

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **Tuesday 13th January 2009** in the **Pavilion** at **Elm Park, Filton.**

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

**APOLOGIES:** - **Cllrs:-** A Tink, S Sims

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**217. DECLARATIONS OF INTEREST:** Cllr Freeguard and Cllr R Hutchinson declared a personal interest as members of the Avon Pension Fund.

**218. MINUTES: of the meeting held 11th November 2008:** were approved as an accurate record.

**219. MATTERS ARISING:** *From Minute 207 – Replacement Screen* – It was noted that the screen had been delivered today and would be installed shortly. *From Minute 207 - Town Guide* – It was reported that the new admin assistant, Natasha Gould, had now started work in the Town Council office and was continuing the process of gathering and updating the information required for the new Town Guide. *From Minute 210 – Feasibility Study* – It was confirmed that the grant application had now been submitted to the BRE CSEP and the Council were awaiting a response. *From Minute 211 – Hearing Loop System* – It was reported that Bristol Sounds System had agreed to provide a quote for a fixed loop system in the Pavilion.

**220. AUDIT REPORTS:**

**a) Independent Auditor’s Report:** The contents of the report were noted

**b) Annual Governance Report:** Members discussed the recommendations included in the report and the following actions were agreed:

**i) Pension Liabilities: Agreed:** to contact Avon Pension Fund for advice on what management information is available in order to assess the Council’s pension liabilities

**ii) Disclosure of Related Party Transactions for Members: Agreed:** to contact South Gloucestershire Council for a copy of their disclosure form.

**iii) Whistleblowing policy: Agreed:** to ensure that the policy is more widely promoted within the Council.

**iv) Formal Complaints policy: Agreed:** to develop a formal complaints policy and procedures for handling any complaints received from the public.

**v) Setting up strategic and operational objectives and the development of a Risk Management Strategy: Agreed:** to re –circulate the draft documents and to arrange a meeting of the sub committee in order to develop both policies.

**Action: Town Clerk**

**c) Breakdown of Audit Costs: Agreed:** to request a more detailed breakdown of the information provided. **Agreed:** to authorise payment of the original fee quoted.

**Action: Town Clerk**

- 221. INCOME & EXPENDITURE REPORTS FOR OCTOBER & NOVEMBER 2008:**  
The contents of both reports were noted. **Agreed:** to investigate whether the accounts software is able to produce a more 'profiled' report for budgets as opposed to a monthly pro rata report.  
**Action: Town Clerk**
- 222. FENCING QUOTES:** Members considered the three quotes received (C & R Fencing, A.S.P. Fencing Contractors Ltd and Elm Park Fencing) to erect 6m high fencing along the back of a number of properties bordering Elm Park. The owners of the properties concerned had requested the fencing as they had experienced anti social behaviour from some users of the playing field. **Agreed:** to accept the quote from C & R Fencing at a cost of £9, 663 plus VAT.  
**Action: Town Clerk**
- 223. RE-MARKING OF DISABLED BAYS:** It was reported that the site maintenance manager had agreed to 'refresh' the markings on the disabled bays in the car park as a temporary measure. **Agreed:** to defer a decision on final markings until further information had been obtained on the latest regulations and size requirements for parking bays for the disabled.  
**Action: Town Clerk**
- 224. BAR UPDATE:**  
**i) Stocktaker's Reports:** The contents of the reports for the periods covering 13th October to 17th November 2008 and 17th November to 23rd December 2008 were noted.  
**ii) Bar Update:** A general discussion took place regarding the financial figures on which the recommendations from the bar working party had been based. It was confirmed that all the information provided is freely available from the Town Council office. Members were divided in their opinions as to whether the bar should be considered purely as an amenity for the local community or run on a profit making basis. It was reported that the bar working party had recently met with a representative from Scottish and Newcastle to discuss the Council's current contract and discount arrangements with the brewery. The representative had agreed to investigate whether improved contract arrangements were available and report back.
- 225. POOL UPDATE:**  
**i) Operations Manager's Report:** The report was received and its contents noted. Members asked whether there was any progress to report on the pool maintenance programme, particularly with regard to the acoustic tiles. **Agreed:** The operations manager to provide a report for the next meeting.  
**Action: Operations Manager**
- 226. GRANT APPLICATIONS:**  
**i) Four Towns Play Association:** **Agreed:** to approve a decision to continue with the scheme in principle. **Agreed:** to defer a final decision on next year's

grant until a more detailed and accurate breakdown of the actual spend for 2008 and true projected costs for Filton had been obtained.

**ii) Southern Brooks Community Partnership – Parenting Support Advisor:**  
**Agreed:** to award a grant of £2, 500

**iii) Night Bus: Agreed:** not to opt into the scheme this year.

**iv) Four Towns & Vale Link: Agreed:** to award £2,000 as previously agreed during the budget setting process.

**v) Grants Running Total Report:** The contents were noted

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