

Minutes of a meeting of the **FINANCE & GENERAL PURPOSE COMMITTEE** held on **Tuesday 8th March 2005** in the **Pavilion** at **Elm Park, Filton**

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

APOLOGIES:- Cllrs:- None

ALSO IN ATTENDANCE:- Cllr B Freeguard

575. DECLARATIONS OF INTEREST: Cllr Sims declared an interest as a member of Filton People.

576. MINUTES: of the meeting held 8th February 2005 were approved as an accurate record.

577. MATTERS OF REPORT ARISING: *From Minute 560 – Combination Ground* – Cllr R Hutchinson advised that he would follow up the progress of the Section 106 money transfer.

From Minute 561 – Night Bus – South Gloucestershire had confirmed that due to a lower tender for the service, Filton's share of the cost had been reduced to £6,240. As £7,250 had been set aside in next year's budget, it was agreed that the difference of £1,010 should be vired to the general grants budget.

Action: Town Clerk

From Minute 572 – Remembrance Day Service – The Clerk was still awaiting a response from Canon Arman.

From Minute 573 – Allotments – Nothing further to report at present.

578. FINANCIAL REGULATIONS: Agreed: To include it as an agenda item at the next meeting and members to report back with their recommendations. **Agreed:** The Clerk to seek advice from the Council's accountants with regard to section 8.2 relating to investment policies.

Action: Town Clerk

579. FREEDOM OF INFORMATION ACT - MODEL PUBLICATION SCHEME AND CHARGES: Agreed: To include it as an agenda item at the next meeting and members to report back with their recommendations.

Action: Town Clerk

580. LICENCE APPLICATION: A general discussion took place on the various issues to be considered before the licence application was submitted. **Agreed:** to set up a working party to include any interested Councillors, the Clerk, the Steward and Operations Manager.

Action: Town Clerk

581. POOL UPDATE: It was confirmed that the pool would be closed from 10pm on Thursday 24th March until 9am on Tuesday 3rd May. Veale Wasborough had drafted two letters on behalf of the Council to the contractors involved. Copies of the letters were circulated to members for information.

It was noted that the pool had maximised its uptake of swimming lesson spaces during January – March which had resulted in a £24,500 income for the quarter.

Members discussed an application from Bristol Henleaze club to take over the swimming slot currently occupied by UWE on Tuesday evenings. As Bristol Henleaze would require 48 sessions per year compared to UWE's 27 it would mean an increase in income for the pool. However, members felt that as UWE had used the pool since its re opening, their loyalty should be recognised. There were no other 2 hour evening slots available for hire. Members suggested that Bristol Henleaze should be offered the remaining 21 Tuesday sessions and that the Operations Manager should consider whether it would be viable to extend pool opening times on an alternative evening. **Agreed:** To inform the operations manager of the Committee's decision.

Action: Town Clerk

582. BAR UPDATE: The contents of the stocktaker's report for the period 10th January to 14th February were noted.

A general discussion took place on the barring policy notice which had been displayed in the bar. **Agreed:** that the second part of the notice referring to decisions on the length of ban etc should be removed.

Action: Town Clerk

It was reported that the Council had been in contact with Courages for clarification on some of the clauses contained in the loan agreement. Those issues had now been resolved. Cllr R Hutchinson proposed that the terms and conditions of the agreement be accepted. The proposal was seconded by Cllr Sims and agreed nem.com.

Action: Town Clerk

583. FOLK CENTRE UPDATE: A letter had been received from the Charity Commission which appeared to contradict the Council's previous understanding of the situation. The Chair of the Association had arranged to meet with a solicitor on Monday to discuss the possible dissolution of the Charity. **Agreed:** to provide an update at the next meeting.

Action: Cllr R Hutchinson/Town Clerk

584. VAT UPDATE: It was noted that correspondence was still on going between the Council's accountants and the VAT office. There appeared to be a number of variables relating to calculations on partial exemptions.

585. SHIELD ROAD PLAYING FIELD UPDATE: Members discussed the open space at the bottom of the field by Brabazon Road which could be used as a rat run.

Agreed: to obtain quotes for weldmesh fencing.

Action: Town Clerk

586. STEWARDS FLAT: A letter had been received from a member of the bar staff asking the Council to consider her application to rent the flat above the Ratepayer's Arms, which is currently unoccupied. There was a general discussion about the terms and conditions that should form part of a tenant's contract. **Agreed:** that a letter be sent to the staff member accepting their application subject to references and agreed contract. **Agreed:** Cllr Hewlett to draw up a draft contract and circulate to members for their comments.

