

**PRESENT :- Cllrs :-** D Hutchinson, R Hutchinson, T Pomroy, G Crane, S MacCallum, P Blandamour, P Lillis

**ALSO IN ATTENDANCE:- Cllrs:-** D Bell, B Freeguard and G Hughes (Operations Manager)

**APOLOGIES :- Cllrs:-** S Sims, J Martindale, A Monks

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**409. MINUTES:** of the meeting held 11<sup>th</sup> November 2003 were approved as a correct record.

**410. MATTERS ARISING:**

- (a) 399(f) – End of Year Accounts – A draft set of year end accounts for 2002/3 had been received from the auditor. The Clerk advised that an external audit would take place on 26<sup>th</sup> January 2004. The final cost of the external audit was likely to be around £5,000.
- (b) 399(g) – Allowances for Members – The Clerk confirmed that Winterbourne and Stoke Gifford Parish Councils had decided not to pay allowances to their members. It was noted that the secretary of ALCA had written to South Gloucestershire for further details. **Agreed:** that the Clerk should look into the arrangements made by other Parish and Town Councils outside the area.  
**Action: Town Clerk**
- (c) 399(f) – Quality Parish & Town Councils – The Clerk advised that she had received further information regarding training for Town Clerks.
- (d) 400(b) – Bar safe – The bar safe had now been installed
- (e) 402 – Accounts Summary – The Clerk agreed to confirm the actual rate increase for the building at the next meeting  
**Action: Town Clerk**

**411. STOCKTAKERS REPORT:** It was noted that the stocktake report for the period covering 13<sup>th</sup> Oct – 17<sup>th</sup> Nov had shown a deficit of £278. The Clerk advised that the Steward had changed procedures in the bar to see if this would have an effect. A recent phone call from the Stocktaker had confirmed that the current stocktake was showing a £76 surplus.

**412. STAFFING COMMITTEE:** The Clerk reported that the Employment Tribunal for Ann Bennett was due to start on 22<sup>nd</sup> January.

**413. SQUASH COURT WORKING PARTY:** The Operations manager presented his findings on the proposed conversion of the Squash Courts to increase income.

### **Option 1 – Gym:**

- a) An outside company to incur the initial cost of setting up the gym and the Council to receive part of the profit share. However the company would require a guaranteed income and payments over a 15 year period.
- b) To work in conjunction with Bridges Health & Fitness Club and set up gym membership. This would involve substantial up front costs (£40,000) plus staffing costs (£4 –5,000). It was also noted that gym membership included use of the pool which would impact on pool income.
- c) To set up our own gym. Again this would mean substantial up front costs plus staffing costs.

### **Option 2 – Softplay:**

It was noted that only one squash court would need to be converted in order to house a softplay scheme. The scheme would involve an initial cost of around £30,000. The operations manager confirmed that he had invited three companies to submit tenders. Two companies, Softset and Airspace, had submitted their designs. It was noted that Softset had pledged to have the scheme installed by April if an order is received by the end of January. Softset had also confirmed that they would not require payment until the end of April. It was noted that there would be no staffing costs involved as the scheme works under parental supervision.

Members discussed the two options and agreed that the Softplay scheme was the better option as it was likely to become cost neutral within 12 – 18 months.

**Agreed:** To support the installation of a Softplay scheme subject to further enquiries. The operations Manager to carry out site visits on both designs and confirm payment conditions with both companies. Also the Operations Manager to approach the Art Department at Filton College about the possibility of producing a mural for the scheme.

**Action: Operations Manager**

**414. DRAFT ESTIMATES 2004/5:** The Estimates were discussed and it was noted that the estimated income for the Recreation Centre and Pool did not include price rises. The Operations Manager explained that this was to keep our prices competitive with other leisure centres. All estimated expenditure, apart from wages costs, had been increased by 2.5%.

**Agreed:** The draft estimates for 2004/5 were agreed after a number of minor changes. It was noted that the core funding had been increased by 2.8% and that special projects were essentially Health and Safety issues.

**Agreed:** to recommend a precept of £384,800 for the year 2004/5

**There being no further business the meeting closed at 9:45pm**

**PRESENT :- Cllrs :-** SJ Sims, D Hutchinson, R Hutchinson, T Pomroy, G Crane, S MacCallum, P Blandamour, P Lillis, J Martindale, A Monk

**ALSO IN ATTENDANCE:- Cllrs:-** D Bell and B Freeguard

**APOLOGIES :-** None

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**415. DECLARATIONS OF INTEREST:** Cllrs Monk, Pomroy and Crane declared an interest in the Pride of Bristol Colour Guard. Cllr Pomroy declared an interest as a member of the North Bristol Advice Centre management committee.

**Agreed:** to include declarations of interest as an agenda item on all future agendas

**416. MINUTES:** of the meeting held 6<sup>th</sup> January 2004 were approved as a correct record.

**417. MATTERS ARISING:**

(a) 414 – Draft Estimates – It had been agreed to purchase a projector and screen for the bar from this year’s budget (2003/4) in time for the six nations rugby event.

**418. QUARTERLY FINANCIAL REPORTS:** Income and expenditure reports for the quarter ending 31<sup>st</sup> December 2003 had been circulated to members for information. Members felt that the reports would provide a good basis for future budget setting.

**Agreed:** to clarify certain explanatory headings on the income/expenditure monitoring sheet.

**Action: Operations Manager**

**419. STOCKTAKERS REPORT:** The stocktake report for the period covering 22 Dec – 26<sup>th</sup> January had shown a deficit of £326.22 although both gross profit and bar takings had increased. It was noted that the Steward had been very concerned by the report.

**Agreed:** Cllrs R Hutchinson and Lillis to liaise with the steward on possible reasons for the deficit and report back to the committee.

**Action: Cllrs R Hutchinson & Lillis**

It was reported that the coolers for the cellar had broken down. The Steward had been authorised to purchase new coolers at a cost of £3,500 from this year’s budget (2003/4)

Members discussed the possibility of having a productivity bonus scheme in place for the steward.

**Agreed:** to refer the matter to the staffing committee.

**Action: Town Clerk**

**420. SQUASH COURT WORKING PARTY:** Cllr R Hutchinson reported on a meeting that had taken place on 6<sup>th</sup> February to discuss the soft play scheme. A list of recommended charges and maximum numbers for the scheme had been presented to members for approval. It was noted that the maximum numbers for the play area had been based on square footage. Members discussed whether there should be a discount for Filton residents and how the play area would be monitored.

**Agreed:** to approve the recommended pricing structure and maximum numbers.

**Agreed:** to investigate how the scheme would affect the Recreation Centre's insurance cover

**Action: Operations Manager**

**421. PLAY ON PRESCRIPTION:** Cllr Sims reported that he had received a number of enquiries about the possibility of running a play on prescription scheme in Filton. Cllr Pomroy confirmed that South Gloucestershire Council run a similar scheme where people with health problems are referred to leisure centres for treatment on a one to one basis. Members discussed the various implications involved i.e. sources of funding, facilities, responsibility etc.

**Agreed:** Cllr Sims to circulate the relevant paperwork to members for their comments and to liaise with the operations manger over the feasibility of using leisure centre 'down time' for the scheme.

**Action: Cllr Sims**

**422. PEDESTRIAN CROSSING A.38 GLOUCESTER ROAD:** The proposed site for a pedestrian crossing near Springfields had been referred from the planning committee for further discussion. Cllr R Hutchinson advised that the original location intended for the crossing had been limited for a number of reasons, including resident's objections, the bus stop markings and waiting restrictions for the bus lane.

**Agreed:** to support the proposed site.

**423. VILLAGE CONCEPT STATEMENT:** **Agreed:** to include the village concept statement as an agenda item for the next Town Council meeting and to arrange for circulation of the appropriate paperwork.

**Action: Town Clerk**

**424. SIGNAGE FOR BMX TUMPS:** Cllr Sims advised that a quote had been received for the proposed disclaimer sign to be displayed next to the BMX track. **Agreed:** Cllr Sims to provide drawings of the proposed sign for the next meeting.

