

PRESENT: - Cllrs:- D Hutchinson, R Hutchinson, A Hewlett , C Hewlett, S Sims, G Crane, A Monk, T Pomroy, J Hutchinson, P Blandamour and G Hughes (Operations Manager)

APOLOGIES:- Cllrs:- None

675. DECLARATIONS OF INTEREST: There were none.

676. MINUTES: of the meetings held on 8th November and 22nd November 2005 were approved as an accurate record.

677. MATTERS OF REPORT ARISING: *From Minute 663 – Filton Community Association Meeting* – There was still no evidence of the meeting having been advertised or taken place.

From Minute 663 – Christmas Lights – There had been very good feedback from residents.

678. BUDGET & PRECEPT REQUIREMENTS: A recent meeting with the Council's accountant to consider preliminary budget figures for 2006/7 had identified a potentially large overspend if measures were not taken to reduce it now. Members discussed the options available. A proposal to increase the price on all sports and leisure activities by 7% was circulated to members. It was noted that the proposed increase still meant that the majority of prices were lower than those charged by both South Gloucestershire and Bristol City Council. Prices for Filton resident passes would not be increased. Bar prices would be considered as a separate issue. **Agreed:** to support the operation manager's proposal for a 7% increase on all sports and leisure prices with effect from April 1st 2006.

Agreed: to deduct the £25,000 set aside for next year's rolling capital fund as the section 106 money was sufficient to fund existing projects.

Agreed: to reduce the grants budget by £2,000. It was noted that this reduction would still leave sufficient funds for any new applications.

A general discussion took place on whether Filton should continue to financially support the Nightbus service. It was noted that Bradley Stoke Town Council had deferred their decision until Filton had made theirs. Cllr. Crane proposed that Filton Town Council should discontinue its financial support of the Nightbus service. The proposal was seconded by Cllr D Hutchinson and passed with six votes in favour, 3 against and 1 abstention. **Agreed:** to deduct the £6,240 which had been set aside in next year's budget.

A number of issues had arisen recently which had highlighted the need for a general staffing review at the next meeting of the staffing committee. It was also noted that the preliminary wages budget figure for 2006/7 had

included figures for both site maintenance apprentices. As only one apprentice was being kept on this would mean a reduction of approximately £5,000 from next year's wages budget.

A copy of the Operations Manager's report was circulated to members. Other possible income opportunities were discussed, including outdoor vending machines. It was noted that the current income from existing vending machines is 21p per vend. **Agreed:** To support the installation of outdoor vending machines in principle. The operation's manager to investigate siting, cost implications etc.

Action: Operations Manager

Agreed: to inform the Council's accountant of the Committee's decisions regarding the preliminary budget figures for 2006/7. **Agreed:** to report back with an update on the situation at the next meeting.

Action: Town Clerk

679. INCOME & EXPENDITURE REPORT: The contents of the income and expenditure report for November 2005 were noted.

680. CAPITAL PROGRAMME UPDATE:

Boules Piste: Cllr D Hutchinson and the site manager had carried out an inspection of the site.

Skateboard Park: The Town Clerk was due to meet with a representative from Wicksteed Leisure.

Earth Mounds: Cllr S Sims agreed to follow up.

Feasibility Study: The report was still with KKP

Notice Boards: These were on order and due to be delivered at the end of the month.

Signs: Quotes had been received and would be circulated at the next meeting of the capital working party on Friday.

Christmas Lights: The lights at Filton Park had been a great success

Mortimer Road Allotments: The fencing had been ordered.

Cycle Speedway Track: Letters had been sent out to three companies inviting quotes.

681. BAR UPDATE:

Opening Times: The revised opening time of 4pm had not proved successful. **Agreed:** to change the current opening time from 4pm to 6pm on Mondays to Fridays (inclusive) with the change to take effect from Monday 23rd January 2006.

Action: Town Clerk & Steward

Bar TV: Problems were being experienced with the current analogue TV. **Agreed:** to investigate the options and prices available for a basic package. Members agreed that it was important to get the right range of sport in order to attract customers for the big screen.

Action: Town Clerk & Steward

No Smoking Policy: Letters had been sent out to all future hirers of the Function Hall. There had only been one cancellation so far. A general discussion took place on how the policy would affect bar staff who smoke. It was noted that 'Easy Breathing' has a draft smoking policy document which could be adopted by the Council. **Agreed:** to include the policy on a future staffing agenda for agreement.

Action: Town Clerk

Gaming Machines: Members discussed the possible siting of the machines and what type of machines would be suitable. It appeared that a Custom and Excises licence may be required at a cost of £750 per year. **Agreed:** to make further enquiries about the type and price of machines available and to contact Customs & Excise regarding the licence.

Action: Town Clerk

Stocktaker's Report: The contents of the report for the period covering 31st October to 6th December 2005 were noted. Members queried the allowance made for waste and asked how the amount was calculated. **Agreed:** The Town Clerk to liaise with the Steward and Stocktaker and report back.

Action: Town Clerk

682. POOL UPDATE: Operations Manager's Report: The report had been circulated previously during the discussions on budget and precept requirements.

Play on Prescription: The proposed scheme would be carried out in conjunction with local health visitors. They would be responsible for judging which families are most in need. Members discussed how to make sure that the scheme was not open to abuse. **Agreed:** That passes should be individually named and that anyone using the pass would be required to produce supporting documentation.

Action: Town Clerk

683. GRANT APPLICATIONS:

a) Children's Playlink: Agreed: to invite Alison to attend a future meeting in order to clarify the details of her application.

Action: Town Clerk

b) Owl Club: Agreed: to award a grant of £200

c) Filton Pensioners: Agreed: to award a grant of £200

There being no further business, the meeting closed at 9:55pm

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

APOLOGIES:- Cllrs:- A Monk, C Hewlett, P Blandamour

684. DECLARATIONS OF INTEREST: There were none.

685. PRESENTATION FROM PLAYLINK: Alison Kjellstorm was unable to attend tonight's meeting due to ill health. **Agreed:** to defer her presentation until the next meeting, subject to the length of the agenda.
Action: Town Clerk

686. MINUTES: of the meeting held on 10th January 2006 were approved as an accurate record.

687. MATTERS OF REPORT ARISING: From Minute 677 – *Filton Community Association* – Cllr D Hutchinson reported that she had recently attended a meeting of the Filton Community Association Council but there was still no news regarding a public meeting.

From Minute 681 – Bar TV – It was confirmed that Telewest are unable to update the analogue package and that the current system would be discontinued in July. **Agreed:** to investigate the options and prices available for packages with Sky and to report back at the next meeting.

Action: Town Clerk

688. PRECEPT REQUIREMENTS FOR 2006/7: A further meeting with the Council's accountant had taken place in order to implement the Committee's decisions to reduce the potential overspend. However, it still meant that an increase of 9.9% would be necessary in order to maintain current services. Cllr A Hewlett's recommendation that the Council's precept requirement for 2006/7 be increased by 9.9% was seconded by Cllr Crane and agreed unanimously.

Agreed: To recommend that the precept requirement for 2006/7 be increased by 9.9% subject to ratification by full Council.

Action:Town Clerk

689. INCOME & EXPENDITURE REPORT: The contents of the income and expenditure report for December 2005 were noted. It was agreed to recode the expenditure for the Town Guide under Capital expenditure.

Action: Town Clerk

690. CAPITAL PROGRAMME UPDATE:

Notice Boards: The notice boards had now been delivered. The site maintenance manager would be responsible for installing those on site. **Agreed:** to contact Streetcare for advice regarding installation of those on public highways.