Action: Cllr Hewlett/Town Clerk

587. STAFFING COMMITTEE: The minutes of the meetings held 15th February and 3rd March 2005 were noted.

588. GRANT APPLICATIONS:

a) NBAC – Agreed: to award £3,000 as previously agreed in next year's budget

b) Filton People – Agreed: The application was approved in principle for inclusion in the Council's capital programme, subject to quotes. **Agreed:** to approach the site maintenance manager about the possibility of carrying out some of the groundworks. **Agreed:** to contact the Council's accountants for advice on the legality of placing an order through the Town Council to avoid VAT costs.

Action: Town Clerk

c) Filtones – Agreed: to award a grant of £225

589. PLANNING APPLICATION PT05/0351/F – GIPSY PATCH LANE : No objections noted.

There being no further business, the meeting closed at 10:00pm

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

APOLOGIES:- Cllrs:- None

ALSO IN ATTENDANCE:- Cllr B Freeguard

590. DECLARATIONS OF INTEREST: There were none.

591. MINUTES: of the meeting held 8th March 2005 were approved as an accurate record.

592. MATTERS OF REPORT ARISING: *From Minute 577 – Section 106 money* – It was reported that the sum of £204,712 had now been transferred from South Gloucestershire Council.

From Minute 580 – Licence Application – It was noted that the deadline for licence applications is August 7th 2005. **Agreed:** To arrange a meeting of the working party for early May.

Action: Town Clerk

From Minute 588 – Filton People – The Council's accountants had confirmed that the Council were able to place an order on behalf of Filton People as long as the Council retained ownership and were responsible for the maintenance of any asset.

593. FINANCIAL REGULATIONS: Agreed: to recommend that the revised financial regulations document be adopted by the Council at its meeting on 26th April 2005.

Action: Town Clerk

594. FREEDOM OF INFORMATION ACT – MODEL PUBLICATION SCHEME: A general discussion took place on the classes of information to be included in the Council's publication scheme, charges for responding to requests for information and an appropriate limit. Cllr Pomroy proposed that items which are produced routinely by the Council or that are easily available, should be provided free of charge. Requests for information which exceeded this definition should be charged at the recommended hourly rate of £25 per hour, 10p per sheet for photocopying or printing, up to a maximum limit of £450. The proposal was seconded by Cllr Monk and passed with five votes in favour. **Agreed:** The Clerk's office to draw up a draft publication scheme for presentation at the next meeting.

Action: Town Clerk

595. CAPITAL PROGRAMME FOR 2005/6: It was noted that there are five possible sources of capital funding available for 2005/6. **Agreed:** That the £30,000 offered through the brewery loan agreement should be used for the refurbishment of the toilets and showers adjacent to the bar.

Members discussed the list of identified projects and agreed that it needed to be prioritised and broken down into areas corresponding to the appropriate capital fund. **Agreed:** that the project list should be included on the next agenda as part of a rolling programme.

Action: Town Clerk

Cllr R Hutchinson reported on a meeting that he had attended recently with the Communications Manager at Airbus. The company was keen to become involved with the local community and had expressed an interest in some of the Council's capital projects list for this coming year.

The Site Maintenance Manager had produced a report on the situation regarding the current tractor and gang mowers. It was noted that it was becoming more difficult to obtain replacement parts for both. **Agreed:** to approve the purchase of a new tractor, spare front wheel and new gang mowers. **Agreed:** The site maintenance manager to provide recommendations on which tractor and mowers would be most suitable.

Action: Site Maintenance Manager

596. CONTRACT FOR STEWARD'S FLAT: A draft copy of the tenancy agreement was circulated to members for their comments. **Agreed:** That a 'decent homes inspection' should be carried out on the flat to ensure that it is suitable for occupancy. Cllr Hewlett agreed to carry out the inspection on behalf of the council.

Action: Cllr Hewlett

597. CHRISTMAS LIGHTS: It was noted that Christmas Lights are included in the Council's capital programme list.

598. STATION ROAD ALLOTMENTS: It was reported that Bristol City Council had initially made contact with the Town Clerk to find out whether Filton would be interested in taking over the allotment site in Station Road. They had suggested that it might be a non statutory site which would mean that Filton would need to purchase the land. Andrew Griffiths at South Gloucestershire Council, who is an expert on allotment law, is currently looking into the matter and will report back with his findings.