**Action: Cllr Sims**

**425. GRANT APPLICATIONS:**

**(a) North Bristol Advice Centre – Agreed:** To defer a decision until May when considering grants from next year's budget (2004/5)

**(b) Filton Community Association – Agreed:** To defer a decision until May and to take into account any car park marking costs.

**(c) Age Concern: Agreed:** Not to award a grant due to the Council's other commitments.

**(d) Pride of Bristol Colour Guard – Agreed:** To award a grant of £500 in recognition of their strong links with Filton.

**(e) Patchway, Filton & The Stokes Volunteer Bureau – Agreed:** To circulate the relevant paperwork to members and include the application on next month's agenda

**(f) Air Cadets, Filton – Agreed:** To award a grant of £250 on submission of a statement of accounts and a receipt for the work carried out.

**426. PLANNING APPLICATION - PT04/0172/F – 38 PARK ROAD (RESUBMISSION):**

This application had been referred to the finance committee for comments due to the short timescale involved. It was agreed that the resubmitted plans had taken the previous objections by the planning committee into consideration.

**Agreed:** No objections to the revised plans.

**There being no further business the meeting closed at 9:00pm**

**PRESENT :- Cllrs :-** S Sims, D Hutchinson, R Hutchinson, T Pomroy, G Crane, S MacCallum, P Blandamour, J Hutchinson

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

**APOLOGIES :- Cllrs:-** A Monks, P Lillis

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**426. DECLARATIONS OF INTEREST:** Cllrs Bell and Sims declared an interest in Filton People (item 9). Cllr Bell also declared an interest in Quality Parishes as a member of the accreditation panel (item 8). Cllrs R Hutchinson, D Hutchinson, S MacCallum and B Freeguard declared an interest in the Twinning Association (item 5). Cllr P Blandamour declared an interest in planning application F.2015 (item 10)

**427. MINUTES:** of the meeting held 10<sup>th</sup> February 2004 were approved as an accurate record after noting the following corrections.

- a) 425 - (d) The correct name of the organisation is 'Pride of Bristol'
- b) 415 - Cllr Freeguard had declared an interest in Filton Air Cadets
- c) 415 – Cllr Pomroy had not declared an interest in the Pride of Bristol Colour Guard.

**428. MATTERS ARISING:**

- a) 419 – Stocktake Report - Cllr R Hutchinson advised that he had not yet had an opportunity to discuss the report with the Steward but would check with Cllr Lillis whether there was anything further to report.
- b) 420 – Squash Court Working Party – The Clerk advised that work on the squash court had now started. Work on the disabled access ramp was finished and a provisional date of April 3<sup>rd</sup> had been set for the opening of the softplay scheme.
- c) 421 – Play on Prescription – Cllr Sims advised that the scheme is over subscribed at the moment and that the Health Authority will not provide funding.
- d) 423 – Village Concept Statement – Cllr Sims reported that he was in the process of drafting a letter.
- e) 424 – Signage for BMX Tumps – A design of a specimen disclaimer sign was circulated to members for their comments. Cllr Sims advised that that the cost of the sign would be £198.50 +VAT with installation at £175 +VAT.  
**Agreed:** To support the purchase of the proposed sign with slight changes being made to the wording. **Agreed:** The Clerk to liaise with the site manager over installation.

**Action: Town Clerk**

- f) 425 – Air Cadets grant – Cllr Freeguard recorded his thanks on behalf of the Air Cadets.

**429. TWINNING ASSOCIATION:** Cllr R Hutchinson reported that he had recently met with the Chair of the Twinning Association to discuss their relationship with the Town Council and agree on a joint statement. It was noted that an emergency meeting of the twinning association was taking place later this week to discuss whether or not the trip to Witzenhausen would be going ahead. **Agreed:** Cllr R Hutchinson to present a full report at the next meeting.

**Action: Cllr R Hutchinson**

**430. LETTINGS POLICY:** A list of regular block bookings for the badminton hall had been circulated to members for their comments. Following a request from a member of the public, members discussed whether the present policy for block bookings should be reviewed. There were currently no block bookings on Tuesday and Wednesday evenings due to the high demand from badminton players for slots. **Agreed:** to retain the current policy of booking slots one week in advance on a first come first serve basis and not to use Tuesday and Wednesday evenings for block bookings.

**431. LICENSING SEMINAR:** Cllr Pomroy advised that interested parties from Southern Brooks had been invited to attend a joint licensing seminar at the Pavilion, Elm Park on Wednesday April 14<sup>th</sup>. It was noted that 20-30 councillors plus a number of other interested groups would be in attendance. Cllr Pomroy pointed out that it would be an opportunity to promote the leisure centre and bar. **Agreed:** to provide the venue for the seminar free of charge.

**432. QUALITY PARISHES:** The Clerk reported that she had started work on the competent Clerk qualification which would take up to one year to complete. Members were informed about two training courses, relating to Council finances, which had been advertised in the ALCA newsletter. **Agreed:** Cllr Bell and the Clerk to attend on 19<sup>th</sup> March. Cllr Bell to attend on 20<sup>th</sup> March.

**433. FILTON PEOPLE –SPORT ENGLAND BID:** Cllr Sims advised that the bid needed to be submitted by the end of March. Cllr R Hutchinson recorded the Council's thanks to Lois for all her hard work. **Agreed:** to support the application and provide any further help or information to Lois if needed.

**434. FILTON INFORMATION BOOKLET:** The Clerk confirmed that funding had been set aside from next year's budget to produce an updated version of the information booklet. **Agreed:** to set up a small working party to take the project forward. Members to include Cllrs R Hutchinson, J Hutchinson, D Hutchinson and S Sims.

**Action: Cllrs R Hutchinson, J Hutchinson, D Hutchinson & S Sims**

**435. GRANT APPLICATIONS:**

- a) **Patchway, Filton & the Stokes Volunteer Bureau: Agreed:** To defer a decision until May when considering grants from next year's budget.

- 436. BREWERY CHANGES:** The Clerk advised that she had been approached by Courages Brewery to consider a package which rivalled the council's current loan agreement with Carlsberg. Cllr Pomroy recommended that it be referred to the staffing/bar committee for further discussion. **Agreed:** to accept the recommendation and refer the issue to the next staffing/bar committee agenda.

**Action: Town Clerk**

- 437. ALLOTMENTS:** Cllr R Hutchinson updated members on the position regarding the proposed water supply for the allotments. The allotment association had submitted a bid for a grant towards improving security and providing a water supply but would not know if the bid had been successful until later this year. The association had asked if the Council would consider funding the installation of a water supply to the perimeter of the allotments and being repaid when the grant is awarded.

Cllr Crane moved a resolution that the cost of the water rates should be divided amongst the allotment holders. The resolution was seconded by Cllr Pomroy. Cllr R Hutchinson advised that there isn't a clause in the current lease for allotment holders requiring them to pay for their water supply, although they did acknowledge that their annual rent would have to be increased. **Agreed:** to investigate the most cost effective way of providing a water supply to the perimeter and to use the assistance of the allotment holders and others in continuing the supply across the allotments into a number of water storage tanks.

- 438. MEMBERS ALLOWANCES: Agreed:** to circulate the relevant paperwork for inclusion on the next finance committee agenda.

- 439. PLANNING APPLICATIONS:** See attached schedule.

**F.2015** – Cllr Blandamour took no further part in the discussion.

**F.2012** – Cllrs Sims & Pomroy left the room and took no further part in the discussion.

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

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on 20<sup>th</sup> April 2004 in the Community Room, Filton Library, Shield Centre, Filton.

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**PRESENT:** Cllrs S J Sims (Chair), R M Hutchinson (Vice-Chair),  
D Hutchinson, J Hutchinson, T W Pomroy, P Blandamour,  
G A Crane

**ALSO IN ATTENDANCE:** Cllrs B A Freeguard, D Bell

**APOLOGIES:** Cllrs A Monk, P Lillis, S J MacCallum

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**440. DECLARATIONS OF INTEREST:** Cllrs Sims and Bell declared an interest in Filton People. (Minute 447 – BMX Track).

