



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk : Lesley Reuben

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Tel/Fax : 01454 866698

7th May 2019

Dear Member

You are hereby summoned to the **Annual Meeting of FILTON TOWN COUNCIL** to be held on **TUESDAY 14th May 2019 at 7pm (or immediately following the Annual Assembly)** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely

L.A.Reuben
Town Clerk.

AGENDA

1. Election of Chair and Declaration of Acceptance of Office
2. Election of Vice Chair and Declaration of Acceptance of Office
3. Apologies for Absence
4. Evacuation procedure
5. Declarations of interest
6. Submissions from the public max. 15mins) *members of the public are entitled to speak once and only in respect of business itemised on the agenda and shall not speak for more than 5 mins. as per Standing*
7. To approve the minutes of the Council meeting held 26th March 2019 (pages 1-3)
8. Matters of report arising from those minutes
9. To approve and adopt:-
 - i) Standing Orders – (Appendix 1)
 - ii) Financial Regulations – (Appendix 2)
10. Review of Inventory of Land and Assets (page 4-5)
11. Confirmation of Insurance arrangements (page 6-7)
12. Review of Complaints procedure (page 8)
13. Meeting Dates 2019 (page 9)
14. Submissions from members:-
15. South Gloucestershire Councillors welcome
16. Appointment of Committee members and outside bodies :-
 - i) Previously Finance and General Purposes Committee (to reaffirm full membership

and terms of reference

Previously “Delegated power to make decisions on matters with particular reference to Finance, Staffing, Planning, Town Council Assets and Capital Projects”

Following advice from ALCA that:- ‘A committee of the whole council cannot by definition be a committee of the parent body’ **it is recommended that this structure is changed and that Full Council now meet twice a month with the one being dedicated to Finance and General Purposes. This meeting could also have a separate chair.**
(page 10)

ii) Representatives on outside bodies. (page 11)

18. Any other item the Chair decides is urgent

19. Reports from Committees, Working Groups and the Town Clerk

i) Finance Committee Minutes 12th March 2019 – (pages 12-13)

iii) Community Plan – Appendix 3

20. Reports from other Organisations

21. Other Reports/Consultations

i) Consultation Spreadsheet – (page 14)

22. Payments for Information (March/April) (pages 15-17)

PRESENT: Cllrs: D Collins (Chair), A Doyle (Vice Chair), K Briffett, M Chaudhry, A Kenyon, D Layade, A Monk, B Mead, I Scott, J Tucker,

ALSO PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Town Council Support Officer)

APOLOGIES: Cllrs: A Tink

NOT IN ATTENDANCE: Cllrs: E Seymour

1766. APOLOGIES FOR ABSENCE: Apologies were noted.

1767. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1768. DECLARATIONS OF INTEREST: None noted.

1769. SUBMISSIONS FROM PUBLIC:

i) Lamppost – A resident raised concerns that a broken lamppost on the path at Elm Park had still not been fixed and had now been reported 4 times. It was noted that an engineer had been out to fix the lamppost but had not been successful so another engineer would be sent out next week.

ii) Defib's – The Council were asked to clarify if they will be purchasing and installing new defibrillators in Filton in the new financial year. It was agreed to raise this question as an agenda item with the new council in May.

iii) Litter Pick – A resident raised concerns with the lack of safety equipment available at the Community Litter Pick held Sunday 24th March 2019. It was noted that if another event is organised the Council will need to invest in; ring hoops, gloves and hi-vis jackets.

iv) Minute Amendment – A resident noted that minute 1758 item two was incorrect, the minute should state that the majority of residents council tax is spent maintaining the Leisure Centre facilities. It was agreed this will need to be amended by Councillors in item 5. The Chairman noted that every year the management team bring forward a future year plan for the Council to approve. Any other questions surrounding the Leisure Centre should be directed by email to the Town Clerk.

v) Community Garden – Chairman of the Community Garden Association advised Councillors that a new bench had now been installed into the garden. The bench had been given to the garden by local resident Howard Bowker's family, for local people to remember him by.

vi) Entrance to Garden – The Community Garden has secured £3000 of funding to complete the much needed work to the side entrance. Once the work is completed the garden committee are hoping to have a mural painted onto the new wall.

vii) Community Association – It was noted a date had still not been advertised for the Community Centre AGM. A Councillor had spoken to the new administrator who had set reassurance that all members will be notified when a date for the AGM is set.

1770. TO APPROVE MINUTES OF THE MEETING HELD 26th February: It was proposed, seconded and **Agreed:** 9 in favour 1 abstention to amend minute number 1758ii) to read "Filton Town Council has responsibility of an aging swimming pool; we are also responsible for other services".

1771. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: There were none.

1772. FILTON BEAT TEAM: The report was noted. Councillors asked if the Plough Pub consequences could be published if they don't meet their action plan. It was noted that this would probably breach data protection but the Town Council Office would ask.