Action: Town Clerk

Cycle Speedway Track: It was reported that the Meade Civil Construction company had approached the Council with a proposal regarding the spoil from the construction work currently being carried out in the Broadmead area. As well as using the spoil to level and possibly landscape the playing field, BMX track and Skateboard Park, the company would also pay a cash amount to the Council dependent on the amount of spoil used. The company was also prepared to provide proper drainage for the whole of the field. Members discussed the proposal and agreed that although it was a good idea in principle, it would need to be expertly controlled and carried out as a phased piece of work.

Agreed: To contact Meade Civil Construction for further information on exactly what the proposal would include.

Action: Cllr A Hewlett

Agreed: to contact South Gloucestershire for information about possible planning permission.

Action: Town Clerk

Agreed: to investigate whether a 'lock out' clause would be appropriate if the company requested one.

Action: Town Clerk

Signs: Revised prices and designs from Instyle would be circulated at the next meeting of the capital working party.

Feasibility Study: KKP had now produced a report. **Agreed:** to meet with KKP on Thursday 9th March at 9:30 pm to discuss the contents of the report.

Mortimer Road Allotments: Work was ongoing.

691. BAR UPDATE:

Stocktakers Reports: The contents of the reports for the periods covering 6th December 2005 to 10th January 2006, 10th January 2006 to 6th February 2006 and 6th February 2006 to 14th February 2006 were noted. Members also noted that there had been an improvement in the figures for waste allowance. **Agreed:** to monitor the situation.

Bar Prices: **Agreed:** to defer a price review until later in the year

Gaming Machines: Information from the Customs & Excise department had confirmed that licences would be required for each machine and that cost would be dependent upon the type of machine installed. Members discussed possible siting and types of machine. **Agreed:** to defer a decision until the results of the feasibility study are known.

692. POOL UPDATE:

Operations Manager's Report: The contents of the report were noted. There had been very positive feedback from customers regarding the half term swimming lessons. Members agreed that it would be useful to have a 'good news' noticeboard to publicise positive comments from customers.

693. PLANNING SYSTEM TRAINING DAY:

Details of various training days had been circulated to members for information. Any Councillors interested in attending were asked to contact the Town Clerk. It was noted that the Council wishes to encourage training and would fund participants.

694. GRANT APPLICATIONS:

1) Children's Playlink: Agreed: to defer a decision until after Alison's presentation.

2) South Gloucestershire Citizen's Advice Bureau: Agreed: that the Council is not in a position to support the application due to its current financial support of North Bristol Advice Centre.

There being no further business, the meeting closed at 9:05pm

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 11th April 2006** in the **Pavilion at Elm Park, Filton**

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

APOLOGIES:- Cllrs:- T Pomroy, A Monk

707. DECLARATIONS OF INTEREST: Cllr Sims declared a personal interest in Filton People. Cllrs A Hewlett & C Hewlett declared a personal interest in Pride of Bristol. Cllr G Crane declared a personal and prejudicial interest in Pride of Bristol.

708. PRESENTATION FROM STOKES PLAY SCHEME: Jenny Bourne from the Stokes Play Scheme gave a presentation on the structure and costs of the scheme currently running in the Bradley Stoke, Patchway and Stoke Gifford areas. Forty sessions are normally held over a four week period with each session lasting two hours (10am to 12 noon and 1pm to 3pm). Jenny advised that the estimated cost of the scheme is approximately £4,000 for 40 sessions. The scheme operates a free and open access policy for all children aged 5 – 11. Sessions are normally staffed on a ratio of 1 adult to 10 children although it could be adjusted accordingly if needed. Members asked if there was any reason why the age range couldn't be extended to include children up to the age of 13 and whether the estimated costs of the sessions could be 'tweaked' if venues and equipment were provided. Jenny confirmed that although salary costs were fixed there may be room for negotiation regarding other costs and agreed to investigate whether the age range could be extended. The Chair thanked Jenny for her presentation.

709. MINUTES: of the meeting held on 14th March 2006 were approved as an accurate record.

710. MATTERS OF REPORT ARISING: *From Minute 700 – Filton Community Centre* – There was still no news regarding a public meeting.
From Minute 705 – Commemoration of Past Members – The musical tribute night in memory of John Lucena would take place on Thursday 18th May.
Agreed: to liaise with John's family regarding the collection.

Action: Town Clerk

South Gloucestershire Council had advised that there were no new streets in Filton requiring names at present.

From Minute 707 – Erection of Sheds on Mortimer Road Allotments –

Agreed: to include the matter as an agenda item at the next meeting of the Finance Committee.

Action: Town Clerk

711. **INCOME & EXPENDITURE REPORT FOR FEBRUARY:** The contents of the report were noted. **Agreed:** to produce a forecast and comparison figures for the predicted overspend in 2005/6 at the next meeting of the Finance Committee.
Action: Town Clerk
712. **ALCA MEMBERSHIP:** Members discussed the services provided by ALCA and how often the council uses them for legal and professional advice. The subscription charge is £1,526 per annum. It was noted that if a council is not a member of ALCA it is automatically dis-affiliated from NALC. **Agreed:** To call a meeting of the North Fringe Parish Forum and include ALCA membership as an agenda item.
Action: Town Clerk
713. **CAPITAL PROGRAMME UPDATE:**
Cycle Speedway: It was hoped that the track would be open in time for the first track meeting in early July. The council's insurance company had asked to see the plans to ensure that appropriate cover is in place. It was noted that the contract with Meade Engineering would need to be finalised before work could begin on the track.
Action: Cllr R Hutchinson & Town Clerk
BMX Track: Planning permission was needed for the earth mounds.
Shield Road Playing Fields: **Agreed:** to accept the quote from C& R Fencing for the gate priced £835 and the weld mesh fencing at £1895.
Boules Piste: **Agreed:** Cllr D Hutchinson to liaise with the site manager.
Action: Cllr D Hutchinson
Feasibility Study: **Agreed:** to refer the plans to the next meeting of the capital group working party.
Action: Town Clerk
Millennium Green: It was reported that there had been a number of incidents with small motorbikes being ridden on the Millennium Green and that one of the 'no vehicles' signs had been vandalised. **Agreed:** to replace the missing sign. **Agreed:** to include the Millennium Green as an agenda item at the next meeting of the capital programme working group.
Action: Town Clerk
Noticeboards: **Agreed:** to refer to the next meeting of the capital group working party.
Action: Town Clerk
714. **STAFFING COMMITTEE:** The contents of the meeting held 21st March 2006 were noted. It was reported that the introduction of the no smoking policy within the Leisure Centre had proved a major success, although some problems had been experienced with the siting of the outside ashtrays.
715. **BAR UPDATE:**
i) Stocktakers Report: The contents of the stocktaker's report for the period covering 14th March to 1st April 2006 were noted.

ii) Noise Limiters: Agreed: to contact the Sound & Light company for further advice on an appropriate unit and refer back to the next meeting of the Finance Committee or capital group working party.

Action: Town Clerk

716. OPERATIONS MANAGER'S REPORT: The contents of the report were noted. A general discussion took place on what measures could be taken to reduce the number of pool closures due to faeces in the water. **Agreed:** to investigate the possibility of using a chemical in the water which detects the presence of faeces to produce a coloured dye.

717. FILTON PEOPLE: A letter had been received from Filton People asking for the Town Council's agreement to use unspent sums from summer play projects for a project in Conygre. **Agreed:** to authorise use of the remaining sum for the Conygre project.

