

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS
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Town Clerk : Lesley Reuben
Tel: 01454 866698

Finance & General Purposes Committee – All Town Council Members
3rd May 2018

Dear Member

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Tuesday 8th May 2018 at 7.p.m.** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L.A. Reuben', with a small flourish at the end.

L.A.Reuben
Town Clerk.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 10th April 2018 (*pages 1-2*)
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Questions – none received
6. Managers reports:-
 - i) Grounds and Maintenance Manager (*pages 3*)
 - ii) Bar Report (*page 4*)
 - iii) Leisure Centre Managers Report (*pages 5-6*)
7. Budget report and Income and Expenditure Reports(No report this month as M12)
8. Balance Sheet – for information (*as above*)
9. Planning Applications:-
 - i) Current Planning Applications 2018 & feedback(*page 7-8*)

Present: Cllrs: - I. Scott, (Chair), K. Briffett, M. Chaudhry, D. Collins, A. Doyle, A. Kenyon, A. Layade, A. Monk, E. Seymour, R. Taylor, A Tink, J. Tucker

ALSO PRESENT: L. Reuben (Town Clerk), N. Bibi (Town Council Support Officer - Minutes)

APOLOGIES: Cllrs: - B. Mead, A. Monk, R. Taylor, A. Tink, J. Tucker

1361. APOLOGIES FOR ABSENCE: Apologies were noted.

1362. DECLARATION OF INTEREST: None.

1363. MINUTES: The minutes of the meeting held Tuesday 13th March 2018 were approved as an accurate record.

1364. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: Council and public were updated with regards to Planning Application PT18/0829/F (Lanes Dairy), as per an email received by Robert Walsh at South Glos planning, that the HMO on the first floor does not currently have a licence because it is not required to have one until later on in the year. The Town Clerk updated Council and public that the Hatch was now open and operating under the new name "Elm Eats". There were queries over the opening hours and the Clerk said she didn't think these had been finalised yet as it had only been their first week of business.

1365. PUBLIC QUESTIONS: None received.

1366. MANAGERS' REPORTS:

- i) Grounds and Maintenance Manager's Report – Noted.
- ii) Bar Manger's Report – Noted.
- iii) Leisure Centre Manager's Report – Noted.

1367. BUDGET REPORT AND INCOME AND EXPENDITURE REPORTS:

There were queries raised over the following:

- 101-4036 Property Maintenance: The Clerk said the original budget may have been incorrect.
- 101-4003 Training Courses: The Clerk advised that there would be income to match this as there are courses run by the Leisure Centre which people pay to take (e.g. people training to be lifeguards). Likewise, overspend on salaries is comparative to income.
- 102-4125 Pool Purchases Not for Resale: There were queries whether there was income to offset this.
- 104-1032 Tickets: It was noted that it was positive that here there was more income than expected.
- 105-4014 Electricity: It was noted that this amount was low. The Clerk advised this was probably due to being coded incorrectly.
- 106-4014 Electricity: Again, it was noted that this amount was low. The Clerk advised this was probably due to being coded incorrectly.
- 204-4012 Water Rates: It was suggested that the Clerk investigate whether there was a water leak as these rates seemed very high.
- 801-4004 Pension Deficit: It was advised that this deficit was in line with public sector deficit, and that consequently staff and council would also be required to pay a higher percentage to bridge the gap.
- 901-4008 Training: Higher than usual due to office staff completing CiLCA training.
- 902-4036 Property Maintenance: Seemed unusually high.
- 901 on Page 17 of agenda: Query this.

1 on Page 19 of the agenda: Query over Depreciation of Freehold Land and Buildings.

The overall comments were that income to date is higher than expenditure to date, which is positive.

1368. BALANCE SHEET: Noted.

1369. PLANNING APPLICATIONS:

FEEDBACK: 17th March 2018 - To Date

PT16/4963/F (F.3574) 818 Filton Avenue Filton Bristol South Gloucestershire BS34 7AP -
Erection of single storey and two storey side and rear extensions to extend the existing shop unit and create 2no. additional flats with associated works (Resubmission of PT16/0345/F). -
Approved - S106 Signed.

PT18/0938/PNH (F.3622) 58 Conygre Road Filton Bristol South Gloucestershire BS34 7DB -
Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 3.74 metres, for which the maximum height would be 4 metres and for which the height of the eaves would be 2.3 metres – **Refusal**

PT18/0358/F (F.3618) 13 Clyde Grove Filton Bristol South Gloucestershire BS34 7RL -
Erection of single storey front extension to form extension to existing garage. - **Approve with Conditions.**

PT18/0388/CLP (F.3613) 9 Park Road Filton Bristol South Gloucestershire BS7 0RH -
Certificate of lawfulness for the proposed installation of a rear dormer to facilitate loft conversion. - **Approve with Conditions.**