Action: Town Council Office

1773. SOUTH GLOUCESTERSHIRE REPORTS:

- i) **Cllr R Hutchinson** – No report received
- i) **Cllr A Monk:** - The report was noted.
- iii) **Cllr I Scott** – The report was noted.

1774. SUBMISSIONS FROM MEMBERS:

- i) **Gypsy Patch Lane Bridge Re-development** – South Gloucestershire Councillors were asked to investigate the possibility of opening the A1474 crossing from Conygre to Filton Avenue whilst the above works were being carried out to alleviate traffic.
- ii) **Glasses being carried on Pool Side** – An update was given on the serious comment made by Cllr Tucker about facility users carrying glasses onto pool side. The Town Clerk confirmed that all CCTV had been examined for the last 30 days and no evidence was found. It was **Agreed:** anyone who sees a customer walk onto pool side with a glass of any sort to stop them immediately.

Cllr Monk left the room at 8.25pm and returned at 8.30pm

1775 REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) **Jennings Garden:** After a short discussion about the feedback received from the consultation it was proposed, seconded and Agreed: unanimously to instruct the Clerk to write up terms of reference to include security with the committee.
- ii) **Draft Finance Minutes:** Draft Minutes of Finance Committee held 12th March 2019 – Noted. (The Town Clerk drew attention to the Leisure Centre Price list tabled for information).
- ii) **Draft Planning Minutes:** Draft Minutes of Planning Committee held 19th March 2019 – Noted.
- iv) **YTL Update:** The majority of Councillors had responded to confirm they were available to attend presentation on 24th April 2019. The Town Council office would send out further details when received.
- v) **Community Centre Update** – It was noted that the community association accounts are now available to view on the charity commission website.
- vi) **May Meeting Dates** – Due to having to meet within 14 days of an election, the May meeting dates have been moved around. The Annual General Meeting will be held Tuesday 14th May and the Finance and General Purposes Committee will be held on Tuesday 28th May 2019. Meetings will commence as normal from June.

1765. OTHER REPORTS/CONSULTATIONS:

ii) Filton Community Plan – The lead on Green Spaces gave an update on some of the projects they have completed so far under green spaces;

- Secured some funding from Airbus to plant spring flowers on roundabouts and verges.
- The paths around Elm Park have been widened for easier access with buggies.
- Improvements to local allotments
- There are now 3 green spaces in Filton maintained by volunteers (The Community Garden, Jennings Garden and Millennium Green).
- New signs have been ordered to try and tackle dog mess on the field at Elm Park.

iii) Payments for Information – The document was noted

The Chair thank all for attending the last Council meeting before Elections. It was noted that South Gloucestershire Councillor Roger Hutchinson would be standing down and not re-standing in the May Elections.

The Chairman thanked Cllr Hutchinson on behalf of all Councillors and the management team for all his hard work in Filton over the years, he will be deeply missed.

The Chair closed the meeting at 9.00pm

Filton Town Council
Fixed Asset Register

Depreci Rate	COST OR VALUATION			DEPRECIATION			BOOK VALUE		
	01/04/2017	Additions	Disposals	01/04/2017	For Year	On Bal.	On Bal.	31/03/2018	31/03/2018
20.00%	8,896.00	8,896.00	-	8,896.00	-	-	8,896.00	-	301
10.00%	14,530.00	14,530.00	-	14,530.00	-	-	14,530.00	-	802
10.00%	11,544.00	11,544.00	-	11,544.00	-	-	11,544.00	-	301
10.00%	18,212.00	18,212.00	-	18,212.00	-	-	18,212.00	-	204
10.00%	6,612.00	6,612.00	-	6,612.00	-	-	6,612.00	-	593
10.00%	21,138.00	21,138.00	-	21,138.00	563.00	-	21,701.00	563.00	202
10.00%	6,180.00	6,180.00	-	6,180.00	-	-	6,180.00	-	203
10.00%	6,862.00	6,862.00	-	6,862.00	-	-	6,862.00	-	205
10.00%	5,853.00	5,853.00	-	5,853.00	596.00	-	6,449.00	596.00	202
10.00%	10,008.00	10,008.00	-	10,008.00	1,010.00	-	11,018.00	1,010.00	202
10.00%	45,584.00	45,584.00	-	45,584.00	-	-	45,584.00	-	205
10.00%	8,924.00	8,924.00	-	8,924.00	-	-	8,924.00	-	301
10.00%	8,190.00	8,190.00	-	8,190.00	-	-	8,190.00	-	301
10.00%	1,528.00	1,528.00	-	1,528.00	-	-	1,528.00	-	202
10.00%	11,000.00	11,000.00	-	11,000.00	1,100.00	-	12,100.00	1,100.00	202
10.00%	801.00	801.00	-	801.00	60.00	-	861.00	60.00	101
10.00%	1,400.00	1,400.00	-	1,400.00	140.00	-	1,540.00	140.00	201
	183,421.00	183,421.00	-	183,421.00	3,495.00	-	186,916.00	3,495.00	
	1.00	1.00	-	1.00	-	-	1.00	-	201
	1.00	1.00	-	1.00	-	-	1.00	-	202
2.00%	33,387.00	10,000.00	-	23,387.00	688.00	-	24,075.00	688.00	203
5.00%	11,765.00	2,552.00	-	14,317.00	588.00	-	14,905.00	588.00	302
5.00%	16,205.00	10,500.00	-	26,705.00	810.00	-	27,515.00	810.00	301
	61,372.00	22,802.00	-	84,174.00	2,065.00	-	86,239.00	2,065.00	
	2,881,095.00	7,000.00	-	2,888,095.00	1,844,248.00	-	4,732,343.00	1,844,248.00	

