

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held at 7:30 pm on **Tuesday 14th July 2009** in the **Pavilion at Elm Park, Filton.**

PRESENT: Cllrs: - A Tink (Chair), A Monk (Vice Chair), D Daniels, B Freeguard, M Gaffey, T Pomroy

OBSERVER: Cllr: - R Hutchinson

APOLOGIES: - **Cllr:-** C Hewlett

287. PRESENTATION: Kevin Boniface from Sustain Technical Consultancy Services was invited to talk through the recommendations contained in the options appraisal report and advise members on the way forward. Immediate recommendations for the site included the installation of energy saving measures to control costs and emissions. This would involve fitting covers to both pools, filling cavity walls and topping up roof insulation where possible and fitting flange and valve wrap to all the boiler rooms. This would be combined with awareness training for staff to ensure that the heating and controls are used correctly. A further recommendation was the fitting of solar thermal panels to the south facing pitched roof area above the main entrance. It was noted that there are potential grants of up to 50% of eligible costs available through the Community Sustainable Energy Programme.

Other recommendations included in the report related to the proposed new build. These included the installation of ground source heat pumps and biomass heating which would be provided by a wood chip automated boiler. Kevin also confirmed that it might be useful to consider replacing the Centre's existing gas boilers with heat pumps when they reach the end of their current working life.

The Chair thanked Kevin for his presentation and confirmed that the Council would be grateful for his assistance when completing the capital grant application form.

288. DECLARATIONS OF INTEREST: Cllr Freeguard declared a personal and prejudicial interest in Four Towns & Vale Link Community Transport.

289. MINUTES: of the meeting held 9th June 2009 were approved as an accurate record.

290. MATTERS ARISING: *From Minute 272 – Active Card Scheme Presentation – Agreed:* to investigate whether Filton Leisure Centre is being more actively promoted. *Arising From Minute 275 – Third Avenue Gates – Cllr Freeguard stated that there should be no further expenditure on legal costs and asked for his comments to be included in the minutes. Agreed:* The Clerk to contact all Councillors and representatives from the Filton police team inviting them to attend a site visit and to report back with recommendations. *Agreed:* to re-erect the signs on entrances to the Millennium Green inviting residents to contact the Clerk with their comments.

Action: Town Clerk

Arising From Minute 277 – Setanta Sports – Agreed: to investigate whether the Council's Sky package can be reduced to include News and Sporting events only and to find out which areas of the complex are covered by the current licence.

Action: Town Clerk.

Arising From Minute 279 – Operation Manager's Report – Agreed: To seek further clarification on the Operation Manager's proposal regarding swimming lessons.

Action: Town Clerk

Arising From Minute 280 – Capital Projects – A general discussion took place regarding the proposed office extension and various funding sources. **Agreed:** The Chair, Vice Chair of Finance and the Chair of Council to meet with the Clerk to review the original planning application and obtain costings. **Agreed:** to refer the matter to full Council for further discussion.

Action: Town Clerk

From Minute 282 – Filton Cycle Speedway – It was reported that staff from the Town Council office staff would be helping with the club's promotional activities.

From Minute 284 – Mortimer Road Allotments – It was reported that Wessex Water are meeting with the residents to discuss their recent problems with the broken sewerage pipe.

291. INCOME & EXPENDITURE REPORT FOR MAY 2009: The contents of the report were noted.

292. BANK SIGNATORIES: Agreed: Bank mandates to be updated with the new signatories. Authorised signatories to include three Councillors, Cllrs T Pomroy, A Tink and A Monk and 3 officers, Lesley Reuben, Diane Sanders and Natasha Gould.

Action: Town Clerk

293. PURCHASE OF RECORDING EQUIPMENT: Agreed: to recommend the purchase of a recording kit to full Council.

Action: Town Clerk

294. LOCAL COUNCIL REVIEW SUBSCRIPTION: Agreed: to keep a paper copy on file in the Town Council office and to investigate whether an electronic version is available.

