

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 9th January 2007** in the **Pavilion at Elm Park, Filton**

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

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

- 803. DECLARATIONS OF INTEREST:** Cllr S Sims declared a personal interest in Filton People.
- 804. MINUTES:** of the meeting held 14th November 2006 were approved as an accurate record.
- 805. MATTERS OF REPORT ARISING:** *From Minute 786 – Flower Troughs* – An officer at South Gloucestershire Council, Richard Lane, had expressed concern about the troughs being a possible sight hazard to motorists. The matter was being pursued.
From Minute 786 – Canberra Grove Garage Site –It was noted that further information is being sought about access to the play area before the deed of release is signed.
From Minute 789 – Ratepayers Sign – The new sign had now been erected on the side of the building nearest the entrance. Lights to illuminate both signs were also due to be installed shortly.
From Minute 789 – Christmas Lights – The lights outside the Good Viewing shop in Filton Park did not work and would need to be replaced in time for next Christmas. It was reported that several complaints had been received about the lack of Christmas lights in Filton Avenue. This had been due to the unsuitability of the lamp columns. A scheme was now in place to renew all the lamp columns in that area. The Council expressed their thanks to Cllr D Vowles for all her hard work.
From Minute 789 – Car Park Resurfacing – The Clerk advised that she was pursuing the matter.
From Minute 792 – Steward’s Flat – The new tenant had moved in on January 1st 2007. It was noted that the rent had now been increased to £500 per calendar month.
From Minute 795 – Play Officer – Mike Follett had agreed to give a presentation at the Town Council meeting in January.
From Minute 796 – Football Food - To be referred to the staffing committee.
From Minute 802 – Disposal of Trailer and Sprayer – The buyer who had expressed an interest in purchasing the trailer had declined the Council’s offer. There had been no further contact from the person enquiring about the sprayer.
- 806. INCOME & EXPENDITURE REPORTS FOR OCTOBER & NOVEMBER 2006:**
The contents of both reports were noted.

- 807. BUDGET & PRECEPT REQUIREMENTS FOR 2007/8:** Members discussed the Council's budget figures for 2007/8 which had been calculated in conjunction with the Council's accountant. A number of factors, including an increase in the Council's tax base figures, had been taken into account when calculating this year's precept requirements. A recommendation to increase the council's precept requirement by 2.98%, in respect of a band D property, giving a precept of £470,045 subject to ratification by full Council, was proposed by Cllr Sims, seconded by Cllr Crane and agreed unanimously.
- Agreed:** to recommend to full Council that the precept requirement for 2007/8 be set at £470,045.

Action: Town Clerk

808. CAPITAL PROGRAMME UPDATE:

a) CCTV: Three quotes had been received to update and install extra cameras on the existing CCTV system for the Leisure Centre. ARC had quoted £4,785 to carry out the work, APE Fire & Security Ltd £3,797 and Electronic Security Solutions had quoted £4,100. It was noted that the maintenance contract for the system was a separate issue. **Agreed:** to accept the quote from APE Fire & Security Ltd subject to confirmation of their guarantee period and to check that the quotes given are 'like for like'. **Agreed:** to investigate whether ARC would increase their charges for monitoring the extra cameras.

Action: Town Clerk

b) Land at the bottom of Elm Park Playing Field: A letter had been received from South Gloucestershire Council indicating that a Section 106 agreement may be applicable to the selling of the land and would require a contribution from the Council for primary schools, transport and an agreement to provide a percentage of affordable housing. There had also been a requirement to carry out a sound test. The Council's architects had asked whether Councillors would like to meet with the appropriate departments at South Gloucestershire to discuss the contributions. Members noted that any contributions made through the Section 106 agreement would benefit the local community indirectly anyway. **Agreed:** Not to contest the agreement. The Clerk to inform Tim Stevens of the Council's decision. **Agreed:** to investigate whether a Town Council has the power to provide or develop housing.

Action: Town Clerk

c) Skateboard Park & Playing Fields: It was reported that both schemes are progressing and that consultation is ongoing.

809. BAR UPDATE:

a) Stocktaker's Report: The contents of the report for the period covering 17th October to 27th November 2006 were noted. A general discussion took place on the waste allowance figures and whether they increased in line with takings. **Agreed:** to provide a breakdown for the next meeting of the staffing committee.

Action: Town Clerk

b) Coffee Machine: It was noted that the next stocktaker's report would include a section on takings for the new coffee machine.

c) Gaming Machines: The Clerk advised that she had contacted a number of companies for information on the type of machines available. The only company to have responded so far had confirmed that they would provide the machines, sort out the licences required and share the takings on a 60/40 basis. It was reported that quiz machines generate more income than fruit machines and did not incur as many problems with permits and licences etc. **Agreed:** To support the installation of quiz machines in principle. To investigate what offers are available from other companies and the type of low investment machine that could be suitable for the pool vending area. **Agreed:** to confirm exactly what type of licences or permits are needed for gaming machines.

Action: Town Clerk

d) Plastic Glasses: A selection of polycarbonate glasses were circulated to the committee for inspection. Members were impressed with the quality and durability of the product. It was noted that customers in the bar had also been asked to try out the glasses and had given a favourable response. A general discussion took place on how the scheme could be publicised if it was adopted. **Agreed:** to support the scheme in principle. **Agreed:** to invite the company concerned to give a presentation at a future meeting.

Action: Town Clerk

810. POOL UPDATE:

a) Operations Manager's Report: It was reported that the vending machines are proving to be very popular. **Agreed:** to promote the centre's provision of healthy snacks and coffee on a wider scale.

b) Steward's Food Concession: **Agreed:** to refer the matter to the next meeting of the staffing committee.

811. GRANT APPLICATIONS:

a) Four Towns & Vale Link: **Agreed:** to award a grant of £2,000 as previously agreed in this year's budget.

b) SHE 7 – Agreed: to award a grant of £250

c) Saturday Club: **Agreed:** to award a grant of £300

d) Filton Sports Skittle Team: **Agreed:** to award a grant of £100. The motion was carried with 5 votes in favour to 2 against

e) Owl Club: **Agreed:** to award a grant of £200. The motion was carried with 6 votes in favour to 1 against.

f) South Gloucestershire Council Citizen's Advice Bureau 2007/8: Cllr Sims took no part in the discussion. **Agreed:** not to award a grant due to the Council's financial commitment to other local groups.

g) Filton People 2007/8: **Agreed:** A sum of £1,300 to be allocated in next year's budget figures.

812. SCOUT /ALLOTMENT LEASE: **Agreed:** to defer a decision on the renewal of the scout lease until the lease for the Nutfield Grove allotments is renewed in May 2007.

813. STATION ROAD ALLOTMENTS: It was reported that the Council has received an offer from Bristol City Council to take over the allotments at Station Road on a 125 year lease at a cost of £25,000 (to be paid in advance). Cllr Sims proposed to recommend acceptance of the offer subject to ratification at full Council. The proposal was seconded by Cllr Crane. The motion was passed by 6 votes in favour to 1 against. It was noted that the cost of the lease would be met from the capital project budget. **Agreed:** To recommend acceptance of the offer to full Council.

Action: Town Clerk

814. LAND BEHIND THE BULLDOG: It was reported that there are continuing problems with anti – social behaviour on the area of land behind the Bulldog. A recent survey of residents and shop keepers, whose properties back onto the land, had resulted in a very big response in favour of ‘gating’ the three exits and pedestrian way to Filton Avenue. It was noted that the Police are also in favour of blocking off access from Crophorne Road and Fifth Avenue. The cost of installing the gates would be £10,000. Safer South Gloucestershire had agreed to contribute half of the cost. Residents and shop keepers in the area may also be required to pay a small amount for keys to the gates. Cllr Pomroy proposed that this Council should support the idea in principle. The proposal was seconded by Cllr Sims and carried with 4 votes in favour and 3 abstentions. **Agreed:** to recommend to full Council that this scheme be approved in principle.

