

PRESENT :- Cllrs :- G Crane (Chair), SJ Sims (Vice -Chair), G Hiscox, P Lillis, R M Hutchinson, AD Monks

APOLOGIES :- Cllrs:- D Hutchinson, S Breed, D Collins

340. NORTH BRISTOL ADVICE CENTRE : Max Beseke from the Advice Centre gave a presentation on the services they provide. **Agreed:** to recommend that they be given a grant of £2000 as the council are heavily committed this year and could not afford to pay the £3,500 they had hoped for. The Council would also ask that consideration be given to holding a drop in centre once a month in the Library on a trial basis.

341. FARMERS MARKET: Jim Wilkie, the organiser of Chipping Sodbury Farmers Market explained the idea behind the market and how it differed from a normal stall market. The main differences were: -

- a) Only produce from the local area shall be eligible
- b) All produce sold must be grown, reared, caught, brewed, pickled, baked, smoked or processed by the stall holder
- c) The stall must be attended by the principle producer or a representative directly involved in the production process.
- d) Information should be available to customers at each market about these rules.

He also explained that it was a good idea to try and organise the market for a different day than surrounding markets and it would be advantageous if councillors visited surrounding markets to see how they work.

342. MINUTES: of the meeting held 11th March 2003 were approved.

343. ARISING FROM THE MINUTES:-

- i) 334 – Rannoch Road Payphone – BT had replied to the request explaining that there would need to be extensive public consultation before consideration could be given to the payphone being removed.
- ii) 336 – McDonalds Environmental Project – **Agreed:** that the Clerk write and suggest the area surrounding Emma – Chris way be considered.
- iii) 338 – Skateboard Ramp – The Chair was trying to organise collection of the ramp.

344. BAR UPDATE: - see confidential appendix

345. POOL UPDATE: The Operations Manager had produced two reports, the first explaining the need for an acting Operations Manager due to annual leave or sickness. **Agreed:** to recommend that this be approved. The second report gave an update on the outstanding works and problems in the Swimming Pool. There had been problems with the pool dosing system and investigations had been made into changing systems. **Agreed:** to recommend that the system be changed as per the recommendations.

346. LAND BEHIND THE BULLDOG: It was reported that a solicitor had been contacted with reference to an agreement being drawn up, but there was no further progress to report at this stage.

- 347. FILTON COLLEGE GOVERNOR:** a letter had been received from Filton College inviting the Town Council to nominate one of its members to serve as a Governor.
Agreed: to recommend that Cllr Hutchinson be formally appointed.
- 348. ALLOTMENT WATER SUPPLY:** More enquiries need to be made as to what was required and how it could be managed. **Agreed:** that Cllr Hiscox make enquiries and report back to the Committee.
- 349. PAVILION CHARGES:** New Charges had been effective from 1st April and a number of letters had been received: -
- i) **Art Class** – had expressed concern that they would have to close as they only have 10-11 members and £10 per session was too expensive.
Agreed: the Clerk would write back explaining that it was uneconomic to charge £4 and that the council had a consistent policy with all facility users, but if the treasurer sent in a copy of the Accounts and Balance sheet the council would consider them for a grant.
 - ii) **Filton Chest & Heart** – had also expressed concern. **Agreed:** that as they were a registered charity their charges could be waived.
 - iii) **Filtones** – had expressed concern. **Agreed:** to write back explaining that the Committee would consider them for a grant if they sent in a copy of the Accounts and a Balance Sheet.
- 350. DOG FOULING:** **Agreed:** to make this an agenda item at the next meeting.

There being no further business the meeting closed at 10pm

PRESENT :- Cllrs :- RM Hutchinson, P Lillis, P Blandamour, J Martindale
D Hutchinson, TW Pomroy, S Sims

APOLOGIES :- Cllrs:- A Monk, SJ MacCallum, G A Crane

351. ELECTION OF CHAIR: Cllr SJ Sims was elected Chair.

352. ELECTION OF VICE CHAIR: Cllr D Hutchinson was elected.

353. MINUTES: of the meeting held 8th April 2003 were approved.

354. ARISING FROM THE MINUTES:

- i. **343i** – Rannoch Road Payphone – BT had agreed to remove this payphone, however it could be some time before this could be organised.