**441. MINUTES:** of the meeting held 9<sup>th</sup> March 2004 were approved as an accurate record.

**442. MATTERS ARISING:**

**From Minute 428b) – Squash Court Working Party** – There was dissatisfaction amongst some Councillors about the lack of a formal invitation to the opening of the new soft play facility. A general invitation had been made at the last Town Council meeting, but nothing official had been planned, although the press had been in attendance.

**From Minute 428e) – Signage for BMX Tumps** – This had been purchased but had not yet been erected.

**From Minute 429 – Twinning** – Cllrs R and D Hutchinson attended the AGM of the Twinning Association and concerns were raised about the future of the Association in two or three years time due in part to the rising age of many of the members and the fact that the number of members travelling to the twin countries was dwindling. Officers were due to attend a Euro Forum arranged by South Gloucestershire Council in Thornbury on 29<sup>th</sup> April where they would be looking for advice from experts for ways to get grants from Europe. Offers of advertising future events and for recruitment of new members in Town Council News and on the website had been made but had not been taken up.

**Agreed:** that the Council still offer support to the group where possible. Cllrs R and D Hutchinson would continue to report to the Committee.

**434 – Information Booklet** – No meeting had been arranged yet.

**Action: Cllrs R, D & J Hutchinson**

**443. 2002/03 END OF YEAR ACCOUNTS:** had been circulated and were approved for signing by Cllr Crane and seconded by Cllr Pomroy. They were signed by Cllr R Hutchinson as Chair of the Council.

**444. STAFFING COMMITTEE:** See attached Confidential Appendix.

**445. MEMBERS EXPENSES:** The March 2004 Report of the South Gloucestershire Independent Panel on Parish Councillors' Remuneration was discussed.

**Agreed:** Nominated by Cllr Crane and Seconded by Cllr Pomroy to leave the Chair's allowance at £950 and not to pay a basic allowance to members but to claim travel allowance at the recommended rates when on Council business. This should also be put on the Agenda for the next Town Council meeting when 14 days notice of the agreed recommendations should be published. The Clerk would provide details of up to date allowances payable.

**Action: Town Clerk**

**446. SWIMMING POOL UPDATE:** Cllr R Hutchinson gave a verbal report on the problems with the acoustic tiles in the pool and explained that detailed negotiations were taking place between the Town Council, ROK, Kendall Kingscott and the tile manufacturers.

**Action: Cllr R Hutchinson**

**447. GRANTS:** An amount of £1647.50 had not been allocated for the year ending 31<sup>st</sup> March 2004 and it was nominated by Cllr R Hutchinson and seconded by Cllr Pomroy that this sum be allocated to the Skateboard Park as recommended by the Community Safety Group.

**Agreed:** that this course of action be taken with 1 abstention and one vote against.

**Action: Town Clerk**

**448. ALLOTMENTS:** Cllr R Hutchinson gave a verbal report on a meeting he had attended with the Allotment Association regarding the provision of a water supply. The cost of the materials, using Terry McCormack, Filton Town Council Site Manager, to do as much of the work as possible, and not including the cost of the hire of a JCB would be in the region of £830. Work would start week commencing 17<sup>th</sup> or 24<sup>th</sup> May.

**449. EARTH BUNG:** Cllr Sims requested that consideration be given to constructing a mound of earth at the bottom of the field by the BMX track to try to stop the problem of vehicles being driven across the field. The earth could be provided by Churngolds and consultation should take place with some of the users of the BMX track as they had expressed a wish to build their own track and make some improvements.

**Agreed:** that Cllr Sims and the Chair and Vice-Chair look at alternatives, including the possibility of whether boulders could be used, which Cllr Freeguard had a name to contact if required. Cllr Sims would speak to some of the users of the facility and report back.

**Action: Cllrs Sims & R Hutchinson**

**550. KICK WALL:** Complaints had been received from residents about balls causing damage to residents' garages and property. The Council had not provided a commitment to provide fences in the area and did not want to set a precedent.

**Agreed:** to look into tree planting as a solution.

**Action: Town Clerk**

**There being no further business the meeting closed at 9.45pm.**

**PRESENT :- Cllrs :-** S Sims (Chair), D Hutchinson (Vice - Chair), R Hutchinson, T Pomroy, P Blandamour, G Crane

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

**APOLOGIES :- Cllrs:-** A Monks, P Lillis, J Hutchinson

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- 451. DECLARATIONS OF INTEREST:** Cllrs Sims and Bell declared an interest in Filton People. Cllr Freeguard declared an interest in Four Towns Transport.
- 452. MINUTES:** of the meeting held 20<sup>th</sup> April 2004 were approved as an accurate record after noting that the Vice Chair of the Finance Committee is Cllr D Hutchinson not Cllr R Hutchinson.
- 453. MATTERS ARISING:**
- a. **442 – Squash Court Working Party** – A progress report on the Soft Play scheme was circulated to members for information. **Agreed:** the Operations Manager to provide a forecast of how long it would take for the scheme to become cost neutral.  
**Action: Operations Manager**
- b. **442 – BMX Signage** – The new sign had been erected but was now covered in graffiti.
- c. **442 – Twinning** – Cllr R Hutchinson reported that members of the twinning association had attended the European International Forum where a representative from the local government information bureau had been very encouraging about forming new twinning links. **Agreed:** Cllr R Hutchinson to report back from the next meeting.  
**Action: Cllr R Hutchinson**
- d. **445 – Members Expenses** – Public Notices had now gone on display to report notice of receipt of South Gloucestershire's recommendations for members' allowances. **Agreed:** to include the report on the next Town Council agenda
- e. **448 – Allotments** – It was noted that the allotment committee were experiencing a few problems with regard to the provision of a water supply. Part of the work would involve digging under the pathway by the allotments and would require permission from South Gloucestershire Council and any utility companies affected. The Council also needed to investigate the situation regarding public liability and insurance for the site.  
**Action: Town Clerk**
- f. **449 – Earth Bung** – **Agreed:** To include it as an agenda item at the next finance meeting.

- 454. BREWERY UPDATE:** The Clerk reported that the Council had cancelled their contract with Carlsberg-Tetley. The Carlsberg representative had since been in touch to ask for a meeting with the Town Clerk and the Steward. **Agreed:** that a representative from the staffing committee should also be present at the meeting.
- 455. STOCKTAKERS REPORT:** It was noted that the first stocktake report for the period ending 19<sup>th</sup> April showed a deficit of £379.43. The second stocktake report for the period ending 3<sup>rd</sup> May, which had been carried out by a different company, showed a surplus of £224.47. **Agreed:** To wait for the next stocktake report before deciding on any future action.
- 456. ACOUSTIC TILES:** A fax from KKP regarding cost was circulated to members for information. The Clerk reported that a meeting, which had been scheduled to take place with KKP last week, had been cancelled.
- 457. PLAY AREA SAFETY:** It was noted that the site manager had recently attended a Health & Safety course, run by ROSPA, which had proved useful when completing the inspection report. The Clerk advised that the Council needed to be aware of litigation possibilities. **Agreed:** to consider the style of fencing required for a replacement fence and to obtain further quotes.
- 458. PARK SEATING:** Cllr Sims advised that the park bench adjacent to the pathway on Elm Park playing fields was in need of repair. The arms were sound but some slats needed replacing. **Agreed:** to liaise with the site manager over possible repairs. The Clerk reported that South Gloucestershire Council are replacing the seat outside the bank near Filton Church and had asked where the Council would like to have it re sited. **Agreed:** that the seat should be re sited on the Elm Park complex to provide additional seating.
- 459. ANNUAL REPORT:** It was noted that one of the requirements for a Council to obtain quality status is the production of an annual report. Cllr Hutchinson circulated a draft copy of Filton Town Council's annual report to members and confirmed that he hoped to complete it in time for this year's annual meeting. **Agreed:** Cllrs R Hutchinson, S Sims and D Hutchinson to be involved in the design and development of the report.  
**Action: Cllrs R Hutchinson, S Sims and D Hutchinson**
- 460. GRANT APPLICATIONS:**
- a) **Four Towns Transport** – The grant application was not available for tabling at this meeting. **Agreed:** to defer a decision until the next finance meeting
  - b) **Twinning** – A move to award a grant of £650 was proposed by Cllr Hutchinson and seconded by Cllr Pomroy. **Agreed:** To award a grant of £650

c) **North Bristol Advice Centre** – It was noted that NBAC is currently in discussion with South Gloucestershire Council regarding the setting up of a Public Service Agreement. Cllr Crane asked that the minutes record That this Council cannot fund both CAB and NBAC. **Agreed:** to defer a decision until the next finance meeting. The Clerk to inform NBAC of the Council's decision.