718. GRANT APPLICATIONS:

i) North Bristol Advice Centre: Agreed: to award a grant of £3,000 as previously agreed in this year's budget.

ii) Pride of Bristol: Agreed: to award a grant of £200

iii) Filton Ladies: Agreed: to award a grant of £500

iv) Filton Chest & Heart: Agreed: to continue to provide free room hire

v) Stokes Play Scheme: Agreed: to contact Jenny Bourne and investigate how much flexibility there is within the scheme and to look into the possibility of holding play sessions on Friday afternoons. **Agreed:** to commit expenditure up to a maximum of £2,000 for the project.

Action: Town Clerk

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

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 11th July 2006** in the **Pavilion at Elm Park, Filton**

PRESENT: - Cllrs:- D Vowles, P Blandamour, R Hutchinson, J Hutchinson, S Sims
T Pomroy

APOLOGIES:- Cllrs:- G Crane, C Hewlett, A Hewlett, T Blake

- 742. DECLARATIONS OF INTEREST:** Cllrs S Sims, D Vowles and R Hutchinson declared a personal interest in Filton Cycle Speedway. Cllr S Sims and T Pomroy declared a personal interest in Filton People.
- 743. MINUTES:** of the meeting held 13th June 2006 were approved as an accurate record.
- 744. MATTERS OF REPORT ARISING:** *From Minute 732 – Noise Limiter* – The noise limiter had now arrived. A quote of £350 had been received for the installation.
From Minute 738 – Cycle Speedway Track – The official opening of the track had proved to be a great success. It had been particularly pleasing to see young people taking part in the event.
From Minute 739 – Bar Review – The bar opening times had now been extended. A review of the bar takings would take place to see whether takings had increased as a result.
- 745. VAT ISSUES:** The Clerk reported that following a meeting with an officer from the VAT office it had been accepted that VAT should be charged on all swimming pool lettings to Clubs from 1st July 2006. As the Council had not included the cost in this current year's budget, members were asked to consider when and how the charges should be implemented. It was agreed that a number of issues needed to be resolved before any decision could be taken. 1) Clarification on which of the clubs would be in a position to claim back the VAT and 2) The outcome of other on-going negotiations with the VAT office regarding a possible refund to the Council. **Agreed:** To defer a decision until further information had been obtained regarding these issues.
Agreed: To inform clubs of the situation in the interim period.
Action: Town Clerk
- 746. INCOME & EXPENDITURE REPORT FOR MAY 2006:** The contents of the report were noted. **Agreed:** to cancel the council's annual subscription to the International Tree Foundation with effect from next year. **Agreed:** to look into the type of cleaning materials used in the centre at present and to consider the possibility of using more environmentally friendly products.
Action: Town Clerk
- 747. STAFFING COMMITTEE:** The minutes of the meeting held on Tuesday 13th June were received and noted.

748. CAPITAL PROGRAMME UPDATE: The minutes of the capital programme working group held on 16th June 2006 were received.

a) Feasibility Study: Agreed: to support the working group's recommendations. It was noted that South Gloucestershire's Children and Young Persons department are looking for a suitable site in Filton to house a Sure Start Children's Centre and had identified Elm Park as being a possible site if the council could release space.

Cllr J Hutchinson arrived at this point

b) Cycle Speedway: Agreed: to support the working group's recommendations. Training sessions for the Filton cycle speedway club would now take place on Monday and Wednesday evenings. Material for the bunds would be arriving tomorrow. **Agreed:** to investigate the cost of renting a storage unit for the pedal go karts which are currently being stored in the changing rooms. It was noted that proposed changes to the field would not affect football contracts for this coming season. **Agreed:** that a formal agreement between the council and Filton Cycle Speedway club would need to be drawn up regarding use of the track. **Agreed:** To inform Filton Cycle Speedway club that there would be no charge for using the track this season only. **Agreed:** to investigate the charges made by other tracks such as Newport and to review charges in January. **Agreed:** that the council should erect notices advising the wearing of safety helmets.

Action: Town Clerk

c) Boule Piste: Agreed: to support the working group's recommendations. It was noted that the sign for the piste is on order.

d) BMX/Skateboard Park: Agreed: Cllr Sims to check whether Filton People had received the council's recent letter regarding the BMX/Skateboard Park.

Action: Cllr Sims

e) Shield Road School Fields: Agreed: to investigate the cost of completing the fence.

Action: Town Clerk

f) Notice Boards: An e-mail had been received from Jo Perry regarding prices for installation. Agreed that the installation be proceeded with.

Action: Town Clerk

g) Land behind the Bulldog: It was reported that there had been a number of incidents in the area recently, such as stones being thrown into gardens, break-ins etc. Members discussed whether the land should be fenced off to prevent further incidents, whilst discussions took place with possible partners regarding a possible 'Community Garden' **Agreed:** to obtain quotes for fencing and gates and to investigate possible funding sources.

Action: Town Clerk

h) Ratepayers Arms Sign: A small group of councillors and officers had met with a local artist to discuss a number of various designs. The artist had produced a 'ballot box' design which had been circulated to members for their comments. Members had approved the design subject to a number of minor alterations. As well as a double sided pub sign, the price quoted would include a larger 4 x 4 sign which could be mounted in a prominent

position. **Agreed:** to obtain 2 further quotes and to delegate the final decision to Cllrs R Hutchinson, T Pomroy and the Clerk.

749. **MULTI - SPORTS HUB CLUB PRESENTATION:** Kim Hazeldene gave a short presentation on the principles behind the 'Hub Club' scheme. Sport England had carried out extensive research and the results had highlighted the fact that many sports clubs were too small to generate effective economies of scale. It would be more beneficial for small clubs to combine to form a multi sports club. It was noted that South Gloucestershire Council had an over-arching target to increase physical activity in the area by 1% over the year. Possible funding for the scheme could be available through the community investment fund or local area agreements. Members discussed how to move forward with the proposal. **Agreed:** to contact other sports clubs in Filton and invite them to attend a presentation to explain how the scheme works. Kim Hazeldene agreed to provide a standard invitation letter.

Action: Town Clerk

750. **MILLENNIUM GREEN SUB COMMITTEE:** The notes of the meeting held 16th June 2006 were received. **Agreed:** to support the sub committee's recommendations. **Agreed:** to replace the existing sign on the gate and the 'no motor vehicles' sign as a priority and to obtain quotes for 8 metal seats and their bases. **Agreed:** To approach Mead Engineering regarding work on the hoggin paths and possible Millennium Forum. Cllr Sims indicated that he had photographs that might be helpful and would copy them to Cllr Judith Hutchinson.

Action: Town Clerk

751. **BAR UPDATE:**

a) **Bar Price Review:** As a result of brewery increases, Cllr Sims proposed a 5% increase on all bar prices for the Ratepayers Arms. The proposal was seconded by Cllr J Hutchinson. A second proposal was made by Cllr Pomroy for a 3% increase. The proposal was seconded by Cllr P Blandamour. A vote was taken on both proposals.

Agreed: to implement a 5% increase on all bar prices (subject to roundings) with effect from 1st September 2006.

Action: Town Clerk

752. **OPERATION MANAGER'S REPORT:** There was no report available although it was noted that there had been another pool closure today due to faeces in the water.

753. **GRANT APPLICATIONS:**

a) **Filton People:** **Agreed:** to award a grant of £150

b) **Filton Library:** **Agreed:** to award a grant of £50

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

d) **Filton Chest & Heart Committee:** **Agreed:** to award a grant of £150. .