Agreed: to keep chasing BT

- ii. **343iii** – Skateboard Ramp – this had now been collected and Lois Pryce was investigating the cost of the surface required

355. BANK SIGNATORIES : agreed Cllr Sims and D Hutchinson be added to the list of Bank signatories.

356. STAFFING COMMITTEE: agreed as:-

Cllrs RM Hutchinson, P Lillis, SJ Sims, D Hutchinson, J Martindale, SJ MacCallum

357. BAR UPDATE: a review of opening hours and prices was needed.

Agreed: this be reviewed by the Staffing Committee.

See also confidential appendix.

358. POOL UPDATE:

- i. There were still outstanding issues from the Pool Contract and conflicting advice had been given from various contractors – the Clerk had therefore instigated a post project meeting inviting all contractors to attend to try and resolve the situation
- ii Pool attendance figures were averaging 11 – 12,000 swimmers per month. There were staff shortages at present but adverts had been placed locally and in the Evening Post. **Agreed:** to also place an advertisement in the next Town Council newsletter.
- iii Football and cricket coaching sessions had ben organised during the Easter and May half – term holidays and had proved successful. More courses and activities were planned for the summer.

359. REPAIRS & RENEWALS: **agreed:** to make this a regular agenda item. The play area gates and the kick wall needed attention.

360. ALLOTMENTS WATER SUPPLY: The allotments association chair had been in contact with Bristol Water and was trying to organise a meeting with them on site to discuss the best way forward.

361. GRANT APPLICATIONS:

- a) **Filton Twinning Association** – Correspondence had been received from the Twinning Association asking for a review of their annual grant, rent and a better relationship with the Council. They had requested that a meeting be held with 4 – 5 members of the council. **Agreed:** to arrange a meeting as requested and to write offering them a grant of £1,000 for this year as this was the turn of Filton to host and to cover 1 years rent of Pavilion. A vote of 4 for and 3 against was recorded. Cllrs R Hutchinson, D Hutchinson and SJ Sims declared a pecuniary interest.

- b) **Filton Brass Band** – had won a place at the National Brass Band Championships to be held in Dundee, Scotland on September 3rd and were asking to be considered for a grant towards the cost of the journey. **Agreed:** to defer a decision until more information was received.
- c) **Filton Library** – had asked if the council would fund 5 book token prizes totalling £50. **Agreed:** that this amount be paid.
- d) **Monday Whist Club** – asked for a reduction in their rent. **Agreed:** that a donation of £50 towards rent be made.
- e) **Filton Community Association** – had asked for a grant towards the redecoration of their Memorial Hall the cost of which would be approximately £4000. **Agreed:** to defer a decision and to write to ask for a copy of their accounts and ask if they have applied for grants to the South Gloucestershire Environmental Body.
- f) **Northville Golden Age Club** – were applying for their annual grant. **Agreed:** to give them £250
- g) **St Peters Church** – had written asking for financial help towards their holiday play scheme. **Refer to staffing committee.**
- h) **Pyramid YC** – asked for financial help towards their holiday play scheme. **Agreed:** a grant of £1000 and that they notify the council of future meeting dates.
- i) **North Bristol Karate Club** – had written in explaining the need for safety mats. **Agreed:** that the council purchase the mats direct for the use of all users.

362. DOG FOULING: **Agreed:** to defer this item until after the Southern Brooks Forum.

363. SQUASH COURT WORKING PARTY: would consist of Cllrs R Hutchinson, D Hutchinson, A Monk, T Pomroy and S Sims.

364. LAND BEHIND THE BULLDOG: No further development to report at this stage. Details were still awaited for the Land Option Agreement.

There being no other business the meeting closed at 9:15pm

PRESENT :- Cllrs :- SJ Sims (Chair), RM Hutchinson, P Lillis, P Blandamour, D Hutchinson, TW Pomroy, G Crane

ALSO IN ATTENDANCE:- Cllrs:- D Bell, B Freeguard

APOLOGIES :- Cllrs:- A Monk, J Martindale

365. MINUTES: of the meeting held 3rd June 2003 were approved. Cllr Bell asked for his attendance at the meeting to be recorded.