**Action: Town Clerk**

d) **Patchway, Filton & the Stokes Volunteer Bureau**  
Cllr Crane moved a proposal that this Council continues to provide free use of the library room in place of a grant. The proposal was seconded by Cllr Blandamour. **Agreed:** to inform the bureau of the Council's decision.

**Action: Town Clerk**

e) **Filton People** – A move to award a grant of £1300 was proposed by Cllr Blandamour, and seconded by Cllr R Hutchinson. **Agreed:** to award a grant of £1300

f) **Filton Community Association** – Cllr Hutchinson proposed that this Council make an offer to discuss possible joint management/autonomy issues with the association. The discussion to include Cllrs R Hutchinson, D Hutchinson, S Sims and the Clerk. The proposal was seconded by Cllr Sims. **Agreed:** To approach the association and discuss the Council's proposal.

**Action: Cllrs R Hutchinson, D Hutchinson, S Sims & Town Clerk**

g) **Pyramid Youth Club** – A move to award a grant of £1300 to the Pyramid holiday scheme was proposed by Cllr Blandamour and seconded by Cllr R Hutchinson. **Agreed:** to award a grant of £1300

h) **The Owl Club** – **Agreed:** to defer a decision until the next meeting and the Clerk to provide details of the amount awarded to the club in the previous financial year.

**Action: Town Clerk**

i) **Northville Golden Age Club** – **Agreed:** to award a grant of £250

461. **PLANNING APPLICATION: - PT04/1438/RM – Combination Ground, Gloucester Road North, Development of 0.84 hectares of land for warehouse and distribution.** This application had been referred to the finance committee for comment due to the short timescale involved. **Agreed:** No objection.

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

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday June 8<sup>th</sup> in the Pavilion, Elm Park, Filton.

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**PRESENT:** Cllrs D Hutchinson, P Blandamour, G A Crane, R M Hutchinson, A R Hewlett, P Lillis, A P Monk.

**APOLOGIES:** Cllrs T W Pomroy, J A Martindale, S J Sims.

**ALSO IN ATTENDANCE:** Cllrs D Bell, B A Freeguard.

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- 462. DECLARATIONS OF INTEREST:** Cllrs Bell and Freeguard declared an interest in Four Towns Transport.
- 463. ELECTION OF CHAIR:** Cllr D Hutchinson was nominated, seconded and elected as Chair.
- 464. ELECTION OF VICE-CHAIR:** Cllr P Blandamour was nominated, seconded and elected as Vice-Chair.
- 465. MINUTES:** of the meeting held 11<sup>th</sup> May were approved as an accurate record after noting that Cllr Bell had declared an interest in Four Towns Transport.
- 466. MATTERS ARISING:** *From Minute 453a) – Squash Court Working Party* – The Operations Manager had advised that the new soft play facility had taken £1000 in the first month and £1300 in the second month and the overall cost of £22,000 excluding VAT should be recovered within 2 years.  
*From Minute 453c) – Twinning* – Cllr R Hutchinson did not have a report to make at the moment but would comment in due course.  
*From Minute 453d) – Members Expenses* – A public notice had been displayed detailing members recommendations and this would take effect from the next Council meeting on 29<sup>th</sup> June.  
*From Minute 453e) – Allotments* – Some technical problems had been experienced in providing a water supply and Bristol Water had been instructed to carry out the work which would incur a slightly higher cost but would solve the technical problems. The Clerk advised that Public Liability Insurance had been included to cover the allotments at no extra cost to the Council.  
*From Minute 453f) – Earth Bung* – Cllr Sims was not present to report on this so it was deferred to the next meeting.

**Action: Town Clerk**

*From Minute 458 – Park Seating* – The seat would be moved to Elm Park from its current site outside HSBC bank shortly.

*From Minute 459 – Annual Report* – Work on this was ongoing and there was nothing new to report.

- 467. BREWERY UPDATE:** Cllr P Lillis gave a verbal report on recent meetings which had taken place with Carlsberg brewery. The Council had been looking at changing breweries due to disappointing customer service from Carlsberg and had served notice on them that they were going to change to Courage brewery instead. This had resulted in a meeting with the Carlsberg brewery rep and Area Manager and they promised things would improve. However, the

customer service did not improve and the Council decided to switch to Courage with effect from 1<sup>st</sup> July. This was slightly earlier than the three months notice of termination notified to Carlsberg and any penalty charge would be picked up by Courage.

There will be some changes to the beer stocks available but the Council would still have a free choice of real ales. The possibility of providing loan facilities in the future was also discussed as improvements to the toilets and hallway would be considered. Cllr R Hutchinson would notify the public by way of public notices.

**Action: Cllr R Hutchinson**

**468. POOL CLOSURE:** The Clerk gave a verbal report the proposed closure of both pools from Monday 30<sup>th</sup> August to Sunday 5<sup>th</sup> September inclusive for essential maintenance work. This was one of the quietest weeks of the summer as there were no swimming lessons and no school swims. The following work was due to take place: -

- The pools would be drained to allow grouting between the tiles to be carried out
- The acoustic tiles will be put back up
- Work on the 2 shower areas will be completed
- The area will be touched up/decorated by pool staff.

The rest of the complex will remain open. The Clerk also reported that since Christmas the pools had shut 12 times (approx twice a month) resulting in a loss of income of approx £250 each time. The pools were closed in accordance with Health and Safety guidelines although not all pools followed these procedures. Cllr R Hutchinson would publish details of the proposed closure in the next issue of Town Council News.

**Action: Cllr R Hutchinson**

**469. PLAY AREA:** Following an inspection by ROSPA, some faults had been noted on some of the equipment and it had to be taken out of use until repairs were carried out. The toddler swings needed new chains – these had been repaired and the swings had been put back up. New chains were also needed for the tyre swings – these had been ordered but had not yet arrived. The bearings on the Sputnik had just been replaced but had gone again, damaging the shaft and making repairs very expensive. A figure for repair was estimated at £500 and a discussion took place as to whether it was worth the expense, taking into account the fact that lots of older children misuse the equipment in the evenings.

**Agreed:** not to spend any more money on repairing the sputnik at the moment but to look into the costs of providing an alternative piece of play equipment. Also to look into the cost of providing CCTV cameras for the play area to try to minimise the cost to the Council of damage caused by vandalism.

**Action: Town Clerk**

**470. BUS SHELTERS:** A letter had been circulated from David Darlow at South Gloucestershire Council concerning the proposed bus shelter at Southmead Road/Charborough Road and a discussion took place concerning the amount of offensive graffiti on many of the towns bus shelters, which is hard to remove from the polycarbonate surface. South Gloucestershire Council had now reverted to using glass again in bus shelters and the possibility of replacing the existing polycarbonate with glass was also discussed.

**Agreed:** to accept the recommendation in David Darlows letter and to use glass panels on a trial basis. The rest of the bus shelters owned by the Council could be replaced with glass gradually depending on whether it was successful in Southmead Road/Charborough Road.

**Action: Town Clerk**

**471. ALLOTMENTS:** A letter had been tabled from an allotment holder who wished to erect a shed on his plot which would not exceed 5 foot square. Whilst the Council did not object to a shed being put up, it wanted to be careful not to set a precedent and wanted to be consistent if there were any more requests.

**Agreed:** to write asking him to meet one of the Councillors for a site visit to establish where the shed would be sited and also to confirm that it would be entirely at the owners risk. Cllrs R and D Hutchinson agreed to attend the site visit.