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

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 13th June 2006** in the **Pavilion at Elm Park, Filton**

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

APOLOGIES:- Cllrs:- S Sims, T Blake, G Crane

- 728. ELECTION OF CHAIR:** Councillor D Hutchinson was nominated, seconded and elected unopposed.
- 729. ELECTION OF VICE CHAIR:** Councillor Blandamour was nominated, seconded and elected unopposed.
- 730. DECLARATIONS OF INTEREST:** There were none.
- 731. MINUTES:** of the meeting held 9th May 2006 were approved as an accurate record.
- 732. MATTERS OF REPORT ARISING:** *From Minute 721 – North Fringe Parish Forum* – It was confirmed that the next meeting of the North Fringe Parish Forum would take place on Friday 30th June.
From Minute 721 – Noise Limiters – An order had been placed.
From Minute 723 – Hobbs Chemist had passed on their thanks to the Council for providing a letter of support.
From Minute 724(h) – Ratepayers Arms Sign - A local artist/sign writer had produced a design which would be considered at the next meeting of the Capital Projects working group.
- 733. ELECTION OF MEMBERS - STAFFING COMMITTEE:** Councillors D Hutchinson, J Hutchinson, A Hewlett, P Blandamour, S Sims, T Pomroy and R Hutchinson were nominated, seconded and elected unopposed.
- 734. ELECTION OF MEMBERS – MILLENNIUM GREEN SUB COMMITTEE:** Councillors J Hutchinson, C Hewlett, R Hutchinson, D Hutchinson and G Crane were nominated, seconded and elected unopposed. **Agreed:** The date of the first meeting of the sub committee to take place on Friday 16th June at 6pm at the Millennium Green (weather permitting). **Agreed:** to include the fence at 75 Northville Road as an agenda item. It was also reported that the Gaynor Road path is overgrown with thistles. **Agreed:** to report the matter to the site maintenance manager.
Action: Site Maintenance staff
- 735. ELECTION OF MEMBERS – CAPITAL PROJECTS WORKING PARTY:** Councillors D Hutchinson, A Hewlett, R Hutchinson, S Sims, T Pomroy and J Hutchinson were nominated, seconded and elected unopposed.

736. **ERECTION OF SHEDS ON MORTIMER ROAD ALLOTMENTS:** **Agreed:** that as long as the shed is no more than 6ft x 4ft in size, tidy in appearance and erected at the owners own risk, the Allotment Association would be authorised to approve any applications. **Agreed:** that the size limit for greenhouse applications should be decided by the Allotment Association.

737. **INCOME & EXPENDITURE REPORT FOR APRIL:** The contents of the report were noted. **Agreed:** to write to the Council's accountant and ask for an explanation on why his calculations for a potentially large overspend at the end of 2005/6 had proved to be incorrect.

Action: Town Clerk

738. **CAPITAL PROGRAMME UPDATE:**

a) Cycle Speedway Track: Cllr A Hewlett reported that the construction of the track is now underway and had created a lot of interest from local residents. The first match to take place on the track would be an England v Poland match on 8th July. Doug Naysmith, M.P. and the Polish Consul would be amongst those attending the event. A further progress update would be given at the next Capital Projects Working group meeting.

b) Boules Piste: The lights had now been installed.

d) Teen Shelter: **Agreed:** that the shelter should be temporarily sited on the hard standing at the side of the tennis hut. The Clerk to inform Meade of the agreed site.

Action: Town Clerk

739. **BAR UPDATE:**

a) Bar Review: **Agreed:** to delay a review of the current 6pm bar opening times until after the world cup. **Agreed:** to extend bar opening hours until 11:30pm each night (i.e. Monday to Sunday inclusive) throughout the summer and to review closing times at a later date. The steward had also agreed to report any problems experienced with 'gatecrashers' at functions held in the hall.

Agreed: to include a review of bar prices as an agenda item at the next meeting.

Action: Town Clerk

b) Provision for Smokers: A selection of smoking shelter designs and prices were circulated to members for information. **Agreed:** to note the contents and revisit when the results of the feasibility study had been agreed.

c) Stocktakers Report: The contents of the stocktaker's report for the period covering 2nd May to 9th June 2006 were noted. **Agreed:** the Clerk to investigate whether the figures for waste had increased.

Action: Town Clerk

740. **POOL UPDATE:**

Operations Manager's Report: The contents of the report were noted.

Agreed: to ask the operations manager for suggestions or proposals to help reduce the number of pool closures due to faeces in the water.

Action: Operations Manager

741.

GRANT APPLICATIONS:

a) ALCA – South Gloucestershire Group: Agreed: to provide free use of the Pavilion and refreshments for the meeting on 27th July 2006.

Action: Town Clerk

b) Filton People: Agreed: to inform Filton People of the Council's policy for grant applications which can be used to cover room hire costs.

Action: Town Clerk

c) Pyramid Youth Club Holiday Play Scheme: Agreed: to award a grant of £400.

Action: Town Clerk

There being no further business, the meeting closed at 9:25pm

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 14th March 2006** in the **Pavilion at Elm Park, Filton**

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

APOLOGIES:- Cllrs:- G Crane, J Hutchinson

695. **DECLARATIONS OF INTEREST:** Cllrs A Hewlett and A Monk declared an interest in Pride of Bristol. Cllr Sims declared an interest in Filton People.
696. **PRESENTATION FROM PLAYLINK:** Alison Kjellstorm gave a presentation on the estimated costs involved to continue the Play 4 All and Play in the Park schemes in Filton. The total sum required to run both schemes for one year would be £7,357 although various options were available to reduce costs. Alison advised members that she had recently accepted a new job but would be willing to help with any 'handover process' if required. The Chair thanked Alison for her presentation.
697. **MINUTES:** of the meeting held on 14th February 2006 were approved as an accurate record.
698. **MATTERS OF REPORT ARISING:** *From Minute 687 – Filton Community Centre* – It was reported that there was still no news regarding a public meeting.
699. **INCOME & EXPENDITURE REPORT:** The contents of the income and expenditure report for January 2006 were noted.
i) Octagon Heating Services Ltd Invoice – Agreed: to request a breakdown of the invoice for materials and labour costs.
Action: Town Clerk
700. **CAPITAL PROGRAMME UPDATE:**
Notice Boards: New boards had now been installed at Shield Road Clinic and Elm Park, next to the children's play area. The board at Charborough Road was due to be replaced tomorrow. Regeneration funding would cover the cost of the board at Filton Park and it was possible that the boards at Conygre and Church View might be funded through similar schemes. It was noted that the DSD department at South Gloucestershire Council charges £600 per noticeboard for erecting boards on public highways.
Cycle Speedway: It was reported that Chris Gorwyn, the architect appointed to oversee the cycle speedway project, had attended the last meeting of the capital working party in order to give an update on the scheme. His proposal for the best siting of the cycle speedway track meant that it would cover half the current area of the existing boules piste pitch and part of the skateboard park. This meant that the skateboard park would need to be re-sited further down the field towards the Shellard Road end.

Skateboard/BMX Track: The architect's report had also included a proposal to have high banking around the track in order to reduce noise levels and to provide extra cycling mounds.

Playing Field: The architect had suggested that landscaping of the field should be carried out in a 'terraced' way. This meant that the top two football pitches would be level with the top path with a five metre terrace leading down to two more pitches at the bottom end of the field. Extra planting to improve the habitat and the development of a trim trail were also discussed. It was noted that the architect had also given assurances to members regarding proper drainage of the field and the type of spoil to be used.

Disposal of land by Shellard Road : Agreed: to revisit this item at a later date.

Boules Piste: Specifications were needed in order to be ready for the new season which was due to start week commencing April 18th.

Agreed: to recommend that the council proceed with the development of the proposal as a phased piece of work subject to full consultation with local residents and community groups.

Station Road Allotments: It was reported that the terms of the lease were being drawn up at present. Bristol City Council had asked whether the council had any specific questions. **Agreed:** to find out how many tenants there are, rental cost and whether there is a water supply.