Action: Town Clerk

815. MILLENNIUM GREEN: The local beat manager had expressed concern about the high degree of anti – social behaviour which was taking place just inside the main gate on Northville Road. It was particularly affecting the residents in properties either side of the entrance. The Beat Manager had put forward a suggestion that access to the Green could be removed completely at the Northville Road entrance and relocated to the top of Pine Grove. Another option was to move the main entrance to the top of Pine Grove and replace the gate at Northville Road with a suitable alternative. In both cases pedestrian access would be via an existing footpath located further up Northville Road, which would need some renovation. It was noted that as the proposal had been made by the police, it was likely that Safer South Gloucestershire would provide a substantial amount towards the cost. Cllr Pomroy proposed that this Council should support the idea in principle. The proposal was seconded by Cllr Sims and carried with 4 votes in favour and 3 abstentions. **Agreed:** to recommend to full Council that this scheme be approved in principle.

Action: Town Clerk

816. LIFE CYCLE UK: Agreed: Cllr Sims and the Clerk to liaise over the siting of free cycle parking stands available from the Life Cycle UK charity. **Agreed:** Cllr R Hutchinson to include an item in the next edition of the Town Council newsletter.

Action: Cllr R Hutchinson, Cllr Sims and the Town Clerk

- 817. FORESTERS:** The contents of a letter from the Independent Order of Foresters regarding the amount, i.e. £1033.40, raised by the Sunday evening quizzes for the Jessie May Trust was noted. A copy of the letter has been displayed in the bar.
- 818. ACCOUNTS:** in the sum of **£22,42.98** for Tett Hamilton Insurance were approved for payment and signed.

There being no further business, the meeting closed at 9:58pm

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 13th February 2007** in the **Pavilion at Elm Park, Filton**

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

APOLOGIES: - Cllrs: - A Hewlett, S Sims, J Hutchinson

819. DECLARATIONS OF INTEREST: There were none.

820. MINUTES: of the meeting held 9th January 2007 were approved as an accurate record after noting a correction to **Minute 809c – Gaming Machines**. The correct wording should read 'It was reported that quiz machines **do not** generate more income than fruit machines.

821. MATTERS OF REPORT ARISING: *From Minute 805 – Flower Troughs –* Planting up of the troughs was due to take place at the beginning of March. *From Minute 805 – Ratepayers Sign –* It was reported that the artist had now started work on the big sign. The sign on the side of the building had started to blister but it was noted that all the signs were covered by a year's guarantee. *From Minute 805 – Play Officer –* **Agreed:** to invite Mike Follett to give a presentation on 'play policy' at a future Town Council meeting

Action: Town Clerk.

From Minute 808 – CCTV - Although ARC had confirmed that they would not increase their charges for monitoring the extra cameras it was noted that APE had given a cheaper quote.

From Minute 808 – Land at the bottom of Elm Park Playing Field – There had been no response from the Council's accountant regarding whether a Town Council has the power to provide or develop housing. The Clerk would be contacting NALC for further advice.

From Minute 809 – Plastic Glasses – It was noted that a further trial of the glasses was needed before a final decision could be made. **Agreed:** to invite the steward to attend the next staffing meeting.

Action: Town Clerk

From Minute 813 – Station Road Allotments - The Council had agreed to accept the offer from Bristol City Council. The Clerk would be contacting Bristol City Council to inform them of the Council's decision.

Action: Town Clerk

From Minute 816 –Siting of Cycle Stands - No sites had been identified as yet. **Agreed:** The Clerk to liaise with Cllr Sims and Cllr R Hutchinson. **Agreed:** to include an item in the next Town Council newsletter.

Action: Town Clerk, Cllr S Sims & Cllr R Hutchinson

822. INCOME & EXPENDITURE REPORT FOR DECEMBER 2006: The contents of the report were noted.

823. STAFFING: A motion was moved to exclude the public and press for the duration of this item due to its confidential nature. See attached report.

824. CAPITAL PROGRAMME UPDATE:

i) Booking System: Three quotes for a new computerised booking system were circulated to members for discussion. The Clerk advised that there is an urgent need to have a more sophisticated system in place as the current system, which involves entering bookings in up to six separate diaries, was no longer viable and was leading to an increase in double bookings and an increased use of staff time. Members agreed that there was a need to have a more centralised system as it was essential to make it easier for customers to book. A general discussion took place on when the most appropriate time for installation would be. It was also noted that the CJ- Pos system could be linked into the monitoring of bar stocks. The Clerk confirmed that CJ-Pos are willing to give free demonstrations on site. **Agreed:** to support the idea in principle subject to Council members being given a demonstration of the system on site.

Action: Town Clerk

825. BAR UPDATE:

i) Stocktaker's Report: The contents of the report for the period covering 27th November 2006 to 9th January 2007 were noted. **Agreed:** to verify with the steward the reason for the out of date McCrorys being included in the allowance figures.

Action: Town Clerk

ii) Gaming Machines: Ace Rentals, had made an offer to provide free installation of a quiz machine on a three month trial basis and share the takings on a 50/50 basis. **Agreed:** to contact the company and arrange for the machine to be installed on a three month trial basis.

Action: Town Clerk/Cllr Pomroy

iii) Comedy Night: It was reported that the evening had been a great success. The steward was congratulated for his contribution and it was agreed that it could be something to consider holding on a regular basis – possibly quarterly. Members were asked to contact the office with any other ideas for promotional nights in the bar.

826. POOL UPDATE:

i) Operations Manager's Report: The contents of the report were noted. It was noted that there had been a good response to the casual vacancy for bar staff. **Agreed:** that the operations manager be given permission to advertise the full time leisure assistant post in the Evening Post as long as the advert is kept to a small size.

Action: Operations Manager

Polar Swimming Club: A letter had been received from the club asking the council to consider offering a discount to members at certain times of the day. **Agreed:** not to offer a discount to the club.

Action: Town Clerk

827. GRANT APPLICATIONS:

It was reported that a grant of £800 which had been awarded to Filton Twinning Association in 2005/6 was showing against this year's budget. The Council's accountant would be asked to make an adjustment at the end of this financial year.

i) Four Towns Play Association: Agreed: to defer a decision until March when members would have a clearer idea of what was remaining in the budget.

ii) North Bristol Advice Centre: Agreed: to award a grant of £3,000 from the 2007/8 budget as previously agreed.

iii) Tiddlers Play Sessions: Agreed: to award a grant of £500

Agreed: to consider making grants to Four Towns Transport, Filton People and North Bristol Advice Centre index linked when budget setting for 2008/9.

Cllr Crane left the Meeting

828. KENDALL KINGSCOTT PLANNING APPLICATION: It was reported that Sovereign Housing Association had put in an offer, through Kendall Kingscott, for the land at the bottom of Elm Park playing field for a social housing scheme. South Gloucestershire Council had confirmed that they were happy to support the scheme as long as Filton Town Council also supported it. The current position was that Sovereign had asked if the Council would allow them to put together their own planning application and submit it alongside the Council's plan. They had also spoken about the possibility of working in partnership with the Town Council. Members discussed the request and confirmed that they would require Kendall Kingscott to investigate other offers before making any final decision.

Agreed: that the Council was not opposed to Sovereign's request to submit a planning application and were happy to discuss the scheme further without prejudice or commitment.

829. MILLENNIUM GREEN:

i) Benches: It was reported that DSD from South Gloucestershire Council had been asked to provide a quote for the installation of the benches as the job was much bigger than previously anticipated. It was confirmed that if the quote is high, further quotes would be needed.

ii) Surfaced Routes to School: South Gloucestershire Council had offered to lay a main path directly across the Millennium Green from the Northville Road entrance which would provide a surfaced route to school. It was noted that there are other entrances to the Green where paths were either not in place or needed to be repaired. It was hoped that South Gloucestershire Council would be able to carry out these repairs as part of the same job. **Agreed:** to accept the offer from South Gloucestershire Council to provide a surfaced route to school.

Action: Town Clerk

830. LAND BEHIND THE BULLDOG UPDATE: It was reported that Filton Town Council had received £4,000 from South Gloucestershire Council to take the project forward. Residents would be informed that Filton Town Council is responsible for the issuing of keys and notified of the agreed charge. The Council also expressed their thanks to Cllr R Hutchinson for all his hard work in taking the project forward.