PT17/2302/PNH - 67 Wallscourt Road Filton Bristol South Gloucestershire BS34 7NP -
Erection of rear extension, which would extend beyond the rear wall of the original house by 5 metres, for which the maximum height would be 3.575 metres and for which the height of the eaves would be 3 metres – **No Objection**

PT17/2230/F - 43 Conygre Grove Filton Bristol South Gloucestershire BS34 7DN -
Erection of two storey side and single rear extension to provide additional living accommodation. – **Approve with conditions**

PT17/1749/F - 678 Filton Avenue Filton Bristol South Gloucestershire BS34 7JY -
ERECTION OF A SINGLE STOREY REAR EXTENSION TO CREATE ADDITIONAL LIVING ACCOMMODATION – **Approve with conditions**

PT17/2667/PNH - 65 Wallscourt Road Filton Bristol South Gloucestershire BS34 7NP -
The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.1m, for which the maximum height would be 3.65m, and for which the height of the eaves would be 2.7m. – **No Objection**

PT17/2410/F - 114 Lower House Crescent Filton Bristol South Gloucestershire BS34 7DL
- Demolition of existing rear lean-to extension and erection of single storey rear extension to form additional living accommodation. – **Approve with conditions**

1370. CONFIDENTIAL SESSION – PUBLIC EXCLUDED: The Clerk updated Council that work was being done across the whole site with regards to moving staff from zero hours contracts to permanent contracts. To date, all bar staff had opted to go onto permanent contracts and none would remain on zero hours.

The Chair closed the meeting at 19:50

GROUNDS AND MAINTENANCE REPORT APRIL 2018

JOB FIGURES FOR THE MONTH

JOBS 47

LEISURE CENTRE 20 = 43%

RATEPAYERS ARMS 5 = 10%

MAINTENANCE 10 = 20%

GROUNDS 8 = 18%

OFFICE 4 = 9%

JOBS ON TIME 43 = 91%

OVER 4 = 9%

IN HOUSE 44 = 93%

SUB- CONTRACTORS 3 = 7%

RATEPAYERS TOILETS UPDATE

Now the new budget is in place I have organised meetings with various local builders to discuss the refurbishment of the Ratepayers toilets .I will be writing a schedule for the work and when this is completed I will be getting various builders to provide quotes for the work.

TREE WORK UPDATE

I have now logged and photographed all the trees that correspond with our tree survey and this will prove to be invaluable .After my recent meeting with the council I agree that some of the equipment asked for by myself (Large Chainsaw) will be better hired when needed.

PLANT ROOM UPDATE

We are still planning various cost effective changes to the plant room in an effort to bring it up to date .I have already sourced a scheme where we can get 70% of the cost reclaimed due to it being energy efficient .When all this work is finished and we have a price I will present it to council .

Many thanks for all the supports this month

Neil Palmer

Grounds and Maintenance Manager

BAR REPORT 1ST- 30TH APRIL

STAFFING - Staff have been very good helping out with covering holidays sickness etc.

INCOME AND EXPENDITURE - Takings for April has been very good, with £15,616.31 being taken to date, with drinks income looking healthy at £14,267.69 and food at £355.00. Machine Income £177.32 and £816.30 for snooker badminton etc. Income and expenditure remains under control and under budget.

PROMOTIONS & EVENTS -

Real ale sales are improving and house doubles are proving popular, Quiz nights are still being well represented with money being raised for Great western air ambulance. The world's biggest pub quiz went very well on Sunday 8th April raising £42.00 for Great Western Air Ambulance .A very big thank you to Howard Bowker for being the Quiz master.

Kind Regards

Debra Holman
Bar Manager

FSLC report May 2018:

Team summary:

- Supervisors – Nothing new to report.
- Lifeguards – We now have new full time lifeguards started, this will now enable us to man the facility with more stability.
- Reception – We have one of our contracted Reception team off on long term sick. (Ongoing due back in May)
- Swimming team – The new supervisors and Administrator have now settled in and are looking at changes and improvements to the Swim School. We have successfully recruited three new members to our swim team to help with the increase in lessons.

Training & Development:

- Our Swim Supervisors (Kelly Holden) has now completed her Monofin course which will enable us to offer bespoke Mermaid parties and courses. This will be unique to the area, and will also generate added income to the centre. UPDATE we are offering two trial days on 30th May and 1st June. This will enable us to gauge feedback from the sessions with regards our future planning.