Action: Town Clerk

701. BAR UPDATE:

i) Opening hours: Members discussed the situation regarding opening hours on Thursday evenings. **Agreed:** to refer the matter to the staffing committee.

ii) Stocktakers Report: The contents of the report for the period covering 14th February to 14th March were noted.

iii) Sky TV: Agreed: to recommend the installation of the Sky channel package subject to confirmation of prices and package.

Action: Town Clerk

702. POOL UPDATE: The contents of the Operations Manager's report were noted. Members suggested that it might be useful to erect a display in the pool showing the loss of income that the Council has suffered from pool closures due to accidents in the pool and how users may be liable for closure costs etc.

Action: Town Clerk & Operation's Manager

703. COMMEMORATION OF PAST MEMBERS: It was reported that the council are planning to hold a musical tribute night in memory of the former Town Clerk, John Lucena. Members discussed the most appropriate ways of commemorating former political colleagues and agreed that it would be fitting to have a street or building named after them. **Agreed:** to contact South Gloucestershire Council for further information.

Action: Town Clerk

- 704. GRANT APPLICATIONS:**
i) Four Towns Transport: Agreed: to award a grant of £2,000
ii) Children's Playlink: Agreed: to defer a decision until further information was obtained about the Bradley Stoke play scheme.
Action: Town Clerk
- iii) Pride of Bristol: Agreed:** to defer a decision until the new financial year.
iv) Grove Pensioners: Agreed: to award a grant of £250
v) Twinning Association Barn Dance: Agreed: To award a grant of £800 towards the cost of the event and to help with the decoration of the hall.
vi) Filton People: Agreed: to award a grant of £1,300 as agreed in next year's budget.
- 705. REQUEST FOR ERECTION OF SHED: Agreed:** to permit the erection of a 6ft x 4ft shed on the Mortimer Road allotments.
- 706. REQUEST FOR MEMORIAL BENCH AT ELM PARK: Agreed:** to liaise with the resident making the request regarding the type and location of bench to be installed.
Action: Town Clerk

There being no further business, the meeting closed at 9:35 pm.

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 9th May 2006** in the **Pavilion at Elm Park, Filton**

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

APOLOGIES:- Cllrs:- A Monk, C Hewlett, J Hutchinson

719. DECLARATIONS OF INTEREST: There were none.

720. MINUTES: of the meeting held 11th April 2006 were approved as an accurate record.

721. MATTERS OF REPORT ARISING: *From Minute 708 – Stokes Play Scheme* – The Clerk confirmed that Jenny Bourne was putting together a proposal for Friday afternoon play sessions at Elm Park during the summer. It was noted that expenditure for the scheme would be coded against the grants budget at present and reviewed at a later date.

From Minute 710 – Commemoration of Past Members - Cllr Sims reported that he was looking into the re-naming of the flats at Lower House Farm.

From Minute 710 – Erection of sheds on Mortimer Road Allotments –

Agreed: to include it as an agenda item at the next meeting.

Action: Town Clerk

From Minute 712 – ALCA Membership – It was reported that Stoke Gifford Parish Council had also expressed an interest in calling a meeting of the North Fringe Parish Forum to discuss ALCA membership. It was suggested that Street Wardens should also be included as an agenda item.

Action: Town Clerk

From Minute 715 – Noise Limiters – **Agreed:** to contact South Gloucestershire Council for advice on their recommendations.

Action: Town Clerk

From Minute 716 – Pool closures due to faeces in the water – The Operations Manager had reported that he did not know of any chemical to detect the presence of faeces in the water.

722. SUMMARY INCOME & EXPENDITURE REPORT FOR YEAR END

2005/6: The contents of the summary income and expenditure report were noted. Members pointed out that the final net expenditure over income total was significantly lower than the figure previously predicted by the Council's accountant.

723. CHEMISTS IN FILTON AVENUE : It was reported that Siddall Pharmacy was looking to move back to its former premises in Filton Avenue. Hobbs pharmacy had asked whether the Council would be willing to write a letter of concern outlining the adverse effect this could have on neighbouring businesses, including local chemists. **Agreed:** to send a letter of support for Hobbs Pharmacy.

Action: Town Clerk

724. **CAPITAL PROGRAMME UPDATE:** The notes of the capital programme working group meeting held on 5th May 2006 and a copy of the agreement with Mead Civil Engineering were circulated to members.

a) Cycle Speedway Track: Cllr Sims proposed a motion to accept the working party's recommendation to proceed with the construction of the track as soon as possible. The proposal was seconded by Cllr A Hewlett and passed with four votes in favour, none against and three abstentions. The cost would be £40,000 of which the council would pay £20,000 and Mead Engineering would carry the remainder on the understanding that it would be payable should the full scheme for the fields not proceed.

Agreed: to recommend to Council that the scheme proceed in order to meet an official opening date of 8th July.

b) Boule Piste: **Agreed:** to recommend to Council that the quote for the installation of the lighting be accepted and that the Council proceed with installing fencing and to cost the installation of picnic tables and seats.

Agreed: to recommend to Council that the Ratepayers Arms take action to provide unbreakable plastic glasses for outdoor use.

c) BMX/Skateboard Park: It was noted that the height of the bunds is likely to be reduced. The target date for completion is the end of the summer

d) Teen Shelter: **Agreed:** that the shelter should be temporarily re-sited.

e) Sports & Leisure Feasibility Study: **Agreed:** to recommend to Council that Kendal Kingscott be instructed to move to the next stage and that the following be identified as priorities:

- 1) The construction of the changing village
- 2) The upgrading of the toilets that serve the Ratepayers Arms and the Function Hall
- 3) The extension to the Town Council office
- 4) That no decision be taken in respect of the Ratepayers Arms until the costings and feasibility of the above are known.

Agreed: That the feasibility study plans (options 1 and 2) are put on display for members to inspect half an hour before the start of the next Town Council meeting.

Also Agreed: That the council invite Kim Haseldene, South Gloucestershire Sports Development Officer, to a meeting of the Finance and General Purposes Committee or a Capital Programme Working Group to discuss the possibility of Filton becoming a sports hub.

Action: Town Clerk

f) Notice Boards: **Agreed:** to confirm that the notice board in Filton Park and the one at the junction of Conygre Road/Filton Avenue would be installed as part of the regeneration scheme and to negotiate with South Gloucestershire regarding installation costs for the others.

g) Centre Signs: **Agreed:** to recommend to council that a decision on the signs be deferred pending a decision on the internal arrangements of the Centre.

h) Ratepayers Arms Sign: **Agreed:** Cllr A Hewlett to investigate a possible supplier from a public house in Ashley Down Road.

Action: Cllr A Hewlett

i) Millennium Green: **Agreed:** to reform the Millennium Green

sub committee, with 5 members of the Committee to the next meeting of the Finance Committee.

Action: Town Clerk

j) Station Road Allotments: It was noted that the Council is awaiting a formal offer from Bristol City Council.

k) Christmas Lights: Agreed: to report back at the next meeting.

Action: Town Clerk & Cllr D Hutchinson

l) Bus Shelter in Southmead Road: The order had been placed.

m) Car Park Resurfacing: Agreed: to recommend to Council that it is deferred but that a quote is obtained for the installation of a speed hump at the entrance to the centre.

n) Sale of Land at the corner of Shellard Road/A4174 Ring Road:

Agreed: To contact 3 architects for plans and quotes with the intention of putting the land up for sale with outline planning permission.

o) Flags: The flags had arrived and were due to be erected.

p) Fence at 75 Northville Road: Agreed: to be referred to the Millennium Green committee.