Action: Town Clerk

It was noted that Katherine Kearns is putting together a project brief for a community garden and would be reporting back in a month or so.

There being no further business, the meeting closed at 10:15pm

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 13th March 2007** in the **Pavilion at Elm Park, Filton**

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

APOLOGIES: - Cllrs: - A Hewlett, T Blake, J Hutchinson

831. DECLARATIONS OF INTEREST: There were none.

832. MINUTES: of the meeting held 13th February 2007 were approved as an accurate record.

833. MATTERS OF REPORT ARISING: *From Minute 821 – Flower Troughs-*
Agreed: to chase up delivery and confirm the timescale for planting etc.

Action: Town Clerk

From Minute 823 d) – Bar Opening Hours – **Agreed:** to verify the exact opening hours specified on the council's original licence application form.

From Minute 829 – Surfaced Routes to School – it was noted that the materials used to create the new paths would need to be in keeping with the original.

834. INCOME & EXPENDITURE REPORT FOR JANUARY: The contents of the report were noted. Members discussed the idea of looking at alternative suppliers for gas and electricity services. It was noted that, for a small admin charge, there is an opportunity to link in with South Gloucestershire's negotiations with various suppliers to obtain the best price for guaranteed 'green energy'. In order to pursue the matter further, the energy manager at South Gloucestershire Council would need copies of the Council's gas and electricity bills. **Agreed:** to make further enquiries and provide copies of the bills as requested.

Action: Town Clerk

835. CAPITAL PROGRAMME UPDATE:

i) Quotes for external security lighting: Quotes had been received from Concab Electrical Ltd, Ernest S Till (South West) & Co Ltd and ABA Electrical Ltd to provide external security lighting. **Agreed:** to accept the quote from Ernest S Till (South West) 7 Co Ltd at a cost of £2591 + VAT plus the optional wire guards at a cost of £140 + VAT subject to guarantee.

Action: Town Clerk

ii) Quotes for Installation of benches – Millennium Green: Quotes had been received from South Gloucestershire Council and Mc Manus Associates Ltd. **Agreed:** to accept the quote from McManus Associates Ltd at a cost of £2100 + VAT.

The Operation's Manager was invited to attend the meeting at this point.

iii) Booking System Update: The Operations manager gave a verbal report on the CJ – Pos booking system demonstration which had taken place on site recently. He explained that the system was made up of two parts. An EPOS touch screen system for payments which would replace the existing tills in the pool reception, lounge bar and function hall and a touch screen booking system which could be extended, via a cable from the main server, to include the town council office and site manager's office. Apart from saving staff time, improving customer care and the avoidance of double bookings, it was noted that by entering the relevant information, the system could also produce invoices and monitor stock control. Access to the system would be restricted through a number of security levels. Members agreed to the purchase of a booking system in principle but noted that before any final decision is made checks would be needed to ensure that any system is compatible with Windows Vista or able to be upgraded at minimal cost. The operations manager informed members that demonstration discs of the CJ –Pos system were available on loan. **Agreed:** to approve the purchase of a booking system in principle, subject to its compatibility with Windows Vista.

Action: Operations Manager & Town Clerk

836. BAR UPDATE:

i) Stocktaker's Report : The contents of the report for the period covering 9th January to 13th February 2007 were noted.

ii) Gaming Machine Update: A quiz machine and a gaming machine had now been installed in the bar on a three month trial basis. **Agreed:** to report back with income figures at the next meeting.

Action: Town Clerk

837. POOL UPDATE:

i) Operations Manager's Report: The contents of the report were noted. Members discussed the number of pool closures due to faeces in the water and how the problem could be tackled. It was noted that on 2 occasions the same family had been responsible for both incidents. **Agreed:** to investigate the cost of installing CCTV in the pool area. **Agree:** to authorise the Operations Manager to take action (i.e. a fine to cover closure costs or a ban for twelve months) if the same individual or family is found to be responsible for pool closures on more than one occasion.

Action: Operations Manager

The Operations Manager left the meeting at this point

838. LAND BEHIND THE BULLDOG: After receiving a very favourable response to previous consultation letters about possible gated access to the land behind the Bulldog, residents and shopkeepers had been informed that the fencing and gates had been ordered and would be erected within the next 2 – 3 weeks. Applications for keys to the gates had been arriving at the Council office on a daily basis.

It was noted that the idea of a community garden is still being considered.

Cllr C Hewlett left the meeting at this point

839. GRANT APPLICATIONS:

i) Pyramid Holiday Club: Agreed: to defer a decision until the new financial year and to enquire why the council's previous grant of £400 was not showing in the set of accounts provided.

ii) Volunteer Bureaux : Agreed: to invite Nicola Brownlie, the co-ordinator, to give a short presentation at the next meeting and to defer a decision until after the presentation. **Agreed:** to investigate why Cllr Pomroy, the council's representative had not been invited to attend any of their meetings.

iii) Grove Pensioners: A grant application and set of accounts from the Grove Pensioners Club was tabled. **Agreed:** to award a grant of £250

iv) Four Towns Play Association: Members discussed the scheme and its 'teething problems' last year and acknowledged that poor advertising had not helped. It was noted that although the Association was requesting a donation of £2,000 there was only £1,070 left in the council's grant budget for this financial year. It was confirmed that the play association would consider providing a pro – rata scheme according to the donation made. A proposal to vire £930 from another budget to make up the difference was put to the vote with three votes in favour and three against. The Chair used her casting vote to defeat the proposal.

Agreed: to make a donation of £1,070 to provide a pro – rata scheme during the summer holidays in Filton.

Action: Town Clerk

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

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 10th April 2007** in the **Pavilion at Elm Park, Filton**

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

APOLOGIES: - Cllrs: - C Hewlett

- 840. PRESENTATION FROM VOLUNTEER CENTRE:** Nicola Brownlie introduced herself to members and gave a brief summary of her role within the Volunteer Centre. Although the organisation covers the Filton, Patchway, Bradley Stoke and Stoke Gifford areas, Nicola confirmed that the drop in sessions which are held in Filton Library on the first Tuesday of every month are very poorly attended. Members discussed how to raise the Centre's profile in Filton and suggested that it would be a good idea if Nicola attended the Filton Festival in July. It was also agreed that the Town Council should rebuild its links with the Centre and help to identify those areas in Filton where volunteer work is needed. Filton People was put forward as a contact for further information on local organisations. The Chair thanked Nicola for her presentation and confirmed that the Council would consider their request for a grant later in the meeting.
- 841. DECLARATIONS OF INTEREST:** There were none.
- 842. MINUTES:** of the meeting held 13th March 2007 were approved as an accurate record.
- 843. MATTERS OF REPORT ARISING:** *From Minute 833 – Flower Troughs* – A date for delivery had still not been confirmed.
From Minute 835 – Benches Millennium Green – The benches were now in place and had received a very favourable response.
- 844. INCOME & EXPENDITURE REPORT FOR FEBRUARY:** The contents of the report were noted.
- 845. INTERNAL AUDIT REPORT:** The contents of the report were noted. The Clerk reported that with regard to item 1.3 on the Action Plan, there was an ongoing issue with the VAT office about the Council's 'opt to vat' on all bookings including swimming club lettings.
- 846. REPORT FROM STAFFING COMMITTEE:** The minutes of a meeting held 20th March 2007 were tabled and received. **Agreed:** The Operations manager and Clerk to follow up the applications received for casual bar staff.
Action: Town Clerk & Operations Manager

847. SCOUT LEASE: Applications for the renewal of the lease on the Scout Hut had been received from both the 1st Filton Scout Group and Nutfield Grove Pre-School. The Playgroup currently sub let the hut from the Scout group but felt that the playgroup would benefit from taking on the lease with regard to Health & Safety matters. It was noted that although Filton Town Council lease the land from South Gloucestershire Council the hut itself is owned by the Scout Group. **Agreed:** to defer a decision until the Council's new lease agreement with South Gloucestershire Council is received. **Agreed;** The Clerk to meet with both groups in the interim to discuss their concerns.