New Developments:

- Course Pro (swim school booking tool) is now in the process of being set up. We have received two training days on the system and are now in the process of setting up courses etc. We will then have a data transfer process added to move student information across to the system. As part of this process we are carrying out an exercise to ensure all email addresses are correct and on the system.
- We are looking to get involved in the 'Drowning Prevention week' as part of the RLSS National scheme.
- We are looking at ideas to possibly change/renovate the 5 a side courts due to the lack of use. One of the suggestions is to turn them into over flow parking to help ease the congestion we have especially on the weekends. (it would be great to get the Councils feedback on this if possible)

Events & Operations:

- We will be looking at planning for the School Summer holidays, we are looking offering crash courses in swimming as well as masterclasses, the pool inflatable, rookie lifeguard taster classes, National Pool Lifeguard Qualification and mermaid/Monofin sessions. This has now been finalised and will be on sale in June.
- We have received a grant from the NDCS charity (£396) to offer swimming crash course for up to 15 deaf students. This will be running at Easter and through the school summer holidays. (Ongoing)

Scott Fessey
Leisure Centre Manager

FSLC report May 2018:

***Till income vs budget:**

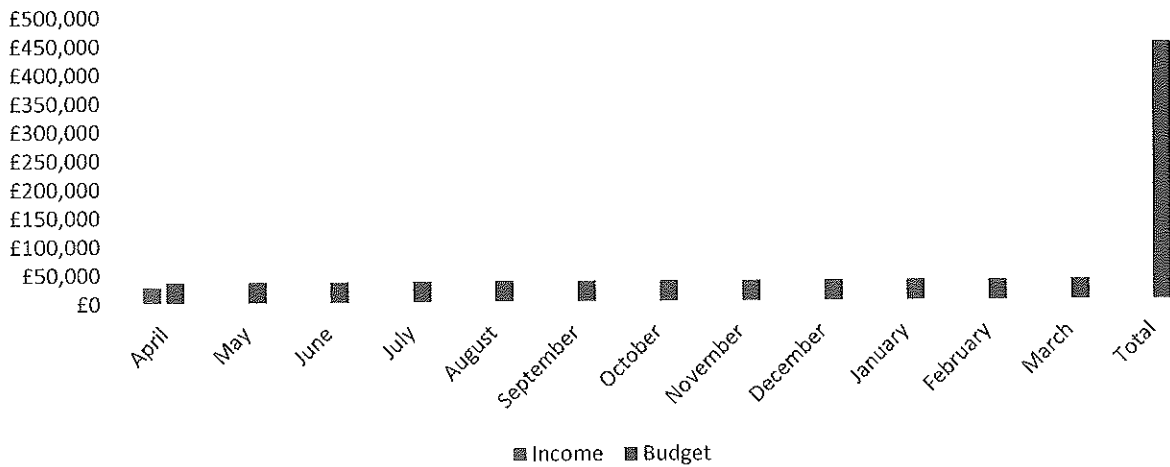
2017/2018

	P1	P2	P3	P4	P5	P6
Till Income	£28,737**					
Budget	£37,569	£37,569	£37,569	£37,569	£37,569	£37,569
Cumulative Income	£37,569					
Cumulative Budget	£37,569					
Difference	-£8,832					

	P7	P8	P9	P10	P11	P12
Till Income						
Budget	£37,569	£37,569	£37,569	£37,569	£37,569	£37,569
Cumulative Income						
Cumulative Budget						
Difference						

****Income to date 24th April**

Income V Budget



* Does not include any BACS payments

*Does not include money transferred for lessons from 2017/18

SCHEDULE OF PLANNING APPLICATIONS MAY 2018

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3638	PT18/1745/F	<p>26 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ - Change of use from mixed retail and residential (sui generis) to separate retail unit (Class A1) and residential unit (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (As Amended).</p>	<p align="center">11th May 2018</p>	
F.3639	PT18/1853/PNH	<p>54 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 8 metres, for which the maximum height would be 4 metres and for which the height of the eaves would be 4 metres.</p>	<p align="center">14th May 2018</p>	
F.3640	PT18/1853/PNH	<p>54 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 8 metres, for which the maximum height would be 4 metres and for which the height of the eaves would be 4 metres.</p>	<p align="center">14th May 2018</p>	
F.3641	PT18/1847/F	<p>Whittle House Rolls Royce Site Gloucester Road North Filton South Gloucestershire - Installation of Emergency Generator</p>	<p align="center">18th May 2018</p>	<p align="center">7</p>

FEEDBACK: 24th April 2018 – 02nd May 2018

PT18/1297/PNH - 14 Canberra Grove Filton Bristol South Gloucestershire BS34 7DH - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 4.3 metres, for which the maximum height would be 3.86 metres and for which the height of the eaves would be 2.91 metres. – ***No Objection***

PT18/1146/O - 41 Fourth Avenue Filton Bristol South Gloucestershire BS7 0RN - Demolition of existing garage and erection of 1no detached dwelling and associated works (Outline) all matters reserved. – ***Refused***

PT18/0766/F - Unit H1A Horizon 38 Bolingbroke Way Filton Bristol BS34 6FE - Erection of sprinkler pump house and installation of water storage tank adjacent to existing arehouse building (Retrospective). – ***Approved with conditions***

PT18/0718/F - 72 Eighth Avenue Filton Bristol South Gloucestershire BS7 0QT - Erection of two storey side extension to provide additional living accommodation. – ***Refused***