Deferred Grants- Applied	COST OR VALUATION			DEPRECIATION			BOOK VALUE	
	01/04/2017	Additions	Disposals	01/04/2017	For Year	On Bal.	On Bal.	31/03/2018
4.76%	972,607.00	972,607.00	-	972,607.00	-	-	972,607.00	-
2.00%	18,446.00	18,446.00	-	18,446.00	-	-	18,446.00	-
20.00%	350.00	350.00	-	350.00	-	-	350.00	-
20.00%	18,565.00	18,565.00	-	18,565.00	-	-	18,565.00	-
10.00%	3,576.00	3,576.00	-	3,576.00	-	-	3,576.00	-
10.00%	4,000.00	4,000.00	-	4,000.00	-	-	4,000.00	-
3.00%	2,225.00	2,225.00	-	2,225.00	111.00	-	2,336.00	111.00
20.00%	1,100.00	860.00	-	220.00	-	-	860.00	-
2.00%	4,171.00	966.00	-	3,205.00	83.00	-	3,288.00	83.00
20.00%	8,868.00	8,868.00	-	8,868.00	-	-	8,868.00	-
10.00%	15,533.00	15,533.00	-	15,533.00	-	-	15,533.00	-
10.00%	12,985.00	12,985.00	-	12,985.00	-	-	12,985.00	-
10.00%	3,049.00	3,049.00	-	3,049.00	-	-	3,049.00	-
20.00%	6,722.00	6,722.00	-	6,722.00	-	-	6,722.00	-
10.00%	14,530.00	14,530.00	-	14,530.00	-	-	14,530.00	-
10.00%	7,968.00	7,968.00	-	7,968.00	-	-	7,968.00	-
10.00%	16,212.00	16,212.00	-	16,212.00	-	-	16,212.00	-
10.00%	6,612.00	6,612.00	-	6,612.00	-	-	6,612.00	-
10.00%	15,218.00	15,218.00	-	15,218.00	578.00	-	15,796.00	578.00
10.00%	8,110.00	8,110.00	-	8,110.00	-	-	8,110.00	-
10.00%	6,862.00	6,862.00	-	6,862.00	-	-	6,862.00	-
10.00%	5,956.00	5,956.00	-	5,956.00	586.00	-	6,542.00	586.00
10.00%	45,584.00	45,584.00	-	45,584.00	-	-	45,584.00	-
10.00%	3,787.00	3,787.00	-	3,787.00	-	-	3,787.00	-
20.00%	1,118.00	1,118.00	-	1,118.00	57.00	-	1,175.00	57.00
10.00%	8,718.00	8,718.00	-	8,718.00	-	-	8,718.00	-
10.00%	8,924.00	8,924.00	-	8,924.00	-	-	8,924.00	-
10.00%	5,180.00	5,180.00	-	5,180.00	-	-	5,180.00	-
2.00%	25,000.00	25,000.00	-	25,000.00	500.00	-	25,500.00	500.00
10.00%	2,731.00	2,731.00	-	2,731.00	-	-	2,731.00	-
10.00%	1,528.00	1,528.00	-	1,528.00	-	-	1,528.00	-
10.00%	68,885.00	68,885.00	-	68,885.00	8,892.00	-	77,777.00	8,892.00
10.00%	709.00	709.00	-	709.00	-	-	709.00	-
20.00%	1,753.00	1,498.00	-	255.00	176.00	-	631.00	176.00
10.00%	11,000.00	8,800.00	-	2,200.00	1,100.00	-	9,900.00	1,100.00
10.00%	8,750.00	7,000.00	-	1,750.00	875.00	-	7,875.00	875.00
10.00%	8,750.00	8,750.00	-	8,750.00	-	-	8,750.00	-
10.00%	801.00	420.00	-	381.00	60.00	-	441.00	60.00
10.00%	3,714.00	744.00	-	2,970.00	186.00	-	3,156.00	186.00
5.00%	112,862.00	67,716.00	-	45,146.00	22,572.00	-	67,718.00	22,572.00
20.00%	4,000.00	4,000.00	-	-	900.00	-	4,900.00	900.00
	58,000.00	24,868.00	-	33,132.00	4,143.00	-	37,275.00	4,143.00
	1,482,506.00	4,000.00	-	1,486,506.00	1,053,009.00	-	2,539,515.00	1,053,009.00