366. ARISING FROM THE MINUTES:

- i. 355 – Bank Signatories – The Clerk confirmed that the matter was being dealt with.
- ii. 362 – Dog Fouling – **Agreed:** to include it as an agenda item at the September Town Council Town Council meeting and invite the dog warden to attend.

367. ANALYSIS OF ACCOUNTS TO DATE: Members agreed to consider the information provided and discuss it at the next finance meeting. The Clerk confirmed that analysis reports would be presented to the Committee on a quarterly basis.

368. NIGHT BUS SERVICE: Cllr R Hutchinson advised that he had recently attended a meeting of the North Fringe Chairs and Clerks to discuss the costs involved in operating a night bus service for the area. Option three (i.e. 2 separate bus routes, one for the North Fringe and one for Thornbury) was considered the best option. It was hoped that the service would be up and running by September or October of this year. This meant that Filton's contribution for this year would be £3,000. It was noted that some of the cost could be met 'in kind'. **Agreed:** that the Council would commit £3,000 to the scheme this year and monitor its viability before making a decision on any future financial commitment. **Action:** The Clerk to notify Carrie of the Committee's decision immediately.

369. RECYCLING: Cllr Sims asked for members' comments on the possibility of having recycling bins situated at the Elm Park complex. Members agreed that the Council should be seen to be setting a good example. **Agreed:** that the Clerk should contact SITA And Churngolds for further information on the costs involved.

370. POOL UPDATE: a copy of the site meeting minutes had been circulated to members for information. The Clerk advised that the faulty acoustic tiles had now been taken down from the pool side and would be replaced. The chemical change was almost complete. Confirmation of a date to repair the flooding problem in the changing rooms was expected shortly. The Clerk confirmed that a final payment to the contractors would be withheld until the building is officially accepted.

- 371. BAR UPDATE:** The stocktakers report was tabled and accepted. **Carlsberg Tetley loan update:** The Clerk reported that there seemed to be a discrepancy with Carlsberg Tetley over what had originally been agreed regarding credits against the bar refurbishment loan. Members agreed that their understanding had been that everything purchased under the Carlsberg Tetley range was included in the scheme. **Agreed Action:** The Clerk to set up a meeting with the area manager of Carlsberg Tetley and members who had attended the original meeting.
- 372. REPAIRS AND RENEWALS:** The Play Area safety inspection report had been circulated to members for information. **Agreed:** to act on the report and to prioritise any repairs or renewals which had been identified as urgent.
- 373. DATA CAPTURE – OPEN SPACE:** **Agreed:** to provide the information requested which was required to form a database relating to land holding, children's play provision and sports fields in South Gloucestershire.
- 374. OFFICE COMPUTER:** Members discussed the need for additional computer equipment in the Town Council office. It was noted that there is currently one PC which is shared by the Clerk and two part time admin assistants. The Clerk confirmed that work on the computer had increased significantly, particularly since the installation of new payroll software and the transfer of the accounts system onto spreadsheets. Cllr Pomroy advised that South Gloucestershire Council is selling off their redundant PCs for around £100. **Agreed:** the Chair to investigate the costs of both new and second hand computer equipment.
- 375. ALLOTMENTS WATER SUPPLY:** The Clerk advised that Bristol Water had provided quotes for both installation and running costs. Cllr R Hutchinson advised that the allotment association could consider including a request for a water supply in their lottery grant application. **Agreed:** to defer a decision until September when further information would be available.
- 376. GRANT APPLICATIONS:**
- i. **Filton Brass Band** – A breakdown of their accounts had now been received.
Agreed: to award a grant of £300
 - ii. **Filton Community Association** – it was noted that the Community Association has applied for £5,000 from the South Gloucestershire capital grants scheme.
Action: to arrange a meeting between the Chair and members of the Community Association to discuss their relationship with the Elm Park complex and ways of improving their income.
 - iii. **Four Towns Transport** – a general discussion took place on exactly how much 4TT was applying for. It was agreed that the application letter was slightly confusing. Cllr R Hutchinson advised that the council had agreed to set aside a £1,000 grant for 4TT in this financial year. The additional £200 requested was to enable them to move forward with a larger grant from the government. **Agreed:** that a grant of £1,200 be paid to 4TT in two separate cheques.

iv. **St Peters Playscheme – Agreed:** to award a grant of £250

v. **St Peters Environmental Project** – an application had been received for a grant of £300 to help with the restoration of headstones and memorials in the Church Yard.