Action: Town Clerk

848. GATING ISSUES:

Land behind the Bulldog: Production of the gates has been put on hold temporarily as the company who are providing the powder coating are closed over the Easter period. Installation of the gates was now likely to take place towards the end of next week or the beginning of the following week.

Land at rear of Park Road: Residents in the area had recently been experiencing problems with break-ins at their garages, smashed car windows and general anti-social behaviour and were concerned about the lack of security at the back of their properties. It was noted that ownership of the land between the rear end of Park Road and the Millennium Green has never been established. Councillors had met with the PCSO and beat manager to look at ways of resolving the security issues whilst maintaining public access to the Millennium Green. Members discussed a proposal to provide fencing, move the A Gate and clear the path to improve security. It was noted that Leyhill Prison would provide the labour to clear the lane for a donation. Funding for the project would be shared between the residents, Safer South Gloucestershire and Filton Town Council. The Council's share of the cost would be in the region of £3,500 - £4,000. Members agreed to the idea in principle and to take it forward.

Action: Cllr R Hutchinson

849. STATION ROAD ALLOTMENTS: The lease agreement had not yet arrived from Bristol City Council. **Agreed:** to defer until the lease agreement is received.

Action: Town Clerk

850. GRAFFITI ON GARAGES BORDERING ELM PARK: A letter had been received from a resident in Elm Park about the offensive graffiti on the garages bordering the playing field. It was confirmed that the owners of the garages would need to contact Streetcare at South Gloucestershire Council and give their permission for the graffiti to be removed.

851. CAPITAL PROGRAMME UPDATE:

i) Elm Park Planning Applications Update: No problems had been reported with the Leisure Centre application. With regard to the Shellard Road application, Kendall Kingscott had received a letter asking for their comments

on a number of issues, i.e. the proposed bunding being lowered and the development being moved closer to the road. Tim Stephens had also agreed to test the market with the private sector before making any decisions about the approach from Sovereign Housing.

ii) Results of Consultation: Plans for both applications had been on display in the Swimming Pool vending area for three weeks with forms available to record comments. Responses included concerns on the number of proposed parking spaces and concerns over the hedge. It was reported that there had been a lot of favourable comments made to pool staff about the proposed changes to the Leisure Centre.

iii) Cycle Speedway Banking Maintenance: Members considered the site maintenance manager's report and recommendations which included quotes to purchase a new mower for the banks around the cycle speedway track. It was noted that the current mower does not have four wheel drive which would make it unsafe to use on the banking. A general discussion took place on the type of machinery needed. A proposal to accept the initial quote from Avon Garden Machinery was defeated. **Agreed:** to contact Avon Garden Machinery for further advice on the type of machinery needed before making a final decision.

iv) Booking System Update: A report from the Operations Manager confirmed that the Avalon booking system is fully compatible with Vista software. **Agreed:** to purchase the Avalon booking system. The cost to be met from the capital projects budget.

Action: Town Clerk

852. POOL UPDATE:

i) Operation Managers Report: The contents of the report were noted.

Agreed: the Operations Manager to investigate the cost of installing CCTV in the pool area.

Action: Operations Manager

853. BAR UPDATE:

i) Stocktaker's Report: The latest stocktaker's report had not been received as yet. **Agreed:** to defer to the next meeting.

Action: Town Clerk

ii) Gaming Machine Update: It was noted that the fruit machine is generating a lot more income than both the original and replacement quiz machines.

Agreed: to replace the current quiz machine with a fruit machine.

iii) Pub Sign: Agreed: to obtain quotes for updating the redundant Mead signs and to also apply for retrospective planning permission.

Action: Cllr T Pomroy & Town Clerk

854. LAND BEHIND THE BULLDOG: A document relating to Thornbury Community Garden had been circulated to members for information.

855. GRANT APPLICATIONS:

i) Pyramid Youth Club: Agreed: to award a grant of £400. It was pointed out by Cllr Sims that the paragraph in the application letter referring to local authority funding was an unfair statement.

ii) Volunteer Centre: Agreed: to award a grant of £250

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

There being no further business, the meeting closed at 9:52pm

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 29th May 2007** in the **Pavilion at Elm Park, Filton**

PRESENT: - Cllrs: - T Blake, D Daniels, B Freeguard, C Hewlett,
R Hutchinson, A Monk, T Pomroy, S Sims, A Tink.

ALSO PRESENT: Lois Pryce (Filton People), Cllr C Jenkins, Cllr R Box and Cllr Judith
Hutchinson

APOLOGIES: - None

1. **ELECTION OF CHAIR:** Cllr R Hutchinson was nominated, seconded and elected unopposed.
2. **ELECTION OF VICE CHAIR:** Cllr Freeguard and Cllr Monk were both nominated and seconded. The nominations were put to the vote. Cllr Freeguard received 3 votes, Cllr Monk received 6 votes. Cllr Monk was duly elected.
3. **DECLARATIONS OF INTEREST:** Cllr Sims declared a personal interest in Filton People. Cllr Daniels declared a personal interest in Filton Twinning Association. Cllrs J Hutchinson and A Tink declared a personal interest in planning application PT07/1432/RM as the council's representatives for the Splatts Abbey Wood Conservation Group.
4. **MINUTES:** of the meeting held 10th April 2007 were approved as an accurate record.
5. **MATTERS OF REPORT ARISING:** *From Minute 833 – Flower Troughs* – The troughs had now been installed on the roundabout.
From Minute 847 – Scout lease - The Clerk had been in contact with the Scouts who were currently liaising with the Playgroup on Health & Safety matters.
From Minute 848 – Land at rear of Park Road – It was noted that the Council are currently in the process of taking legal advice on the matter.
From Minute 849 – Station Road Allotments – The lease had been agreed and signed and the cheque was ready for authorisation.
From Minute 850 – Graffiti on Garages – The Council had signed a disclaimer for the removal of the graffiti from the Millennium Green. Residents of Elm Park would need to sign a disclaimer for the removal of the graffiti on the garages.
From Minute 851 – Elm Park Planning Application – The plans had been approved.
From Minute 853 – Gaming Machines – There were now two fruit machines in the bar. **Agreed:** to monitor income from the two machines over a trial period.
From Minute 853 – Pub Sign – **Agreed:** to refer the matter to the next meeting of the Finance Committee, pending further information.

Action: Town Clerk

6. **SKATEBOARD PARK REPORT:** Lois Pryce was invited to give a brief summary of her report on the quotations received for the new skateboard park. Members discussed the options available and at what stage the fencing should be installed. It was generally agreed that the fencing should be added at a later date after further consultation had taken place with users of the facility. Cllr Pomroy recommended acceptance of the 'Wheelscape Option B' quote for the Skatepark with lighting, subject to cost and type of lighting available, this to include the lighting to the cycle speedway track as previously agreed. The proposal was seconded by Cllr Sims and agreed unanimously. The Chair thanked Lois, on behalf of the Committee, for all her hard work and commitment to the project. **Agreed:** Lois to provide the Clerk with the appropriate paperwork to place an official order with Wheelscape.

Action: Town Clerk
7. **INCOME & EXPENDITURE REPORT FOR MARCH 2007:** The contents of the report were noted.
8. **DIS SUBSCRIPTION: Agreed:** to renew the Council's subscription for three years at a discounted cost of £285.53. It was noted that a wireless lap top computer is available in the Council Office for those members who do not have access to e-mail. **Agreed:** to print off hard copies of the bulletins for members without e mail if required.

Action: Town Clerk
9. **STANDARDS COMMITTEE – RECRUITMENT of PARISH AND TOWN COUNCIL MEMBERS:** Cllr Daniels expressed an interest in applying for membership of the Committee. **Agreed:** The Clerk to obtain details and an application form for Cllr Daniels from the appropriate department.

Action: Town Clerk
10. **PLAY AREA SAFETY INSPECTION REPORT:** The Clerk had been unable to liaise with the Site Maintenance Manager regarding the report as he had just returned from annual leave. **Agreed:** to refer the report to the next meeting of the Finance Committee.

