

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 8th January 2008** in the **Pavilion** at **Elm Park, Filton.**

PRESENT: - Cllrs: - R Hutchinson (Chair), A Monk (Vice Chair), B Freeguard, T Pomroy, A Tink,

APOLOGIES: - Cllrs:- T Blake, D Daniels, S Sims, C Hewlett

- 86. DECLARATIONS OF INTEREST:** There were none.
- 87. MINUTES:** of the meeting held 13th November 2007 were approved as an accurate record.
- 88. MATTERS OF REPORT ARISING:** *From Minute 75 – Purchase of Projector-* It was confirmed that the projector had been purchased and delivered just before Christmas.
From Minute 75 – National Offender Management Service – No response had been received to date.
From Minute 80 – Millennium Green – Cllr R Hutchinson advised that he was liaising with South Gloucestershire Council regarding the installation of the kissing gate and also work on the paths.
From Minute 81 – Filton Community Festival – A date for the next meeting of the festival sub group needed to be circulated and agreed.
- 89. INCOME & EXPENDITURE REPORT FOR OCTOBER 2007:** The contents of the report were noted.
- 90. PARK ROAD ALLOTMENT REPORT:** The contents of the report were noted.
- 91. POOL UPDATE:**
a) Operations Manager's Report: No written report was available as the Operation's Manager is currently on sick leave. The Clerk gave a verbal report in his absence. A deep clean had been carried out on the pool changing area during the Christmas closure. It was also reported that a GWR promotional event for the leisure centre was planned to take place during the school holidays in February. A full report would be given at the next Town Council meeting.
- 92. BAR UPDATE:**
a) Stocktaker's Report: The contents of the stocktaker's report for the period covering 12th November to 17th December 2007 were noted.
b) Stock Review Report: The notes from a meeting held with the steward on 27th November 2007 were received. A general discussion took place. **Agreed:** to support the measures suggested in the report to work towards a gradual reduction in stock levels whilst maintaining a reasonable profit margin. **Agreed:** Ideas and suggestions for possible promotions in the bar such as 'spirit of the week' etc to be referred to the next meeting of the staffing committee.
Action: Town Clerk

93. GRANT APPLICATIONS:

a) Filton Pensioners Association: A motion to award a grant of £220 to Filton Pensioners Association was proposed by Cllr T Pomroy and seconded by Cllr Monk. The motion was put to the vote and carried by 3 votes in favour to 2 votes against. **Agreed:** to award a grant of £220.

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

94. ACCOUNTS FOR AUTHORISATION:

Accounts in the sum of **£11,366.09** (listed below) were approved and signed.

Bath & North East Somerset	£2,017.29
HM Revenue & Customs	£9,275.06
Transport & General Workers Union	£73.74

There being no further business, the meeting closed at 8:15pm

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 8th April 2008** in the **Pavilion at Elm Park, Filton.**

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

APOLOGIES: - Cllrs:- T Blake, S Sims

- 120. DECLARATIONS OF INTEREST:** There were none.
- 121. MINUTES:** of the meeting held 11th March 2008 were approved as an accurate record.
- 122. MATTERS OF REPORT ARISING:** From Minute 118 – Peter Bracken had made his visit to the Ratepayers Arms for the presentation of the signed Rugby Shirt and to promote the start of the St.Patrick’s Day celebrations. It was reported that because of the value of the collection of shirts and memorabilia the insurance company should be notified. The mirrors had originally put up to give the vision of a window and were useful for advertising. It was therefore agreed not to remove them but to put the framed shirts etc. around the mirrors on existing wall space.
- 123. INCOME & EXPENDITURE REPORT FOR JANUARY 2008:** The contents of the report were noted.
- 124. FESTIVAL UPDATE:** a verbal update was given on progress to date with the plans to hold the festival in the Millennium Green. Some concerns had been raised about the condition of the green after the festival. Reassurance would be given where needed. It had been recommended by the Festival Committee that outside company ‘Bar Tech’ could provide an outside Bar with a marquee at no cost but also no profit to the Council. Ideas were discussed about volunteers running a bar. The Clerk would make further investigations and report back.
- 125. CAPITAL PROJECTS :** due to the commercial sensitivity of this item a motion was moved to exclude the press and public (see confidential appendix)
- 126. STAFFING COMMITTEE** confidential minutes of the meeting held 1st April 2008 were tabled.
- 127. POOL UPDATE:** There was no written available as the Operations Manager was on annual leave but the Clerk reported that the duty manager interviews had taken place and the successful applicants had been internal candidates.
- 128. BAR UPDATE:**
a) Stocktaker’s Report for this period had not been received to date.
b)St.George’s Day Celebrations – promotions included ‘Beef Sandwich’ with a pint of Bombadier (£2) or a glass of Sherry (£1)
c) Pub Sign – The Chair and Clerk had met with the Planning Officer on site and