Agreed: to award a grant of £300 towards the scheme

vi. **Filtone** – It was noted that the Filtone have a membership of 40, many of whom are not from the Filton area. The cost of the rent is £10 which means that each member pays 40p per week

Agreed: not to award a grant in this financial year.

vii. **Children's Playlink** – The Clerk advised that the group would be using the area behind the Folk Centre for a number of planned play events throughout the summer. No charge would be made for using the field.

Agreed: to award a contribution of £200 towards the costs incurred in running the events.

Viii **Art Class** – the art class had applied for a £75 grant towards their running costs.

Agreed: that a grant of £75 be made.

There being no further business the meeting closed at 9.00pm

PRESENT :- Cllrs :- SJ Sims (Chair), RM Hutchinson, P Lillis, P Blandamour, D Hutchinson, G Crane, A Monk, J Martindale

ALSO IN ATTENDANCE: Cllrs: D Bell, Gareth Hughes (Operations Manager)

APOLOGIES :- Cllrs:- T Pomroy, A Hewlett

377. MINUTES: of the meeting held 8th July 2003 were approved.

378. ARISING FROM THE MINUTES:

- i. 366 – Bank Signatories – The Clerk confirmed that the matter is being pursued.
- ii. 369 – Recycling – A new contract had been agreed with Viridor.
- iii. 372 – Repairs and Renewals – were currently being carried out in the play area.
- iv. 374 – Office Computer – **Agreed:** that Cllr R Hutchinson would report back at the next meeting
- v. 375 – Allotments Water Supply – **Agreed:** that Cllr R Hutchinson would give an update at the next meeting.
- vi. 376 – Children’s Playlink – Cllr Sims reported that the scheme had been well used by local children.

379. ANALYSIS OF ACCOUNTS: Copies of income and expenditure reports (for the financial quarter ending 30th June 2003) were circulated to members for information. It was noted that the expenditure figures included a number of ‘one off’ annual payments. The Operations Manager also advised that many swimming clubs and schools pay in arrears. **Agreed:** that income and expenditure reports would be provided to the committee on a quarterly basis.

Agreed: To include a discussion on the setting up of a future ‘repairs and renewal fund’ on the next Finance Committee agenda.

Action: Town Clerk

380. POOL UPDATE: The Operations Manager updated members on the latest position regarding the closure of the Dolphin swimming pool. The main pool had been found clear from Cryptosporidium but it had been detected in the small pool. Both pools had been cleaned and emptied. All Health and Safety guidelines had been followed. It was hoped that both pools would reopen on Thursday 11th September. The Clerk advised that she would check the Council’s insurance policies to find out whether it would be possible to claim for the loss of income. It was noted that a leaflet campaign on pool hygiene would be issued to customers over the next few weeks. Cllr Sims recorded his thanks to the pool staff for all their hard work in ensuring that the pool was ready for re opening.

Agreed: to refund in full any customers who wished to cancel a course of pre paid swimming lessons.

Members noted the contents of a defects list which had been issued to ROK Build for completion. Any major works on the list would need to be carried out before

the retention payment is paid. The operations manager confirmed that he is in the process of trying to arrange a convenient meeting date with the contractors.

381. STAFFING COMMITTEE: The minutes of the meeting held on 31st July 2003 were approved. Cllr Lillis reported that John Beese, the first reserve from the last interviews, had been offered the post of Steward. John had accepted the offer and started work on August 11th 2003.