Action: Town Clerk
11. **BAR UPDATE:**

 - i) **Stocktaker's Reports:** The contents of two reports for the periods covering 13th February to 31st March 2007 and 31st March to 8th May 2007 were noted. Some concerns were raised over the consistent levels of bar wastage and 'out of date' stocks. It was noted that installation of the new booking system should help with future monitoring of stock levels. A change of stocktaker had also been agreed. Members discussed a review of current bar prices and agreed to refer the issue to the next meeting of the Finance Committee. **Agreed:** The Clerk to liaise with the Steward over bar wastage figures and to refer a review of bar prices to the next meeting of the Finance Committee.

Action: Town Clerk

12. POOL UPDATE:

i) Operations Managers Report: The contents of the report were noted. Cllr Monk advised that there were a number of free websites which could be used for staff recruitment. **Agreed:** Cllr Monk to liaise with the Operations Manager.
Action: Cllr Monk

It was noted that some members of staff had been complaining about their eye sight being affected by the screens which had been installed as part of the new booking system. **Agreed:** to refer the issue to the next meeting of the Staffing Committee.

Action: Town Clerk

13. GRANT APPLICATIONS:

i) Dawn James Art Class: **Agreed:** to obtain further information on the 'make up' of the club's membership and to clarify the amount of grant requested.

Action: Town Clerk

ii) Filton Twinning Association: Cllr Daniels recorded his thanks to former Cllr Diane Vowles for all her help and hard work in the production of the Twinning Association's newsletter. **Agreed:** to award a grant of £650 as previously agreed in this year's budget.

14. STAFFING COMMITTEE MEMBERSHIP: The membership of the staffing committee was agreed as follows: Cllrs T Pomroy, S Sims, A Monk, R Hutchinson, B Freeguard and D Daniels plus one other vacancy yet to be filled. Date of the first meeting to be confirmed. **Agreed:** The Clerk to circulate a number of dates for agreement.

Action: Town Clerk

15. PLANNING APPLICATIONS: See attached schedule. It was noted that Cllr R Hutchinson took no part in the discussion. Date of next meeting to be confirmed. **Agreed:** The Clerk to liaise with members regarding dates.

Action: Town Clerk

16. ACCOUNTS: in the total sum of £45,489.73 (copy in Minute Book) were approved and signed.

There being no further business, the meeting closed at 10:15pm

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 12th June 2007** in the **Pavilion at Elm Park, Filton.**

PRESENT: - **Cllrs:** - R Hutchinson (Chair), B Freeguard, D Daniels, A Tink, T Pomroy, T Blake

ALSO PRESENT: Bev Brough (Stocktaker)

APOLOGIES: - **Cllrs:-** S Sims, C Hewlett, A Monk

17. DECLARATIONS OF INTEREST: There were none.

Cllr T Blake arrived at this point.

18. MEETING WITH STOCKTAKER: Bev Brough, the Council's stocktaker, had been invited to attend the meeting to discuss the Council's concerns regarding bar wastage levels which appeared to stay at a constant level despite any variations in bar takings. It was pointed out that it is the Council's duty to ensure best value at all levels and that the issue of bar wastage levels had been raised a number of times in the past and was not a reflection on the current steward. The Stocktaker advised that the figure for pipe cleaning is a standard measure of 26 pints per week. Cleaning pipes on a less regular basis would affect the quality of the beer. It was confirmed that the allowance for cask ends is a variable figure of between 3 – 4 pints for every 9 pints. Drip tray wastage figures were recorded on a daily basis by the steward and provided to the stocktaker for information. The stocktaker's general feeling was that the overall waste figures for the bar are at an acceptable level of between 1 and 2% against 4 to 5% at other establishments where she is the stocktaker. **Agreed:** to check the Council's insurance cover for bar stocks.

Action: Town Clerk

19. BAR PRICES: Due to recent brewery price increases, the Council felt that it had no option but to raise current bar prices. The Stocktaker advised that the price per pint in the Ratepayers Arms is around 15p cheaper than other local pubs. **Agreed:** to implement a price increase with effect from 1st July 2007. The increase to be set at 5% (rounded down to the nearest 5p). Prices for large and small dashes, Kaliber beer and dry stock to remain unchanged.

Action: Town Clerk

20. MINUTES: of the meeting held 29th May 2007 were approved as an accurate record.

21. MATTERS OF REPORT ARISING: *From Minute 5 – Pub Sign* - The artist would be contacting either Cllr Pomroy or the Clerk with costings for the new sign. **Agreed:** to circulate to members when received.

From Minute 5 – Gaming Machines – It was confirmed that income from the two machines is currently around £200 per week.

From Minute 6 – Skateboard Park/ Elm Park Playing Fields – It was reported that Cllr R Hutchinson and Lois Pryce had recently met with the architect/project manager to discuss plans for the new Skateboard Park. Meads had gone into receivership which meant that the Council would need to go out to tender for another company to carry out the planned landscaping and drainage of the field.

Agreed: The Clerk and Chris Gorwyn to be authorised to seek quotes from companies to import material for the mounds and to carry out the levelling and drainage works.

Action: Town Clerk

22. SUB COMMITTEE MEMBERSHIP:

i) Capital Projects: The membership of the capital projects working group was agreed as follows: Cllrs R Hutchinson, T Blake, S Sims, D Daniels, A Monk plus one other vacancy yet to be filled.

ii) Millennium Green: The membership of the Millennium Green sub group was agreed as follows: Cllrs J Hutchinson, C Jenkins, C Hewlett, R Hutchinson plus any other members who might wish to put their names forward.

iii) Festival: The membership of the Filton Festival sub committee was agreed as follows: Cllrs R Hutchinson, S Sims, T Pomroy and J Hutchinson. It was also agreed to co-opt ex councillor Diane Vowles. Other members agreed to provide general assistance on the day of the Festival.

iv) Staffing Committee Vacancy: Agreed: Cllr Tink to fill the remaining vacancy.

23. INCOME & EXPENDITURE REPORT FOR APRIL 2007: The contents of the report were noted.

24. PLAY AREA SAFETY INSPECTION REPORT: The Site Manager had confirmed that he would be liaising with Cllr Sims regarding the replacement surfacing. **Agreed:** that the Site Manager should be present when RoSPA carry out any future inspections. **Agreed:** to recommend that the framework for the tyre swings be repainted and replacement tyres should be installed as soon as possible.

Action: Town Clerk & Site Maintenance Manager

25. POOL UPDATE:

i) Operations Manager's Report: The report was tabled and contents noted. A general discussion took place on the additional £1,700 being requested by Avalon for changes to the software relating to the swimming lessons programme. **Agreed:** Cllr R Hutchinson to liaise with the Operations Manager and consult with Cllrs A Tink, A Monk and T Blake if necessary.

Action: Cllr R Hutchinson

26. **MILLENNIUM GREEN UPDATE:** Cllr R Hutchinson reported that he and the Clerk had met with a solicitor to discuss the Park Road access issue. The results of the solicitor's findings would be reported back to the Millennium Green sub committee if possible. **Agreed:** to include the matter as an agenda item at the next meeting of full Council.

Action: Town Clerk

27. **INTERNATIONAL TREE FOUNDATION – MEMBERSHIP REVIEW:**
Agreed: Not to renew the Council's subscription.

28. **STATION ROAD ALLOTMENTS UPDATE:**

The Clerk advised that the Council is now in possession of the lease agreement together with a list of current tenants and rents received. It was noted that the Council might wish to consult the tenants of Station Road and the Mortimer Road Allotments Associations on the possible setting up of a Filton Allotment Association. **Agreed:** The Clerk to meet with Mr Utter at Bristol City Council to finalise the finer details of the lease.

Action: Town Clerk

29. **GRANT APPLICATIONS:**

i) **Dawn James Art Class: Agreed:** to defer a decision and review the application once other regular applications had been considered.

ii) **Filton Beat Team - CCTV: Agreed:** not to award a grant for two reasons. The figure requested exceeds the limit of the Council's grant budget. The provision of CCTV is not the responsibility of a Town Council.

iii) **Victim Support: Agreed:** Not to award a grant. The Council favours the support of local groups.

iv) **Paul's Place: Agreed:** The Clerk to contact the Manager for further information on how the Council can help with regard to collecting reusable/recycleable items and the provision of a stall at the Filton Community Festival.

