  - d)Planning Committee (not working group) page 28-29

11. Payments for Information (pages 30-31)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 9th July 2024,** Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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

0627. APOLOGIES FOR ABSENCE: Apologies noted.

0628. DECLARATIONS OF INTEREST: None

0629. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0630. MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 11th JUNE 2024. Were approved as an accurate record

0631. MATTERS ARISING FROM THE MINUTES- None.

0632. PUBLIC PARTICIPATION – None

0634. INCOME & EXPENDITURE REPORTS MONTH 2 – Noted

0635. BALANCE SHEET MONTH 2 Noted with queries to raise (1) Depreciation total (190) Capital in Works total? The Town Clerk will raise with the accountant and circulate answers.

0636. BANK RECONCILIATIONS BANK 2: Noted

0637. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:
i)Response to Planning application at Charborough Road Development; Cllr D Boardman read a prepared statement to Council. It was agreed that as the deadline has been moved the response can now be drafted and submitted through the planning committee.
The Council were informed that the planning department had agreed that a public meeting can be held regarding this application.
ii)Committee/Working Groups :-
a) Budget sub committee - The Clerk to circulate membership details.
b) Local Nature Action Plan - The Clerk to circulate membership details.
c) Neighbourhood Plan Working Group - The Clerk to circulate membership details.
d) Planning Committee (not working group) The committee members were reaffirmed and Cllr D Baverstock was added to the committee.

0638. PAYMENTS FOR INFORMATION: Noted.

Chair closed the meeting 19.30

			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	(1,076)	(32,803)	75,733	108,536		108,536	(43.3%)
106	Leisure Centre - Outdoor Sport	Income	0	378	2,200	1,823			17.2%
201	Playing Fields	Income	60	935	2,500	1,565			37.4%
		Expenditure	322	1,748	5,250	3,502		3,502	33.3%
	Movement to/(from) Gen Reserve		(262)	(813)					
202	Play Areas	Expenditure	0	4,594	4,000	(594)		(594)	114.8%
203	Millennium Green	Income	0	1,500	1,500	0			100.0%
		Expenditure	0	1,471	500	(971)		(971)	294.1%
	Movement to/(from) Gen Reserve		0	30					
204	Allotments	Income	29	103	1,800	1,698			5.7%
		Expenditure	618	2,586	2,775	189		189	93.2%
	Movement to/(from) Gen Reserve		(589)	(2,484)					
205	MUGA	Expenditure	1,139	1,139	0	(1,139)		(1,139)	0.0%
301	Roads & Highways	Expenditure	0	756	4,000	3,244		3,244	18.9%
302	Community Development	Income	0	4,630	2,500	(2,130)			185.2%
		Expenditure	0	19,460	79,700	60,240		60,240	24.4%
	Movement to/(from) Gen Reserve		0	(14,830)					
801	Corporate Management	Expenditure	(1,008)	(4,033)	86,501	90,534		90,534	(4.7%)
802	Democratic Rep'n & Mgmt	Expenditure	0	500	8,275	7,775		7,775	6.0%
803	Civic Expenses	Expenditure	0	0	1,950	1,950		1,950	0.0%
901	Central Services	Income	0	92	0	(92)			0.0%
		Expenditure	9,830	52,865	175,553	122,688		122,688	30.1%
	Movement to/(from) Gen Reserve		(9,830)	(52,773)					
902	Outside Services	Income	17	223	50	(173)			446.7%
		Expenditure	10,842	36,371	134,531	98,160		98,160	27.0%
	Movement to/(from) Gen Reserve		(10,825)	(36,148)					
998	Precept & Interest	Income	2,478	493,872	986,999	493,127			50.0%
	Finance & General Purposes Income		**2,583**	**501,732**	**997,549**	**495,817**			**50.3%**
		Expenditure	**20,666**	**84,653**	**578,768**	**494,115**	**0**	**494,115**	**14.6%**
	Movement to/(from) Gen Reserve		**(18,082)**	**417,079**					

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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	0	13,895	299,596	285,701		285,701	4.6%
909 Capital & Projects	Income	0	10,799	0	(10,799)			0.0%
	Expenditure	0	110,799	100,000	(10,799)		(10,799)	110.8%
	Movement to/(from) Gen Reserve	0	(100,000)					
	Capital Projects Income	**0**	**10,799**	**0**	**(10,799)**			**0.0%**
	Expenditure	**0**	**124,694**	**399,596**	**274,902**	**0**	**274,902**	**31.2%**
	Movement to/(from) Gen Reserve	**0**	**(113,895)**					
	Grand Totals:- Income	**2,583**	**512,531**	**997,549**	**485,018**			**51.4%**
	Expenditure	**20,666**	**209,347**	**978,364**	**769,017**	**0**	**769,017**	**21.4%**
	Net Income over Expenditure	**(18,082)**	**303,184**	**19,185**	**(283,999)**			
	Movement to/(from) Gen Reserve	**(18,082)**	**303,184**					

		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	(1,076)	(32,803)	(282,124)	(249,321)		(249,321)	11.6%	
4998	TFR TO EARMARKED RSV	0	0	357,857	357,857		357,857	0.0%	
Leisure Centre - Outsourcing :- Indirect Expenditure		**(1,076)**	**(32,803)**	**75,733**	**108,536**	**0**	**108,536**	**(43.3%)**	**0**
	Net Expenditure	**1,076**	**32,803**	**(75,733)**	**(108,536)**				

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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	378	2,200	1,823			17.2%	
	Leisure Centre - Outdoor Sport :- Income	**0**	**378**	**2,200**	**1,823**			**17.2%**	**0**
	Net Income	**0**	**378**	**2,200**	**1,823**				

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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	60	935	2,500	1,565			37.4%	
	Playing Fields :- Income	**60**	**935**	**2,500**	**1,565**			**37.4%**	**0**
4037	GROUNDS MAINTENANCE	322	1,748	4,250	2,502		2,502	41.1%	
4040	EQUIPMENT & SMALL TOOLS	0	0	1,000	1,000		1,000	0.0%	
	Playing Fields :- Indirect Expenditure	**322**	**1,748**	**5,250**	**3,502**	**0**	**3,502**	**33.3%**	**0**
	Net Income over Expenditure	**(262)**	**(813)**	**(2,750)**	**(1,937)**				

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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	0	2,000	2,000		2,000	0.0%	
4042	EQUIPMENT MAINTCE	0	4,594	2,000	(2,594)		(2,594)	229.7%	
	Play Areas :- Indirect Expenditure	**0**	**4,594**	**4,000**	**(594)**	**0**	**(594)**	**114.8%**	**0**
	Net Expenditure	**0**	**(4,594)**	**(4,000)**	**594**				

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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	1,471	500	(971)		(971)	294.1%	
	Millennium Green :- Indirect Expenditure	**0**	**1,471**	**500**	**(971)**	**0**	**(971)**	**294.1%**	**0**
	Net Income over Expenditure	**0**	**30**	**1,000**	**971**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204	Allotments								
1001	RENT RECEIVED	29	103	1,800	1,698			5.7%	
	Allotments :- Income	**29**	**103**	**1,800**	**1,698**			**5.7%**	**0**
4012	WATER RATES	0	(43)	500	543		543	(8.5%)	
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	618	2,629	2,000	(629)		(629)	131.4%	
	Allotments :- Indirect Expenditure	**618**	**2,586**	**2,775**	**189**	**0**	**189**	**93.2%**	**0**
	Net Income over Expenditure	**(589)**	**(2,484)**	**(975)**	**1,509**				

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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
205	MUGA								
4040	EQUIPMENT & SMALL TOOLS	1,139	1,139	0	(1,139)		(1,139)	0.0%	
	MUGA :- Indirect Expenditure	**1,139**	**1,139**	**0**	**(1,139)**	**0**	**(1,139)**		**0**
	Net Expenditure	**(1,139)**	**(1,139)**	**0**	**1,139**				

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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	0	4,000	4,000		4,000	0.0%	
4082	BLEED KIT DISPENSERS	0	756	0	(756)		(756)	0.0%	
	Roads & Highways :- Indirect Expenditure	**0**	**756**	**4,000**	**3,244**	**0**	**3,244**	**18.9%**	**0**
	Net Expenditure	**0**	**(756)**	**(4,000)**	**(3,244)**				

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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								
1077	GRANTS RECEIVED	0	4,500	0	(4,500)			0.0%	
1078	DONATIONS RECEIVED	0	130	0	(130)			0.0%	
1082	Filton Festival	0	0	2,500	2,500			0.0%	
	Community Development :- Income	**0**	**4,630**	**2,500**	**(2,130)**			**185.2%**	**0**
4700	GRANTS - PERMITTED	0	1,890	0	(1,890)		(1,890)	0.0%	
4701	GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0%	
4702	GRANTS - TWINNING ASS'N	0	4,000	300	(3,700)		(3,700)	1333.3%	
4703	GRANTS - FOUR TOWNS TPT	0	5,000	1,000	(4,000)		(4,000)	500.0%	
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	2,020	10,900	8,880		8,880	18.5%	
4720	CHRISTMAS ACTIVITIES	0	0	5,000	5,000		5,000	0.0%	
4725	FILTON FESTIVAL	0	6,550	20,000	13,450		13,450	32.8%	
4730	COMMUNITY FUND	0	0	20,000	20,000		20,000	0.0%	
	Community Development :- Indirect Expenditure	**0**	**19,460**	**79,700**	**60,240**	**0**	**60,240**	**24.4%**	**0**
	Net Income over Expenditure	**0**	**(14,830)**	**(77,200)**	**(62,370)**				

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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	(1,008)	(4,033)	(12,100)	(8,067)		(8,067)	33.3%	
4053 EARLY RETIREMENT COSTS	0	0	98,601	98,601		98,601	0.0%	
Corporate Management :- Indirect Expenditure	**(1,008)**	**(4,033)**	**86,501**	**90,534**	**0**	**90,534**	**(4.7%)**	**0**
Net Expenditure	**1,008**	**4,033**	**(86,501)**	**(90,534)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
802	Democratic Rep'n & Mgmt								
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	0	0	1,000	1,000		1,000	0.0%	
4009	TRAVEL	0	0	50	50		50	0.0%	
4024	SUBSCRIPTIONS	0	0	200	200		200	0.0%	
4028	ELECTION COSTS	0	0	2,500	2,500		2,500	0.0%	
4033	NEWSLETTER	0	500	4,125	3,625		3,625	12.1%	
4065	MEETING COSTS	0	0	150	150		150	0.0%	
	Democratic Rep'n & Mgmt :- Indirect Expenditure	**0**	**500**	**8,275**	**7,775**	**0**	**7,775**	**6.0%**	**0**
	Net Expenditure	**0**	**(500)**	**(8,275)**	**(7,775)**				