discussed various options on how the signs could be sited. It was agreed that a re-submission be submitted to site one sign facing down the Link Road and the other to be sited at the top of the field near the Dentist facing the roundabout.

130. GRANT APPLICATIONS:

a) St Andrews Methodist Youth Centre: Agreed: to make further enquiries on other grants they had received.

b) Four Towns Play Association: Agreed: to fund the scheme for 4 weeks

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

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 13th May 2008** in the **Pavilion at Elm Park, Filton.**

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

APOLOGIES: - Cllrs:- B Freeguard, C Hewlett

- 131. DECLARATIONS OF INTEREST:** Cllr Daniels declared a personal and prejudicial interest in Filton Twinning Association.
- 132. MINUTES:** of the meeting held 8th April 2008 were approved as an accurate record after agreeing to record that a demonstration of the PA system had taken place and that members had agreed to discuss its purchase at a future meeting.
- 133. MATTERS ARISING:** *From Minute 128 – St George’s Day Celebrations* – It was noted that recent promotions in the bar had proved successful. **Agreed:** to hold a promotional event in the bar to celebrate Bristol City’s achievements and to send a letter of congratulations to the club together with a request for a signed shirt.

Action: Town Council Office

Cllr Monk arrived at this point

- 134. INCOME & EXPENDITURE REPORT FOR MARCH 2008:** The contents of the report were noted. **Agreed:** The Operations Manager to produce a report on future maintenance projects, including timescales and approximate costs which would be used as a guide when setting next year’s budgets.

Action: Operations Manager

Agreed: to look into the possibility of installing a fruit machine in the skittle alley for adult functions and having children’s games/video machines available for children’s parties and possibly in the leisure centre reception area.

Action: Town Clerk

- 135. FILTON TWINNING ASSOCIATION – APPRAISAL & STATUS REPORT:** **Agreed:** to note that this Council had received a report from Cllr Daniels regarding the use of Filton Town Council’s grant and had resolved that it is a matter for the Twinning Association. Cllr Daniels agreed to take the matter forward.

Action: Cllr Daniels

- 136. REPORTS TO THOSE CHARGED WITH GOVERNANCE FOR 2005/6 & 2006/7:** It was noted that both reports had been accepted by the Town Council in principle at their meeting held on 29th April 2008 and had been referred to the Finance Committee for further discussion. The Clerk reported on the main findings which had been outlined in the report. These included section 106 contributions being included in the accounts as overall deferred grants and not as contributions deferred, a small number of misstatements in the draft

statement of accounts and the collective decision of a number of Councils not to pay for work to be undertaken by the auditors in relation to the FRS 17 disclosures. The findings of both reports were noted.

- 137. REPORTS TO MANAGEMENT: EXTERNAL AUDITS 2005/6 & 2006/7:** The matters arising from both audits and their recommendations were reported to members. It was noted that the Town Council office has now managed to obtain templates for both a risk assessment strategy and data quality policy. It was agreed that these could be used as a guide to produce the Council's own policies. **Agreed:** to report back with a profile and procedure for both policies. **Agreed:** to ask the Council's accountant to provide a summary of the adjustments required for the accounts.

Action: Town Clerk

- 138. FESTIVAL UPDATE:** The Clerk confirmed that plans are now well underway for the fun day on 13th July at the Millennium Green. A number of attractions had been booked and arrangements made for a beer tent to be staffed on the day. **Agreed:** to make further enquiries about whether 'door safe' staff will be provided and if so to ensure that they are registered.