Action: Town Clerk

v) **Filton Sports & Leisure Centre Rounders Team: Agreed:** to purchase the equipment as a Leisure Centre resource with the provision that it can also be used by the staff rounders team .

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

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 10th July 2007** in the **Pavilion at Elm Park, Filton.**

PRESENT: - Cllrs: - R Hutchinson (Chair), A Monk (Vice Chair), B Freeguard, D Daniels, S Sims, A Tink, T Pomroy, T Blake, C Hewlett

ALSO PRESENT: Cllr J Hutchinson

APOLOGIES: - Cllrs:- None

30. DECLARATIONS OF INTEREST: There were none.

31. MINUTES: of the meeting held 12th June 2007 were approved as an accurate record.

32. MATTERS OF REPORT ARISING: *From Minute 18 – Insurance Cover for Bar Stocks* – The Clerk agreed to confirm the Council's insurance cover for bar stocks.

Action: Town Clerk

From Minute 21 – Pub Sign – Designs and costings for the new sign were due shortly.

From Minute 21 – Skateboard Park/ Elm Park Playing Fields – The project Manager had arranged a number of meetings with companies to seek tenders for the levelling and drainage works and would report back to the Capital Projects working group.

From Minute 22 – Capital Projects Working Group Vacancy – **Agreed:** to include as an agenda item at the next meeting.

Action: Town Clerk

From Minute 24 – Play Area – The damaged tyres had now been replaced. Members pointed out that the repainting of the play area should take place before the school holidays begin.

From Minute 25 – New Software – Cllr Tink advised that he had met with the Operations Manager to discuss the changes to the software.

From Minute 26 – Paul's Place – It was reported that they had been unable to take up the Council's offer of a stall at Filton Festival as it clashed with their own summer fair. However, they had taken up the Council's offer to help with collecting recycleable items and had provided posters and bags for their mobile phone campaign.

33. INCOME & EXPENDITURE REPORT FOR MAY 2007: The contents of the report were noted.

34. RENEWAL AND APPROVAL OF BANK MANDATES: Agreed: For the Council's General account - three authorised signatories to consist of one officer and two councillors from the authorised list. The authorised list to consist of Chair of Council, Chair and Vice Chair of Finance and two officers. For the

Council's Imprest account – any two authorised signatories from the authorised list. The authorised list to consist of Chair of Council, Chair and Vice Chair of Finance and two officers.

Cllr T Blake arrived at this point

- 35. REQUEST TO PURCHASE ACCESS LANE – 35 BOVERTON ROAD:**
Members were asked for their comments on an owner's request to purchase the access lane at the side of his property and fence it off due to problems with anti social behaviour from those using the lane. **Agreed:** that this Council has no objection to the selling of the lane but would like to request that a restriction be added to the agreement to prevent any future building work taking place on the lane.

Action: Town Clerk

- 36. PURCHASE OF PROJECTOR: Agreed:** to support the decision in principle. Any purchase to be for the general use of the Centre and available for hire by outside organisations. **Agreed:** to contact Hewlett Packard regarding a possible donation. **Agreed:** to investigate other suppliers and prices. **Agreed:** to delegate the final decision on purchase to a sub group consisting of the Clerk and Cllrs Sims, Monk, Blake, R Hutchinson and Pomroy.
Action: Town Clerk & Cllrs Sims, Monk, Blake, R Hutchinson & Pomroy.

Cllr Hewlett left the meeting at this point

- 37. MILLENNIUM GREEN UPDATE:**
a) Park Road Survey: It was reported that the Council are still awaiting legal advice regarding the ownership of and access rights to and across the land at the rear end of Park Road and the Millennium Green. It had been agreed at the last meeting of the Council that further consultation would take place with residents once the results of the solicitor's findings are known. A vote was taken on the motion 'This Council continues to support in principle, the decision to maintain public access from Park Road to the Millennium Green whilst ensuring and maintaining the security of residents in both Park Road and Northville Road'. The motion was carried by 5 votes in favour to 3 against. **Agreed:** to revisit the issue of legal costs once an estimate had been received from the solicitor. **Agreed:** Not to take any action to re –open public access until legal advice had been received. Cllr Sims and Cllr R Hutchinson asked for their unhappiness with the situation to be recorded. **Agreed:** The Clerk to report back at the next meeting of full Council.

Action: Town Clerk

- 38. STATION ROAD ALLOTMENTS UPDATE:** The Clerk had met with Mr Utter from Bristol City Council and was now in possession of all the tenancy agreements and keys.

39. **FILTON COMMUNITY FESTIVAL UPDATE:** It was reported that the fair had arrived and arrangements were now being finalised for Sunday. Members were asked for their suggestions on a suitable compere for the event. **Agreed:** to contact the Clerk with suggestions and offers of help.
40. **POOL UPDATE:**
a) Operations Managers Report: The contents of the report were noted.
41. **BAR UPDATE:**
a) Stocktakers Report: The latest stocktaker's report had not been received.
42. **GRANT APPLICATIONS:**
a) Alzheimer's Society: Agreed: to defer a decision until after other local applications had been considered.
b) Senior Citizen's Forum: Agreed: to defer a decision until after other local applications had been considered.
c) Northville Golden Age Club: The application was tabled. **Agreed:** to award a grant of £250.

Agreed: to provide a list of deferred applications together with a running total of grants awarded in this financial year at the next meeting.

Action: Town Clerk

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

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 11th September 2007** in the **Pavilion at Elm Park, Filton.**

PRESENT: - Cllrs: - R Hutchinson (Chair), A Monk (Vice Chair), B Freeguard, D Daniels, S Sims, A Tink, T Blake

ALSO PRESENT: Cllrs:- J Hutchinson, C Jenkins

APOLOGIES: - Cllrs:- T Pomroy, C Hewlett

- 43. DECLARATIONS OF INTEREST:** Cllr S Sims declared a personal interest in Filton People.
- 44. MINUTES:** A motion to accept Minute 37 (Millennium Green Update) as an accurate record was proposed by Cllr Blake, seconded by Cllr Sims and carried by 4 votes in favour to 3 against.
- 45. MATTERS OF REPORT ARISING:** *From Minute 32 – Insurance Cover for Bar Stocks* – It was confirmed that the Council's insurance does cover bar stocks against both theft and damage.
From Minute 35 – Request to purchase Access Lane Boverton Road – It was reported that there are still on-going problems with anti social behaviour from those using the lane.
From Minute 36 – Purchase of Projector – The sub group had not met yet due to the August recess.
- 46. INCOME & EXPENDITURE REPORTS FOR JUNE & JULY 2007:** The contents of the reports were noted.
- 47. STAFFING COMMITTEE MINUTES:** The minutes of the staffing committee held 24th July 2007 were received. See separate sheet for matters arising.
- 48. ACCOUNTS AND AUDIT – 2006/7:** The Clerk reported that the Auditors had disagreed with the accountant's view and decided that we do meet the criteria required to be classed as a larger Council. This meant that a full audit would need to be carried out on the 2006/7 accounts at a cost of £5,000. Funding had already been set aside in this year's budget to cover the expenditure.
- 49. REPORT ON STATION ROAD ALLOTMENTS:** It was confirmed that the lease agreement had now been signed and paid for although a number of admin issues had been identified which would need to be dealt with. Tenants from Station Road allotments had felt that it was too soon to have a joint association with Nutfield Grove and would prefer to have a separate one to start with. Members felt that it would be useful to be included in the distribution list for the

minutes from the allotment association. **Agreed:** to circulate the minutes from the Mortimer Road Allotments Association at future meetings.

Action: Cllr R Hutchinson

50. CAPITAL PROJECTS WORKING GROUP:

a) Vacancy: Cllr Pomroy was nominated, seconded and elected unopposed.

b) Fieldwork Tenders: Four companies had been invited to provide tenders for the work to be carried out on Elm Park Playing Fields. Three had been returned (Churngold, MJ Church and Bristol & Avon) and opened in the presence of Cllr R Hutchinson, Chris Gorwyn (project manager) and Diane Sanders (deputy Clerk). The three contractors had now been invited to attend the interview stage.

c) Update on current projects: Agreed: to circulate dates for a meeting of the Capital Projects Working group where the agenda would include an update on the Skateboard Park etc.