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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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Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4 **July 24**

		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	92	0	(92)			0.0%	
	Central Services :- Income	**0**	**92**	**0**	**(92)**				**0**
4001	SALARIES & WAGES	8,892	35,569	132,153	96,584		96,584	26.9%	
4005	HR Costs-Service level agr'mnt	0	0	1,000	1,000		1,000	0.0%	
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	0	0	500	500		500	0.0%	
4009	TRAVEL	50	50	200	150		150	25.0%	
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	488	3,404	10,000	6,596		6,596	34.0%	
4021	TELEPHONE & FAX	74	331	500	170		170	66.1%	
4022	POSTAGE	0	0	100	100		100	0.0%	
4023	STATIONERY/PRINTING	0	20	500	480		480	4.1%	
4024	SUBSCRIPTIONS	0	1,521	2,500	979		979	60.8%	
4025	INSURANCE	0	10,928	11,500	572		572	95.0%	
4026	PHOTOCOPY CHARGES	(0)	376	1,600	1,224		1,224	23.5%	
4027	OFFICE EQUIPMENT	0	0	500	500		500	0.0%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4051	BANK CHARGES	12	108	500	392		392	21.6%	
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057	AUDIT FEES	0	0	1,050	1,050		1,050	0.0%	
4058	ACCOUNTANCY FEES	266	462	5,000	4,538		4,538	9.2%	
4060	OTHER PROF FEES	47	95	6,000	5,905		5,905	1.6%	
	Central Services :- Indirect Expenditure	**9,830**	**52,865**	**175,553**	**122,688**	**0**	**122,688**	**30.1%**	**0**
	Net Income over Expenditure	**(9,830)**	**(52,773)**	**(175,553)**	**(122,780)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
902	Outside Services								
1001	RENT RECEIVED	0	115	50	(65)			230.0%	
1080	MISCELLANEOUS INCOME	17	108	0	(108)			0.0%	
	Outside Services :- Income	**17**	**223**	**50**	**(173)**			**446.7%**	**0**
4001	SALARIES & WAGES	8,661	27,131	109,681	82,550		82,550	24.7%	
4006	PROTECTIVE CLOTHING	254	254	500	246		246	50.7%	
4008	TRAINING	0	0	1,000	1,000		1,000	0.0%	
4016	JANITORIAL	0	0	100	100		100	0.0%	
4018	REFUSE DISPOSAL	1,030	3,766	10,000	6,234		6,234	37.7%	
4036	PROPERTY MAINTCE	0	0	1,500	1,500		1,500	0.0%	
4037	GROUNDS MAINTENANCE	0	1,272	2,500	1,228		1,228	50.9%	
4040	EQUIPMENT & SMALL TOOLS	173	585	2,000	1,415		1,415	29.3%	
4041	EQUIPMENT HIRE	0	67	250	183		183	26.7%	
4042	EQUIPMENT MAINTCE	461	1,919	3,000	1,081		1,081	64.0%	
4044	VEHICLE FUEL,OIL & MAINT	264	1,378	4,000	2,622		2,622	34.4%	
	Outside Services :- Indirect Expenditure	**10,842**	**36,371**	**134,531**	**98,160**	**0**	**98,160**	**27.0%**	**0**
	Net Income over Expenditure	**(10,825)**	**(36,148)**	**(134,481)**	**(98,333)**				

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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	5,578	193,237	187,659		187,659	2.9%	
4055	LOAN CAPITAL REPAID	0	51,573	106,359	54,786		54,786	48.5%	
4982	CAP LC Redevelopment	3,499	3,499	0	(3,499)		(3,499)	0.0%	
4992	FUNDING FROM R CAP FUND	(3,499)	(3,499)	0	3,499		3,499	0.0%	
4999	TFR FR EARMARKED RSV	0	(43,257)	0	43,257		43,257	0.0%	
	L C Redevelopment :- Indirect Expenditure	**0**	**13,895**	**299,596**	**285,701**	**0**	**285,701**	**4.6%**	**0**
	Net Expenditure	**0**	**(13,895)**	**(299,596)**	**(285,701)**				

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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
909 Capital & Projects								
1074 CIL Income	0	10,799	0	(10,799)			0.0%	
Capital & Projects :- Income	**0**	**10,799**	**0**	**(10,799)**				**0**
4903 CAP IT Upgrading	0	510	0	(510)		(510)	0.0%	
4992 FUNDING FROM R CAP FUND	0	(510)	0	510		510	0.0%	
4993 TFR TO ROLLING CAPITAL FUND	0	100,000	100,000	0		0	100.0%	
4998 TFR TO EARMARKED RSV	0	10,799	0	(10,799)		(10,799)	0.0%	
Capital & Projects :- Indirect Expenditure	**0**	**110,799**	**100,000**	**(10,799)**	**0**	**(10,799)**	**110.8%**	**0**
Net Income over Expenditure	**0**	**(100,000)**	**(100,000)**	**0**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
998	Precept & Interest								
1076	PRECEPT	0	488,500	976,999	488,500			50.0%	
1090	INTEREST RECEIVED	2,478	5,372	10,000	4,628			53.7%	
	Precept & Interest :- Income	**2,478**	**493,872**	**986,999**	**493,127**			**50.0%**	**0**
	Net Income	**2,478**	**493,872**	**986,999**	**493,127**				
	Grand Totals:- Income	**2,583**	**512,531**	**997,549**	**485,018**			**51.4%**	
	Expenditure	**20,666**	**209,347**	**978,364**	**769,017**	**0**	**769,017**	**21.4%**	
	Net Income over Expenditure	**(18,082)**	**303,184**	**19,185**	**(283,999)**				
	Movement to/(from) Gen Reserve	**(18,082)**	**303,184**						

Filton Town Council 24-25

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2024

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	7,482,170	2,164,511	5,317,659
11	LEASEHOLD LAND & BUILDINGS	25,000	8,500	16,500
21	VEHICLES & EQUIPMENT	740,918	447,414	293,504
41	INFRASTRUCTURE ASSET	221,607	196,064	25,543
61	COMMUNITY ASSETS	61,458	37,372	24,086
	Total Fixed Assets	**8,531,153**	**2,853,861**	**5,677,292**
	Current Assets			
100	ACTIVE NATION DEBTOR	10,576		
105	VAT CONTROL	3,623		
190	CAPITAL WORK IN PROGRESS	180,960		
200	BANK ACCOUNT-GENERAL	188,249		
201	BANK IMPREST WAGES AC	28,759		
245	CCLA Public Sector Investment	394,838		
246	CCLA - FTC Project Account	210,864		
	Total Current Assets		**1,017,870**	
	Current Liabilities			
500	TRADE CREDITORS	15,087		
501	SUNDRY CREDITORS	1,362		
510	ACCRUED EXPENSES	5,276		
525	PAYE AND NI DUE	3,466		
526	SUPERANNUATION DUE	2,486		
570	RETENTIONS PAYABLE	71,947		
	Total Current Liabilities		**99,624**	
	Net Current Assets			**918,246**
	Total Assets less Current Liabilities			**6,595,538**
	Long Term Liabilities			
389	Deferred Grants Unapplied	3,200		
390	Deferred Grants Applied	584,691		
391	Deferred Grants Released	(539,875)		
403	PWLB Loan 443438	92,164		
404	PWLB Loan 532982	473,809		
405	PWLB Loan 554749	3,734,265		
	Total Long Term Liabilities		**4,348,253**	
	Total Assets less Total Liabilities			**2,247,284**
	Represented by :-			
300	CURRENT YEAR FUND	303,184		
310	GENERAL FUND	168,327		
315	ROLLING CAPITAL FUND	154,575		
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		

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2024

A/c	Description	Actual	
328	EMR Elections	12,838	
330	CAPITAL FINANCE ACCOUNT	1,513,198	
336	EMR CIL 24/25	10,799	
	Total Equity		**2,247,284**

Bank Reconciliation Statement as at 31/07/2024
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Imprest A/c -01364383	31/07/2024		28,659.24
Natwest Business A/c -08609098	31/07/2024		100.00
			28,759.24
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			28,759.24
Unpresented Receipts (Plus)			
		0.00	
			0.00
			28,759.24
		Balance per Cash Book is :-	**28,759.24**
		Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/07/2024
for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Current Account	31/07/2024		188,248.86
			188,248.86
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			188,248.86
Unpresented Receipts (Plus)			
		0.00	
			0.00
			188,248.86
		Balance per Cash Book is :-	**188,248.86**
		Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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

Lesley Reuben

From: Sarah Milne <Sarah.Milne@southglos.gov.uk>
Sent: 06 August 2024 15:20
Subject: High Street Pedestrian Wayfinding Project - Parish and SGC Cllr meeting invitation

Dear Parish Clerk

As you may be aware, we have been working with AtkinsRealis on a project to improve signage for pedestrians in our High Streets. We have engaged with the High Streets Partnership groups, that have representation from your Parish Council and also undertook a wider public survey earlier in the project. This feedback has provided us with information on places to signpost and what sort of colour schemes may be appropriate for each High Streets signage. As a reminder, we plan to install a mixture of:

- Map-based totem(s) – High Street location
- Map-based information board(s) - car park location
- Fingerposts – High Street locations

We have been working in the background on maps, designs and sign content along with the final numbers and placements of the products. We now wish to invite you to a final meeting for your Parish Councillors and SGC Cllrs to present this information to you. We will send attendees information to view ahead of the meeting, but also run through everything at the meeting, allowing time for questions and feedback. After the session, we will then be able to undertake minor changes if necessary ahead of manufacturing the products and installing them early in the new year. Please note we will also be doing a separate session for the local high street partnership group, so your Parish Councillors who are on that group will only need to attend one session if they are invited to both.

Please can you let me know which of the below suits your Parish Council best and we will do our best to accommodate. We anticipate the meeting will last around 1 hour. If you can reply as soon as possible (end of August latest) it would be appreciated as this will give us time to book a venue if need be.

Meeting type
Online
In person (venue local to your area if possible)
No preference

Meeting time
Morning
Afternoon
Evening
No preference

Meeting dates
Tues 8th October
Weds 9th October
Thurs 10th October
Tues 15th October
Weds 16th October
Thurs 17th October
Tues 22nd October
No preference

We look forward to hearing from you.