BAR UPDATE:

- i. **Stocktakers Report** – The Clerk reported that stocks had gone missing during an interim period which had been covered by a deputy member of the bar staff. Cllr Lillis advised that lessons had been learnt from the incident and stressed the importance of following up references for bar staff, even those who are employed on a casual basis. It was noted that gross profit is down to 36%. **Agreed:** to refer a discussion on a price review to the staffing committee.
- ii **Bar TV** – The current bar TV was not working properly. The steward had received a quote of £300 for a standard 28 inch screen replacement. **Agreed:** to approve the purchase of a replacement TV and new brackets if required. **Agreed:** to refer the upgrading of the Telewest box to the estimates committee.
- iii **Skittle Alley Roof** – Three tenders had been invited for the repair of the roof. Two had been received, one for £980 and one for £1,800. It was noted that both quotes were for similar work i.e. to renew the lead flashing. The quote from Paul O'Brien included a safety policy.
Agreed: to accept the Paul O'Brien quote of £980.
Agreed: to ask Kevin Dicks for advice on flat roofs

382. CAR PARK REMARKING: A meeting between members of Filton Town Council and Filton Community Association had been held to discuss car parking problems. It had been agreed to colour code the two portions of the car park and obtain quotes to carry out the work. Only one quote of around £2,000 had been received. Cllr Lillis advised that it would be useful to find out who actually owns the car park. **Agreed:** to refer the matter to the estimates committee. **Agreed:** the Clerk to contact DSD at South Glos for advice on tendering.

Action: Town Clerk

383. ALLOWANCES FOR MEMBERS: **Agreed:** To retain the Chairman's allowance. No change in allowances for other members.

384. NIGHT BUS: Cllr R Hutchinson reported that the only quote received had been 30% higher than the original estimate. This meant that Filton's contribution would increase from £5,572 to £7,240 per annum. It was noted that the Council had previously agreed to contribute towards the scheme in this financial year and monitor its viability before making any decision on future financial commitment. **Agreed:** to honour the council's original decision.

385. MOTORCYCLE INCIDENT: The Operations Manager reported on an incident which had recently taken place on Elm Park playing fields. A 16

year old youth, with two female passengers, had driven a motorbike across a pitch where the St Vallier's under 11 football team were playing. A ten year old boy had been taken to hospital with leg injuries. The police had apprehended the youths involved. The Clerk advised that she had received a number of requests to fence off the playing fields. **Agreed:** Cllr R Hutchinson to raise the issue at the next community safety group meeting and to set up a meeting involving members of the Town Council , Filton Community Association and the police.

Action: Cllr R Hutchinson

The Operations Manager advised that there had been a number of other incidents where recreation centre staff had felt at risk. Cllr Crane felt that the council should consider developing a written policy for dealing with risk assessment issues. **Agreed:** to refer the matter to the staffing committee.

386. BUS SHELTERS: Cllr R Hutchinson advised that he had received a number of requests for extra bus shelters to be installed as well as replacements for other existing shelters. **Agreed:** to defer a discussion on the item until the next meeting.

387. INCREASE IN ADMIN HOURS: **Agreed:** to refer to the staffing committee.

There being no further business the meeting closed at 9:30 pm

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on 14th October 2003 in the Pavilion, Elm Park, Filton.

PRESENT: Cllrs S J Sims (Chair), R M Hutchinson, P Blandamour, G Crane, S MacCullum, T Pomroy

ALSO IN ATTENDANCE: Cllrs D Bell, B Freeguard

APOLOGIES: Cllrs A Monk, J Martindale, P Lillis, D Hutchinson

- 387. MINUTES:** of the meeting held 9th September 2003 were approved with a correction noting that Cllr MacCallum had been present.
- 388. MATTERS ARISING:**
- (a) 378 – Bank Signatories – The Clerk advised that she was waiting for Councillors to return the completed forms.
 - (b) 381 – Skittle Alley Roof – **Agreed:** The Clerk to contact Kevin Dicks for advice on flat roofs.
 - (c) 384 – Night Bus – Cllr R Hutchinson confirmed that the scheme was due to start at the beginning of November. The Community Safety Group had agreed to donate £1,500 towards the first six months of the scheme.
- 389. STAFFING COMMITTEE:** The minutes of the meeting held on 10th October 2003 were approved as an accurate record. It was noted that Cllr Hutchinson and Cllr Lillis were due to meet with local police on 10th November to discuss the problems being experienced by the Recreation Centre and the Folk Centre with gangs of youths. Cllr R Hutchinson advised that he would be encouraging the Community Safety Group to press for Community Safety Wardens in Filton.
- 390. BAR UPDATE:**
- i. Bar Prices** – A poster to advise customers of price increases was circulated to members for their comments. It was noted that the increase of 10p per pint also covered guest beers.
Agreed: to implement the new prices with effect from 1st November
 - ii. Stocktakers Report** – Members agreed that it was useful to have bar wastage sheets provided for information. It was noted that the gross profit had increased significantly.
Agreed: To ask the Steward to provide specific quantities on future wastage reports.
Agreed: The Clerk to monitor bar staffing levels.
- 391. POOL UPDATE:** The Clerk reported that the Council had received a litigation claim from a customer whose child had contracted Cryptosporidium. The claim had been passed to the Council's insurers.
A report from the Operations Manager was circulated to members for information. The report outlined the Health & Safety regulations that must be followed in the event of diarrhoea or broken up stools entering the pool.
Cllr Pomroy suggested that it would be useful to find out whether any other pools in the area had received claims involving Cryptosporidium.