51. FILTON COMMUNITY FESTIVAL:

a) 2007 A/cs: A copy of the income and expenditure sheet for the 2007 festival was tabled. Although income figures were down due to bad weather on the day, expenditure had stayed well within budget.

Cllr C Jenkins left at this point

b) 2008 Plans: Agreed: to confirm a date for the first meeting of the festival sub committee. Cllr D Daniels and A Monk agreed to add their names to the list of members.

52. POOL UPDATE:

a) Operations Manager's Report: Due to staff shortages, the operations manager had been unable to produce a written report. The Clerk gave a short summary on his behalf and advised that there were a number of staff issues which would need to be referred to the next meeting of the staffing committee.

Action: Town Clerk

53. BAR UPDATE:

a) Stocktaker's Reports: The contents of the reports for the periods covering 17th July to 7th August 2007 and 7th August to 4th September 2007 were noted.

Agreed: to refer issues relating to previous stocktake reports to the next meeting of the staffing committee.

Action: Town Clerk

54. MAINTENANCE:

a) Play Area: It was noted that the painting of the play area was due to take place either later this week or at the beginning of next week. **Agreed:** The Clerk to produce a rolling maintenance programme for the whole of the Leisure Centre complex, in conjunction with the site maintenance manager.

Action: Town Clerk & Site Maintenance Manager

b) Recreation Centre Boilers: Agreed: to refer the issue to the next meeting of the Capital projects working party.

Action: Town Clerk

Cllr J Hutchinson arrived at this point

55. MILLENNIUM GREEN:

a) Formation of Committee: It was noted that membership already included Cllrs J Hutchinson, R Hutchinson, C Hewlett and C Jenkins. Cllr S Sims volunteered to add his name to the list of members. **Agreed:** to hold the first meeting of the new Millennium Green committee on Tuesday 2nd October at 7:30pm in the Community Room at Filton Library.

Action: Town Clerk

b) Date for Bulb Planting: Agreed: the Council to purchase a supply of natural bulbs such as daffodils, crocuses etc and to contact local groups or schools to find out whether they would be interested in taking part in the planting process. **Agreed:** Cllr Sims to approach Filton People, Cllrs A Tink and T Blake to approach Charborough Road School and Cllr J Hutchinson to approach Shield Road School.

Action: Town Clerk, Cllrs J Hutchinson, A Tink, T Blake & S Sims

c) Park Road Update: It was reported that there had still been no response from the Council's solicitor despite repeated pressure from the Clerk. A general debate took place on why the Council had felt it necessary to take legal advice in the first place. It was noted that the question of ownership has been an ongoing issue for many years. Members agreed that ensuring the security of residents is paramount.

56. SGEB GRANTS: A general debate took place on which local projects could meet the conditions required to access the funding available from the South Gloucestershire Environmental Body. **Agreed:** to refer the issue to the capital projects working party and Millennium Green sub committee for consideration.

Action: Town Clerk

57. PLAY RANGERS REPORT: The contents of the report were noted.

58. GRANT APPLICATIONS:

a) Running total for grants budget: The information provided was noted.

b) Filton People: Agreed: to award a grant of £1,300 as previously agreed in this year's budget figures.

There being no further business, the meeting closed at 10.05pm

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 9th October 2007** in the **Pavilion at Elm Park, Filton.**

PRESENT: - Cllrs: - R Hutchinson (Chair), A Monk (Vice Chair), B Freeguard, D Daniels, T Pomroy, S Sims, A Tink, T Blake

APOLOGIES: - Cllrs:- T Blake, C Hewlett

- 59. DECLARATIONS OF INTEREST:** Cllr A Monk declared a personal and prejudicial interest in agenda item 15 relating to the 'Pride of Bristol' grant application.
- 60. MINUTES:** The minutes of the meeting held 11th September 2007 were approved as an accurate record.
- 61. MATTERS OF REPORT ARISING:** *From Minute 45 – Purchase of Projector –* The Clerk advised that she would arrange a meeting of the sub group to discuss the purchase.
Action: Town Clerk
From Minute 54 – Maintenance Programme – It was confirmed that the BMX track would be included as part of the rolling maintenance programme.
- 62. INCOME & EXPENDITURE REPORT FOR AUGUST 2007:** The contents of the report were noted.
- 63. STAFFING COMMITTEE MINUTES:** The minutes of the staffing committee held 18th September 2007 were received.
- 64. ALLOTMENTS**
a) Mortimer Road Allotments Association: The minutes of the Mortimer Road Allotments Association AGM held on 3rd September 2007 were tabled and the contents noted.
- 65. CAPITAL PROJECTS WORKING GROUP:**
a) Report from Meeting held 3rd October 2007: *From Minute 3 – Land at bottom of field -* It was reported that the planning officer at South Gloucestershire Council had now received the amended plans from the council's architect. The officer's report was expected to be completed shortly.
From Minute 7 – Christmas Lights – Cllr Sims asked for the minute to be amended to include his suggestion for an uplighter under the trees at the bottom of Gayner Road. It was noted that a number of Filton Councillors had been pressing South Gloucestershire Council to bring forward their programme to replace the concrete lamp columns in Filton Avenue, Northville. A general discussion took place on the possible location for lights in the Northville area.
Agreed: to investigate whether it would be possible for South Gloucestershire Council to erect lights on any of the lamp columns which are in the Northville area at present.

Action: Town Clerk

66. MILLENNIUM GREEN:

a) Report from Meeting held 2nd October 2007: *From Minute 4 – Spring Planting* – It was reported that the Head Teacher at Charborough Road School is keen for pupils to be involved with the planting and had asked for further details. **Agreed:** Cllr J Hutchinson to liaise with Cllr Tink and Cllr Blake.

Action: Cllrs J Hutchinson, A Tink & T Blake

From Minute 3 – Soil Mound - Agreed: to note a correction to the final part of the minute by removing the words ‘for the use of BMX riders and suchlike’.

Action: Town Clerk

From Minute 6 – National Offender Management Service – It was noted that the cost of the service is £125 per day and would include 6-8 workers.

b) Park Road Update: It was reported that there are still one or two issues which need to be sorted out. The matter would be included as an item on the next Town Council agenda.

67. FILTON COMMUNITY FESTIVAL:

a) Report from Meeting held 1st October 2007: The contents of the report were noted. Members came up with a number of ideas for consideration at the next meeting on 6th November. These included linking in with the community association, hosting the Classic Car Club, which is looking for an alternative venue, contacting Lois Pryce for a list of children’s performers, contacting the ‘baby Annabel’ toy company re: their blue/pink buses, investigating the possibility of having traction engines etc on display and information stalls relating to Bitton railway etc, contacting the Revive Church about their puppet display, renting out the field for a Volksfest and contacting organisations such as Bristol Rugby Club regarding a celebrity to open the event.

Action: Town Clerk

68. FILTON FOOD GROUP UPDATE:

A letter had been received from Filton Food Group asking if the Council would like to nominate a representative to sit on their management group. **Agreed:** Cllr R Hutchinson to be the Council’s nominated representative. The Clerk advised that she had been approached by a member of the management group to discuss the possibility of the Council taking over the running of the markets. Members had no strong objections to this proposal.

69. TOWN PLAN:

It was reported that funding is only available for those towns or parishes with a population of under 10,000. Grants are available under the rural society community funding programme but these are intended for smaller communities; the idea being that larger communities will have more access to dedicated funding. It was noted that Matthew Hemson is coming to the Town Council meeting in November to give a presentation on the ‘Pride of Neighbourhood’ policy. As Filton has been identified as one of the five priority neighbourhoods, consultation costs for the parish plan could be provided under this umbrella.

70. POOL UPDATE:

a) Operations Manager's Report: A copy of the report was tabled and the contents noted. **Agreed:** to write a letter to Doreen Taylor in recognition of her long and loyal employment with the Leisure Centre upon her retirement later this month.