Minutes of a catch up with the Staffing Committee meeting held on 2nd September 2024 at Filton Leisure Centre.

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

ALSO PRESENT: Lesley Reuben Town Clerk & RFO

APOLOGIES: Cllr Adam Monk

---

193. Election of Chair Cllr Brian Mead was nominated and elected nem.com

194. Election of Vice Cllr Alex Doyle was nominated and elected nem.com

195. Town Clerk &RFO Vacancy - 102 Job Application packs had been sent out. 18 had been completed and returned. The Committee shortlisted these to 6 and interviews will take place on Friday 13th September 2024.

There being no further business the meeting closed at 8pm

Sub Committees/ Working groups

Budget Sub Committee – before Finance

(Set out budget plan and spending priorities and report back – (*Recommendations only*)

Cllrs, Baverstock, Bird, Doyle, Mead, Mewies, Molloy. Monk

Neighbourhood Plan – after planning.

(to put together proposals for Neighbourhood Plan with consultant support if necessary)

5 plus officer support

Cllrs:- Baverstock Bird, Boardman, Doyle plus vacancy

Local Nature Plan (before Council 6p.m.)

Unlimited numbers Cllrs:- Molloy, Baverstock, Boardman, Bird

Attendees.
Cllr. Bird, Harris, Baverstock.

FTC Planning Meeting 20th Aug 2024

- P24/01823/F BUILDING O1A AIRBUS
- P24/01859/RVC NEW FILTON HOUSE
- P24/01858/CLP BAE FILTON CATERING

  COMMENT: NEUTRAL. FTC NOTE THESE APPLICATIONS.

- P24/01885/F 741 FILTON AVENUE

  COMMENT: SUPPORT. FTC ACKNOWLEDGE THIS AS A GOOD EXAMPLE OF AN HMO.

- P24/01864/F 804 FILTON AVENUE

  COMMENT: OBJECT. AS THIS IS A C4 APPLICATION THEN THE HMO LEVEL CURRENTLY AT 11.1% COMES INTO EFFECT. WILL CAUSE SANDWICHING OF 802 FILTON AVENUE BETWEEN 800 AND 804 FILTON AVENUE.

- P24/01844/F 7 BRAEMAR AVENUE
  COMMENT: OBJECT. FTC REQUEST THE PLANNING OFFICER VALIDATE PLANS. LOSS OF PARKING DUE TO CONVERSION OF GARAGE WILL FURTHER IMPACT PARKING ON BRAEMAR CRESCENT.

- P24/01916/PNH 5 ELEVENTH AVENUE
  COMMENT: NEUTRAL. FTC NOTE THIS APPLICATION

- P24/01934/PNMD 113A GLOUCESTER ROAD NORTH

COMMENT: OBJECT. FTC OBJECT TO THIS APPLICATION FOR THE FOLLOWING:

1. COMMUNAL SPACE, NOT SUITABLE DUE TO SHAPE/ LOCATION AND SHADING FROM SUB STATION AND LARGE HEDGE.
2. AIR QUALITY WILL BE POOR AS THE SITE IS ON THE MAIN FILTON ROUNDABOUT, WHICH DURING RUSH HOUR (AM AND PM) BECOMES GRID LOCKED. WITH THE ARENA TO OPEN IN THE NEAR FUTURE THIS WILL ONLY BECOME WORSE. IN ADDITION, THE OCCUPANTS WILL NOT HAVE THE OPPORTUNITY TO OPEN A WINDOW.
3. PARKING FOR VISITORS???
4. SAFE VEHICLE ENTRY AND EXIT FROM THE SITE DUE TO THE NUMBER OF POTENTIAL OCCUPANTS THIS WILL ALSO CAUSE DISRUPTION TO THE FLOW OF A VERY BUSY ROUNDABOUT, POTENTIAL ACCIDENT HOT SPOT.
5. FTC ASK SG PLANNING TO ASSESS THE IMPACT THIS DEVELOPMENT WILL HAVE ON ANY PROPOSED/FUTURE ROAD IMPROVEMENTS/ REMODELLING OF THE ROUNDABOUT.
6. FINALLY, SHOULD THIS PROPOSAL BE APPROVED. FTC WOULD ASK THAT AS THIS IS ONE OF THE FEW HISTORIC BUILDINGS LEFT IN FILTON, FTC WOULD LIKE TO SEE CONDITIONS PLACED UPON THE APPROVAL, NAMELY THAT ALL HISTORICAL FEATURES INSIDE AND OUT REMAIN AS ORIGINAL, TO ENSURE THIS A SURVEY WILL BE REQUIRED PRIOR TO ANY WORK COMMENCING.

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
BRADLEY Bradley Stoke Town Council							
105-Manual handling training	02/08/2024	8246	1	60.00	0.00	60.00	0.00
					0.00	**60.00**	
				Above paid on 14/08/2024 by Cheque FP1			
CHANDLERS Chandlers (Farm Equipment) Ltd							
106-Trailer tyres	15/07/2024	536834	1	472.97	0.00	472.97	0.00
					0.00	472.97	
				Above paid on 14/08/2024 by Cheque FP2			
DCKBEAVERS DCK Accounting Solutions Ltd							
107-Accountany June 24	23/07/2024	TPC11387	1	319.20	0.00	319.20	0.00
					0.00	**319.20**	
				Above paid on 14/08/2024 by Cheque FP3			
DLIT DL I.T. Solutions Ltd							
108-Office 365	01/08/2024	1011564	1	158.81	0.00	158.81	0.00
109-IT support	01/08/2024	1011455	1	231.00	0.00	231.00	0.00
110-Telephone	17/07/2024	DI0001254	1	88.32	0.00	88.32	0.00
					0.00	**478.13**	
				Above paid on 14/08/2024 by Cheque FP4			
FLEET Fleet (Line Markers) Ltd							
111-SLA Battery	23/07/2024	SI251584	1	80.05	0.00	80.05	0.00
112-Pitchmarker	17/07/2024	SI241408	1	139.57	0.00	139.57	0.00
					0.00	**219.62**	
				Above paid on 14/08/2024 by Cheque FP5			
GLACIER Glacier environmental Ltd							
113-Water supply repairs	22/07/2024	SI-13658	1	246.70	0.00	246.70	0.00
					0.00	**246.70**	
				Above paid on 14/08/2024 by Cheque FP6			

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
MICROSHADE Microshade Business Consultants Ltd							
114-Citrix hosting	08/08/2024	19683	1	71.81	0.00	71.81	0.00
					0.00	**71.81**	
Above paid on 14/08/2024 by Cheque FP7							
MONSOON Monsoon Marketing Ltd							
115-Staff uniforms	29/07/2024	68633	1	78.91	0.00	78.91	0.00
					0.00	**78.91**	
Above paid on 14/08/2024 by Cheque FP8							
REDDOGTECH Red Dog Technology Ltd							
116-8 x External CCTV Cameras	22/07/2024	3191	1	4,198.37	0.00	4,198.37	0.00
					0.00	**4,198.37**	
Above paid on 14/08/2024 by Cheque FP9							
RPT RPT Consulting Limited							
117-L/C Prof fees 1.7.-30.4.24	03/05/2024	0900	1	11,400.00	0.00	11,400.00	0.00
					0.00	**11,400.00**	
Above paid on 14/08/2024 by Cheque FP10							
SGLOS2 South Gloucestershire Council							
118-Recruitment advert	22/08/2024	3900010736	1	210.00	0.00	210.00	0.00
					0.00	**210.00**	
Above paid on 14/08/2024 by Cheque FP11							
Total Purchase Ledger Payments					**0.00**	**17,755.71**	

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 2024

Dear Member
You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 8th October 2024 at 7.00pm at Studio 1, Active Nation Filton, Elm Park, BS34 7PS.**

This meeting will be live streamed using the link below
https://youtube.com/live/WAsjKkDCkjM?feature=share

Yours sincerely,

L.A.Reuben
Town Clerk.& RFO

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Presentation from S Milne - S Glos Wayfinding Project
5. To approve the minutes of Full Council (Finance) Tuesday September 10th 2024 (page 1)
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 (page 2-20)
9. Balance Sheet Month 5 (pages 21-22)
10. Bank Reconciliation Month 5 (page 23-24)
11. Reports from Committees, Working Groups, and the Town Clerk:
  i) Staffing Committee – Minutes of the meeting held 8th October 2024
  ii) Committee/Working Groups :-a) Budget sub committee
    b)Local Nature Action Plan
    c)Neighbourhood Plan Working Group
    d))Conclusion of Annual Governance and Accountability Return 23/24 (pages 25-28)
  iii) Wessex Reserves Lease Agreement

12. Payments for Information (pages 29-30)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 10th September 2024,** Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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

0639. APOLOGIES FOR ABSENCE: Apologies noted.

0640. DECLARATIONS OF INTEREST: None

0641. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0642. MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 16th July 2024. Were approved as an accurate record with attendance amendment

0643. MATTERS ARISING FROM THE MINUTES- Accounting query has been answered and circulated to all members.

0644. PUBLIC PARTICIPATION – None

0645. INCOME & EXPENDITURE REPORTS MONTH 4 – Noted

0646. BALANCE SHEET MONTH 4 Noted

0647. BANK RECONCILIATIONS BANK MONTH 4: Noted

0648. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:
i) High Street Pedestrian Wayfinding Project - Parish and SGC Cllr meeting invitation
It was agreed to contact and invite to Full Council Finance and General Meeting October 8th 2024.

ii) Staffing Committee – Minutes of the meeting held 2nd September 2024 - Noted

iii)Committee/Working Groups:-
a) Budget subcommittee - Noted.
b) Local Nature Action Plan - The Clerk to circulate membership details.
c) Neighbourhood Plan Working Group – Noted and confirmed its prior to planning committee meeting.
d) Planning Committee (not working group) Noted

The chair expressed concerns he had received from residents regarding the current road works and traffic congestion issues at the moment in Filton. South Gloucestershire Councillor reassured that there would be an in-depth statement with relevant information would be available to all residents shortly.