Depreciation Charge	Depreciation Charge		DEPRECIATION		DEPRECIATION		BOOK VALUE	
	Centre	£	On disp.	On reval.	On disp.	On reval.	31/03/2017	31/03/2018
90,830	101	65,524	1,807,485.00	1,180,790.00	90,850.00	1,271,620.00	726,845.00	685,815.00
6,019	901	1,506	64,260.00	42,133.00	6,019.00	48,152.00	42,127.00	38,106.00
-	101	-	192,865.00	-	-	-	162,565.00	162,565.00
-	101	2,325	2,030.00	1,266.00	67.00	1,358.00	788.00	672.00
-	104	-	4,171.00	969.00	83.00	1,078.00	3,102.00	3,092.00
-	902	351	988.00	671.00	47.00	688.00	375.00	328.00
-	104	-	10,343.00	1,476.00	462.00	1,988.00	8,867.00	8,375.00
482	202	36,043	2,201,760.00	1,227,267.00	67,588.00	1,324,655.00	974,523.00	878,855.00
500	204	688	25,000.00	5,800.00	600.00	5,500.00	20,000.00	19,500.00
802	802	688	25,000.00	5,800.00	600.00	5,500.00	20,000.00	19,500.00
801	801	1,845	-	-	-	-	-	-
801	801	-	-	-	-	-	-	-
802	802	674	-	-	-	-	-	-
802	802	140	-	-	-	-	-	-
177,513	Check	-	-	-	-	-	-	-
2,408	101	4,912	4,713.00	1,631.00	471.00	4,713.00	-	-
351	105	1,053	1,631.00	1,631.00	361.00	22,478.00	7,216.00	4,912.00
-	202	-	13,069.00	13,069.00	13,069.00	13,069.00	1,404.00	1,053.00
-	902	-	16,033.00	16,033.00	16,033.00	16,033.00	-	-
-	104	-	12,866.00	12,866.00	12,866.00	12,866.00	-	-
-	202	-	3,948.00	3,948.00	3,948.00	3,948.00	-	-
-	202	-	6,970.00	6,970.00	6,970.00	6,970.00	-	-
-	202	-	1,118.00	1,118.00	1,118.00	1,118.00	-	-
57	302	-	9,769.00	9,769.00	9,769.00	9,769.00	57.00	-
430	302	-	4,251.00	4,251.00	4,251.00	4,251.00	-	-
675	101	-	2,159.00	2,159.00	2,159.00	2,159.00	860.00	430.00
176	301	-	2,731.00	2,731.00	2,731.00	2,731.00	-	-
8,882	202	-	8,750.00	8,750.00	8,750.00	8,750.00	875.00	875.00
-	901	-	88,665.00	88,665.00	88,665.00	88,665.00	348.00	172.00
181	101	-	2,039.00	2,039.00	2,039.00	2,039.00	-	-
190	102	-	1,810.00	1,810.00	1,810.00	1,810.00	805.00	644.00
441	102	-	1,809.00	1,809.00	1,809.00	1,809.00	160.00	759.00
-	102	-	2,255.00	2,255.00	2,255.00	2,255.00	2,006.00	1,785.00
150	104	-	989.00	989.00	989.00	989.00	-	-
185	104	-	750.00	750.00	750.00	750.00	150.00	-
432	801	-	917.00	917.00	917.00	917.00	185.00	-
192	801	-	2,156.00	2,156.00	2,156.00	2,156.00	432.00	-
97	801	-	964.00	964.00	964.00	964.00	192.00	-
462	101	-	485.00	485.00	485.00	485.00	67.00	-
880	101	-	2,460.00	2,460.00	2,460.00	2,460.00	462.00	-
1,000	302	-	4,300.00	4,300.00	4,300.00	4,300.00	860.00	-
22,882	202	-	5,000.00	5,000.00	5,000.00	5,000.00	2,000.00	1,000.00
285	101	-	114,412.00	65,046.00	22,882.00	87,658.00	43,866.00	26,484.00
534	104	-	1,427.00	570.00	285.00	1,052.00	572.00	572.00
955	108	-	4,775.00	1,036.00	653.00	1,062.00	3,820.00	2,985.00
54,834	Check	-	508,512.00	7,038.00	417,801.00	48,910.00	461,711.00	54,834.00

Operational Land and Buildings
Filton Leisure Centre Complex
Filton Leisure Centre Office Extension
Filton Leisure Centre (Land Only)
Remembrance Centre & Hall
Garages & Stores
Diesel Bund
The Hut

Operational Land and Buildings
Leasfield
Allotment Land (125 year lease from 5/6/07)