725. BAR UPDATE:

Stocktakers Report: The contents of the stocktaker's report for the period covering 1st April to 2nd May 2006 were noted. Members discussed the selection of guest beers and how to ensure that wastage is kept to a minimum.

Provision for Smokers: It was reported that customers are congregating on the ramp outside the entrance to the Ratepayers Arm to smoke, which in turn is causing a problem to other customers trying to enter the building. Members discussed the possibility of having a covered shelter erected for smokers and where it could be sited. It was also suggested that it might be useful to have tables outside for customers, particularly during the summer months. **Agreed:** to investigate the cost of picnic tables and smoking shelters and to check out suitable sites for both. As an interim measure, it was agreed to use chairs and tables from the pool reception area on a trial basis.

Action: Town Clerk

726. POOL UPDATE: The contents of the report were noted. **Agreed:** to investigate whether the hirer of the private hire session on 8th April had been invoiced to cover the cost of the pool closure due to faeces in the water.

Action: Town Clerk

727. GRANT APPLICATIONS: Agreed: to award a grant of £650 as previously agreed in this year's budget.

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

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 10th October 2006** in the **Pavilion at Elm Park, Filton**

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

APOLOGIES: - Cllrs: - T Blake, A Hewlett

769. DECLARATIONS OF INTEREST: Cllrs D Vowles, declared a personal interest in Filton 2000. Cllr S Sims declared a personal interest in Pyramid Youth Club.

770. MINUTES: of the meeting held 12th September were approved as an accurate record after noting an omission to minute 763 regarding flower beds on Filton Roundabout. A vote had been taken on a proposal to purchase 8 flower troughs with three votes in favour and one against.

Cllrs R Hutchinson and J Hutchinson arrived at this point.

771. MATTERS OF REPORT ARISING: *From Minute 764 – Elm Park Footpaths & Car Park* - It was confirmed that the path next to the cycle speedway track is a public footpath and that South Gloucestershire Council would be carrying out the necessary repairs.

From Minute 767 – Renewal of Sex Establishment Licence - Members reported that they had not received any complaints or objections from local residents.

772. INCOME & EXPENDITURE REPORT FOR AUGUST: The contents of the report were noted. The Clerk advised that a meeting with the Council's accountant had been arranged for November 1st to begin next year's budget setting process. It was agreed that the Chair and Vice Chair of Finance, Cllr R Hutchinson and the Clerk would consider the accountant's report at 6pm on 1st November before deciding on a date for referral to the Finance Committee. It was also agreed to ask the accountant how to incorporate performance figures against monthly income targets into the income & expenditure reports.

Action: Town Clerk

773. CAPITAL PROGRAMME UPDATE: A report showing income and expenditure figures for the Capital Projects programme was circulated to members for information. The next meeting of the capital projects working group was due to take place on Friday 13th October. The main agenda item for this meeting would be the feasibility study.

774. AUDIT REPORT: Members considered and noted the contents of a report to those charged with governance. The report contained a summary of matters arising from the external audit which had been carried out by Mazars for the financial year ending 31st March 2006. It was noted that the delay in receiving final statements of accounts for the years ending 31 March 2004 and

31 March 2005 was due to slight adjustments which needed to be carried out by the Council's accountant. Members also noted that the Council needs to adopt a data quality policy and put in place arrangements for financial risk assessments. **Agreed:** to seek advice from other Town and Parish Councils and to contact NALC for copies of any 'models' which might be available.

Action: Town Clerk

775. BAR UPDATE:

a) Stocktaker's Report: The contents of the report for the period 8th September to 18th September 2006 were noted. A general discussion took place on how to maximise opportunities to increase trade and balance staffing numbers with demand. **Agreed:** to refer the issue to the next meeting of the staffing committee.

Action: Town Clerk

776. POOL UPDATE:

a) Operation Manager's Report:

i) Holiday Play Scheme: A report on the summer holiday play scheme was expected shortly.

The Operations Manager was invited to attend at this point.

ii) Courses: It was confirmed that the Council had made approximately £1,700 profit through the running of lifeguard and ASA courses this year. Three members of staff had also been able to attend the courses for free.

iii) Bristol North Swimming Club: A request had been received from Bristol North asking to hire the pool from 6:30 pm to 7pm on Monday evenings for junior school swimming. If granted it would mean that public swimming times would be restricted. Cllr R Hutchinson proposed that as this council wishes to encourage school participation in sport, efforts should be made to re-jig the pool programme to give the public access between 5:30pm – 6:30pm. There was also the possibility that the club could be restricted to three lanes. This proposal was agreed unanimously. Cllr Crane proposed that if this option was not viable then the club's request should be denied. A vote was taken on Cllr Crane's proposal which was defeated by two votes in favour to five against.

b) Vending Area Problems:

The Clerk circulated a report to members which highlighted the increasing number of families using the pool vending area to consume food and drink which had not been purchased on the premises. It was noted that it has always been council policy that only food and drink purchased on the premises may be consumed on the premises. Members discussed whether or not to continue to reinforce the policy, particularly as there is no alternative eating area available on the complex. Cllr Pomroy proposed that officers should produce a report with various options and costings to be considered at the

next meeting. The proposal was agreed unanimously. Cllr Crane also proposed that a sign should be erected in the vending area, as a matter of priority, informing customers that the council is currently reviewing the policy, and that in the meantime only those people using the facility are permitted to consume food and drink in the vending area. The proposal was agreed unanimously.

Action: Town Clerk & Operations Manager

The Operations Manager left the meeting at this point

777. SPORTS HUB MEETING: It was reported that invitations had been sent out to local sporting organisations inviting them to attend the meeting on 24th October at 7:30pm in the Pavilion.

778. TWINNING ASSOCIATION: It was reported that Filton twinning association had looked at the possibility of setting up a 3 way informal link between Filton, Witzenhausen and a town in Africa but did not have the resources to take it forward. Members were asked to consider whether this council could be the mechanism to set up the links. **Agreed:** Cllr R Hutchinson to look into the possibility of setting up links with a town in Uganda and report back at the next meeting.

Action: Cllr R Hutchinson

779. FILTON FESTIVAL: The Council had previously agreed to form a Filton Festival sub committee to take over the general running of the annual festival in time for next year. **Agreed:** Members to include Cllr R Hutchinson, Cllr S Sims, Cllr T Pomroy and Cllr G Crane. Cllr D Vowles advised that she would be willing to act as a general advisor if needed.

780. FILTON ROUNDABOUT: This item had been referred back from full council for a decision on whether to purchase 8 flower troughs from South Gloucestershire Council. A vote was taken on the proposal and agreed by six votes to one with the proviso that the poor quality of this year's hanging baskets is mentioned in the letter to South Gloucestershire.

Action: Town Clerk

It was reported that South Gloucestershire Council had granted permission for daffodils to be planted in the verge on the link road. The bulbs needed to be planted this month. Cllr Sims advised that he would look into the possibility of community planting, if this was not possible then the Council would approach DSD at South Gloucestershire.

781. CANBERRA GROVE GARAGE SITE: A letter had been received from South Gloucestershire Council asking the Town Council to enter into a deed of release for access over a piece of land at Canberra Grove to gain access to the playing field. Members discussed the request and decided that they did not wish to relinquish access to the play area as it is still used by local community groups.

Agreed: to inform South Gloucestershire of the council's decision not to enter into a deed of release.

Action: Town Clerk

- 782. CHILDREN'S PLAYLINK:** An invitation to the official play ranger launch at Page Park in Staple Hill on Monday 30th October was noted.
- 783. PYRAMID YOUTH CLUB HOLIDAY CLUB REPORT:** The contents of the report were noted.