0649. PAYMENTS FOR INFORMATION: Noted.

Chair closed the meeting 19.44

Summary Income & Expenditure by Budget Heading 31/08/2024

Month No: 5 | August 2024

			Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes									
100	Leisure Centre - Outsourcing	Expenditure	0	(32,803)	75,733	108,536		108,536	(43.3%)
106	Leisure Centre - Outdoor Sport	Income	0	378	2,200	1,823			17.2%
201	Playing Fields	Income	625	1,560	2,500	940			62.4%
		Expenditure	0	1,748	5,250	3,502		3,502	33.3%
		Movement to/(from) Gen Reserve	625	(188)					
202	Play Areas	Expenditure	0	4,594	4,000	(594)		(594)	114.8%
203	Millennium Green	Income	0	1,500	1,500	0			100.0%
		Expenditure	0	1,471	500	(971)		(971)	294.1%
		Movement to/(from) Gen Reserve	0	30					
204	Allotments	Income	0	103	1,800	1,698			5.7%
		Expenditure	0	2,586	2,775	189		189	93.2%
		Movement to/(from) Gen Reserve	0	(2,484)					
205	MUGA	Expenditure	0	1,139	0	(1,139)		(1,139)	0.0%
301	Roads & Highways	Expenditure	0	756	4,000	3,244		3,244	18.9%
302	Community Development	Income	0	4,630	2,500	(2,130)			185.2%
		Expenditure	0	19,460	79,700	60,240		60,240	24.4%
		Movement to/(from) Gen Reserve	0	(14,830)					
801	Corporate Management	Expenditure	(1,008)	(5,042)	86,501	91,543		91,543	(5.8%)
802	Democratic Rep'n & Mgmt	Expenditure	2,250	2,750	8,275	5,525		5,525	33.2%
803	Civic Expenses	Expenditure	0	0	1,950	1,950		1,950	0.0%
901	Central Services	Income	0	92	0	(92)			0.0%
		Expenditure	12,024	64,889	175,553	110,664		110,664	37.0%
		Movement to/(from) Gen Reserve	(12,024)	(64,797)					
902	Outside Services	Income	0	223	50	(173)			446.7%
		Expenditure	11,601	47,973	134,531	86,559		86,559	35.7%
		Movement to/(from) Gen Reserve	(11,601)	(47,749)					
998	Precept & Interest	Income	2,768	496,639	986,999	490,360			50.3%
		Finance & General Purposes Income	**3,393**	**505,125**	**997,549**	**492,424**			**50.6%**
		Expenditure	**24,866**	**109,519**	**578,768**	**469,249**	**0**	**469,249**	**18.9%**
		Movement to/(from) Gen Reserve	**(21,474)**	**395,605**					

Continued over page

Summary Income & Expenditure by Budget Heading 31/08/2024

Month No: 5 **August 2024**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Capital Projects								
908 L C Redevelopment	Expenditure	0	13,895	299,596	285,701		285,701	4.6%
909 Capital & Projects	Income	0	10,799	0	(10,799)			0.0%
	Expenditure	0	110,799	100,000	(10,799)		(10,799)	110.8%
	Movement to/(from) Gen Reserve	0	(100,000)					
	Capital Projects Income	**0**	**10,799**	**0**	**(10,799)**			**0.0%**
	Expenditure	**0**	**124,694**	**399,596**	**274,902**	**0**	**274,902**	**31.2%**
	Movement to/(from) Gen Reserve	**0**	**(113,895)**					
	Grand Totals:- Income	**3,393**	**515,924**	**997,549**	**481,625**			**51.7%**
	Expenditure	**24,866**	**234,213**	**978,364**	**744,151**	**0**	**744,151**	**23.9%**
	Net Income over Expenditure	**(21,474)**	**281,711**	**19,185**	**(262,526)**			
	Movement to/(from) Gen Reserve	**(21,474)**	**281,711**					

		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	(32,803)	(282,124)	(249,321)		(249,321)	11.6%	
4998	TFR TO EARMARKED RSV	0	0	357,857	357,857		357,857	0.0%	
	Leisure Centre - Outsourcing :- Indirect Expenditure	**0**	**(32,803)**	**75,733**	**108,536**	**0**	**108,536**	**(43.3%)**	**0**
	Net Expenditure	**0**	**32,803**	**(75,733)**	**(108,536)**				

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	378	2,200	1,823			17.2%	
Leisure Centre - Outdoor Sport :- Income	0	378	2,200	1,823			17.2%	0
Net Income	0	378	2,200	1,823				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Playing Fields								
1201 Field Hire Income	625	1,560	2,500	940			62.4%	
Playing Fields :- Income	**625**	**1,560**	**2,500**	**940**			**62.4%**	**0**
4037 GROUNDS MAINTENANCE	0	1,748	4,250	2,502		2,502	41.1%	
4040 EQUIPMENT & SMALL TOOLS	0	0	1,000	1,000		1,000	0.0%	
Playing Fields :- Indirect Expenditure	**0**	**1,748**	**5,250**	**3,502**	**0**	**3,502**	**33.3%**	**0**
Net Income over Expenditure	**625**	**(188)**	**(2,750)**	**(2,562)**				

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	2,000	2,000		2,000	0.0%	
4042 EQUIPMENT MAINTCE	0	4,594	2,000	(2,594)		(2,594)	229.7%	
Play Areas :- Indirect Expenditure	**0**	**4,594**	**4,000**	**(594)**	**0**	**(594)**	**114.8%**	**0**
Net Expenditure	**0**	**(4,594)**	**(4,000)**	**594**				

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	1,471	500	(971)		(971)	294.1%	
Millennium Green :- Indirect Expenditure	**0**	**1,471**	**500**	**(971)**	0	**(971)**	**294.1%**	**0**
Net Income over Expenditure	**0**	**30**	**1,000**	**971**				

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	103	1,800	1,698			5.7%	
Allotments :- Income	**0**	**103**	**1,800**	**1,698**			**5.7%**	0
4012 WATER RATES	0	(43)	500	543		543	(8.5%)	
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	2,629	2,000	(629)		(629)	131.4%	
Allotments :- Indirect Expenditure	**0**	**2,586**	**2,775**	**189**	**0**	**189**	**93.2%**	**0**
Net Income over Expenditure	0	(2,484)	(975)	1,509				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
205 MUGA								
4040 EQUIPMENT & SMALL TOOLS	0	1,139	0	(1,139)		(1,139)	0.0%	
MUGA :- Indirect Expenditure	0	1,139	0	(1,139)	0	(1,139)		0
Net Expenditure	**0**	**(1,139)**	**0**	**1,139**				

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	0	4,000	4,000		4,000	0.0%	
4082 BLEED KIT DISPENSERS	0	756	0	(756)		(756)	0.0%	
Roads & Highways :- Indirect Expenditure	0	756	4,000	3,244	0	3,244	18.9%	0
Net Expenditure	0	(756)	(4,000)	(3,244)				

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								
1077 GRANTS RECEIVED	0	4,500	0	(4,500)			0.0%	
1078 DONATIONS RECEIVED	0	130	0	(130)			0.0%	
1082 Filton Festival	0	0	2,500	2,500			0.0%	
Community Development :- Income	0	**4,630**	**2,500**	**(2,130)**			**185.2%**	**0**
4700 GRANTS - PERMITTED	0	1,890	0	(1,890)		(1,890)	0.0%	
4701 GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0%	
4702 GRANTS - TWINNING ASS'N	0	4,000	300	(3,700)		(3,700)	1333.3%	
4703 GRANTS - FOUR TOWNS TPT	0	5,000	1,000	(4,000)		(4,000)	500.0%	
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	2,020	10,900	8,880		8,880	18.5%	
4720 CHRISTMAS ACTIVITIES	0	0	5,000	5,000		5,000	0.0%	
4725 FILTON FESTIVAL	0	6,550	20,000	13,450		13,450	32.8%	
4730 COMMUNITY FUND	0	0	20,000	20,000		20,000	0.0%	
Community Development :- Indirect Expenditure	0	19,460	79,700	60,240	0	60,240	24.4%	0
Net Income over Expenditure	0	(14,830)	(77,200)	(62,370)				

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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	(1,008)	(5,042)	(12,100)	(7,058)		(7,058)	41.7%	
4053 EARLY RETIREMENT COSTS	0	0	98,601	98,601		98,601	0.0%	
Corporate Management :- Indirect Expenditure	**(1,008)**	**(5,042)**	**86,501**	**91,543**	**0**	**91,543**	**(5.8%)**	**0**
Net Expenditure	**1,008**	**5,042**	**(86,501)**	**(91,543)**				

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	0	250	250		250	0.0%	
4008 TRAINING	0	0	1,000	1,000		1,000	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	2,250	2,750	4,125	1,375		1,375	66.7%	
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	**2,250**	**2,750**	**8,275**	**5,525**	**0**	**5,525**	**33.2%**	**0**
Net Expenditure	**(2,250)**	**(2,750)**	**(8,275)**	**(5,525)**				

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)**				

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Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5 — August 2024

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901	**Central Services**								
1001	RENT RECEIVED	0	92	0	(92)			0.0%	
	Central Services :- Income	0	92	0	(92)				0
4001	SALARIES & WAGES	8,963	44,532	132,153	87,621		87,621	33.7%	
4005	HR Costs-Service level agr'mnt	137	137	1,000	863		863	13.7%	
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	60	60	500	440		440	12.0%	
4009	TRAVEL	8	58	200	142		142	29.2%	
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	744	4,148	10,000	5,852		5,852	41.5%	
4021	TELEPHONE & FAX	147	478	500	22		22	95.5%	
4022	POSTAGE	0	0	100	100		100	0.0%	
4023	STATIONERY/PRINTING	0	20	500	480		480	4.1%	
4024	SUBSCRIPTIONS	0	1,521	2,500	979		979	60.8%	
4025	INSURANCE	0	10,928	11,500	572		572	95.0%	
4026	PHOTOCOPY CHARGES	0	376	1,600	1,224		1,224	23.5%	
4027	OFFICE EQUIPMENT	0	0	500	500		500	0.0%	
4030	RECRUITMENT ADVTG	175	175	0	(175)		(175)	0.0%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4051	BANK CHARGES	12	120	500	380		380	24.1%	
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057	AUDIT FEES	0	0	1,050	1,050		1,050	0.0%	
4058	ACCOUNTANCY FEES	1,777	2,239	5,000	2,761		2,761	44.8%	
4060	OTHER PROF FEES	0	95	6,000	5,905		5,905	1.6%	
	Central Services :- Indirect Expenditure	**12,024**	**64,889**	**175,553**	**110,664**	**0**	**110,664**	**37.0%**	**0**
	Net Income over Expenditure	**(12,024)**	**(64,797)**	**(175,553)**	**(110,757)**				