Action: Town Clerk

- 139. CAPITAL PROJECTS UPDATE:** It was reported that the construction of the skatepark is due to start in June and is a twelve week contract. **Agreed:** The press to be invited when Cllr Sims and children from Shield Road School cut the first 'turf'

Action: Town Clerk & Cllr Sims

- 140. PA SYSTEM:** A general discussion took place on whether the PA system would be suitable for all the Council's requirements. It was noted that extra waterproof speakers and microphones can be purchased for outdoor use. Cllr Tink offered to make further enquiries about the design and model of the system. **Agreed:** to authorise the purchase of the PA system subject to Cllr Tink's approval.

Action: Cllr Tink

- 141. RoSPA Play Area Report:** It was reported that the Play Area had now been repainted. The Clerk advised that there were some anomalies in this year's RoSPA report which needed to be investigated further. A further discussion took place on which outside areas should have no alcohol and no smoking signs erected. **Agreed:** The Clerk to contact South Gloucestershire Council for advice and report back.

Action: Town Clerk

- 142. ST ANDREW'S METHODIST YOUTH CENTRE COMMUNITY DAY:** The Youth Centre had written to the Council asking for ideas on any projects or pieces of work which volunteers from the Youth Centre could undertake on their 'Community Day' on Thursday 29th May. **Agreed:** The Clerk to compile a list of possible projects.

Action: Town Clerk

143. POOL UPDATE:

a) Operation Manager's Report: The contents of the report were noted.
Agreed: to endorse the operation manager's suggestion to hold another Free Fun Day in July and to confirm the exact date.

Action: Operations Manager

144. BAR UPDATE:

a) Stocktakers Report: The contents of the report for the period covering 26th February to 31st March 2008 were noted. A question was raised on whether reduced price drinks for special promotions should be included under allowances. **Agreed:** to speak to the stocktaker on her next visit. It was also agreed that consideration should be given to holding special promotional events in the bar on a regular basis.

Action: Town Clerk & the Steward

145. GRANT APPLICATIONS:

a) St John Ambulance: A motion to award a grant of £200 was proposed by Cllr Sims, seconded by Cllr Tink and passed by 6 votes in favour to 1 against.

Agreed: to award a grant of £200.

b) Grants Running Total: The contents were noted.

146. ACCOUNTS: in the sum of **£1,161.84** to Tam Engineering Services were approved and signed.

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

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 10th June 2008** in the **Pavilion** at **Elm Park, Filton.**

PRESENT: - Cllrs: - T Blake, D Daniels, B Freeguard, J Hutchinson, R Hutchinson, A Monk, T Pomroy, A Tink

APOLOGIES: - Cllrs:- S Sims

- 147. ELECTION OF CHAIR:** Cllr R Hutchinson was nominated, seconded and elected unopposed.
- 148. ELECTION OF VICE CHAIR:** Cllr a Monk was nominated, seconded and elected unopposed.
- 149. DECLARATIONS OF INTEREST:** Cllr Daniels declared a personal and prejudicial interest in Filton Twinning Association. Cllrs J Hutchinson, R Hutchinson, T Pomroy and T Blake declared a personal interest as members of the Filton Twinning Association management committee. Cllr Blake declared a personal interest in Pyramid Youth Club as a member of the Pyramid Youth Club management committee.
- 150. MINUTES:** of the meeting held 13th May 2008 were approved as an accurate record.
- 151. MATTERS ARISING:** *From Minute 131 – Filton Twinning Association* – Cllr Daniels advised that he had been made aware of an unfounded rumour circulating around Filton reporting that his recent trip to Switzerland had been subsidised by the Council. Cllr Daniels was advised to report the allegation at the next meeting of full Council. *From Minute 133 – Bristol City Promotional Event* – It was reported that the bar takings had been increased significantly on the day of the Bristol City match. **Agreed:** to hold another promotional event in the bar if Gloucestershire cricket club reach the final of the 20/20s. *From Minute 135 – Filton Twinning Association* – Cllr Daniels confirmed that he had spoken to the treasurer. Members agreed that the matter needed to be raised at the next meeting of the Twinning Association. *From Minute 141- RoSPA Play Area Report* - The Clerk advised that she would be contacting South Gloucestershire Council for their advice on the no smoking/no alcohol signs. *From Minute 142 – St Andrews Youth Centre Community Day* – It was confirmed that a list of projects would be submitted in time for next year's deadline.
- 152. SUB COMMITTEE MEMBERSHIP:**
- i) Staffing Committee:** The membership of the staffing committee was agreed as follows: Cllrs T Pomroy, R Hutchinson, S Sims, A Monk, D Daniels, B Freeguard, A Tink.
- ii) Capital Projects:** The membership of the capital projects working party was agreed as follows: Cllrs: R Hutchinson, T Blake, S Sims, d Daniels, A Monk, T Pomroy.