**472. SPORT ENGLAND BID:** A bid for funding from Sport England by Lois Pryce on behalf of Filton People and the Town Council for funds to improve and upgrade facilities in and around Elm Park had not been successful. Lois was hopeful of pursuing the matter by another route.

**Agreed:** to write to Lois to thank her for her efforts so far.

**473. GRANT APPLICATIONS:**

a) **Four Towns Transport:** The balance sheet was examined and discussed and Filton appears to get good value for money.

**Agreed:** That a grant of £2000 be made this year. Cllrs Freeguard and Bell expressed their thanks to the Council.

**Action: Town Clerk**

b) **North Bristol Advice Centre:** A Public Service Agreement was due to be signed which may affect grants being awarded by South Gloucestershire Council to the Citizens Advice Bureau and the Town Council did not want to make a grant to both groups as they covered similar areas.

**Agreed:** to defer until all the information from Paul Appleton, Director of Corporate Resources, was available.

c) **Senior Citizens Forum:** The balance sheet was discussed.

**Agreed:** not to award a grant this year.

**Action: Town Clerk**

d) **SHE 7:** The balance sheet had not been received.

**Agreed:** to write and remind them to forward a signed copy of their accounts so a grant could be considered.

**Action: Town Clerk**

e) **The Owl Club:** This was an after school club and holiday club based at Shield Road school and the grant application had been deferred from the previous meeting. They had been awarded £225 in the year 2000/01 and had not received anything since.

**Agreed:** to write and ask them if the grant was required for a specific purpose.

**Action: Town Clerk**

**474. ACCOUNTS FOR PAYMENT:** Accounts in the sum of **£4641.63** (copy in Minute Book) were approved and signed.

**There being no further business, the meeting closed at 8.45pm.**

**PRESENT :- Cllrs :-** D Hutchinson, P Blandamour, R Hutchinson, J Hutchinson, G Crane, T Pomroy, S Sims

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

**APOLOGIES :- Cllrs:-** P Lillis, A Monk, A Hewlett

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**475. DECLARATIONS OF INTEREST:** Cllr R Hutchinson declared a non prejudicial interest as Chair of Filton 2000, Cllr D Hutchinson declared a non prejudicial interest as Secretary of Filton 2000 and Cllr J Hutchinson declared a non prejudicial interest as treasurer of Filton 2000. Cllrs R Hutchinson and S Sims declared a personal and prejudicial interest as members of the Avon Pension Fund.

**476. MINUTES:** of the meeting held 8<sup>th</sup> June 2004 were approved as an accurate record.

**477. MATTERS ARISING:** *from Minute 466 – Earth Bund* – It was agreed to include this matter as an agenda item at the next meeting.

**Action: Town Clerk**

*From Minute 466 – Allotments Water supply* – Cllr R Hutchinson reported that Bristol Water had quoted £1,000 to carry out the work required. Other quotes had since been obtained, the cheapest being £600. The work would be carried out later this week. Cllr R Hutchinson also reported on the burnt out fencing on Emma – Chris Way. It appeared likely that Network Rail would replace the fencing around the allotments as part of the work being carried out at Filton Abbey Wood.

*From Minute 466 – Park seating* – Cllr Sims reported that the bench adjacent to the path in Elm Park needed repairing.

**Action: Town Clerk**

Residents at Newleaze House had put in a request for a bench to be sited near the garages at the bottom of the playing field.

*From Minute 468 – Pool Closure* – Cllr Hutchinson advised that the closure dates for the pool had not been included in the last Town Council Newsletter as they had not been confirmed at the time. It was now possible to include them on the Council's web site.

**Action: Cllr R Hutchinson**

*From Minute 470 - Bus Shelters* -The Clerk confirmed that she had informed David Darlow of the Council's decision to support his recommendation to use glass panels on a trial basis.

*From Minute 471 – Allotment Shed* – Cllr Sims reported on a scheme in Patchway where allotment holders use communal containers for storing tools etc. Cllr R Hutchinson agreed to discuss the idea with Nigel Masey

**Action: Cllr R Hutchinson**

*From Minute 473d) – SHE 7-* The Clerk advised that SHE 7 were waiting for the treasurer to produce a balance sheet.

*From Minute 473b) – NBAC –* Cllr R Hutchinson gave an update on the situation. Although CAB had signed a Service Level Agreement with South Gloucestershire Council, NBAC had received a one off grant of £25,000. It was noted that CAB are being questioned about their stance on providing home visits for clients. There was a possibility that South Gloucestershire Council will extend CAB into the North Fringe at the expense of NBAC.

**Agreed:** to defer a decision on NBAC's grant application to FTC until further information is available.

*From Minute 473e)- Owl Club –* **Agreed:** to award a donation of £200 towards summer holiday activities.

#### **478. ARRANGEMENTS FOR END OF YEAR BAND C ACCOUNTS &**

**VALUATION:** The Clerk confirmed that the Council had now moved up into the next accounting band and needed to appoint a company who were qualified to do Band C accounts. **Agreed:** to appoint RBS Accounting to carry out the work. The Council also needed to carry out a valuation on its assets. **Agreed:** to appoint the District Valuer.

**Action: Town Clerk**

**479. AVON PENSION FUND:** The Clerk advised that a letter had been received from Avon Pension Fund relating to deficit recovery. The Council had been asked to complete a form of election and select a deficit recovery period and phasing for any increase in the employer's contribution rate. **Agreed:** That the deficit recovery period should be over 15 years and phased in over a three year period.

**Action: Town Clerk**

**480. BREWERY UPDATE:** The change to Courages had now taken place. Members were informed that the redemption statement from Carlsberg had included a £1,600 'no notice' charge. The Clerk had queried the charge and had been informed that it was because the brewery changeover had taken place on 1<sup>st</sup> July instead of the 16<sup>th</sup>. Carlsberg had agreed to drop the charge if a small order was placed. An order had now been placed for one barrel.

**481. STOCKTAKERS REPORT:** The Stocktakers report for the period ending 14<sup>th</sup> June 2004 was noted. Cllr Pomroy proposed that tobacco products should no longer be sold in the bar in order to encourage people to stop smoking. Cllr R Hutchinson agreed that it would help to prevent passive smoking for both bar staff and customers. The proposal was seconded by Cllr Crane and passed by 6 votes for to 1 against. **Agreed:** To give advance notice to customers that tobacco products would no longer be stocked in the bar once current supplies had run down. A general discussion took place about price increases in the bar. **Agreed:** To review the situation in three months time. Cllr J Hutchinson asked whether it would be possible to have a breakdown of income and expenditure costs for the bar. **Agreed:** To investigate the possibility of producing a more comprehensive breakdown.

**Action: Town Clerk**

The Clerk advised members that Courage had offered the Council a £30,000 loan to improve facilities in the badminton hall, etc. **Agreed:** To include this item for discussion on next month's agenda.

**Action: Town Clerk**

Cllr R Hutchinson reported that customers had been complaining about the cost of splashes being increased. **Agreed:** The Clerk to investigate the reason for the increase.

**Action: Town Clerk**

**482. TREASURE CHEST:** Cllr Sims asked for clarification on how the Treasure Chest scheme worked and who benefited from the profits. Cllr R Hutchinson explained that the idea for the scheme had originated at a Filton 2000 meeting where the steward had suggested that it would be a good way to raise funds. The scheme was open to all customers in the bar at a cost £1 per go. The rules and conditions of the game are on public display. It had been agreed that any profits would be shared between Filton 2000 and the BMX skateboard project. Cllr Sims thanked Cllr R Hutchinson for his explanation and expressed his full support for the scheme.

**483. FILTON FESTIVAL REPORT:** Cllr R Hutchinson confirmed that it had been a very successful event in spite of the weather. Policing had been more intense this year, which had meant a lot less problems. A meeting had been arranged with representatives from the fair and police to discuss the possibility of having the area around the fair fenced off next year. Cllr Pomroy pointed out that the new licensing laws in 2005 would mean that each visiting organisation using the field would be required to pay £500. Another option was for the Council to register the land and pay a one off payment for use all year. Cllr D Hutchinson reported that she would be taking a back seat at next year's festival and asked for more volunteers.