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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	0	115	50	(65)			230.0%	
1080	MISCELLANEOUS INCOME	0	108	0	(108)			0.0%	
	Outside Services :- Income	**0**	**223**	**50**	**(173)**			**446.7%**	**0**
4001	SALARIES & WAGES	8,661	35,791	109,681	73,890		73,890	32.6%	
4006	PROTECTIVE CLOTHING	105	359	500	141		141	71.7%	
4008	TRAINING	0	0	1,000	1,000		1,000	0.0%	
4016	JANITORIAL	0	0	100	100		100	0.0%	
4018	REFUSE DISPOSAL	1,481	5,247	10,000	4,753		4,753	52.5%	
4036	PROPERTY MAINTCE	0	0	1,500	1,500		1,500	0.0%	
4037	GROUNDS MAINTENANCE	1,090	2,362	2,500	138		138	94.5%	
4040	EQUIPMENT & SMALL TOOLS	0	585	2,000	1,415		1,415	29.3%	
4041	EQUIPMENT HIRE	0	67	250	183		183	26.7%	
4042	EQUIPMENT MAINTCE	0	1,919	3,000	1,081		1,081	64.0%	
4044	VEHICLE FUEL,OIL & MAINT	265	1,643	4,000	2,357		2,357	41.1%	
	Outside Services :- Indirect Expenditure	**11,601**	**47,973**	**134,531**	**86,559**	**0**	**86,559**	**35.7%**	**0**
	Net Income over Expenditure	**(11,601)**	**(47,749)**	**(134,481)**	**(86,732)**				

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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	0	5,578	193,237	187,659		187,659	2.9%	
4055 LOAN CAPITAL REPAID	0	51,573	106,359	54,786		54,786	48.5%	
4982 CAP LC Redevelopment	0	3,499	0	(3,499)		(3,499)	0.0%	
4992 FUNDING FROM R CAP FUND	0	(3,499)	0	3,499		3,499	0.0%	
4999 TFR FR EARMARKED RSV	0	(43,257)	0	43,257		43,257	0.0%	
L C Redevelopment :- Indirect Expenditure	**0**	**13,895**	**299,596**	**285,701**	0	**285,701**	**4.6%**	0
Net Expenditure	0	(13,895)	(299,596)	(285,701)				

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								
1074 CIL Income	0	10,799	0	(10,799)			0.0%	
Capital & Projects :- Income	**0**	**10,799**	**0**	**(10,799)**				0
4903 CAP IT Upgrading	0	510	0	(510)		(510)	0.0%	
4992 FUNDING FROM R CAP FUND	0	(510)	0	510		510	0.0%	
4993 TFR TO ROLLING CAPITAL FUND	0	100,000	100,000	0		0	100.0%	
4998 TFR TO EARMARKED RSV	0	10,799	0	(10,799)		(10,799)	0.0%	
Capital & Projects :- Indirect Expenditure	**0**	**110,799**	**100,000**	**(10,799)**	**0**	**(10,799)**	**110.8%**	**0**
Net Income over Expenditure	**0**	**(100,000)**	**(100,000)**	**0**				

Continued over page

	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	488,500	976,999	488,500			50.0%	
1090 INTEREST RECEIVED	2,768	8,140	10,000	1,860			81.4%	
Precept & Interest :- Income	2,768	496,639	986,999	490,360			50.3%	0
Net Income	2,768	496,639	986,999	490,360				
Grand Totals:- Income	3,393	515,924	997,549	481,625			51.7%	
Expenditure	24,866	234,213	978,364	744,151	0	744,151	23.9%	
Net Income over Expenditure	(21,474)	281,711	19,185	(262,526)				
Movement to/(from) Gen Reserve	(21,474)	281,711						

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2024

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	7,482,170	2,164,511	5,317,659
11	LEASEHOLD LAND &	25,000	8,500	16,500
21	VEHICLES & EQUIPMENT	740,918	447,414	293,504
41	INFRASTRUCTURE ASSET	221,607	196,064	25,543
61	COMMUNITY ASSETS	61,458	37,372	24,086
	Total Fixed Assets	**8,531,153**	**2,853,861**	**5,677,292**
	Current Assets			
105	VAT CONTROL	3,135		
190	CAPITAL WORK IN PROGRESS	180,960		
200	BANK ACCOUNT-GENERAL	164,067		
201	BANK IMPREST WAGES AC	31,943		
245	CCLA Public Sector Investment	394,838		
246	CCLA - FTC Project Account	211,792		
	Total Current Assets		**986,735**	
	Current Liabilities			
500	TRADE CREDITORS	5,392		
501	SUNDRY CREDITORS	1,362		
510	ACCRUED EXPENSES	5,276		
525	PAYE AND NI DUE	3,487		
526	SUPERANNUATION DUE	2,499		
570	RETENTIONS PAYABLE	71,947		
	Total Current Liabilities		**89,963**	
	Net Current Assets			**896,772**
	Total Assets less Current Liabilities			**6,574,064**
	Long Term Liabilities			
389	Deferred Grants Unapplied	3,200		
390	Deferred Grants Applied	584,691		
391	Deferred Grants Released	(539,875)		
403	PWLB Loan 443438	92,164		
404	PWLB Loan 532982	473,809		
405	PWLB Loan 554749	3,734,265		
	Total Long Term Liabilities		**4,348,253**	
	Total Assets less Total Liabilities			**2,225,811**
	Represented by :-			
300	CURRENT YEAR FUND	281,711		
310	GENERAL FUND	168,327		
315	ROLLING CAPITAL FUND	154,575		
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		

A/c	Description	Actual	
330	CAPITAL FINANCE ACCOUNT	1,513,198	
336	EMR CIL 24/25	10,799	
	Total Equity		**2,225,811**

Bank Reconciliation Statement as at 31/08/2024 for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Trust Current Account	31/08/2024		164,067.39
			164,067.39

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		164,067.39

Unpresented Receipts (Plus)		
	0.00	
		0.00
		164,067.39
	Balance per Cash Book is :-	**164,067.39**
	Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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

Filton Town Council 24-25

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page	Balances
Natwest Imprest A/c -01364383	31/08/2024		100.00
Natwest Business A/c -08609098	31/08/2024		31,843.18
			31,943.18
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			31,943.18
Unpresented Receipts (Plus)			
		0.00	
			0.00
			31,943.18
		Balance per Cash Book is :-	**31,943.18**
		Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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

[Insert Name of Parish Council]

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

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 2024 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 on application to:	
(a) LESLEY REUBEN TOWN CLERK & RFO FILTON TOWN COUNCIL, ELM PARK, FILTON SOUTH GLOUCESTERSHIRE BS34 7PS	(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 9a.m - 5p.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___ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs.
(d) Announcement made: Lesley Reuben, Town Clerk & Responsible Financial Officer	(d) Insert the name and position of person placing the notice.
(e) Date of announcement: 27th September 2024	(e) Insert the date of placing of the notice.

Section 1 – Annual Governance Statement 2023/24

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 2024, that:

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

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

This Annual Governance Statement was approved at a meeting of the authority on:	Signed by the Chair and Clerk of the meeting where approval was given:
11/06/2024	Chair [signature]
and recorded as minute reference:	
Full Council (Finance) 0621	Clerk [signature]

www.filtontowncouncil.gov.uk

Section 2 – Accounting Statements 2023/24 for

FILTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	*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	988,976	4,313,683	*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	4,421,195	207,935	*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	-184,085	-166,921	*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	-163,455	-256,280	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	-1,735,642	-4,717,744	*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	4,313,683	367,367	*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	4,451,294	692,021	*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	4,493,940	8,712,113	*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	4,410,316	4,351,811	*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)			NA	*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date 05/06/2024

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

11/06/2024

as recorded in minute reference:

Full Council (Finance) 0622

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

Section 3 – External Auditor's Report and Certificate 2023/24

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 02as 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 2024; 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 2023/24

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.

(continue on a separate sheet if required)

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

The AGAR was not accurately completed before submission for review:
• Question 11a was left blank in the Accounting Statements when originally submitted. The AGAR was returned for amendment and has been correctly answered No.

The internal auditor did not cover all of the recommended objectives to confirm compliance and the relevant procedures and controls in operation were being achieved throughout the financial year as their response to internal control objective F (below) was answered "not applicable":
Objective F: Petty cash payments were appropriately supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for
It was confirmed through correspondence with council and inspection of the bank reconciliation that the council holds petty cash.

To be in line with best practice we recommend that when minuting the appointment of the internal auditor, the council record they have considered the independence of the appointed auditor on an annual basis.

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

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 2024.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature

DocuSigned by:
James Evans
467DFB746A8A428...

Date 24 September 2024

Linked to Cashbook 1

Entered Month 6
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCKBEAVERS DCK Accounting Solutions Ltd							
126-Accounts Nov 23	31/12/2023	TPC11092	1	350.54	0.00	350.54	0.00
127-Accounts Apr 24	28/05/2024	TPC11291	1	453.85	0.00	453.85	0.00
128-D Kemp present 23/24 Accou	18/06/2024	TPC11334	1	438.96	0.00	438.96	0.00
129-Accounts July 24	16/08/2024	TPC11410	1	359.16	0.00	359.16	0.00
130-VAT Part Ex 23/24	29/08/2024	TPC11426	1	530.10	0.00	530.10	0.00
					0.00	**2,132.61**	
				Above paid on 17/09/2024 by Cheque FP1			
DLIT DL I.T. Solutions Ltd							
131-Telephone July 24	16/08/2024	DI0001296	1	88.32	0.00	88.32	0.00
141-Microsoft 365	01/09/2024	1011817	1	158.81	0.00	158.81	0.00
142-IT Support	01/09/2024	1011716	1	231.00	0.00	231.00	0.00
148-Telephone May 24	14/06/2024	DI0001211	1	88.32	0.00	88.32	0.00
					0.00	**566.45**	
				Above paid on 17/09/2024 by Cheque FP2			
FILTONVOIC Filton Voice Ltd							
132-Filton Voice June 24	07/06/2024	0000357	1	2,100.00	0.00	2,100.00	0.00
133-Filton Voice July 24	03/07/2024	0000397	1	300.00	0.00	300.00	0.00
134-Filton Voice Aug 24	30/07/2024	01271	1	300.00	0.00	300.00	0.00
143-Filton Voice Sep 24	03/09/2024	0000435	1	300.00	0.00	300.00	0.00
					0.00	**3,000.00**	
				Above paid on 17/09/2024 by Cheque FP3			
LIVING Living Wage Foundation							
135-Living Wage Accreditation	02/07/2024	INV-152813	1	164.40	0.00	164.40	0.00
					0.00	**164.40**	
				Above paid on 17/09/2024 by Cheque FP4			
MICROSHADE Microshade Business Consultants Ltd							
136-Citrix hosting	08/07/2024	19562	1	71.81	0.00	71.81	0.00
144-Citrix hosting	08/09/2024	19790	1	71.81	0.00	71.81	0.00
					0.00	**143.62**	
				Above paid on 17/09/2024 by Cheque FP5			