iii) Millennium Green: The membership of the Millennium Green committee was agreed as follows: Cllrs: J Hutchinson, R Hutchinson, C Jenkins, C Hewlett, S Sims.

Cllr Monk arrived at this point

- 153. INCOME & EXPENDITURE REPORT FOR APRIL 2008:** The contents of the report were noted. It was reported that enquiries are currently being made about the possibility of having a fruit machine in the skittle alley and a children's games/video machine installed in the leisure centre.
- 154. RISK MANAGEMENT STRATEGY: Agreed:** to set up a risk management working party in order to develop a risk management strategy and risk register for the Council. Membership of the group to include the Chair and Vice Chair of the Council, Chair and Vice Chair of the Finance Committee, the Town Clerk, Operations Manager and Site Manager.
Action: Town Clerk
- 155. DATA QUALITY POLICY: Agreed:** the development of a Council data quality policy to be overseen by the risk management working party.
Action: Town Clerk
- 156. ATC – LEASE RENEWAL: Agreed:** To inform the association that the Council had agreed to renew the lease on a fifteen year basis and that they were taking advice on the situation regarding ground rental increases.
Action: Town Clerk
- 157. PUBLIC ADDRESS SYSTEM: Agreed:** Cllr Monk to inform the buyer that the Council had agreed to put forward an offer of £500 for the complete PA system.
Agreed: The invoice to be sent to the Clerk for payment if the buyer accepts the offer
Action: Cllr Monk
- 158. BRISTOL FILM AND VIDEO SOCIETY – NEW WIDE SCREEN:** A request had been received from BFVS enquiring about the possibility of the Council purchasing a new wide projection screen for use in the Pavilion. The BFVS committee had confirmed that they would be willing to donate £300 towards the cost. **Agreed:** to accept the donation from BFVS towards the purchase of a good quality screen with a written understanding between the Council and BFVS that the screen would be available for use by other organisations.
Action: Town Clerk
- 159. FESTIVAL UPDATE:** The notes of a meeting held 8th May 2008 were received. It was reported that South Gloucestershire Council have now started resurfacing work on the footpath leading from Northville Road into the Millennium Green. Part of the agreement with South Gloucestershire Council was for them to install the kissing gate, owned by Filton Town Council, which would enable easier access for the disabled. The work was due to be completed by the end of next week. A general update was given on the

arrangements for the festival. It was also agreed that local groups such as the Pyramid Youth Club should be encouraged to promote their organisations at the festival.

- 160. CAPITAL PROJECTS UPDATE:** The notes of a meeting held 15th May 2008 were received. It was reported that the planning application submitted by Churngolds for the fieldworks had now been withdrawn. The application was due to be resubmitted after additional discussion with planning officers and further consultation with local residents. **Agreed:** to arrange an urgent meeting of the capital projects group together with Barton Willmore and Churngolds in order to develop a plan of action on the public consultation and re-submission process. **Agreed:** that it would be helpful to have a display showing the re-development of Elm Park at the festival. **Agreed:** to authorise a series of phased payments to Wheelscape for the work on the skatepark. **Agreed:** to authorise and sign a cheque for £23,500 as the first staged payment to Wheelscape.

Action: Town Clerk

161. POOL UPDATE:

i) Operation Managers Report: The contents of a maintenance report giving details and approximate costs for future maintenance projects within the leisure centre was noted. **Agreed:** The Operations Manager to provide a more detailed report including full budget details for all projects, a forward plan of dates and timings and to highlight any repairs which might still be covered by warranties.