Vehicles and Equipment
Roof Photocopier
Sports Equipment (Sports Complex)
Grounds Mow Equipment (Garage & stores)
Bar etc Furniture & Equip (Sports Hall Bar)
Computers
Satellite System
Bar TV
Bar Suite
Catering System & Pumps
Lifts Reception Desk
Bar Dishwasher Machine
Bar Dishwasher and Jerrycan Equip
Choppy Shredder and Collector
Fried Kombi Line Marker
Ashtly Burner
Office - Desk Chair Filing drawer
Gusak Tables
Boiler System
Fire Alarm - Pavilion
CCTV System
Soft Play Area
Play Equipment - Westfield
Kubota Tractor
Mower
Cellar Security Caps
Teen Shelter
Go Karts
Gala Lights
Wienwood T1800H Mower
LeisureMost Booking System
External Lighting Sports Centre
Acoustic Panels (Floor)
Tower Scaffold
Stairpark (reclassified)
Dial Service
Dishwasher Equipment
Pool Lockers
Waterproof Raffles (10)
Bar Counter Hairdryers
Bar Counter
Bar Counter
Server
Desktop & Screen
Laptop
Laptop
Bookings System (reclassified purchase)
Christmas Lights
Play Equipment - Elite Park
Car Park Barrier
New Bar Furniture
Goal Posts & Nets

Mrs Lesley Reuben
Filton Town Council
c/o Filton Sports & Leisure Centre
Elm Park
Filton
Bristol
Avon
BS34 7PS

Local Council Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720434453
Insured	Filton Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st May 2019
To	30 th April 2020
and any other period for which cover has been agreed.	

Renewal Premium	£ 9,694.48
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	61089812
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Long term agreement active until	01 st May 2022
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Preparation Date	28 th March 2019
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Prepared by

Mr Vincent Liu

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

FILTON TOWN COUNCIL
COMPLAINTS POLICY
(For adoption by full Council on 14th May 2019)

1. This Policy sets out procedures for dealing with any complaints that anyone may have about the Town Council's **administration and procedures**.

Councillors are covered by Code of Conduct adopted by the Council. Complaints against **policy decisions** made by the Council shall be referred back to Council [but note Council's Standing Orders which says that issues shall not be re-opened for six months].

2. If the complainant prefers not to put the complaint to the Town Clerk he or she should be advised to put it to the Chair of Council.

3. (a) On receipt of a written complaint the Chair/ or the Town Clerk(*except where the complainant is about his or her own actions*), shall try to settle the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving him or her an opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.. *Within 5 working days; Acknowledge and inform course of action and provide an timescale for further action*

(b) Where the Town Clerk or the Chair receives a written complaint about the Town Clerks own actions, he or she shall refer the complaint to the Chair. The Town Clerk shall be notified and given an opportunity to comment. *Within 5 working days; Acknowledge and inform course of action and provide an timescale for further action*

4. The Town Clerk or Chair shall report to the next meeting of the Council or by the Committee established for the purpose of hearing complaints, any written complaint disposed of by direct action with the complainant. *Within 7 working days of consideration and decision by Clerk/Council; Provide update, decision and further action if required.*

5. The Town Clerk or Chair shall bring any written complaint that has not been settled to the next meeting of the Council. The Town Clerk shall notify the complainant of the date on which the complaint will be considered and the complainant shall be offered an opportunity to explain the complaint orally. (Unless such a matter may be related to Grievance, Disciplinary or Standard Board proceedings that are taking, or likely to take place when such a hearing may prejudice those hearings when the complaint will have to be heard under Exempt Business to exclude any member of the public or the press, or deferred on appropriate advice received). *Within 7 working days of consideration and decision by Clerk/Council; Provide update, decision and further action if required.*

6. The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Council meeting in public.

7. As soon as may be after the decision has been made it and the nature of any action to be taken shall be communicated in writing to the complainant.

8. A Council shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.

9. Final Resolve / Conclusion; Inform when the matter is finally concluded and archived from our current records.

FILTON TOWN COUNCIL MEETING DATES 2019



FILTON TOWN COUNCIL

January			
8 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
15 th	6.30pm	Planning Committee	Filton Council Office
29 th	7.30pm	Full Council	Doug Daniels Pavilion
February			
12 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
19 th	6.30pm	Planning Committee	Filton Council Office
26 th	7.30pm	Full Council	Doug Daniels Pavilion
March			
05 th	6.30pm	Staffing Committee	Filton Council Office
12 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
19 th	6.30pm	Planning Committee	Filton Council Office
26 th	7.30pm	Full Council	Doug Daniels Pavilion
April			
All meetings cancelled due to Purdah period			
May			
14 th	7.00pm	Full Council & Annual Meeting	Doug Daniels Pavilion
21 st	6.30pm	Planning Committee	Filton Council Office
28 th	7.30pm	Finance & General Purposes	Doug Daniels Pavilion
June			
04 th	6.30pm	Staffing Committee	Filton Council Office
11 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
18 th	6.30pm	Planning Committee	Filton Council Office
25 th	7.30pm	Full Council	Doug Daniels Pavilion
July			
9 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
16 th	6.30pm	Planning Committee	Filton Council Office
30 th	7.30pm	Full Council	Bethany Hall
August			
There are no meetings held in August			
September			
03 rd	6.30pm	Staffing Committee	Filton Council Office
10 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
17 th	6.30pm	Planning Committee	Filton Council Office
24 th	7.30pm	Full Council	Doug Daniels Pavilion
October			
8 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
15 th	6.30pm	Planning Committee	Filton Council Office
29 th	7.30pm	Full Council	Bethany Hall
November			
12 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
19 th	6.30pm	Planning Committee	Filton Council Office
26 th	7.30pm	Full Council	Doug Daniels Pavilion
December			
(No Committees unless specifically called)			
10 th	7.30pm	Full Council	Doug Daniels Pavilion