Action: Town Clerk

295. BAR GLASSWASHER: Agreed: to contact Cellar Services for a competitive quote. **Agreed:** to accept the repair quote of £291.23 from Clenaware if no other quotes are available.

Action: Town Clerk

296. ELM PARK FENCING: Revised quotes for the 5m high fencing had now been received from County Fencing Ltd and C & R Fencing. **Agreed:** to accept the quote of £7,700 from C & R Fencing.

Action: Town Clerk

- 297. WEBSITE UPDATE: Agreed:** to establish who owns the domain name for the Council's website. Cllr Tink, Cllr Monk and the Clerk to meet with three suppliers (including YZ Designs, the Council's current supplier) to discuss the Council's requirements and report back to full Council.
Action: Cllr Tink, Cllr Monk & the Town Clerk
- 298. PLAY AREA – REPLACEMENT RESURFACING QUOTES: Agreed:** to obtain a third quote and refer the matter to the next meeting of the Capital Projects working party.
Action: Town Clerk
- 299. BAR UPDATE:**
a) Stocktakers Report: The contents of the report for the period covering 6th May to 15th June 2009 were noted. **Agreed:** The Clerk to meet with the steward to discuss the issues raised.
Action: Town Clerk
b) Banking Discrepancy: The Clerk reported a banking discrepancy. **Agreed:** Cllr Monk, Cllr Daniels and the Clerk to investigate the matter and report back to the Staffing Committee.
Action: Town Clerk, Cllr Monk & Cllr Daniels
- 300. POOL UPDATE:**
a) Operation Manager's Report: The contents of the report were noted. **Agreed:** The Clerk, Cllr Monk and Cllr Tink to meet with the operations manager to discuss the implications raised in the letter received from Bristol North Swimming Club and to report back at the next meeting of full Council with their recommendations.
Action: Town Clerk, Cllr Monk & Cllr Tink
- 301. CAPITAL PROJECT UPDATE:** The notes of a meeting held 23rd June 2009 were received. **Agreed:** a further meeting of the capital projects working group to be arranged as soon as the information required has been received.
Action: Town Clerk
- 302. FESTIVAL FEEDBACK:** A copy of the Income and Expenditure report for this year's festival was circulated to members for information. It was reported that the general feedback from the event had been very good. Members recorded their thanks to the driver of the Bentley classic car who had donated his takings to a charity of the Council's choice. **Agreed:** the donation of £44 to be donated to the Chair's Award Fund.
Action: Town Clerk
- 303. STAFFING COMMITTEE:** The minutes of a meeting held 23rd June 2009 were received. It was reported that staff training courses on 'customer care' and 'first aid' had been arranged through the 'Train to Gain' initiative and would take place shortly.
- 304. GRANT APPLICATIONS:** It was noted that around 85% of this year's total grants budget had already been allocated. **Agreed:** to restrict future grant awards to 50% of the amount requested and to review the situation again later in the financial year.

- i) Filton High School 50th Anniversary Celebrations: Agreed:** Not to award a grant but to investigate the possibility of advertising in Filton High School's 50th Anniversary book.
- ii) Pyramid Youth Club Summer Holiday Activity Club: Agreed:** to award an interim grant of £200 and to review the situation later in the financial year.
- iii) Volunteer Centre: Agreed:** to award an interim grant of £100 and review the situation later in the financial year.
- iv) Tiddlers Toy Library: Agreed:** to award an interim grant of £500 and review the situation later in the financial year.
- v) Four Towns & Vale Link: Agreed:** to award a grant of £2,000 as previously agreed during the budget setting process.
- vi) Avon & Somerset Constabulary: Agreed:** to contact PCSO Sheryl Drewitt for further details on costings and other contributions received and report back to full Council.
- vii) Alzheimers Society: Agreed:** to contact the Society for more details regarding their monthly support group in Filton and report back.
- viii) Northville Golden Age Club: Decision deferred from last meeting. Agreed:** to award an interim grant of £125 and review the situation later in the financial year.
- ix) Running Total:** The contents were noted.

There being no further business, the meeting closed at 10.10pm