Action: Operations Manager

162. BAR UPDATE:

i) Stocktakers Reports: The contents of the reports for the periods covering 31st March to 23rd May 2008 and 23rd May to 9th June 2008 were noted. It was confirmed that there had been a problem with certain beers 'going off' recently. A general discussion took place on the reasons why this could be happening. It was reported that Cllr R Hutchinson and the Clerk were due to meet with the steward shortly and would discuss the issue with him.

It was noted that the profit margins on some beers had dropped to below 50% since breweries had increased their prices.

Cllr Monk and Cllr Freeguard left the meeting at this point

163. GRANT APPLICATIONS:

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

ii) Pyramid Youth Club: Agreed: to award an initial grant of £500 and to advise the Youth Club that it would not prevent the Council from considering a further application from them later in the financial year.

iii) Grants Running Total: The contents were noted.

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

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

APOLOGIES: - **Cllrs:-** B Freeguard

- 164. DECLARATIONS OF INTEREST:** Cllr Daniels declared a personal and prejudicial interest in Filton Twinning Association.
- 165. MINUTES:** of the meeting held 10th June 2008 were approved as an accurate record.
- 166. MATTERS ARISING:** *From Minute 151 – Filton Twinning Association* – It was noted that the issue relating to the use of Town Council funding had been dealt with satisfactorily at the last meeting of the Twinning Association. *From Minute 156 – ATC Lease Renewal* – It was confirmed that a letter had been sent and a response was awaited. *From Minute 157- PA System* – It was reported that the Council's offer of £500 had been accepted and that an invoice was due to be presented for payment. *Arising from Minute 158 - New Wide Screen* – BFVS had agreed to provide a written confirmation that the screen would be available for use by other organisations.
- 167. INCOME & EXPENDITURE REPORT FOR MAY 2008:** The contents of the report were noted.
- 168. BANKING REVIEW:** The Clerk reported that she had recently approached the Council's accountant for advice on a general review of the Council's current banking arrangements. This was due in part to the unsatisfactory service provided by the Council's current provider. **Agreed:** The Clerk to obtain detailed written proposals from a number of alternative providers on the type of services and accounts available and to report back at the next meeting.
Action: Town Clerk
- 169. FESTIVAL UPDATE:** The notes of a meeting held 23rd June 2008 were received. It was noted that a logistics meeting would be held later this week to finalise the arrangements for the Fun Day. **Agreed:** to contact Bristol Rugby Club in order to find out whether a player would be available to open the event.
Action: Town Council Office
- 170. CAPITAL PROJECTS UPDATE:** The notes of a meeting held 24th June 2008 were received.

Cllr Daniels left the meeting at this point

It was confirmed that the first part of the public consultation process is now underway with a display in the reception area of the Leisure Centre showing artists impressions of the planned improvements to the field. A further display is planned for the Filton Festival followed by a consultation event on 17th July.
Agreed: to consider issuing a press release to advertise the event.

Action: Cllr R Hutchinson & the Clerk

It was reported that the construction of the skatepark is on target to be finished before the beginning of the school summer holidays. Cllr Pomroy proposed that Cllr Sims should be invited to carry out the official opening of the skatepark. The motion was agreed unanimously.

Staged Payments to Wheelscape: Agreed: to authorise and sign a cheque for £11,175 as the second in a series of staged payments to Wheelscape.

171. POOL UPDATE:

Operations Manager's Report: The list of proposed activities for the summer holidays were noted. **Agreed:** to authorise the purchase of a new graphics software package. **Agreed:** to investigate which leisure centre activities are covered by the Filton resident's pass and report back at the next meeting.

Action: Town Clerk & Operations Manager

Maintenance Issues: Agreed: to authorise the purchase of a circulation water pump and fan extractor motor for the main pool.

Accoustic Tiles: Agreed: to investigate whether the existing tiles are still covered by the original warranty. To find out if alternative materials are available for a long term solution, obtain estimated costs for materials and comparison costs for outside contractors against in house labour costs. **Agreed:** the ideal time for closure would be 2-3 weeks prior to Christmas. **Agreed:** the operations manager to produce a more detailed report for the next meeting.