Finance Committee suggestion

The solution is not to create a committee. You can have another separate full council meeting specifically for finance:-

Full Council (Finance)

There is nothing to stop the council amending their Standing Orders to allow for different arrangements, from the normal Full Council meeting, for the above meeting i.e. for it to select its own Chairman etc.,

Below is NALC LTN1 paragraph 19 advice.

Can a Local Council appoint itself as a Committee

Prior to the introduction of the Public Bodies (Admission to Meetings) Act 1960 as amended by s.100 (2) of the 1972 Act which confirmed the right of the public and press to attend committee meetings, it was the practice of many councils to appoint itself as a committee to exclude the press and public. The practice is not common in recent years but NALC is sometimes asked if it is lawful. There is no lawful reason why a local council should not appoint itself as a committee but in NALC's view, there is no cogent argument for this. NALC's view is supported in 'Knowles on Local Authority Meetings – A Manual of Law and Practice, 8th Edition.' Paragraph 9.68 on page 227 states that "a committee of the whole council cannot by definition be a committee of the parent body".

Representatives on Outside Bodies – 2019

ALCA – South Glos Group	Darryl Collins
Communities against Hate Crime	Town Clerk and Darryl Collins
Filton Patchway Community Engagement Forum	Darryl Collins, Dammy Layade
Filton Community Assoc Council	Alan Tink, Alex Doyle
Filton Library Consultative Committee	Anne Kenyon
Filton Sure Start Management Committee	Adam Monk and Town Clerk
Four Towns and Vale Link	Keith Briffett and Anne Kenyon
N Bristol Advice Centre	Alex Doyle
North Fringe Parishes Forum	Darryl Collins and Lesley Reuben
Parish Sites Inspection Panel	Keith Briffett
Parish Tree Wardens	Anne Kenyon, Darryl Collins
Public Transport Forum	Ian Scott, Alex Doyle
Pyramid Youth Club	Brian Mead
SHE7	Darryl Collins
FACE	Darryl Collins
Southern Brooks Community Partnership	Darryl Collins and John Tucker
Splatts Abbey Wood	Darryl Collins
Twinning Assoc Management Committee (Chair, Vice Chair + 5 elected members)	Darryl Collins, Alan Tink, Anne Kenyon, John Tucker
Volunteer Centre	Town Clerk and Darryl Collins
Community Garden	Anne Kenyon, Keith Briffett

Present: Cllrs: - I Scott (Chair), K. Briffett, D Collins, A. Kenyon, D Layade, J Tucker, A Tink, A Monk

ALSO PRESENT: N Gould (Council Support Officer) S Fessey (Leisure Centre Manager)

APOLOGIES: Cllrs: - B. Mead, M Chaudhry, A Doyle

NON ATTENDANCE: - E Seymour

1453. APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

1454. DECLARATION OF INTEREST: There were none.

1455. MINUTES: The minutes of the meeting held Tuesday 12th February were approved as an accurate record.

1456. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

1457. PUBLIC QUESTIONS: There were none received.

1458. INTERNAL AUDIT REPORT: After a short discussion surrounding the increase of prices it was agreed that a full schedule of payments would be submitted to the new Council to review, it was also agreed to check the Financial Regulations to make sure the Clerk has delegated authority to implement price increases.

1459. INCOME AND EXPENDITURE REPORTS: Questions were raised about the following budget codes; it was agreed to report back to the next meeting:

- 1001-101 (Rent Received) what has been coded under this budget?
- 4104 – 104 (Bar Sundries) what is coded here?

Cllr Monk asked if the Leisure Centre manager would look to increase the price of retail stock, it was noted that the Leisure Team were looking to restructure the reception area to increase retail stock.

1460. BALANCE SHEET: The document was noted. The Town Clerk directed councillors to look at the Deferred Grants unapplied, it was previously suggested that this money could be spent on the refurbishment of the recreational toilets. After a short discussion it was proposed and seconded to allow the Deferred Grants Unapplied budget to be spent on the refurbishment of the recreational toilets, this was **Agreed:** Unanimously.

1461. FINANCE COMMITTEE FUTURE STRUCTURE: It was noted that "A *Committee of the whole council cannot by definition be a committee of the parent body*". The Town Clerk advised that moving forward the council could agree to hold two council meetings a month where one is specifically for Finance and General Purposes. The alternate option would be to have a Finance Sub Committee, who report back into Full Council. It was agreed to allow the new council to amend the structure at the first meeting in May.