Continued over page

Linked to Cashbook 1 **Entered Month 6 by user DCW**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PATTERSONS **Pattersons (Bristol)Ltd**							
137-Refuse sacks	19/08/2024	12516169	1	97.92	0.00	97.92	0.00
145-Refuse sacks	17/01/2024	CRN120782	1	-64.12	0.00	-64.12	0.00
					0.00	**33.80**	
				Above paid on 17/09/2024 by Cheque FP6			
SGLOS2 **South Gloucestershire Council**							
139-Grass cutting Jul-Sep 24	16/08/2024	3900011254	1	1,258.45	0.00	1,258.45	0.00
					0.00	**1,258.45**	
				Above paid on 17/09/2024 by Cheque FP7			
TRAVIS **Travis Perkins Trading Co Ltd**							
140-Postcrete	21/08/2024	1005141961	1	75.78	0.00	75.78	0.00
					0.00	**75.78**	
				Above paid on 17/09/2024 by Cheque FP8			
				Total Purchase Ledger Payments	**0.00**	**7,375.11**	

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS
Web: www.filtontowncouncil.gov.uk E-mail: office@filtontowncouncil.gov.uk

FULL COUNCIL MEETING (Finance & General Purposes)

7th November 2024

You are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 12th November 2024 at 7.00pm at Studio 1, Active Nation Filton, Elm Park, BS34 7PS.**

This meeting will be live streamed using the link : https://youtube.com/live/dMfbCpUUuHY?feature=share

S Davies
Town Clerk.& RFO
town.clerk@filtontowncouncil.gov.uk
01454 803918

AGENDA

1. Evacuation Procedures
2. Apologies for Absence
3. Declarations of Interest
   3.01 To receive declarations of interest from Councillors on items on the agenda.
   3.02 To receive written requests for dispensations for disclosable pecuniary interests (if any)
   3.03 To grant any requests for dispensation as appropriate
4. Exclusion of the press or public
5. Public Question Time
6. Minutes of Full Council (Finance) Tuesday October 8th 2024 (page 1)
7. Matters of report arising from the minutes not otherwise covered by the Agenda.
8. Grants
   i) Bristol Jiu Jitsu - L Barnes (Appendix 1)
   ii) Filton Concert Brass – A Jackson (Appendix 2)
   iii) North Bristol Colour Guard – B Coulter (Appendix 3)
9. British Cycle Speedway update - B Falconer
10. Draft Budget 2025-2026 - D Kemp DCK Accounting – (page 2)
11. Payments for Information (page 3)
12. Income & Expenditure Reports Month 6 (page 4-22)
13. Balance Sheet Month 6 (pages 23-24)
14. Bank Reconciliation Month 6 (page 25-26)
15. Establish working group on future accounts.

CLOSED TO THE PUBLIC SESSION

16. Staffing update

i) Office update

ii) NALC pay award (pages 27-29)

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 8th October 2024,** Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

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

0650. APOLOGIES FOR ABSENCE: Apologies noted.

0651. DECLARATIONS OF INTEREST: None

0652. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0653. PRESENTATION FROM S MILNE - S GLOS WAYFINDING PROJECT. Presentation given regarding new project and impact n the Filton area. and Councillors to report any ideas to FTC office to forward.

0654. MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 16th July 2024. Were approved as an accurate

0655. MATTERS ARISING FROM THE MINUTES- Accounting queries raised 301,909,4042,4037 TC to circulate answers.

0656. PUBLIC PARTICIPATION – None

0657. INCOME & EXPENDITURE REPORTS MONTH 5 – Noted

0658. BALANCE SHEET MONTH 5 Noted

0659. BANK RECONCILIATIONS BANK MONTH 5: Noted

0660. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:

i) Staffing Committee – Minutes of the meeting held 8th 2024 – Not held not quorate

ii) Committee/Working Groups:-
a) Local Nature Action Plan – No meeting as yet
b) Neighbourhood Plan Working Group – Priorities submitted to D Dixon
c) Conclusion of Annual Governance and Accountability Return 23/24 Noted .

iii) Wessex Reserves Lease- To be invited to present plans and discuss rental fees

0661. PAYMENTS FOR INFORMATION: Noted.

Chair closed the meeting 19.44

FILTON TOWN COUNCIL

(Created 4/11/2024)

Bndget Summary

Year Ended 31st March 2026

BAND D PRECEPT REMAINS UNCHANGED - RCP MAINTAINED AT £100K

	2024-25			2025-26		
	Projected	*Budgeted*	*Notes*	**Proposed**	*Budget Incr/(Decr)*	
REVENUE EXPENDITURE						
Parks and Open Spaces	15525	*12525*		**23525**	*11,000*	
Community Services	69396	*83700*		**84200**	*500*	
Corporate & Democratic	96676	*96726*		**-3375**	*-100,101*	
Central & Outside Services	273401	*310084*		**334076**	*23,992*	
Pool Outsourcing Net (excl Capital)	377857	*357857*		**469400**	*111,543*	
	832855	*860892*		**907826**	*46,934*	
INCOME						
Leisure Centre O/d Sports	1000	*2200*		**1000**	*-1,200*	
Parks and Open Spaces	5800	*5800*		**6000**	*200*	
Community Services	4630	*2500*		**2500**	*0*	
Corporate & Democratic	0	*0*		**0**	*0*	
Central & Outside Services	349	*50*		**52**	*2*	
Pool Outsourcing Net (excl Capital)	201476	*282124*		**305871**	*23,747*	
Interest Receivable	20000	*10000*		**15000**	*5,000*	
	233255	*302674*		**330423**	*27,749*	
NET REVENUE EXPENDITURE	599600	*558218*		**577403**	*19,185*	
CAPITAL & PROJECT EXPENDITURE (NET)						
Redevelopment Loan Repayments & Interest	299596	*299596*		**299596**		
Loan Repayments & Interest	0	*0*		**0**	*0*	
Capital Projects (net)	0	*0*		**0**	*0*	
Rolling Capital Programme	100000	*100000*		**100000**	*0*	
NET CAPITAL EXPENDITURE	399596	*399596*		**399596**	*0*	
TOTAL NET EXPENDITURE	999196	*957814*		**976999**	*19,185*	
Financed as follows:						
Reserves at 1st April	168327	*227507*		**146130**		
Pool Redevelopment from Gen Rsv						
Reserves at 31st March	146130	*246692*	**	**146130**		
Used to Fund Expenditure\(Added to Reserves)	22197	*-19185*		*0*		
Precept Required	976999	*976999*		**976999**	*0*	0.00%
TOTAL TAXATION FUNDING REQUIRED	976999	*976999*		**976999**	*0*	0.00%
	999196	*957814*		**976999**		

ADJUSTED BASIS

	2024-25	2025-26			
Band D Equivalents	3123	3123	N Y A		
Precept per Band D Equivalent (£/annum)	£ 312.84	£312.84		£0.00	0.00%
Precept per Band D Equivalent (p/week)	599.97	599.97		0.00	0.00%

			31/03/2025	31/03/2026
Notes: **	Recommended **minimum** reserve equal to 3 months net revenue expenditure	149900	139555	144351
	Reserves **surplus/deficit** to minimum level	-3770	6575	1779

Prepared by:
DCK Accounting Solutions Ltd

For:
Filton Town Council

16:21
04/11/2024

Date: 05/11/2024

Time: 13:21

Filton Town Council 24-25

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2024 and 05/11/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
15/10/2024	BDO LLP	FP1	4,536.00		151-External Audit 23/24
15/10/2024	Chandlers (Farm Equipment) Ltd	FP2	98.42		153-Blades
15/10/2024	Complete Weed Control (North W	FP3	404.40		155-Cyle speedway weed control
15/10/2024	Stacey Daly	FP4	340.00		138-LR Retirement party decora
15/10/2024	DCK Accounting Solutions Ltd	FP5	415.40		156-Accountancy Aug 24
15/10/2024	DL I.T. Solutions Ltd	FP6	478.13		159-IT Support
15/10/2024	FACE	FP7	17,500.00		160-FACE Grant 1.4-30.9.24
15/10/2024	Glasdon UK Ltd	FP8	1,400.15		169-Litter Picking Trolley
15/10/2024	GM Engineering (Bristol) Ltd	FP9	300.00		162-Barrier repairs
15/10/2024	HCI Data Ltd	FP10	114.00		163-Domain Renewal 24/25
15/10/2024	Julia Ponting	FP11	510.00		167-LR Retirement party buffet
15/10/2024	SLCC Enterprises Ltd	FP12	558.80		164-Recruitment Advert
		Total Payments	26,655.30		

Summary Income & Expenditure by Budget Heading 30/09/2024

Month No: 6 | September 2024

		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	(10,576)	(43,378)	75,733	119,111		119,111	(57.3%)
106 Leisure Centre - Outdoor Sport	Income	0	378	2,200	1,823			17.2%
201 Playing Fields	Income	415	1,975	2,500	525			79.0%
	Expenditure	0	1,748	5,250	3,502		3,502	33.3%
Movement to/(from) Gen Reserve		415	227					
202 Play Areas	Expenditure	0	4,594	4,000	(594)		(594)	114.8%
203 Millennium Green	Income	0	1,500	1,500	0			100.0%
	Expenditure	0	1,471	500	(971)		(971)	294.1%
Movement to/(from) Gen Reserve		0	30					
204 Allotments	Income	0	103	1,800	1,698			5.7%
	Expenditure	0	2,586	2,775	189		189	93.2%
Movement to/(from) Gen Reserve		0	(2,484)					
205 MUGA	Expenditure	0	1,139	0	(1,139)		(1,139)	0.0%
301 Roads & Highways	Expenditure	0	756	4,000	3,244		3,244	18.9%
302 Community Development	Income	0	4,630	2,500	(2,130)			185.2%
	Expenditure	8,750	28,210	79,700	51,490		51,490	35.4%
Movement to/(from) Gen Reserve		(8,750)	(23,580)					
801 Corporate Management	Expenditure	(1,008)	(6,050)	86,501	92,551		92,551	(7.0%)
802 Democratic Rep'n & Mgmt	Expenditure	250	3,000	8,275	5,275		5,275	36.3%
803 Civic Expenses	Expenditure	0	0	1,950	1,950		1,950	0.0%
901 Central Services	Income	0	92	0	(92)			0.0%
	Expenditure	10,264	75,152	175,553	100,401		100,401	42.8%
Movement to/(from) Gen Reserve		(10,264)	(75,060)					
902 Outside Services	Income	33	257	50	(207)			513.4%
	Expenditure	10,797	58,769	134,531	75,762		75,762	43.7%
Movement to/(from) Gen Reserve		(10,763)	(58,513)					
998 Precept & Interest	Income	2,595	499,235	986,999	487,764			50.6%
Finance & General Purposes Income		**3,044**	**508,168**	**997,549**	**489,381**			**50.9%**
	Expenditure	**18,476**	**127,996**	**578,768**	**450,772**	**0**	**450,772**	**22.1%**
Movement to/(from) Gen Reserve		**(15,433)**	**380,173**					