Agreed: to confirm which budgets would be used for the expenditure.

Action: Operations Manager

Cllr J Hutchinson arrived at this point

172. BAR UPDATE:

Stocktaker's Report: It was noted that the next stocktake is due to take place on Monday 14th July 2008.

Cllr R Hutchinson reported on a recent meeting he had attended with the steward and Town Clerk to discuss a number of issues. It had been agreed to reduce the stocks of real ale down to 3 house beers and 1 guest beer for a trial period throughout the summer. It was noted that the current steward had inherited a large amount of old stock of 'baileys type' spirits and vermouths. Members discussed various promotional events which could be used to reduce the levels including a 'tasting event' at a forthcoming ladies night.

173. GRANT APPLICATIONS:

i) Filton Twinning: Agreed: to award a grant of £650 as previously agreed in the budget setting process.

ii) Alzheimers Society: Agreed: not to award a grant on this occasion as the Council's priority is to support local organisations from a limited budget.

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

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

APOLOGIES: - Cllrs:- B Freeguard

- 174. DECLARATIONS OF INTEREST:** Cllr Daniels declared a personal and prejudicial interest in Filton Twinning Association and Cllr Tink declared a personal interest in SHE 7
- 175. MINUTES:** of the meeting held 8th July 2008 were approved as an accurate record.
- 176. MATTERS ARISING:** *From Minute 169 – Festival update –* It was Bristol Rugby had been unable to provide a player to open the event as most of the club were training in Spain for the forthcoming season. However it was reported that supporters and some players had been seen visiting the Ratepayers Arms. *From minute 171-* it was reported that only swimming was covered by the residents pass. Agreed to ask the Operations Manager to provide costings for the residents pass to cover use of all facilities. *From minute 172 – Bar Update –* it was agreed it was time to change the fruit machines on a more regular basis.
- 177. INCOME & EXPENDITURE REPORT FOR MAY 2008:** The contents of the report were noted.
- The press and public were excluded for the following item:-*
- 178. STAFFING COMMITTEE - see confidential appendix**
- 179. Car Park Barrier –** Travellers had recently taken residence in the car park and although they had since been encouraged to move on, methods needed to put in place to stop a re-occurrence. It was agreed to make contact with the Travellers Unit, Community Association, Police and other emergency services and to report back with recommendations.
- 180. Festival week –** a report on events leading up to the festival had been circulated which suggested the Town Council run future events. Agreed to investigate this further.
- 181. Fairground –** The Clerk had been approached by Rogers's Fairground who suggested an Autumn fair on the first weekend in October. The fair would be fenced off with an admission charge. Agreed in principle to look further into this.
- 182. Filton Twinning Association –** it was the Twinning Associations turn to host this year and they had requested booking of the Councils facilities free of charge

during the visit. Agreed in principle but to check with the Licensing authority with regard to the BBQ.

183. **Conygre House** – an update was given on Conygre House.
184. **Skatepark** - a report was tabled which outlined the reasons for the skatepark taking a lot longer than the contractors had anticipated, these included the weather, staff sickness and design modifications.
185. **Fieldworks** – an update was given on the planned fieldworks and it was reported that revised 3D plans would shortly go on display.
186. **Land at bottom of field** – Kendall Kingscott Partnership had forwarded a letter from the Planning department expressing concern that there had been little progress in relation to completing the section 106 agreement. Agreed to contact KKP for an update on the situation.
187. **Free Swimming for the over 60's** – a report had been circulated explaining the situation with the Government announcement that funding will be available to support the scheme. Both South Glos and Bristol City Council were both committed to taking part and it was agreed to send a letter to South Glos expressing Filton interest and to recommend to the full Council that Filton be included within the South Glos scheme.
188. **Operations Managers Report** – was received and the comments noted.
189. **Stocktakers Reports** – for the periods 9/6/08 to 21/7/08 and 21/08/08 were discussed. It was proposed to formulate a number of Councillors to review what is being sold, to make the running of the bar more efficient. The proposal was discussed and a vote was taken, the result being :- For (1), Against (4) and Abstention (1)
190. **Bristol Film & Video Society** – further to previous correspondence regarding a replacement projection screen for the Pavilion which was approved by the July Finance Committee. BFVS had reported back with sources for the supply of suitable screens. It was agreed to delegate Cllr Tink to investigate these further and report back.
191. **Grant Applications :-**
 - i)SHE 7 – had requested a grant towards hot ovens for keeping meals warm. It was agreed to check was left in the grants budget before making a decision.