1462. MANAGERS REPORTS:

i) Leisure Centre Manager Report: The Leisure Centre Manager talked through his price comparison document, it was noted that Filton Sports and Leisure Centre was very competitive with its prices and in some cases could increase prices to fall in line with other centres. Concerns were raised from a Councillor about glasses being carried onto pool side from the Bar, the Leisure Centre Manager agreed to investigate this.

ii) **Maintenance Managers Report:** The report was noted.

1463. COMMUNITY PLAN UPDATE: Councillors were advised that the next Health and Wellbeing meeting was being held on Thursday 14th March at 10am in the Party Room, Filton Sports and Leisure Centre. The contents of the meeting would be mainly around the events leading to Filton Community Festival.

The Chair closed the meeting at 7.50 pm

Roadworks on Gipsy Patch Lane

June 2019 road closure

Roadworks are currently taking place on Gipsy Patch Lane in preparation for construction of the Cribbs Patchway metrobus extension which is expected to start later this year.

The next phase of BT's work will require Gipsy Patch Lane to be closed to all highway users, at the railway bridge for approximately four weeks during June. We are currently working with BT to confirm whether a route under the bridge can be maintained for pedestrians and dismounted cyclists during the closure and we will confirm this as soon as possible.

The utilities diversion work is in preparation for the Cribbs Patchway metrobus extension (CPME) construction work which will start later in 2019. To help keep you informed we are holding a series of public drop-in events:

- **Wednesday 8 May** 5pm to 7pm
Little Stoke Primary School, Little Stoke, BS34 6HY
- **Monday 13 May** 3pm to 6pm
Patchway Community Centre, Rodway Road, Patchway, BS34 5PF
- **Tuesday 14 May** 3pm to 5pm
Cherry Room, Baileys Court Activity Centre, Baileys Court Road, Bradley Stoke, BS32 8BH
- **Monday 20 May** 3.30pm to 6.30pm
Stoke Gifford Parish Council, Community Hall, Little Stoke Lane, Little Stoke, BS34 6HR
- **Tuesday 21 May** 4pm to 7pm
St Michael's Centre, The Green, Stoke Gifford, BS34 8PD
- **Wednesday 22 May** 3pm to 6pm
BWA Centre, 589 Southmead Rd, BS34 7RG

Council officers will be available to answer your questions. Everyone is welcome to attend, there is no need to book.

Webpage - www.southglos.gov.uk/CPmetrobus

Email - CPmetrobus@southglos.gov.uk

BANK ACCOUNT-GENERAL

List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2019	Pitney Bowes - DD	DDR	57.00		2083/Postage cost
01/03/2019	Water2Business - DDR	DDR1	1,808.02		2069/Water 02.01.19-05.02.19
01/03/2019	Pitney Bowes - DD	DD01	57.00		Purchase Ledger Payment
01/03/2019	Water2Business - DDR	DD02	1,808.02		Purchase Ledger Payment
01/03/2019	Pitney Bowes - DD	REVDD01	-57.00		Purchase Ledger Payment
01/03/2019	Water2Business - DDR	REVDD03	-1,808.02		Purchase Ledger Payment
01/03/2019	Mortimer Road Allotment	CNXL4633	-2,545.00		Mortimer Road Allotment
04/03/2019	British Telecom	DDR2	204.50		2092/TV services - Bar
04/03/2019	Virgin Mobile - DD	DDR4	18.18		2118/Telephone monthly
04/03/2019	British Telecom	DD03	204.50		2192/Monthly tv services
04/03/2019	Virgin Mobile - DD	DD04	18.18		Purchase Ledger Payment
04/03/2019	Virgin Mobile - DD	REVDD04	-18.18		Purchase Ledger Payment
04/03/2019	British Telecom	REVDD	-204.50		Purchase Ledger Payment
05/03/2019	SLCC	DC	376.00		SLCC
05/03/2019	Bank charge payable	CHRG	10.00		Bank charge payable
05/03/2019	Commission charge	CHRG	118.14		Commission charge
05/03/2019	Card fee	CHRG	0.10		Card fee
07/03/2019	Foxstead Ltd - DDR	DDR5	1,057.58		2081/Bar stock purchase
07/03/2019	Water2Business - DDR	100616	76.90		2036-Pool water rates
07/03/2019	Foxstead Ltd - DDR	DD05	1,057.58		IN026881/2146/Foxstead Ltd - D
07/03/2019	Foxstead Ltd - DDR	REVDD05	-653.54		IN026881/2146/Foxstead Ltd - D
07/03/2019	Foxstead Ltd - DDR	REVDD05-1	221.04		P/Ledger Electronic Payment
07/03/2019	Foxstead Ltd - DDR	REVDD05-2	-183.00		P/Ledger Electronic Payment
07/03/2019	Foxstead Ltd - DDR	REVDD	-221.04		P/Ledger Electronic Payment
07/03/2019	Foxstead Ltd - DDR	REVDD01	-221.04		P/Ledger Electronic Payment
11/03/2019	Zen Internet Ltd - DD	DDR6	25.52		2119/Zen monthly charge
11/03/2019	Zen Internet Ltd - DD	DD06	25.52		Purchase Ledger Payment
11/03/2019	Zen Internet Ltd - DD	REVDD02	-25.52		Purchase Ledger Payment
14/03/2019	Foxstead Ltd - DDR	DDR7	672.77		2104/Bar stock
14/03/2019	Foxstead Ltd - DDR	DD07	672.77		Purchase Ledger Payment
14/03/2019	Foxstead Ltd - DDR	REVDD07	-672.77		Purchase Ledger Payment
15/03/2019	FIS Payments (UK) Ltd - DDR	DD08	443.35		2128/Card processing chrg
20/03/2019	Brenntag UK Ltd	4800	631.95		2132/Pool chemical
20/03/2019	A.L.C.A.	4801	1,055.14		2124/Annual Subs APR 19-20
20/03/2019	Avon Data Care	4802	24.00		2138-Credit Cards
20/03/2019	Bristol & Avon Stocktakers	4803	100.00		2140-Stocktaking 22.2.19
20/03/2019	Capital Cleaning (Kent) Ltd	4804	236.39		2105/Cleaning materials
20/03/2019	Tolchards Ltd	4805	2,587.33		2098/Bar stock
20/03/2019	Chapple & Jenkins Ltd	4806	66.17		2142-Soft drinks
20/03/2019	City Of Bristol Water Polo	4807	120.00		2135-Bristol Water Polo refund
20/03/2019	DCK Accounting Solutions Ltd	4808	923.52		2117/Contract visit
20/03/2019	DL I.T. Solutions Ltd	4809	90.00		2123/2TB Hard drive
20/03/2019	Filton Voice Ltd	4810	300.00		2143-Filton Voice Advert
20/03/2019	Gazprom Marketing & Trading Re	4811	2,918.33		2133/Credit gas Jan 19
20/03/2019	Glacier environmental Ltd	4812	338.28		2125/ABS tread for entry ladde
20/03/2019	Gladiator Ltd	4813	480.00		2136-Bristol FC/Rugby advert