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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	132,217	146,112	299,596	153,484		153,484	48.8%
909 Capital & Projects	Income	0	10,799	0	(10,799)			0.0%
	Expenditure	0	110,799	100,000	(10,799)		(10,799)	110.8%
	Movement to/(from) Gen Reserve	0	(100,000)					
	Capital Projects Income	**0**	**10,799**	**0**	**(10,799)**			**0.0%**
	Expenditure	**132,217**	**256,911**	**399,596**	**142,685**	**0**	**142,685**	**64.3%**
	Movement to/(from) Gen Reserve	**(132,217)**	**(246,112)**					
	Grand Totals:- Income	**3,044**	**518,967**	**997,549**	**478,582**			**52.0%**
	Expenditure	**150,694**	**384,907**	**978,364**	**593,457**	**0**	**593,457**	**39.3%**
	Net Income over Expenditure	**(147,650)**	**134,061**	**19,185**	**(114,876)**			
	Movement to/(from) Gen Reserve	**(147,650)**	**134,061**					

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6 **September 2024**

		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	(10,576)	(43,378)	(282,124)	(238,746)		(238,746)	15.4%	
4998	TFR TO EARMARKED RSV	0	0	357,857	357,857		357,857	0.0%	
	Leisure Centre - Outsourcing :- Indirect Expenditure	**(10,576)**	**(43,378)**	**75,733**	**119,111**	**0**	**119,111**	**(57.3%)**	**0**
	Net Expenditure	**10,576**	**43,378**	**(75,733)**	**(119,111)**				

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106	Leisure Centre - Outdoor Sport								
1060	GRASS INCOME	0	378	2,200	1,823			17.2%	
	Leisure Centre - Outdoor Sport :- Income	**0**	**378**	**2,200**	**1,823**			**17.2%**	**0**
	Net Income	**0**	**378**	**2,200**	**1,823**				

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
201	Playing Fields								
1201	Field Hire Income	415	1,975	2,500	525			79.0%	
	Playing Fields :- Income	**415**	**1,975**	**2,500**	**525**			**79.0%**	**0**
4037	GROUNDS MAINTENANCE	0	1,748	4,250	2,502		2,502	41.1%	
4040	EQUIPMENT & SMALL TOOLS	0	0	1,000	1,000		1,000	0.0%	
	Playing Fields :- Indirect Expenditure	**0**	**1,748**	**5,250**	**3,502**	**0**	**3,502**	**33.3%**	**0**
	Net Income over Expenditure	**415**	**227**	**(2,750)**	**(2,977)**				

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	2,000	2,000		2,000	0.0%	
4042	EQUIPMENT MAINTCE	0	4,594	2,000	(2,594)		(2,594)	229.7%	
	Play Areas :- Indirect Expenditure	**0**	**4,594**	4,000	**(594)**	**0**	**(594)**	**114.8%**	**0**
	Net Expenditure	**0**	**(4,594)**	**(4,000)**	**594**				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6 | **September 2024**

		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	1,471	500	(971)		(971)	294.1%	
	Millennium Green :- Indirect Expenditure	**0**	**1,471**	**500**	**(971)**	**0**	**(971)**	**294.1%**	**0**
	Net Income over Expenditure	**0**	**30**	**1,000**	**971**				

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	103	1,800	1,698			5.7%	
	Allotments :- Income	**0**	**103**	**1,800**	**1,698**			**5.7%**	**0**
4012	WATER RATES	0	(43)	500	543		543	(8.5%)	
4013	RENT	0	0	275	275		275	0.0%	
4037	GROUNDS MAINTENANCE	0	2,629	2,000	(629)		(629)	131.4%	
	Allotments :- Indirect Expenditure	**0**	**2,586**	**2,775**	**189**	**0**	**189**	**93.2%**	**0**
	Net Income over Expenditure	**0**	**(2,484)**	**(975)**	**1,509**				

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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
205 MUGA								
4040 EQUIPMENT & SMALL TOOLS	0	1,139	0	(1,139)		(1,139)	0.0%	
MUGA :- Indirect Expenditure	**0**	**1,139**	**0**	**(1,139)**	**0**	**(1,139)**		**0**
Net Expenditure	**0**	**(1,139)**	**0**	**1,139**				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6 September 2024

		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	0	4,000	4,000		4,000	0.0%	
4082	BLEED KIT DISPENSERS	0	756	0	(756)		(756)	0.0%	
	Roads & Highways :- Indirect Expenditure	**0**	**756**	**4,000**	**3,244**	**0**	**3,244**	**18.9%**	**0**
	Net Expenditure	**0**	**(756)**	**(4,000)**	**(3,244)**				

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								
1077	GRANTS RECEIVED	0	4,500	0	(4,500)			0.0%	
1078	DONATIONS RECEIVED	0	130	0	(130)			0.0%	
1082	Filton Festival	0	0	2,500	2,500			0.0%	
	Community Development :- Income	**0**	**4,630**	**2,500**	**(2,130)**			**185.2%**	**0**
4700	GRANTS - PERMITTED	0	1,890	0	(1,890)		(1,890)	0.0%	
4701	GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0%	
4702	GRANTS - TWINNING ASS'N	0	4,000	300	(3,700)		(3,700)	1333.3%	
4703	GRANTS - FOUR TOWNS TPT	0	5,000	1,000	(4,000)		(4,000)	500.0%	
4707	GRANTS - YOUTH PROVISION	8,750	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	2,020	10,900	8,880		8,880	18.5%	
4720	CHRISTMAS ACTIVITIES	0	0	5,000	5,000		5,000	0.0%	
4725	FILTON FESTIVAL	0	6,550	20,000	13,450		13,450	32.8%	
4730	COMMUNITY FUND	0	0	20,000	20,000		20,000	0.0%	
	Community Development :- Indirect Expenditure	**8,750**	**28,210**	**79,700**	**51,490**	**0**	**51,490**	**35.4%**	**0**
	Net Income over Expenditure	**(8,750)**	**(23,580)**	**(77,200)**	**(53,620)**				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

September 2024

		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	(1,008)	(6,050)	(12,100)	(6,050)		(6,050)	50.0%	
4053	EARLY RETIREMENT COSTS	0	0	98,601	98,601		98,601	0.0%	
	Corporate Management :- Indirect Expenditure	**(1,008)**	**(6,050)**	**86,501**	**92,551**	**0**	**92,551**	**(7.0%)**	**0**
	Net Expenditure	**1,008**	**6,050**	**(86,501)**	**(92,551)**				

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
802	Democratic Rep'n & Mgmt								
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	0	0	1,000	1,000		1,000	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	250	3,000	4,125	1,125		1,125	72.7%	
4065	MEETING COSTS	0	0	150	150		150	0.0%	
	Democratic Rep'n & Mgmt :- Indirect Expenditure	**250**	**3,000**	**8,275**	**5,275**	**0**	**5,275**	**36.3%**	**0**
	Net Expenditure	(250)	(3,000)	(8,275)	(5,275)				

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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)**				

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								
1001	RENT RECEIVED	0	92	0	(92)			0.0%	
	Central Services :- Income	**0**	**92**	**0**	**(92)**				**0**
4001	SALARIES & WAGES	8,892	53,424	132,153	78,729		78,729	40.4%	
4005	HR Costs-Service level agr'mnt	0	137	1,000	863		863	13.7%	
4007	COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008	TRAINING	0	60	500	440		440	12.0%	
4009	TRAVEL	0	58	200	142		142	29.2%	
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	342	4,490	10,000	5,510		5,510	44.9%	
4021	TELEPHONE & FAX	74	551	500	(51)		(51)	110.3%	
4022	POSTAGE	0	0	100	100		100	0.0%	
4023	STATIONERY/PRINTING	0	20	500	480		480	4.1%	
4024	SUBSCRIPTIONS	0	1,521	2,500	979		979	60.8%	
4025	INSURANCE	0	10,928	11,500	572		572	95.0%	
4026	PHOTOCOPY CHARGES	0	376	1,600	1,224		1,224	23.5%	
4027	OFFICE EQUIPMENT	0	0	500	500		500	0.0%	
4030	RECRUITMENT ADVTG	580	755	0	(755)		(755)	0.0%	
4039	MISC EXPS, XMAS DECORATIONS	0	0	100	100		100	0.0%	
4051	BANK CHARGES	30	150	500	350		350	30.1%	
4056	LEGAL FEES	0	0	1,000	1,000		1,000	0.0%	
4057	AUDIT FEES	0	0	1,050	1,050		1,050	0.0%	
4058	ACCOUNTANCY FEES	346	2,585	5,000	2,415		2,415	51.7%	
4060	OTHER PROF FEES	0	95	6,000	5,905		5,905	1.6%	
	Central Services :- Indirect Expenditure	**10,264**	**75,152**	**175,553**	**100,401**	**0**	**100,401**	**42.8%**	**0**
	Net Income over Expenditure	**(10,264)**	**(75,060)**	**(175,553)**	**(100,493)**				