599. LINK ROAD FENCING: Cllr Sims reported that the Site Maintenance Manager had agreed to remove the fencing and posts directly behind the hedges on the Link Road. **Agreed:** Cllr Sims to contact South Gloucestershire Council to find out whether they would be willing to supply bins for the disposal of the fencing.

Action: Cllr Sims

600. BRABAZON ROAD FENCING: **Agreed:** to accept the quote from C&R Fencing Ltd to supply and erect 18 metres of weldmesh to replace the damaged fencing at the bottom of the field.

Action: Town Clerk

- 601. BAR UPDATE:** The contents of the stocktaker's report for the period 14th February to 1st April 2005 were noted.
- 602. POOL & LEISURE CENTRE UPDATE:** The Operations Manager had produced an annual report which was circulated to members for information. It was noted that the Fun Hangar was 3 months ahead of target to become cost neutral.
- 603. FOLK CENTRE UPDATE:** A letter had been received from the Treasurer of the Association regarding recent legal advice from their solicitor. It appeared that the Charity Commission's main concern is that the land/building could be used for residential development at some stage in the future. One possible solution was to have a restrictive covenant ensuring that the Folk Centre is only used for community purposes. The Association was now awaiting a response from the Charity Commission.

Some groups, currently using the Folk Centre, had expressed concern about the recent increase in prices. It was suggested that organisations who are experiencing financial difficulty should be informed about the grant application process.

604. GRANT APPLICATIONS:

a) Children's Playlink – There was general agreement that it was a very good scheme but the application was not specific enough. **Agreed:** to contact Playlink for further details.

Action: Town Clerk

b) St Peter's Church – **Agreed:** that the Council was unable to award grants for capital projects. **Agreed:** To write to Revd Arman and explain the council's policy on awarding grants and suggest alternative funding sources.

Action: Town Clerk

There being no further business, the meeting closed at 10:05pm

Minutes of a meeting of the **FINANCE & GENERAL PURPOSE COMMITTEE** held on **Tuesday 12th July 2005** in the **Pavilion at Elm Park, Filton**

PRESENT: - Cllrs:- D Hutchinson, P Blandamour, R Hutchinson,
J Hutchinson, G Crane, A Monk, C Hewlett, T Pomroy

APOLOGIES:- Cllrs:- S Sims, A Hewlett

- 632. DECLARATIONS OF INTEREST:** Cllrs R Hutchinson and T Pomroy declared a non prejudicial interest as South Gloucestershire Councillors.
- 633. MINUTES:** of the meeting held 14th June 2005 were approved as an accurate record after noting an amendment to Minute 623 regarding the Courage Loan. Agreed that Cllr A Monk's name should be added to the list of members for the refurbishment working party.
- 634. MATTERS OF REPORT ARISING:** *From Minute 621 – Folk Centre* – Cllr R Hutchinson reported that he had received an unaddressed letter attributed only to the 'Management Committee' saying that the management committee had some new members and some new ideas for securing the future of the centre in 'local' hands. It asked for this information to be inserted in the next issue of Town Council News and that further updates be inserted in future issues.

It was noted that the management committee is a sub group of the Association and that the Association had agreed at a public meeting that the Association be wound up and the Folk Centre transferred to the Town Council. Whilst the legality of such action is being confirmed with the Charity Commissioners, this decision has never been overturned and therefore any publicity to the contrary must be a decision of the Association and not the Management Committee. **Agreed:** to write to the Chair of the Association advising receipt of the letter and indicating that no insert would be placed into Town Council News until such time as the Association advised the Council that the decision of the public meeting had been reversed. **Agreed:** not to include any updates in the newsletter until the future of the Association is known.

Action: Town Clerk

From Minute 620 – Bristol Allotments – Cllr R Hutchinson reported that he had been in touch with Graham Robertson, Chair of the City Council allotments committee. Cllr Robertson had expressed his support and felt that the allotments should be retained and offered to Filton Town Council at allotment land prices. The issue would be included on the agenda at the next meeting of the Bristol City Council allotments panel.

From Minute 626 b) - Cask ends and pipe allowances – The Clerk had spoken to the steward and was due to speak to the stocktaker on her next visit.

Action: Town Clerk

From Minute 627b) – Cyril Sweett- The Clerk confirmed that the Cyril Sweett invoice of £9,590.40 (excluding VAT) for work carried out over and above the original contract had now been paid.