Agreed: The Clerk to make further investigations.

392. REPAIRS & RENEWAL FUND: The Clerk reported that the original reserve fund, which had been set aside for repairs and renewals, had been put towards the general refurbishment of the pool.

Agreed: To refer the setting up of a new fund to the Estimates Committee.

393. ALLOTMENTS UPDATE: Cllr R Hutchinson advised that the Allotments Association are still going ahead with their grant application but were questioning their original agreement.

394. BUS SHELTERS: Cllr R Hutchinson reported that he had written to South Gloucestershire to clarify the position regarding shared costs for bus shelters purchased by Parish and Town Councils. It was noted that Filton had been criticised at a recent public transport forum for the condition of its bus shelters.

Agreed: To refer the issue to the Estimates Committee.

395. END OF YEAR ACCOUNTS: The Clerk advised members that the year end accounts had not been finalised by the end of September. The accounts were now balanced and ready for submission to the auditor.

Agreed: To investigate the possibility of joining the South Gloucestershire accounting system.

396. QUALITY TOWN & PARISH COUNCILS: Cllr Bell declared an interest as a member of the Accreditation body for Quality Parish and Town Councils and took no further part in the discussion.

Agreed: to set up a Quality Parish and Town Council sub committee. Cllrs R Hutchinson, D Hutchinson, A Monk, S Sims and B Freeguard were nominated, seconded and elected unopposed as the members of that sub committee.

397. ALLOWANCES FOR MEMBERS: A general discussion took place regarding the expenses incurred by Councillors in carrying out their duties. It was noted that new regulations would allow Town and Parish Councils to pay members a 'parish basic allowance' plus travel and subsistence allowances.

Agreed: to find out what arrangements other Parish and Town Councils have made and report back at a future meeting.

There being no further business the meeting closed at 8.45pm

PRESENT :- Cllrs :- SJ Sims (Chair), RM Hutchinson, P Blandamour, G Crane, T Pomroy, D Hutchinson

ALSO IN ATTENDANCE:- Cllrs:- D Bell, B Freeguard

APOLOGIES :- Cllrs:- A Monk, J Martindale, P Lillis

398. MINUTES: of the meeting held 14th October 2003 were approved as a correct record.

399. MATTERS ARISING:

- (a) 388c – Night Bus – Cllr R Hutchinson confirmed that £16,000 had been awarded towards the night bus scheme by the Home Office.
- (b) 388b – Skittle Alley Roof – The Clerk advised that the flashing had now been replaced and appeared to have solved the problem.
- (c) 389 – Staffing Committee – Cllr R Hutchinson reported on a recent police liaison meeting which had met to consider how to tackle the problems being experienced with gangs of youths congregating at Elm Park. Suggestions had included the provision of a teen shelter, skateboard park and working with youth leaders to provide more activities. It had been agreed that The Town Council should act as a co-ordinator for the proposed schemes.
- (d) 394 – Bus Shelters – The Clerk advised that a contract had been agreed with a company called “The Steaming Brigade” to clean Filton bus shelters on a regular basis.
- (e) 395 – End of Year Accounts – The year end accounts for 2002/3 were still with the auditor. **Agreed:** The Clerk to report back at the next meeting.
- (f) 396 – Quality Town & Parish Councils – A meeting of the sub committee had been arranged for 7:30 pm on 17th November in the Community Room, Filton Library.
- (g) 397 – Allowances for Members – **Agreed:** The Clerk to investigate arrangements made by other Parish and Town Councils and report back at the next meeting.