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	115	50	(65)			230.0%	
1080	MISCELLANEOUS INCOME	33	142	0	(142)			0.0%	
	Outside Services :- Income	**33**	**257**	**50**	**(207)**			**513.4%**	**0**
4001	SALARIES & WAGES	8,884	44,675	109,681	65,006		65,006	40.7%	
4006	PROTECTIVE CLOTHING	0	359	500	141		141	71.7%	
4008	TRAINING	0	0	1,000	1,000		1,000	0.0%	
4016	JANITORIAL	0	0	100	100		100	0.0%	
4018	REFUSE DISPOSAL	1,325	6,572	10,000	3,428		3,428	65.7%	
4036	PROPERTY MAINTCE	250	250	1,500	1,250		1,250	16.7%	
4037	GROUNDS MAINTENANCE	0	2,362	2,500	138		138	94.5%	
4040	EQUIPMENT & SMALL TOOLS	0	585	2,000	1,415		1,415	29.3%	
4041	EQUIPMENT HIRE	0	67	250	183		183	26.7%	
4042	EQUIPMENT MAINTCE	82	2,001	3,000	999		999	66.7%	
4044	VEHICLE FUEL,OIL & MAINT	256	1,899	4,000	2,101		2,101	47.5%	
	Outside Services :- Indirect Expenditure	**10,797**	**58,769**	**134,531**	**75,762**	**0**	**75,762**	43.7%	**0**
	Net Income over Expenditure	**(10,763)**	**(58,513)**	**(134,481)**	**(75,968)**				

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	87,942	93,520	193,237	99,717		99,717	48.4%	
4055	LOAN CAPITAL REPAID	44,275	95,849	106,359	10,510		10,510	90.1%	
4982	CAP LC Redevelopment	0	3,499	0	(3,499)		(3,499)	0.0%	
4992	FUNDING FROM R CAP FUND	0	(3,499)	0	3,499		3,499	0.0%	
4999	TFR FR EARMARKED RSV	0	(43,257)	0	43,257		43,257	0.0%	
	L C Redevelopment :- Indirect Expenditure	132,217	146,112	299,596	153,484	0	153,484	48.8%	0
	Net Expenditure	(132,217)	(146,112)	(299,596)	(153,484)				

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	10,799	0	(10,799)			0.0%	
	Capital & Projects :- Income	**0**	**10,799**	**0**	**(10,799)**				**0**
4903	CAP IT Upgrading	0	510	0	(510)		(510)	0.0%	
4984	CAP Grounds Maint. Equipment	1,167	1,167	0	(1,167)		(1,167)	0.0%	
4992	FUNDING FROM R CAP FUND	(1,167)	(1,677)	0	1,677		1,677	0.0%	
4993	TFR TO ROLLING CAPITAL FUND	0	100,000	100,000	0		0	100.0%	
4998	TFR TO EARMARKED RSV	0	10,799	0	(10,799)		(10,799)	0.0%	
	Capital & Projects :- Indirect Expenditure	**0**	**110,799**	**100,000**	**(10,799)**	**0**	**(10,799)**	**110.8%**	**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	488,500	976,999	488,500			50.0%	
1090	INTEREST RECEIVED	2,595	10,735	10,000	(735)			107.4%	
	Precept & Interest :- Income	**2,595**	**499,235**	**986,999**	**487,764**			**50.6%**	**0**
	Net Income	**2,595**	**499,235**	**986,999**	**487,764**				
	Grand Totals:- Income	**3,044**	**518,967**	**997,549**	**478,582**			**52.0%**	
	Expenditure	**150,694**	**384,907**	**978,364**	**593,457**	**0**	**593,457**	**39.3%**	
	Net Income over Expenditure	**(147,650)**	**134,061**	**19,185**	**(114,876)**				
	Movement to/(from) Gen Reserve	**(147,650)**	**134,061**						

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2024

A/c	Description	Actual		
	Fixed Assets	Asset Value	Depreciation	Net Value
1	FREEHOLD LAND & BUILDINGS	7,482,170	2,164,511	5,317,659
11	LEASEHOLD LAND & BUILDINGS	25,000	8,500	16,500
21	VEHICLES & EQUIPMENT	740,918	447,414	293,504
41	INFRASTRUCTURE ASSET	221,607	196,064	25,543
61	COMMUNITY ASSETS	61,458	37,372	24,086
	Total Fixed Assets	**8,531,153**	**2,853,861**	**5,677,292**
	Current Assets			
105	VAT CONTROL	2,657		
190	CAPITAL WORK IN PROGRESS	180,960		
200	BANK ACCOUNT-GENERAL	16,375		
201	BANK IMPREST WAGES AC	34,711		
245	CCLA Public Sector Investment	394,838		
246	CCLA - FTC Project Account	212,698		
	Total Current Assets		**842,239**	
	Current Liabilities			
500	TRADE CREDITORS	13,417		
501	SUNDRY CREDITORS	1,362		
510	ACCRUED EXPENSES	1,496		
525	PAYE AND NI DUE	3,533		
526	SUPERANNUATION DUE	2,528		
570	RETENTIONS PAYABLE	71,947		
	Total Current Liabilities		**94,284**	
	Net Current Assets			**747,955**
	Total Assets less Current Liabilities			**6,425,247**
	Long Term Liabilities			
389	Deferred Grants Unapplied	3,200		
390	Deferred Grants Applied	584,691		
391	Deferred Grants Released	(539,875)		
403	PWLB Loan 443438	92,164		
404	PWLB Loan 532982	473,809		
405	PWLB Loan 554749	3,689,989		
	Total Long Term Liabilities		**4,303,978**	
	Total Assets less Total Liabilities			**2,121,269**
	Represented by :-			
300	CURRENT YEAR FUND	134,061		
310	GENERAL FUND	168,327		
315	ROLLING CAPITAL FUND	153,408		
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		

A/c	Description	Actual	
330	CAPITAL FINANCE ACCOUNT	1,557,474	
336	EMR CIL 24/25	10,799	
	Total Equity		**2,121,269**

Bank Reconciliation Statement as at 30/09/2024 for Cashbook 1 - BANK ACCOUNT-GENERAL

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Current Account	30/09/2024		16,375.07
			16,375.07
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			16,375.07
Unpresented Receipts (Plus)			
		0.00	
			0.00
			16,375.07
		Balance per Cash Book is :-	**16,375.07**
		Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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

Filton Town Council 24-25

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 2 - BANK ACCOUNT-IMPREST

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Imprest A/c -01364383	25/09/2024		100.00
Natwest Business A/c -08609098	25/09/2024		45,317.86
			45,417.86

Unpresented Payments (Minus)			Amount	
30/09/2024	DDR	Sep Salaries	10,706.38	
				10,706.38
				34,711.48

Unpresented Receipts (Plus)		
	0.00	
		0.00
		34,711.48

Balance per Cash Book is :-	**34,711.48**
Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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

National Joint Council for local government services

Employers' Secretary
Naomi Cooke

Trade Union Secretaries

Mike Short, UNISON
Sharon Wilde, GMB

Address for correspondence
Local Government Association
18 Smith Square
London SW1P 3HZ
Tel: 020 7664 3000
info@local.gov.uk

Address for correspondence
UNISON Centre
130 Euston Road
London NW1 2AY
Tel: 0845 3550845
l.government@unison.co.uk

To: Chief Executives in England, Wales and N Ireland
(to be shared with Finance Director and HR Director)
Regional Employer Organisations
Members of the National Joint Council

22 October 2024

Dear Chief Executive,

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024

Employers are encouraged to implement this pay award as swiftly as possible.

Agreement has been reached on rates of pay applicable from **1 April 2024** (covering the period 1 April 2024 to 31 March 2025). The new pay rates, each increased by £1,290 per annum, are attached at **Annex 1**.

All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, should be increased by 2.50 per cent, in accordance with Green Book Part 2 Para 5.4[1].

The new rates for allowances, uprated by 2.50 per cent, are set out at **Annex 2**.

Joint work

It has been agreed that there will be joint discussions on how the NJC can capture gender, ethnicity and disability pay gap information that will be of most benefit to the sector.

Backpay for employees who have left employment since 1 April 2024

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2024 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly.

[1] The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.

Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of www.lgpsregs.org.

Yours faithfully,

Naomi
Cooke

Naomi Cooke **Mike Short** **Sharon Wilde**

ANNEX 1

SCP	01-Apr-23		01-Apr-24	
	per annum	per hour	per annum	per hour
1	*Deleted wef 01 Apr 23*			
2	£22,366	£11.59	£23,656	£12.26
3	£22,737	£11.79	£24,027	£12.45
4	£23,114	£11.98	£24,404	£12.65
5	£23,500	£12.18	£24,790	£12.85
6	£23,893	£12.38	£25,183	£13.05
7	£24,294	£12.59	£25,584	£13.26
8	£24,702	£12.80	£25,992	£13.47
9	£25,119	£13.02	£26,409	£13.69
10	£25,545	£13.24	£26,835	£13.91
11	£25,979	£13.47	£27,269	£14.13
12	£26,421	£13.69	£27,711	£14.36
13	£26,873	£13.93	£28,163	£14.60
14	£27,334	£14.17	£28,624	£14.84
15	£27,803	£14.41	£29,093	£15.08
16	£28,282	£14.66	£29,572	£15.33
17	£28,770	£14.91	£30,060	£15.58
18	£29,269	£15.17	£30,559	£15.84
19	£29,777	£15.43	£31,067	£16.10
20	£30,296	£15.70	£31,586	£16.37
21	£30,825	£15.98	£32,115	£16.65
22	£31,364	£16.26	£32,654	£16.93
23	£32,076	£16.63	£33,366	£17.29
24	£33,024	£17.12	£34,314	£17.79
25	£33,945	£17.59	£35,235	£18.26
26	£34,834	£18.06	£36,124	£18.72
27	£35,745	£18.53	£37,035	£19.20
28	£36,648	£19.00	£37,938	£19.66
29	£37,336	£19.35	£38,626	£20.02
30	£38,223	£19.81	£39,513	£20.48
31	£39,186	£20.31	£40,476	£20.98
32	£40,221	£20.85	£41,511	£21.52
33	£41,418	£21.47	£42,708	£22.14
34	£42,403	£21.98	£43,693	£22.65
35	£43,421	£22.51	£44,711	£23.17
36	£44,428	£23.03	£45,718	£23.70
37	£45,441	£23.55	£46,731	£24.22
38	£46,464	£24.08	£47,754	£24.75
39	£47,420	£24.58	£48,710	£25.25
40	£48,474	£25.13	£49,764	£25.79
41	£49,498	£25.66	£50,788	£26.32
42	£50,512	£26.18	£51,802	£26.85
43	£51,515	£26.70	£52,805	£27.37

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)