Action: Town Clerk

b) Bristol North Swim Club- Booking Request: A request had been received from Bristol North Swim Club asking to hire the pool on a weekly basis from 6-7pm on Sunday evenings. The slot is currently reserved for children's swimming parties. The operations manager had looked into the figures and was recommending acceptance of the Bristol North booking as it would double the current income. A suggestion was also made to close the pool to the public at 5pm, when public use is minimal, and use this slot for children's parties. **Agreed:** to delegate the decision regarding user of the 5pm slot to the operations manager and accept his recommendation regarding the Bristol North booking.

Action: Operations Manager

71. BAR UPDATE:

a) Stocktaker's Reports: The contents of the stocktaker's reports for the periods covering 4th to 24th September and 24th September to 4th October were noted. **Agreed:** to send a letter to the assistant steward in recognition of her hard work and dedication during the steward's absence.

Action: Town Clerk

b) Coffee Machine: The Clerk reported that there had been a number of problems with the machine since it had been installed. Unfortunately due to terms of the lease agreement, it was not feasible to change the contract at present. However, the company concerned had made improvements to the existing machine and had suggested using smaller mugs and adjusting the price accordingly. **Agreed:** to note the Clerk's report and investigate the availability and prices for fair-trade products.

Action: Town Clerk

72. GRANT APPLICATIONS:

a) Aviation Centenary Group: Agreed: the group to submit a letter outlining the type of support they need from the council.

Cllr Monk left the room at this point

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

Cllr Monk returned to the room at this point

c) Running total for grants budget: The information provided was noted.

There being no further business, the meeting closed at 8:50pm

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 13th November 2007** in the **Pavilion at Elm Park, Filton.**

PRESENT: - Cllrs: - R Hutchinson (Chair), A Monk (Vice Chair), B Freeguard, D Daniels, C Hewlett, T Pomroy, S Sims, A Tink,

APOLOGIES: - Cllrs:- T Blake

73. DECLARATIONS OF INTEREST: Cllr B Freeguard declared a personal interest in agenda item 14 relating to the Four Towns & Vale Link Transport grant application.

74. MINUTES: The minutes of the meeting held 9th October 2007 were approved as an accurate record.

Cllr Monk arrived at this point.

75. MATTERS OF REPORT ARISING: *From Minute 61 – Purchase of Projector – Agreed:* The Clerk and Chair of Finance to be delegated the power to purchase a projector up to the value of £500 after liaising via e-mail with other members of the committee.

Action: Town Clerk & Cllr R Hutchinson

From Minute 65 – Christmas Lights – Lights had now been erected on three lamp columns in Northville. The response from local businesses had been favourable. Cllr Sims reported that he had met with Andy Porter from South Gloucestershire Council to discuss an uplighter for the trees at the bottom of Gayner Road. The price quoted had been £2,500 plus maintenance costs. **Agreed:** not to pursue the idea.

Cllr Pomroy reported that he had received a letter from the company involved in the repair of a faulty Christmas light disputing the fact that the cost of the repair was covered by the guarantee. The Clerk confirmed that she had received a phone call from the company about the same matter. **Agreed:** to support the Clerk in her dealings with the company concerned.

From Minute 66 – Bulb planting - Charborough Road School – Agreed: Cllr J Hutchinson to liaise with the Head Teacher.

Action: Cllr J Hutchinson

From Minute 66 – National Offender Management Service – No response had been received as yet.

From Minute 69 – Town Plan – It was reported that Matthew Hemson would not be available to give a presentation at the Town Council meeting in November.

76. INCOME & EXPENDITURE REPORT FOR SEPTEMBER 2007: The contents of the report were noted. The Clerk confirmed that any unspent balances remaining from maintenance budgets at year end would be transferred to a rolling maintenance reserve budget.

77. 2008/9 BUDGET SUMMARY: An informal report from South Gloucestershire had suggested that the tax base for band D properties in Filton was likely to be

increased to 3105. A general discussion took place on what further measures could be taken to keep increases to the precept at an acceptable level. **Agreed:** to review the figures provided and defer a decision until the next meeting in December.

78. STAFFING COMMITTEE MINUTES: The minutes of the staffing committee meeting held on 6th November 2007 were received.

79. CAPITAL PROJECTS WORKING GROUP:

i) Report from meeting with KKP: Agreed: to approve a payment of up to £1,000 (excluding VAT) to Kendall Kingscott in order to proceed to the next stage of the work programme.

Action: Town Clerk

Cllr C Hewlett left the meeting at this point

ii) Draft Contract for Fieldworks: Concerns were raised over what controls are in place to prevent poor drainage work being carried out and contaminated soil being imported onto site. It was noted that Churngolts are now able to offer a full audit trail for each lorry load coming onto site. Chris Gorwyn, the project manager, would also be responsible for the overall monitoring of the work. **Agreed:** to approve the draft contract with the proviso that clauses are added to prevent contaminated soil being used and to ensure that any drainage work is carried out to an acceptable level. **Agreed:** That holding monthly progress meetings with the contractor would be a vital part of the project.

Action: Town Clerk

iii) Meeting with Martin Burton: It was confirmed that Filton Town Council is likely to receive a payment of £80,000 from the £115,000 through a section 106 agreement with South Gloucestershire for re-provision if the Town Council is prepared to relinquish ownership of their Community Room to allow Filton Library to extend and help resolve its need for more space. The Council would be able to continue having some use of the room but would no longer be responsible for its annual maintenance cost. **Agreed:** to request confirmation of the proposal in writing.

Action: Town Clerk

iv) Elm Park – Fencing Quote: Agreed: to defer replacement of the gate and fence due to the field works which would be starting shortly.

80. MILLENNIUM GREEN:

i) Fencing Quote – 61 Northville Road – Quote of £1,550 from C& R Fencing.

ii) Fencing Quote – 73 Northville Road – Quote of £120 from C & R Fencing

iii) Fencing Quote – Park Road Repairs – Quote of £851 from C& R Fencing

iv) Erection of Kissing Gate for the disabled – Quote of £460 from C & R Fencing

Agreed: to accept the quotes for fencing work at 61 Northville Road, 73 Northville Road and the Park Road repairs. Cllr R Hutchinson to liaise with

South Gloucestershire Council regarding funding for the installation of the Kissing Gate.

Action: Town Clerk & Cllr R Hutchinson

iv) Park Road Allotments: It was reported that a meeting had been arranged between the Chair and Vice Chair of Council, Chair and Vice Chair of Finance and a small group of local residents to look at the possibility of using the 'unclaimed' piece of land at the back of Park Road as allotments. The meeting was due to take place at 8pm on Wednesday 21st November in the Pavilion. **Agreed:** to report back at the next meeting.

81. FILTON COMMUNITY FESTIVAL:

i) Report from a meeting held 6th November 2007: The contents of the report were noted. It was suggested that an approach should be made to JT Bayliss regarding sponsorship. Cllr Freeguard advised that the main hall in the community centre would be available on the evening of the festival. A further suggestion was made to consider using Four Towns and Vale Link community transport for a park and ride scheme.

82. POOL UPDATE:

i) Operations Manager's Report: The report was tabled and the contents noted.

83. BAR UPDATE:

i) Stocktaker's Report: The contents of the stocktaker's report for the period covering 4th October to 12th November 2007 were noted.

A motion was passed to exclude the public and press for the duration of the next agenda item due to its confidential nature.

ii) Stock Review: See attached confidential report.

84. STATION ROAD ALLOTMENTS:

i) Rent Review: Agreed: Not to increase the annual rents for the Station Road allotments for this coming year. It was reported that a review of the site and possible standardisation of plot sizes would be carried out. **Agreed:** To increase the rent for the Mortimer Road allotments to £12.50p per year. It was noted that recent improvements to the site included the provision of a water supply and new fencing.

Action: Town Clerk

85. GRANT APPLICATIONS:

i) Four Towns & Vale Link Community Transport: Agreed: to award a grant of £2,000 as previously agreed from this year's budget.

ii) Running Total for Grants Budget: The information was noted.

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