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

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 12th September 2006** in the **Pavilion at Elm Park, Filton**

PRESENT: - Cllrs: - D Vowles, P Blandamour, R Hutchinson, J Hutchinson

APOLOGIES: - Cllrs: - S Sims, T Blake, C Hewlett, A Hewlett, T Pomroy, G Crane

- 754. DECLARATIONS OF INTEREST:** Cllrs D Vowles, R Hutchinson and J Hutchinson declared a personal interest in Filton 2000. Cllr R Hutchinson declared a personal interest in Filton College.
- 755. MINUTES:** of the meeting held 11th July 2006 were approved as an accurate record.
- 756. MATTERS OF REPORT ARISING:** *From Minute 746 – Cleaning Materials –* It was noted that environmentally friendly products are twice the price of normal products. **Agreed:** to refer the matter to the next meeting of the budget setting committee.
From Minute 749 – Multi Sports Hub Presentation – The Clerk was still awaiting a response from Kim Hazeldene.
From Minute 750 – Millennium Green Sub Committee – Two further quotes had been obtained. The Council were now in a position to place an order for the metal benches as previously agreed. A meeting was being arranged with Mead Engineering regarding work on the hoggin paths.
- 757. INCOME & EXPENDITURE REPORTS FOR JUNE & JULY 2006:** The contents of both reports were noted. Members discussed the recruitment advertising budget and alternative ways of advertising. It was suggested that it would be useful to include a section on the Council's application forms asking candidates where they saw the advert.
- 758. INTERNAL AUDIT REPORT FOR 2005/6:** The contents of the report were noted. The Clerk advised that the results of the external audit were due shortly which would pick up on any outstanding issues from the internal report.
- 759. CAPITAL PROGRAMME UPDATE:** The minutes of the capital programme working group meeting held on 25th July 2006 were received.
- a) Feasibility Study: Agreed:** The Clerk to approach Kendall Kingscott for an update.
- Action: Town Clerk**
- b) Cycle Speedway Track:** A further meeting had taken place with Mead Engineering to discuss a number of issues relating to the track. It was reported that the surface of the track isn't hard enough. The general view was that the top should be replaced within the next month or so. As a first measure, bags of rock salt would be applied to the bends to try and harden the surface. Vandals had also caused some damage, particularly to the fencing. Kerbstones had

now been installed around the perimeter of the track to prevent flooding. It was noted that the final contract price for the project is yet to be agreed with Mead.

c) Boules Piste: One picnic table had now arrived. Another would be ordered shortly and both would be installed before the beginning of the next season.

d) Skateboard Park: It had been agreed that Mead would commission Chris Gorwyn to carry out the work.

e) Notice Boards: The Clerk confirmed that she would contact Jo Perry for an update on the situation.

f) Ratepayers Arms sign: The Clerk confirmed that two other suppliers had been contacted for quotes but none had been received.

g) Land behind the Bulldog: There was no further progress to report at present.

h) Station Road Allotments: Nothing further had been received from Bristol City Council.

i) Christmas Lights: Cllr Vowles and the Clerk agreed to arrange a meeting.

j) Bus Shelter in Southmead Road: The shelter had now been installed. There had been a complaint from a resident in Southmead Road that the shelter was too big.

k) Play Area Fencing: It had been agreed to accept the quote from C & R Fencing.

760. BAR UPDATE:

a) Loan Status: A graph showing the number of barrels of beer and cider consumed over a 12 month period (August 2005 to August 2006) was circulated to members for information. It was noted that the sale of soft drinks is not off set against the loan.

b) Stocktaker's Reports: The contents of the reports for the periods 19th June 2006 to 28th July 2006 and 28th July to 8th September 2006 were noted.

c) Skittle Alley Charges: Agreed: to implement a standard charge of £8 per game for block bookings and to continue the current charge of £11 for 'one off' bookings. The Clerk to inform skittle teams of the revised charges.

Action: Town Clerk

761. POOL UPDATE: The contents of the Operation Manager's report were noted.

a) Go Karts: Members agreed that it would be useful to have income figures for Go Kart sessions provided at a future meeting.

b) VAT Charges for Swimming Clubs: Agreed: The Council to absorb the VAT costs until Christmas and pass on the increase to clubs as from the 1st January 2007. Smaller clubs to be advised to apply for a grant.

Action: Town Clerk

762. FILTON 2000: Members of the Filton 2000 Committee were finding that the annual Filton Festival is becoming too large to be run on a purely voluntary basis. It was suggested that the Council might consider setting up a sub

committee to take over the general organisation of the event. **Agreed:** to make a recommendation to Council that a sub committee is set up to take over the general running of the annual Filton festival in time for next year. **Agreed:** to provisionally book a date for the event in July 2007.

Action: Town Clerk

- 763. FILTON ROUNDABOUT FLOWER BEDS:** **Agreed:** to purchase 8 flower troughs from South Gloucestershire Council at an approximate cost of £160 each plus planting and maintenance costs (£60 per trough to plant up and £120 per season per trough to maintain) for 2 seasons. Expenditure to be met from the capital projects budget.

Action: Town Clerk

- 764. ELM PARK FOOTPATHS AND CAR PARK:** A letter had been received from a local resident complaining about the unsafe state of the footpath next to the Cycle Speedway track. It was noted that the footpath is owned by South Gloucestershire Council. **Agreed:** to contact Richard Lane to discuss repairs and write to the resident concerned to update her on the situation.

Action: Town Clerk

Concerns were also raised about other parts of the car park which were becoming unsafe. **Agreed:** to hold a site meeting as part of the next capital projects working group meeting.

Action: Town Clerk

- 765. FILTON COLLEGE NOMINATION:** **Agreed:** to refer to the next meeting of the full council.

Action: Town Clerk

- 766. FILTON GOLF CLUB CENTENARY:** **Agreed:** to contact Alan Barclay, Centenary Chairman, and arrange a meeting to discuss possible joint events.

Action: Town Clerk

- 767. RENEWAL OF A SEX ESTABLISHMENT LICENCE:** There were no objections.

- 768. GRANT APPLICATIONS:**

a) Filton Concert Brass: **Agreed:** to award a grant of £200

b) Senior Citizens Forum: **Agreed:** unable to award a grant from this year's budget as the remainder is already committed for applications from local groups.

There being no further business, the meeting closed at 9:20pm

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 14th November 2006** in the **Pavilion at Elm Park, Filton**

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

APOLOGIES: - Cllrs: - P Blandamour, J Hutchinson

784. DECLARATIONS OF INTEREST: There were none.

785. MINUTES: of the meeting held 10th October 2006 were approved as an accurate record after noting a correction to minute 779 with regard to the Filton Festival sub committee. Cllr Crane had not agreed to be a member of the committee but had agreed to assist if needed.

786. MATTERS OF REPORT ARISING: *From Minute 771 – Footpath next to Cycle Speedway track* – Cllr Sims advised that he would follow up progress on the repairs.

From Minute 776 – Bristol North Swimming Club- It was confirmed that the hire arrangements for extra hours on Monday evenings had now been agreed.

From Minute 779 – Filton Festival sub committee – Cllr A Hewlett agreed to become a member of the sub committee.

From Minute 780 – Filton Roundabout Flower Troughs – It was reported that there is currently an ongoing dialogue between an officer at South Gloucestershire and the Council about a number of issues relating to the planting up of the flower troughs.

From Minute 781 – Canberra Grove Garage Site – Following further information on the matter, the Council had now agreed to enter into a deed of release as requested by South Gloucestershire Council.