**484. CRICKET PITCHES:** The Clerk asked members to consider what work should be carried out on the cricket squares. Members agreed that further discussion was needed on the future use of the playing fields as a whole. **Agreed:** To set up a working party to include Cllrs Pomroy, Crane, Blandamour, Sims, J Hutchinson, R Hutchinson, the Site Maintenance Manager and the Operations Manager.

**Action: Town Clerk**

**485. PLAY AREA:** The Clerk confirmed that she had obtained quotes from Wicksteed Leisure for roundabouts to replace the sputnik in the play area. The Spiro – whirl (for ages 5–12) would cost £2,924 plus installation and appropriate safety surface. The Rota-rider (for ages 6-14) would cost £3,306 plus installation and appropriate safety surface. It was noted that the Rota-rider would need a bigger safety surface and concerns were raised about whether there would be sufficient space within the existing play area. **Agreed:** To organise a site visit with interested councillors and to invite the personal advisor from Wicksteeds to attend.

**Action: Town Clerk**

**486. PROVISION OF PORTAKABIN:** Cllr Freeguard informed members about a relocatable building which was available for purchase. The unit was 9 metres by 18 metres in size. He estimated that it would cost around £6,000 to relocate the building, provide utility services, steps, ramps etc. It would require renewable planning permission every 5 years at a cost of £500. Members discussed what the building could be used for. Suggestions included a dual meeting place where young people and over 50s could meet and have a coffee etc. It could also be used to provide shelter for spectators and as an extra meeting room for voluntary organisations. Cllr R Hutchinson confirmed that if the Council agreed to support the idea in principle he would be approach the Community Safety group and other sources for funding. **Agreed:** That the matter should be referred to full Council.

**Action: Town Clerk**

**487. MILLENIUM GREEN:** Cllr J Hutchinson advised that she was hoping to circulate a questionnaire to local residents before the beginning of August. A working party, which would involve local residents, would be set up at a later date. **Agreed:** Cllr J Hutchinson to report back at the next meeting in September.

**Action: J Hutchinson**

**488. NIGHT BUS STATISTICS:** The contents of the report were noted. **Agreed:** To defer further discussion until a review of the service had taken place.

**489. PLANNING APPLICATION PT04/1661/F 472 – 478 FILTON AVE:** The Clerk and Cllr Freeguard had recently taken part in a site inspection panel at the site. The Council had reiterated its previous objections regarding the design for storing sort it bins, fuel tanks being removed and inadequate car parking including restricted 'on road' parking. Cllr R Hutchinson agreed to investigate whether the traffic calming measures in that area are under review.

**Action: Cllr R Hutchinson**

**490. DATE OF SEPTEMBER FINANCE MEETING:** Cllr R Hutchinson pointed out that the date of the September Finance meeting clashed with a meeting of the Southern Brooks Forum. This meant that a number of councillors would be unable to attend. **Agreed:** To bring forward the date of the next meeting from 14<sup>th</sup> to 7<sup>th</sup> September.

**There being no further business, the meeting closed at 9:50 pm**

Minutes of a meeting of the **FINANCE & GENERAL PURPOSE COMMITTEE** held on Tuesday 7th September 2004 in the Community Room, Filton Library, Shield Retail Centre

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**PRESENT :- Cllrs :-** D Hutchinson, P Blandamour, R Hutchinson, J Hutchinson, G Crane, T Pomroy, S Sims, A Hewlett

**APOLOGIES :- Cllrs:-** P Lillis, A Monk

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**491. DECLARATIONS OF INTEREST:** Cllrs R Hutchinson, T Pomroy and S Sims declared a non prejudicial interest in **Minute 495** as members of South Gloucestershire Council. Cllr Pomroy declared an interest in **Minute 503** as a former member of the NBAC management committee.

**492. MINUTES:** of the meeting held 13<sup>th</sup> July 2004 were approved as an accurate record.

**493. MATTERS ARISING:** *from Minute 477 – Allotments* – Cllr R Hutchinson advised that Network Rail were proposing to replace the burnt out fencing with a chain link fence and possible planting.  
*From Minute 477 – Park Seating* – The Clerk agreed to liaise with the site handyman regarding progress on the repairs.

**Action: Town Clerk**

*From Minute 477 – SHE 7-* It was noted that SHE 7 had still not produced a balance sheet.

*From Minute 487 – Millenium Green* – Cllr J Hutchinson circulated a copy of the notice, which was due to be sent out to local residents and other users of the green inviting them to attend a meeting to discuss options for development. It was agreed to hold an evening meeting in the Pavilion. Cllr J Hutchinson agreed to check the Pavilion diary for available dates.

**Action: Cllr J Hutchinson**

**494. AUDITORS REPORT & ANNUAL RETURN FOR 2001/02 & 2002/3:**

The Clerk advised that it is a legal requirement for Band C councils to complete and sign an annual return. **Agreed:** that the annual return be referred to full Council.

**Action: Town Clerk**

The contents of the external audit reports for 2001/2 & 2002/3 were noted. The Clerk confirmed that a number of the auditor's recommendations have already been put in place. **Agreed:** The Clerk to contact South Gloucestershire Council for advice on developing an anti fraud and corruption policy.

**Action:Town Clerk**

Cllr Sims agreed to obtain specimen copies of business plans from other organisations for guidance on general format.

**Action: Cllr Sims**

Cllr Sims asked whether there had been any progress in training a suitable member of staff to become a relief manager in the steward's absence. The Clerk confirmed that although two members of staff were competent to cover short

periods of the steward's absence they were not experienced enough to cover extended periods of annual leave. **Agreed:** to refer the matter to the staffing committee.

**Action: Town Clerk**

**495. APPOINTMENT OF INTERNAL AUDITORS:** The Clerk reported that the Council was legally required to carry out an internal audit and needed to appoint a firm of internal auditors. Quotes had been obtained from both the Internal Audit Services at South Gloucestershire Council and RBS Accounting Solutions. **Agreed:** to accept the quote from South Gloucestershire Council.

**496. STATEMENT OF INTERNAL CONTROL:** **Agreed:** to approve the statement of internal control.

**497. STATEMENT OF ACCOUNTS:** **Agreed:** to approve the statement of accounts for 2003/4. It was noted that the accountants had suggested having an accounts software package installed on the office computer to help update income and expenditure records. **Agreed:** to investigate the cost of the software and report to full council.

**Action: Town Clerk**

**498. POOL UPDATE:** A report from the operations manager was circulated to members for information. Cllr Pomroy reported on a recent meeting that he had attended with representatives from the Town Council and contractors involved with the pool refurbishment. There had been a number of disagreements over who was responsible for the problems and who was going to pay for the work involved. A bond of £32,000 had been retained by the council for work outstanding. Cllr Hewlett advised that he would be happy to share his experience in contracts management with the operations manager. **Agreed:** To set up a meeting between Cllr Hewlett and the operations Manager.

**Action: Town Clerk**

**499. BREWERY LOAN:** The Clerk confirmed that the Council had received an offer of a loan for £30,000 from Courages brewery, which could be offset against barrel purchases. Members agreed that the Council should accept the offer and discussed how the capital should be used. It was agreed that the Badminton Hall, toilets, showers and kitchen all needed updating. **Agreed:** The Clerk to accept the loan offer from Courages and explore the possibility of increasing the loan at a later date. **Agreed:** The Clerk to obtain quotes for the general refurbishment of the toilets and kitchen, plastering of the badminton hall walls and softer lighting for the hall.

**Action: Town Clerk**

**500: BAR INCOME & EXPENDITURE:** Details comparing bar Income & expenditure for the year ending 2003/4 had been circulated to members for information. The contents of the report were noted.