From Minute 628a) – Filton Ladies – It was reported that Filton Ladies had decided to stay at their present premises.

From Minute 630 – Trafalgar Weekend - **Agreed:** The Clerk to write to the Twinning Association and invite them to participate in the event.

Action: Town Clerk

635. FINANCIAL REPORT – MAY: It was pointed out that a number of entries in the accounts had been entered under incorrect budget codes. The Clerk advised that this would be discussed with the accountant and corrected.

Agreed: to check with the Council's accountant on whether the recent Cyril Sweett invoice can be paid from section 106 money.

Action: Town Clerk

636. CAPITAL PROGRAMME/PROJECT LIST:

a) Cutters for Tractor – Quotes were tabled for the conversion of the garage to house cutters for the tractor. **Agreed:** to accept the quote from DSD at South Gloucestershire Council.

Action: Town Clerk

b) Notice Boards – It was suggested that provision of a notice board at the Filton Avenue/Conygre Road shops might be included in the regeneration scheme to be carried out in that area by South Gloucestershire Council. It had also been suggested that a new notice board should be part of the Filton Park Regeneration scheme. A number of possible sites for new boards were discussed. **Agreed:** Two new boards to be erected at existing sites in Charborough Road and Filton Clinic. Notice boards to be erected at three new sites. One in Filton Avenue, possibly outside the Bulldog or King George, one on site at Filton Leisure Centre and one in the area outside McColls. **Agreed:** to defer purchases until further quotes and an update on funding sources have been received. **Agreed:** to investigate installation costs through DSD or the site maintenance manager.

Action: Town Clerk

c) Christmas Lights – The Clerk and Cllr D Hutchinson to meet with company representatives to discuss the council's requirements.

Action: Town Clerk

d) Skateboard Park – Cllr R Hutchinson advised that he had spoken to Tina Rainey regarding possible funding streams. It appeared that local groups rather than the Town Council would need to apply. Tina had agreed to speak to Filton People about possible options.

e) Litter Bins – Tina Rainey was looking into the order.

f) Signs – **Agreed:** To arrange a site visit for company representatives and interested councillors to discuss the council's requirements.

Action: Town Clerk

637. BAR UPDATE:

Stocktakers Report – for the period 10th June to 20th June 2005 was noted.

638. POOL UPDATE:

A report from the Operations Manager was circulated to members. It was noted that the Softplay is now paid off.

Members discussed admission policies for under 8's in the swimming pool following a recent enquiry from a customer and agreed to accept the Operations Manager's advice on current policy. **Agreed:** The Clerk to reply accordingly.

639. LAND BEHIND THE BULLDOG MEETING: A meeting of local residents, representatives from Filton Town Council and Filton Police was due to take place at 7:30pm on Wednesday 20th July in the Pavilion. Invitations had been circulated to all houses backing onto the land concerned.

640. GRANT APPLICATIONS:

a) Filton Twinning Association – Agreed: to award a grant of £650 as previously set aside in the budget. To write to the association and request a copy of the Association's programme of events for next year. Members to consider sponsoring one of the events taking place in Filton.

Action: Town Clerk

b) Pride – Still awaiting a copy of their accounts.

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

d) Pyramid Youth Club – Agreed: To request a copy of their 2004/5 accounts, and maintenance requirements. To find out the exact difference in funding awarded by South Gloucestershire Council.

Action: Town Clerk

There being no further business, the meeting closed at 8:55pm

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 8th November 2005** in the **Pavilion at Elm Park, Filton**

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

APOLOGIES:- Cllrs:- J Hutchinson, A Hewlett

661. DECLARATIONS OF INTEREST: Cllrs T Pomroy and S Sims declared a prejudicial interest in the Filton College planning application as members of the Development Control West Committee.

662. MINUTES: of the meeting held 11th October 2005 were approved as an accurate record.

663. MATTERS OF REPORT ARISING: *From Minute 654 – Filton Community Association Meeting* – It was noted that members of the Council had not been informed of the date of the second public meeting as yet and there was no evidence of it being advertised or taken place.

From Minute 655(e) – Christmas Lights – The Filton Park regeneration group had made a decision to install Christmas lights in Filton Park this year. The Council would expand the scheme to other areas of Filton next year.

From Minute 655(f) – Capital Programme Working Party – The date of the next meeting was confirmed as Wednesday 16th November at 2pm.

