

**PRESENT: Cllrs:** D Collins (Chair), K Briffett, A Kenyon, B Scott, A Tink, J Ward, J Tucker  
**ALSO PRESENT:** Lesley Reuben (Town Clerk), Matt Reynolds and Tasha Gould (Town Council Support Officers)

**APOLOGIES: Cllrs:** S Sims, I Scott, B Mead, A Monks

---

**1398. APOLOGIES FOR ABSENCE:** Apologies were given on behalf of Councillors A Monk and I Scott as they are attending a meeting for South Glos. Apologies were also given for Councillors B Mead and S Sims as they also could not make it.

**1399. EVACUATION PROCEDURE:** The Chair highlighted the emergency exits for the Council and the public.

**1400. DECLARATIONS OF INTEREST:** Cllr Briffett declared interest in Conygre House, Cllr Tink declared interest in SHE 7.

**1401. SUBMISSIONS FROM THE PUBLIC:**

**i)** Issues were raised surrounding the Pavilion at Elm Park regarding signage for the fire door. There were also concerns over whether the tea urn is working and whether the South Glos councillors could spend some allocated finances on improving this facility. It was noted that there was signage posted at the Pavilion and there were no complaints about the urn not working. Any funding provided by the South Glos Councillors is also at their discretion. A petition was presented to request improvements to be made to the Pavilion toilets.

**ii)** The community garden queried whether the Grounds Team at Elm Park had the equipment to pick up grass after cutting it, as it was causing additional work in clearing the paths.

**iii)** A representative from Park Run was present to alleviate concerns from the public. They felt that Elm Park could accommodate a Park Run, and would like to work with Filton Town Council and the grounds team to find an arrangement which is suitable for all parties. They expected damage to the park to be minimal, and would liaise with the grounds team to protect the running surfaces and other facilities at the park. The public raised concerns around lack of parking and the infrastructure being ill-equipped to deal with the additional numbers. There were also concerns about the field in winter, as the drainage causes the surface to become unsuitable.

**iv)** The redevelopment due to started by Merlin Housing Association on Rodney Crescent has been left derelict for a sustained period of time and the gardens and green spaces are now overgrowing. This is having a knock-on effect on the neighbours and neighbourhood. It was requested that South-Glos contact Merlin to resolve this.

**v)** The pavement on Hunters Way is sloped and is causing flooding in this area making it unsuitable for walking on.

**vi)** The speed humps on Filton Avenue are uneven as some are steeper than others.

**vii)** The junction at the King George lights are causing problems when travelling from Conygre. In addition to this the traffic levels are very high and there were concerns about the level of pollution. The public were informed that the review carried out by South Glos was ongoing at this junction and hopefully some progress will be made.

**1402. MINUTES:** The minutes of the meeting held 31<sup>st</sup> May and 26<sup>th</sup> April 2016 were approved as an accurate record.

**1403. MATTERS OF REPORT ARISING:** There were none

- 1404. TOWN COUNCIL VACANCY:** The Council decided that the role would be advertised. All interested parties would be invited to deliver a talk and there would be a vote for co-option at the July council
- 1405. a) Financial Statements:** Derek Kemp presented the Financial Statements to Council at the Finance and General Purposes Committee, It was then proposed and seconded to adopt the Financial Statements, this was **Agreed:** 6 in favour 1 abstentions.
- b) Annual Governance & Statement of Internal Control:** The statement of internal control was discussed, it was proposed to accept the document, this was seconded and **Agreed:** 6 in favour, 0 against and 1 abstentions.
- c) Annual Return:** It was proposed to accept the annual return, this was seconded and **Agreed:** 6 in favour 1 abstention.
- 1406. TO APPROVE & ADOPT:**
- i) Standing Orders:** It was requested that we include a note in future documents to recognise the term "Chairman" to be non-gender specific. It was proposed, seconded and **Agreed:** unanimously to adopt the 2016 standing orders.
- ii) Financial Regulations:** It was unanimously **Agreed:** to accept and adopt the Financial Regulations.
- 1407. REVIEW OF INVENTORY AND LAND ASSETS:** It was agreed to accept this document.
- 1408. CONFIRMATION OF INSURANCE ARRANGEMENTS:** This document was noted.
- 1409. REVIEW OF COMPLAINTS PROCEDURE:** It was proposed, seconded and **Agreed:** unanimously to accept this document.
- 1410. MEETING DATES:** Planning meetings have now been incorporated into Finance and General Purposes. It was agreed that manager's reports will also be presented in Finance and General Purposes and that all Managers will attend this meeting quarterly.
- 1411. APPOINTMENT OF COMMITTEE MEMBERS AND OUTSIDE BODIES:** Cllrs agreed to reaffirm full membership and accept the terms of reference "Delegated power to make decisions on matters with particular reference to Finance, Staffing, Town Council Assets and Capital Projects"
- i)** It was agreed that all Councillors would continue to attend Finance and General Purposes, and for Planning to continue as part of this committee.
- ii)** The Term of Reference for Planning was agreed and accepted as:- "To make observations on current planning applications on behalf of the council and report back to council accordingly."
- iii)** Representatives on outside bodies to be moved to July Full Council meeting to be discussed with higher attendance.
- 1412. SUBMISSIONS FROM MEMBERS:** Motion carried over from May meeting as Cllr Monk was not present to support the motion. Now proposed by Cllr Ward:-
- a) Motion proposed by Cllr Joanne Ward and seconded by Cllr Darryl Collins.** "That FTC instruct the clerk to commence the work required to facilitate the use of Elm Park facilities for Park Run. A full report is required to enable a decision to be made in May". (Now June)
- This motion was rejected with councillors B Scott, J Ward and D Collins voting for, and A Tink, A Kenyon, K Briffett and J Tucker against.

**1413. OTHER ITEMS THE CHAIR DECIDES ARE URGENT:** There were none.

**1414. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

There were no reports to deliver.

**1415. REPORTS FROM OTHER ORGANISATIONS:** There were none

**1416. OTHER REPORTS/CONSULTATIONS:** There were none

**1417. PAYMENTS FOR APPROVAL – June 2016.** All payments were approved.

**This meeting closed at 20:50.**

**CHAIR**