**501. FOLK CENTRE:** Cllr R Hutchinson reported on a recent meeting with the treasurer of Filton Folk Centre, which both he and the Clerk had attended, to discuss the Centre's financial difficulties. Bookings for the centre had drastically reduced and income was down. The treasurer had agreed that the only viable option was to consider letting the council take over the management of the Centre. Members agreed that the centre offered good facilities and its loss of income reflected the fact that its assets were not being maximised. The treasurer had agreed to put the council's proposition to the community association for its comments. Cllr R Hutchinson agreed to report back to the committee once the Community Association had made its decision.

**Action: Cllr R Hutchinson**

**502. STAFFING COMMITTEE:** Cllr R Hutchinson gave a verbal report on the outcome of a staffing committee which had been held to discuss the behaviour of a member of staff who had used abusive language and behaviour in the bar. The member of staff concerned had decided not to attend a further meeting to discuss his behaviour and had been verbally abusive to members of the staffing committee. He had stated that he would not be returning to his job and a letter had been sent to confirm his termination of employment.

**503. GRANT APPLICATIONS: Agreed:** to award a grant of £3,000 to the North Bristol Advice Centre.

**504. CCTV QUOTATION:** The Clerk had received a number of quotes for the installation of CCTV cameras both inside and outside of the Elm Park complex following a number of security incidents involving staff safety and theft of council property. The quotes ranged from £5,600 – £9,500. **Agreed:** to take advice from the police on which system would be suitable for the complex and to arrange a viewing of the quality of recording offered.

**Action: Town Clerk**

**505. PLAY AREA QUOTATION:** Members discussed the options and quotations provided. **Agreed:** to purchase the Revolution inclusive roundabout with wheelchair station and surround support seating and to investigate the possibility of negotiating a reduced price if purchased in conjunction with the sidewinder see-saw.

**Action: Town Clerk**

**506. EARTH BUND:** It was noted that there had been some confusion over which earth bunds were being discussed. Cllr Sims and Lois Pryce had been asked to submit a report outlining their request for earth bumps on the BMX track. **Agreed:** to refer the item to the playing field working party and to report back to the October finance meeting.

**Action: Town Clerk**

**507. ACCOUNTS FOR PAYMENT:** in the sum of **£69,381.47** (copy in minute book) were approved and signed.

**508. PLANNING APPLICATIONS.** See attached schedule.

**There being no further business the meeting closed at 10:10pm**

**PRESENT :- Cllrs :-** D Hutchinson, P Blandamour, R Hutchinson, G Crane

**APOLOGIES :- Cllrs:-** P Lillis, A Monk, A Hewlett, S Sims, J Hutchinson,  
T Pomroy

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**509. FILTON PARK SHOPS PROJECT:** Claire Nelmes from South Gloucestershire Council and Mark Pomphrey were welcomed to the meeting. Claire reported that the Council had secured funding of £50,000 to spend on capital improvements for the Filton Park shopping area. A consultation had been carried out with local people in order to help identify priority areas for improvement. Options had included improved street lighting, a roundabout feature, CCTV cameras, hanging baskets, shop front grants, car park improvements, street furniture, rationalisation of signs, tree planting, flower beds and Christmas decorations. Plans would be available to view at the Filton festival of food on 29<sup>th</sup> October in the Badminton Hall. **Agreed:** to set up a local regeneration steering group to include councillors, local traders and local residents.

**Action: Town Clerk**

**510. DECLARATIONS OF INTEREST:** there were none.

**511. MINUTES:** of the meeting held 7<sup>th</sup> September 2004 were approved as an accurate record.

**512. MATTERS ARISING:** *from Minute 493 – She 7-* Although SHE 7 had been notified of their new council representative, Cllr Crane had still not been invited to attend any of their meetings. **Agreed:** to pursue the matter.

**Action: Town Clerk**

*From Minute 494 – Anti Fraud & Corruption Policy –* **Agreed:** to look at examples of policies from other organisations at a future meeting.

**Action: Town Clerk**

*From Minute 502 – Staffing Committee –* It was reported that the member of staff who had originally been barred from the Ratepayers Arms was now barred from the entire sports complex due to further abusive behaviour.

**513. APPOINTMENT OF STAFFING COMMITTEE:** It was noted that the staffing committee is made up of six members including the Chair and Vice Chair of Council, the Chair and Vice Chair of Finance and 2 other members of council. Cllrs J Hutchinson and S Sims were nominated, seconded and elected unopposed. It was agreed to convene a meeting of the staffing committee on the Clerk's return.

**Action: Town Clerk**

**514. LAND BEHIND BULLDOG:** The contents of a report by Sarah Galliford were noted. Members discussed a number of options for the land including the possibility of offering it to local developers to come up with a viable scheme.

**Agreed:** The council to set up a meeting with people from the area to discuss the way forward.

**Action: Town Clerk**

**515. LAND BEHIND PARK ROAD:** It was reported that residents in Park Road had been complaining about the grassed area behind Park Road being used by gangs of youths as a meeting point. One resident had also claimed ownership of the land and was using it as a parking area for his cars. The question of who actually owns the land had been a long standing problem. Land registry had not been able to trace anything. The last known owner was a William Charles Jennings who had bought the land in 1935. It was agreed that further investigations were needed, possibly through local advertising. **Agreed:** Cllr D Hutchinson to look into the possibility of having a short article about the land and its ownership published in the local press.

**Action: Cllr D Hutchinson**

**516. ALLOTMENT TENANCY AGREEMENT:** A copy of a draft agreement between the allotment association and its tenants was circulated to members for comments. Members felt that as the association was not the land owner, there should be a similar agreement between the Council and the association allowing them to act as the council's agent. It was also noted that Filton residents should be given priority when a plot becomes available. **Agreed:** to defer approval of the tenancy agreement until the council has developed its agreement with the allotment association.

**Action: Cllr R Hutchinson**

**517. COUNCIL PHOTO:** **Agreed:** to purchase an A3 size copy for public display within the Centre.

**Action: Town Clerk**

**518. POOL UPDATE:** The minutes of a recent meeting with the pool contractors were circulated to members for information. It was noted that a further meeting is being convened to look at items of work still outstanding and payment issues.

**519. FREE SWIMMING FOR PREGNANT LADIES:** The idea was agreed in principle. **Agreed:** the Operations Manager to provide an outline of how the scheme should be managed.

**Action: Operations Manager**

**520. POOL OPENING TIMES OVER CHRISTMAS:** **Agreed:** to approve the proposed pool opening times over Christmas and the New Year period.

**521. SUNDAY OPENING HOURS IN THE BAR:** The steward had reported that the only customers using the bar on Sunday afternoons were those coming in after neighbouring public houses had closed. As well as causing a nuisance, takings did not justify the extended opening hours. **Agreed:** to revert back to the original lunchtime and evening opening hours for a trial period, with the proviso that the opening hours could be extended for special occasions.

**Action: Steward**

- 522. BAR OPENING TIMES OVER CHRISTMAS: Agreed:** to approve the proposed bar opening times over Christmas and the New Year period.
- 523. STOCKTAKER REPORTS:** The stocktaker reports for the periods ending 6<sup>th</sup> September and 24<sup>th</sup> September were circulated to members for information. It was noted that there had been a deficit for the period ending 6<sup>th</sup> September, which the steward felt was partly due to the change over in suppliers and the inevitable wastage this had caused. **Agreed:** to note the contents of the reports and monitor the situation.
- 524. FOLK CENTRE UPDATE:** The Community Association had agreed that the only viable option for its future was to let the council take over the management of the Centre. **Agreed:** The Clerk and Operations Manager to meet with the Centre's treasurer and report back on its economic situation.  
**Action: Town Clerk**
- 525. PLAYING FIELD WORKING PARTY:** Members had attended a recent meeting to assess the options available for development. **Agreed:** to convene another meeting of the working party and report back to the Committee.  
**Action: Town Clerk**
- 526. FILTON FESTIVAL OF FOOD:** The event had now been advertised in the Council Newsletter. It was noted that the only cost to the council had been the hire of the badminton hall.
- 527. CCTV QUOTATIONS: Agreed:** to defer a decision until the next meeting.  
**Action: Town Clerk**
- 528. SHE 7 GRANT APPLICATION: Agreed:** to award a grant of £250.
- 529. STAFF TAXIS: Agreed:** to refer to the next meeting of the Staffing Committee.  
**Action: Town Clerk**

**There being no further business the meeting closed at 10pm**

Minutes of a meeting of the **FINANCE & GENERAL PURPOSE COMMITTEE** held on **Tuesday 9<sup>th</sup> November 2004** in the **Pavilion** at **Elm Park, Filton**

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**PRESENT: - Cllrs:-** D Hutchinson, P Blandamour, S Sims, R Hutchinson, T Pomroy, G Crane, A Hewlett

**APOLOGIES:- Cllrs:-** P Lillis, J Hutchinson

**ALSO IN ATTENDANCE:-** Cllr B Freeguard, G Hughes (Operations Manager)

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**530. DECLARATIONS OF INTEREST:** Cllr Sims declared an interest as an officer of Filton People.