There being no further business the meeting closed at 10.15p.m.

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

APOLOGIES: - **Cllrs:-** B Freeguard

192. DECLARATIONS OF INTEREST: Cllr Daniels declared a personal and prejudicial interest in Filton Twinning Association and Cllr Tink declared a personal interest in SHE 7

193. MINUTES: of the meeting held 9th September 2008: Cllr R Hutchinson advised that he felt that the conclusion of minute 178(b) (iv) had been recorded incorrectly. After a long and vigorous debate by members, Cllr R Hutchinson put forward a motion to amend the wording as follows: *'agreed that a working party consisting of the Chair and Vice Chair of staffing and one other when necessary plus Town Clerk be set up to review the terms of reference of the bar staff concerned'* The motion was seconded by Cllr Blake and passed with 4 votes in favour, 2 against plus 2 abstentions.

It was also agreed that the words 'It was' at the beginning of the first sentence of minute 176 should be deleted.

After noting both amendments, the minutes were approved as an accurate record

194. MATTERS ARISING: *From Minute 179 – Car Park Barriers* - The police had advised against the use of barriers unless they were the sensor operated type which cost around £30 – £40,000. *From Minute 181 – Fairground* – Due to problems with one of their major rides, Rogers Fairground had not been able to confirm their attendance, however they hoped to arrange an alternative date later this year. *From Minute 183 – Conygre House* – It was noted that South Gloucestershire Council is still using it on a temporary basis. A final decision on its future is likely to be taken in November. *From Minute 190 – BFVS Replacement Screen* – Cllr Tink tabled a number of options for a new projection screen to members. A motion to purchase option 2, an electrically operated screen at a cost of around £500 plus connection charges was seconded by Cllr Blake and passed with 7 votes in favour to 1 against. It was noted that Bristol Film & Video Society had agreed to contribute £300 towards the cost.

195. BAR UPDATE:

i) Bar Working Party: A vigorous debate took place on the validity and content of the report. Cllr Pomroy advised that he would like to withdraw the report until further information had been received.

ii) Stocktakers Report: The latest stocktake report had been delayed due to a serious illness in the stocktaker's family.

196. POOL UPDATE:

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

197. CAPITAL PROJECTS UPDATE:

i) Project Development Grant: It was reported that project development grants of up to £5,000 are available towards the funding of a feasibility study into renewable energy technologies. It was noted that quotations must be obtained from one or more of the businesses listed on a list of registered consultants in order to take the process forward. **Agreed:** to contact 5 local companies for advice and quotations. The 5 selected companies were as follows: Centre for Sustainable Energy, Faber Maunsell Ltd, Ramboll Whitbybird Ltd, Severn Wye Energy Agency Ltd and Sustain Ltd.

Cllr Daniels left the meeting at this point

ii) Fieldworks Update: A second public consultation meeting had now taken place and updated plans had been displayed around the Centre. The revised application was due to be submitted shortly. It was agreed that it would be useful to have more expressions of interest from local sporting clubs.

iii) Bristol Athletic 2012: The organisation had agreed to provide a letter of support for the planning application.

iv) Fencing Quote: A quote of £9,663 had been received from C& R Fencing to replace the fencing at the back of the garages backing onto Elm Park playing fields. **Agreed:** to obtain two further quotes.