787. INCOME & EXPENDITURE REPORT FOR SEPTEMBER: The contents of the report were noted.

788. BUDGET & PRECEPT REQUIREMENTS FOR 2007/8: It was reported that the meeting with the Council's accountant had taken place on 1st November to look at budget requirements for 2007/8. Although expenditure was on target, there was some concern over projected figures for income. A general discussion took place on the number of new dwellings that had recently been built in Filton and how it could affect the tax base figures. A meeting of the Cabinet was due to take place on December 4th when more information would be available. It was noted that the accountant had also put forward a number of other suggestions for consideration.

a) Selling Staff Services – The site maintenance manager was currently the only member of ground staff employed by the Council, although an amount had been set aside in next year's budget to employ an assistant. One option suggested by the accountant was to consider selling staff services such as

grass cutting etc to local residents, or other parish and town councils, in order to recoup any salary outlay. **Agreed:** to investigate whether other parish or town councils would be interested in taking part in the scheme.

Action: Town Clerk

b) Price Increases – Another recommendation had been to exclude price increases in projected income figures to counteract any loss of custom (i.e. income) which might be caused by the increase. **Agreed:** to consider this recommendation for future budget setting.

c) VAT issue - There had been an on-going issue regarding VAT ever since the pool had reopened. The accountant was now confident that the Council is likely to receive a significant refund.

d) Cycle Speedway - It was noted that there is still money owing from Mead Engineering for the spoil used at Elm Park which could be used as revenue if needed.

e) Maximising Revenue - A number of options had been suggested for possible ways of maximising income. Promoting advertising space on the Town Council website and in the Town Guide, considering more sponsorship deals for the Festival and investigating grant options for the changing village. It was suggested that this could be a role for someone with the appropriate expertise.

f) Franchising – The accountant had suggested that the Council could make ‘expressions of interest’.

Agreed: to defer a decision on the precept requirements for 2007/8 until further information was available on all the issues discussed. **Agreed:** To meet on Tuesday 19th December at 7:30 pm. Venue to be advised.

Action: Town Clerk

789. CAPITAL PROGRAMME UPDATE: The minutes of the meeting held 13th October 2006 were tabled.

a) Feasibility Study: Both recommendations had been agreed at full council. It had been suggested that the Council could develop the land at the end of Shellard Road themselves rather than sell it with planning permission. The accountant had agreed to check out the legality of the situation.

b) Cycle Speedway Track: All recommendations had been agreed at full Council. It was reported that the rock salt appeared to be working. Cllr A Hewlett recorded his thanks to the site maintenance manager for his help.

c) Skateboard Park & Football Pitches: It was reported that a meeting was being set up with Chris Gorwyn and Mead Engineering. It was confirmed that consultation would take place regarding lighting for the Skateboard Park.

d) Notice Boards: Cllrs Crane, Pomroy, Vowles and Sims agreed to help with keeping notice boards updated.

e) Ratepayers Sign: The latest design had been circulated to members. One sign should be ready for hanging later this week.

f) Allotments: A response was expected from Bristol City Council shortly.

g) Christmas Lights: The first batch of lights had arrived today. Cllr Vowles had agreed to produce a site plan.

h) Car Park Resurfacing: The Clerk confirmed that she would look into who was responsible for the maintenance of the car park behind the Folk Centre.

- 790. STAFFING COMMITTEE:** The contents of the minutes of the meeting held on Tuesday 7th November 2006 were noted.

Cllr A Hewlett gave a verbal report of the meeting held on Monday 13th November 2006.

- 791. TOWN COUNCIL WEBSITE:** Members noted the growing increase in the number of hits for the website. It was agreed that the increase gave greater scope for selling advertising space. A letter had been received from the Council's current web designer advising of an increase in his hourly rate and a suggestion that the website should be re – designed in order to conform to web standards. **Agreed:** to continue with the services of the current designer. **Agreed:** to discuss the proposal to redesign the site at the next budget meeting.

Action: Town Clerk

- 792. STEWARD'S FLAT:** The current tenants had given notice to leave the flat on 1st December. A letter had been received from a local resident, who is not a member of staff, asking to be considered for the tenancy. A general discussion took place on how widely the vacancy should be advertised. Cllr Crane proposed that staff should be given first opportunity to apply for the tenancy. The proposal was agreed by 4 votes in favour to three against, with the chair using the casting vote. Cllr A Hewlett had carried out an inspection of the flat before the current tenants had moved in and it was agreed that he should carry out a further inspection when the flat is vacated. **Agreed:** to place an advert on the staff notice board for one week and consider applications received. **Agreed:** to carry out a rent review before the new tenant is in place.

Action: Town Clerk

- 793. AVIATION CENTENARY COMMITTEE:** A new group had been set up to help celebrate the Aviation Centenary in 2010. The group were looking to have a Council representative to form part of the committee. Cllr R Hutchinson was nominated, seconded and elected unopposed. Cllr Blake had also expressed an interest and it was agreed that if the committee required a second council representative his name would be put forward.

- 794. SCOUT LEASE:** It was reported that the scout group had not been paying their peppercorn rent of £1 per annum for some time now. The Clerk had heard from them since and it appeared that the matter was now likely to be resolved. If there were any further problems, it was agreed that the Clerk had the support of the Council to pursue the matter.

- 795. SOUTH GLOUCESTERSHIRE PLANNING PLAY OFFICER:** **Agreed:** to invite Mike Follett to give a short presentation at the Town Council meeting in January.

796. BAR UPDATE:

i) Stocktaker's report: The contents of the report for the period 18th September to 17th October 2006 were noted.

ii) Colouring Pages for Children: It had been noticed that when families are in the bar watching sporting events etc, there is nothing to keep young children amused. It was suggested that if an activity such as colouring pages were available it might encourage families to stay longer. **Agreed:** to provide prints and crayons for use in the bar area. A notice to be erected reminding parents that children are their responsibility and that they are not allowed in the bar after 9pm

Action: Town Clerk

iii) Football Food: A general discussion took place on the cost of the food provided for football teams and whether it was compensated by the amount spent over the bar. **Agreed:** to discuss the issue with the steward at the forthcoming bar review meeting.

797. POOL UPDATE:

i) Operations Manager's Report: Nothing to report.

798. GRANT APPLICATIONS:

i) Filton Pensioners: Agreed: to award a grant of £200

ii) Monday Whist Club: Agreed: to award a grant of £200

iii) Filton Sports & Social Club: Agreed: unable to consider the application without a set of accounts being provided.

799. MILLENNIUM GREEN: Quotes for a replacement/ repaired sign had been circulated to members for consideration. **Agreed:** to defer a decision until a later date. The beat manager was due to report back with suggestions for ways to reduce anti social behaviour by looking at access issues.

800. FESTIVAL UPDATE: It was noted that the Fairground owners had asked for the date of the Festival to be moved to the weekend of 14th July. **Agreed:** The Clerk to arrange a date for the first meeting of the Festival sub – committee.

Action: Town Clerk

801. MORTIMER ROAD ALLOTMENTS: It was noted that the association has already raised a number of grants through various means for fencing etc. Quotes had been received from the Association to cover the cost of erecting two concrete hard standings. **Agreed:** that as the council is responsible for the allotments, it would commission the work. Funding to be met from the capital projects budget. **Agreed:** to accept the quote from H & B Builders. **Agreed:** to carry out a review of allotment rental prices in conjunction with Station Road allotments once a response has been received from Bristol City Council.

Action: Town Clerk

802. DISPOSAL OF TRAILER & SPRAYER: Offers had been received from local groups to purchase a trailer and sprayer that were now surplus to the Council's requirements. **Agreed:** To delegate the Clerk the power to negotiate a reasonable selling price. Monies received to be credited to the capital projects budget.

Action: Town Clerk

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