400. BAR UPDATE:

- (a) **Stocktakers Report** – It was noted that an outstanding credit note could account for this month’s deficit. The Clerk advised that the gross profit figure would increase once the new prices came into effect.
- (b) **Bar Safe** – The Clerk reported that both bar and reception staff were experiencing difficulties in having only one safe for both sets of takings. **Agreed:** To purchase a second safe at a cost of £350
- (c) **Catering** – The Clerk confirmed that a number of issues had arisen since hot food had been introduced in the bar. Members agreed that it was the Council’s policy to encourage the provision of food in order to attract more customers. **Agreed:** The Clerk to contact South Gloucestershire Council in order to clarify the legal and safety aspects involved when serving hot food.

401. POOL UPDATE: A report from the Operations Manager was circulated to members for information. The Clerk confirmed that three quotes had been received to replace the existing fencing for the outdoor courts.

Agreed: The Clerk to check the guarantees provided by each company. If all guarantees are comparable. **Agreed:** to accept the lowest quote.

SECURITY: The Council's insurers had recommended that an automatic fire detection and alarm system be installed. **Agreed:** To set up a sub committee to discuss the recommendations and look at tenders. Members to include the Chair and Vice Chair of the FGPC AND Cllr Freeguard.

402. ACCOUNTS SUMMARY FOR QUARTER ENDING 30th SEPTEMBER

The Clerk reported that the Council's overall financial situation at the end of the quarter showed a positive balance of around £16,000. Expenditure reports confirmed that the annual cost for UB rates would exceed the budget. The Clerk explained that this was due to re evaluation of the pool after refurbishment. The new charges had been received after the budgets had been set for this financial year. Other issues raised by members included Customs & Excise payments and bank charges.

Agreed: The Clerk to provide an explanatory breakdown of the overheads expenditure sheet and confirmation of the actual rate increase for the building at the next meeting.

403. SQUASH COURT WORKING PARTY: Agreed: The squash court working party to meet on Tuesday 2nd December at 2pm. Venue to be advised. Members to include Cllr Pomroy, Cllr D Hutchinson, Cllr R Hutchinson, Cllr Sims, Cllr Monk, the Town Clerk and Operations Manager.

404. FARMERS MARKET: Cllr R Hutchinson suggested that it was advisable to make sure that all administrative details are in place before going ahead with the scheme and that a meeting was being organised with South Gloucestershire Council's Environment Officer and other appropriate officers.

405. ADVERTISING CHARGES FOR TOWN COUNCIL NEWS AND WEBSITE: Cllr R Hutchinson asked members for their views on a suitable scale of charges for local firms who wish to advertise in the council newsletter or on the website. Members agreed that there should be a minimum and maximum ceiling charge.

Agreed: To review in conjunction with other fees and charges at the estimates committee. **Agreed:** Cllr D Hutchinson to investigate how much other organisations charge for advertising space.

406. GRANT APPLICATIONS:

I. Filton Pensioners

Agreed: to award a £200 grant

II. Filton People

Cllr Sims and Cllr Bell declared a personal interest as members of the Filton People Committee

Agreed: That the remaining balance from previous council grants should be used towards funding forthcoming holiday play sessions.

III. South Gloucestershire Citizens Advice Bureau:

Agreed: The Clerk to write to CAB and inform them that this council already supports North Bristol Advice Centre and to find out whether CAB would be able to offer a better service to Filton residents.

Agreed: Cllr Pomroy to ask NBAC why their organisation doesn't provide better access for Filton residents by holding regular surgeries in Filton.

Agreed: To review the services offered by both organisations at the Estimates Committee.

IV. Saturday Club: A late application had been received by the Clerk asking for a donation towards their Christmas party.

Agreed: To request a statement of accounts.

Agreed: The Clerk to investigate whether there is funding already held in a charitable account.

407. DATE OF NEXT MEETING: Agreed: That the date of the next meeting be changed to **6th January 2004.**

408. ANY OTHER BUSINESS: See attached confidential minutes.

There being no further business the meeting closed at 9:15pm