Action: Town Clerk

v) Skatepark: A letter from Lamberts was tabled for information. Cllr R Hutchinson confirmed that an 'on the spot' decision had been required on whether to carry out the additional work needed as the contractors were due to leave the site the following day in order to eliminate possible flooding risks and that he had discussed this with the Clerk. Cllr Sims asked for it to be noted that he would like the project manager to keep Councillors more informed regarding developments.

vi) Official Opening of the Skatepark: Cllr Pomroy reported on a recent meeting he had attended regarding the official opening of the skatepark. A number of skateboarders had attended the meeting and had been very enthusiastic about the quality of the facilities. They had come up with a number of ideas for the opening including demos by famous skateboarders and BMX riders and competitions for local youngsters. They had also agreed to produce leaflets and posters for the event and contact a number of sponsors for prizes etc. The date of the opening was agreed as Saturday 25th October with timings to be confirmed at a later date.

vi) Purchase of Blower: The site maintenance manager had obtained three quotes for a blower which would be needed to remove leaves and litter from the Skatepark bowl on a regular basis. **Agreed:** the site maintenance manager to investigate the options available at B & Q and to purchase the appropriate tools for the job.

198. INCOME & EXPENDITURE REPORT FOR AUGUST 2008: The contents of the report were noted.

199. BANKING ARRANGEMENTS: The Clerk confirmed that the Council needed to review their current banking arrangements, particularly given the current banking

climate and to consider whether or not to spread the risk over several institutions. It was noted that although the Council supports the ethics behind the Co-op banking services, the Council's current bank, Nat West, offers a higher interest rate for savings. **Agreed:** to move the Council's current accounts to the Co-op Financial Services group and to keep the Council's savings investments with Nat West.

Action: Town Clerk

200. HEARING LOOP SYSTEM FOR THE PAVILION: It was reported that the RNID are carrying out a survey of the Pavilion on 27th October in order to find out what type of system would be appropriate.

201. TOWN GUIDE: A company called Spacewatch (UK) Ltd had written to the Town Council office confirming that they would be able to produce 5,000 full colour copies of the Town Guide at no cost to the Council by including adverts in the guide. **Agreed:** to proceed with the production of the next Town Guide through Spacewatch (UK) Ltd

Action: Town Clerk

202. GRANT APPLICATIONS:

i) **Children's Playlink:** **Agreed:** to defer a decision until the next meeting

ii) **Senior Citizens Forum:** **Agreed:** Not to award a grant on this occasion.

iii) **She 7:** **Agreed:** To award a grant of £500.

iv) **Running Total Report:** The contents were noted.

Agreed: to vire the £1,300 allocated to Filton People back into the general grants budget.

203. ACCOUNTS: in the sums of £1,175 for GCap Media Services Ltd and £443.08 for AXA Insurance were approved and signed.

There being no further business, the meeting closed at 9:40 pm



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk : Lesley Reuben

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Tel/Fax : 01454 866698

Councillors :-

R Hutchinson (Chair)	J Hutchinson
A Monk (Vice Chair)	T Pomroy
T Blake	A Tink
D Daniels	S Sims
B Freeguard	

9th October 2008

Dear Member

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Tuesday 11th November 2008 at 7.30p.m.** in the **Pavilion, Elm Park, Filton.**

Yours sincerely

L.A.Reuben
Town Clerk.

A G E N D A

1. Apologies for absence
2. Declarations of Interest under the Local Government Act 1972
3. To receive the Annual Governance Report 2007/8 - to be presented by the Auditors
4. To approve the minutes of the meeting held 14th October 2008 (*pages 1 – 3*)
5. Matters arising not otherwise covered by the Agenda
6. Summary Income & Expenditure Report for September 2008 – *enclosed*
7. Budget summary 2009/10 - *enclosed*
8. Feasibility Study – quotes to consider from :-
 - i) Sustain - *enclosed*
 - ii) Ramboli Whitby Bird Ltd - *enclosed*
 - iii) Centre for sustainable energy - *enclosed*
9. Report from the RNID ref. Hearing Loop - *enclosed*
10. Bar Update:
 - i) Stocktakers report - *enclosed*
11. Pool Update
 - i) Operations Manager's Report
12. Capital Projects Update
13. Grant Applications:
 - i) Four Town Play Association – (*pages 4 – 13*)
 - ii) Southern Brooks Community Partnership (Tiddlers Toy Library) – (*page 15*)
 - iii) Childrens Playlink – referred from previous meeting (*pages 16 – 21*)
 - ii) Running Total (*page 22*)
14. Land behind the Bulldog – see attached correspondence on page 23