From Minute 656 – Disability Access Audit – An action plan had been compiled and circulated to the appropriate staff. **Agreed:** to report back to the Committee on a regular basis.

664. EXTERNAL AUDIT REPORT:

Matters Arising:

a) Performance Management – The Council now has a more structured budget setting process in place, although some members expressed concern that the monthly income and expenditure reports produced under the new accounting system are not comprehensive enough or understandable enough. **Agreed:** to raise the issue with the council's accountant.

Action: Town Clerk

b) Chasing up signed Contracts of Employment - Agreed: The Clerk to liaise with the Operations Manager.

Action: Town Clerk

c) Anti Fraud and Corruption Policy: Agreed: to refer to the next staffing committee meeting.

Action: Town Clerk

d) Employees Pension Deductions – The over payment in employee's pension premiums had now been sorted out.

e) Development of a Business Plan – Agreed: to revisit the issue at a future meeting of the Finance Committee.

Action: Town Clerk

665. INCOME & EXPENDITURE REPORT FOR SEPTEMBER – It was noted that the report had been printed before a recent meeting with the Council's accountant. Some of the codes had now been adjusted to give a more accurate reflection of the budgets.

666. BUDGET MEETING: The date of the meeting was confirmed as Tuesday 22nd November at 7pm in the Pavilion. Paperwork to follow in due course.

667. CAPITAL PROGRAMME:

a) Feasibility Study: The Capital Programme working party had recommended that a feasibility study be carried out to establish optimum use of the space available. **Agreed:** to support the working party's recommendation to commission a feasibility study.

Action: Town Clerk

b) Progress Update: BMX/Skateboard Park – It was confirmed that the designs would be subject to further consultation with local youngsters. **Bumps or Earth Mounds – Agreed:** Cllr Sims to follow up his connections with the Patchway scheme.

Action: Cllr Sims

668. BAR UPDATE:

a) Stocktaker's report – The contents of the report for the period covering 26th September to 31st October were noted.

b) New Opening Hours – Members discussed a number of ideas relating to changes in the licensing laws and how it would affect the Leisure Centre. The town council's licence working party had recommended a change in the bar's opening hours which needed to be advertised as soon as possible with a proviso that it is subject to approval. The new agreed times are as follows:

Evenings

Mon to Thurs – 11pm finish plus ½ hour drinking up time

Fri & Sat – 11.30pm finish plus ½ hour drinking up time (unless there is a private function)

Sun – 11pm finish plus ½ hour drinking up time

Lunchtimes

Mon – Fri – to open from 4pm onwards

Sat - 12 noon onwards

Sun - 12 noon to 2:30pm plus ½ hour drinking up time

Agreed: The licence working party to develop a publication to promote the new opening hours and the extra facilities that will be available at the Leisure Centre.

Action: Licence Working Party

c) Fruit Machines - A general discussion took place on the feasibility of having gaming machines installed in the bar. Members also discussed the possibility of having video game machines installed in other areas on the complex. **Agreed:** to investigate the options available.

Action: Town Clerk

669. POOL UPDATE:

- a) **Admissions Policy: Agreed:** to accept the operation manager's recommendation that the adult/child ratio policy for children aged four and over be changed from 2:1 to 3:1. The current policy of supervision for children aged under 4 to remain at a maximum of 2 children to 1 adult.
- b) **Fun Sessions: Agreed:** to support the operation manager's recommendation that the large inflatable, which was donated free of charge from the installers of the Softplay, is sold as it is not suitable for use in the Dolphin pool. **Agreed:** To support the operation manager's recommendation to purchase 6 inflatable dinghy boats at a cost of approximately £90 for the children's fun sessions.

Action: Operations Manager

670. GRANT APPLICATIONS:

- a) **South Gloucestershire Disability Action Group - Agreed:** To offer the group the free use of a room at the Leisure Centre when needed.
- b) **Children's Playlink – Agreed:** to refer the application to the budget setting meeting for consideration. The Clerk to write to Playlink and explain the situation.

Action: Town Clerk

Action: Town Clerk

- 671. PLANNING APPLICATION PT05/1550/RM – FILTON COLLEGE :** After declaring an interest, Cllrs Pomroy and Sims took no further part in the discussion. **Agreed:** to write to South Gloucestershire and express the Council's concerns regarding the lack of pedestrian access to Blenheim Drive and Filton Hill School.

Action: Town Clerk

There being no further business the meeting closed at 9:10pm