**531. MINUTES:** of the meeting held 9<sup>th</sup> November 2004 were approved as an accurate record.

**532. MATTERS ARISING:** *From Minute 509 – Filton Park Shops* – The Clerk had contacted Claire Nelmes for advice on how to set up the steering group.  
*From Minute 512 – SHE 7* – Cllr Crane had recently attended a meeting at SHE 7

*From Minute 513 – Staffing Committee- Agreed:* that a meeting of the staffing committee should take place on Monday 22<sup>nd</sup> November at 4:30 pm. Members to be advised of the venue.

*From Minute 514 – Meeting to discuss the Land behind the Bulldog* – A provisional date of December 1<sup>st</sup> at 7:30 pm in the Pavilion was agreed.

*From Minute 515 – Land behind Park Road* – It was reported that local residents wanted the style removed and replaced with an A Gate. The Community Safety Group had agreed to meet the cost. **Agreed:** To investigate the cost involved regarding the legal costs of tracing ownership of the land.

*From Minute 516 – Allotment Tenancy Agreement* – The Clerk had contacted Kate Berry for advice.

*From Minute 519 – Free Swimming for Pregnant Ladies* – **Agreed:** that free swims should be granted to pregnant ladies who are regular users of the pool. Proof of their confinement would need to be produced.

*From Minute 525 – Playing Field Working Party* – **Agreed:** that a meeting of the working party should take place on Thursday 18<sup>th</sup> November at 2:30 pm.

*From Minute 526 – Filton Festival of Food* – The event had been very well attended. A follow up meeting would take place on 17<sup>th</sup> November.

**533. ANTI – FRAUD POLICY: Agreed:** to produce a draft policy for presentation at the next meeting.

**Action: Town Clerk**

**534. COMBINATION GROUND UPDATE:** There had been concerns that the Section 106 agreement did not appear to contain a clause stating that Filton Town Council would receive the first £200,000 as previously agreed. It was noted that the Executive member for Communities would make the final decision.

**535. EXTENSION TO FILTON LIBRARY:** A letter had been received from Martin Burton regarding the section 106 agreement with Hewlett Packard to provide building costs of £115,000 for an extension to the library. It was noted that the only option available was for the Library to take control of the Town Council's meeting room. **Agreed:** to confirm that the Town Council is prepared to discuss future arrangements without prejudice.

**Action: Town Clerk**

**536. POOL UPDATE:**

**Ongoing Works** – The operations manager reported on a recent meeting that he and the Clerk had attended with contractors to discuss the apportionment of incurred costs. **Agreed:** Cllr Hewlett to meet with the Operations Manager to look at the options in more detail. **Agreed:** to recommend to council that officers be delegated with the task of carrying out further negotiations with contractors and reporting back to the Chair, Vice Chair and Chair of Finance.

**Employment /Health & Safety Guidance** – Members discussed the possibility of linking into an established human resources scheme to provide support on personnel and Health & Safety issues. One option was to become officially affiliated to the South Gloucestershire scheme which would provide access to occupational health and Health & Safety services to look at current risk assessment and 'whistle blowing' procedures at a cost of £4,000 per annum. National Westminster Bank also offered a mentoring service (i.e. a 24 hour help line) plus indemnity insurance at a cost of £3,500 per annum. Any Health & Safety services from Nat West would cost another £3,500 per annum. It was noted that South Gloucestershire would also carry out police checks on staff at a cost of £30 per person. **Agreed:** to recommend to Council that the offer from South Gloucestershire be accepted with effect from April 1<sup>st</sup> 2005. Funding of the scheme to be incorporated into future personnel costs.

**CCTV Quotations** - It was reported that the Leisure Centre had been the target of two arson attacks since the last meeting. **Agreed:** to write a letter of thanks to the site manager to acknowledge his diligent attitude and quick response to the incident.

**Action: Town Clerk**

Members discussed the quotes and agreed that the Centre would benefit from the installation of a 24 hour monitoring system as a matter of priority **Agreed:** to identify funding sources and obtain further quotes from security systems companies for a 24 hour monitoring system. **Agreed:** The operations manager to go ahead with the purchase to a maximum spend of £10,000.

**Action: Town Clerk & Operations Manager**

**537. BAR UPDATE:**

**Stocktakers Report for period 24<sup>th</sup> September to 1<sup>st</sup> November** – Members were pleased to note that the latest report had shown a small surplus.

**Advance of Discount Offer** – Concerns were expressed that the offer did not appear to allow the bar to remain a 'free house' as agreed in previous discussions with the supplier. **Agreed:** The Clerk to arrange a meeting with a representative from Courage to discuss the committee's concerns.

**Action: Town Clerk**

**Storage Cage Quote** – Members discussed whether the cage would be of adequate size and quality. **Agreed:** to request a copy of the design.

**Action: Town Clerk**

- 538. FOLK CENTRE UPDATE:** The Clerk and Operations Manager reported on their meeting with the treasurer of the Folk Centre, to discuss its economic situation. It had run at a loss of £5,000 last year. It was noted that when the Council took over the management of the Centre, it would lose its charitable status which meant that its rateable value would rise from £900 per annum to £9,500 per annum. The cost of installing a lift to the upper floor would cost £30,000, and re-wiring of the building around £5-6,000. Members agreed that although the Centre would need initial heavy investment, it had very good long term potential. **Agreed:** the Operations Manager to develop a business plan for the Folk Centre and to investigate the viability of charitable trust status.  
**Action: Operations Manager**
- 539. DISABILITY & DISCRIMINATION ACT:** It was reported that in light of the new DDA, officers would be required to report any areas that needed to be looked at.
- 540. PLAY AREA REPORT:** The contents of the report were noted. **Agreed:** to arrange a photocall of the play area once the new equipment had been installed in order to advertise its new facilities.  
**Action: Town Clerk**
- 541. TRACTOR REPORT:** **Agreed:** to refer to the estimates committee.  
**Action: Town Clerk**
- 542. ST VALLIER FOOTBALL CLUB:** Request for astro turf facilities at Elm Park. **Agreed:** to refer to the playing fields working party. The Clerk to inform St Vallier AFC of the council's decision.  
**Action: Town Clerk**
- 543. GRANT APPLICATIONS:**  
**Filton Pensioners – Agreed:** to award a grant of £200  
**Filton People – Agreed:** Following a recent meeting of officers at 'Filton People' it was agreed to defer the application until further notice.  
**Saturday Club- Agreed:** to award a grant of £250
- 544. ELM PARK RESIDENTS ASSOCIATION:** An article had recently been published in the local press claiming that that the Elm Park Residents Association had been prevented from inspecting the Council's accounts. The same article had also stated that the Standards Board had declared no failure by the Council to comply with their code of practice. Public notices had been displayed in the local press and on Council noticeboards advising local residents of their rights to inspect audited accounts within the permitted time period. It was noted that Filton Library also holds a copy of the accounts for public scrutiny. **Agreed:** to write to the Chair of the Association outlining his rights and confirming that members of the Council were happy to attend a meeting of the Elm Park Residents Association. The wording of the letter to be liaised with Cllr R Hutchinson. There would be no further correspondence.  
**Action: Town Clerk**

**There being no further business the meeting closed at 10pm**