BANK ACCOUNT-GENERAL

List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/03/2019	Initial Washroom Hygiene	4814	180.71		2110/Cleaning service
20/03/2019	Instyle Marketing Services	4815	90.00		2149-Festival Fylers/Posters
20/03/2019	J P Lennard Ltd	4816	368.98		2151-Pool Purchases
20/03/2019	JTS Snack Foods	4817	284.00		2101/Bar stock
20/03/2019	Loomis UK Ltd	4818	466.73		2111/CIT Contract
20/03/2019	Office Furniture Online	4819	124.80		Purchase Ledger Payment
20/03/2019	Nikki Pitkin	4820	125.00		2130/Aqua fit classes Feb
20/03/2019	Pyramid Yoth Club	4821	2,500.00		2113/Pyramid youth grant 18/19
20/03/2019	Rentokil Initial UK Ltd	4822	208.03		2154-Pest Control
20/03/2019	RLSS UK Enterprises Ltd	4823	148.00		2109/Premium candidate pack
20/03/2019	Trade UK(6331640004995809)	4824	24.99		2155-Paint
20/03/2019	South Gloucestershire Council	4825	1,969.31		2137-Internal Audit 18/19
20/03/2019	ST JOHN AMBULANCE SUPPLIES	4826	68.14		2108/Sensitive gloves
20/03/2019	Swim England Awards	4827	460.80		2107/Pool stock
20/03/2019	Tailor Made Office Supplies Lt	4828	198.54		2120/Stationery items
20/03/2019	Ernest Till (South West) & co	4829	393.00		2116/Hair dryer for changing
20/03/2019	Travis Perkins Trading Co Ltd	4830	88.11		2112/3Lever Mortice, etc.
20/03/2019	Viridor Waste Management Ltd	4831	585.72		2114/Waste disposal
20/03/2019	WCS Group The H2O Experts	4832	242.50		2127/Monthly visit - WCS
20/03/2019	BANK ACCOUNT-IMPREST	TFR	70,000.00		
20/03/2019	RATES	STD ORD	5,012.00		RATES
20/03/2019	Voucher for change	BACS	-370.00		Voucher for change
21/03/2019	British Telecom	DD09	203.40		2141-BT Telephone
21/03/2019	Foxstead Ltd - DDR	DD10	1,319.23		Purchase Ledger Payment
21/03/2019	Total Gas & Power Limited - DD	DD11	1,042.99		2168-Electricity
21/03/2019	Total Gas & Power Limited - DD	DD12	3,701.59		2167-LC Electricity
22/03/2019	CryoService Ltd - DD	DD13	193.10		2074/Monthly rental charge
22/03/2019	Voucher for change	BACS	360.00		Voucher for change
26/03/2019	DL I.T. Solutions Ltd	DD14	180.00		2185/Monthly IT Maintenance
28/03/2019	Foxstead Ltd - DDR	DD01	678.66		P/Ledger Electronic Payment
29/03/2019	Pitney Bowes - DD	DD02	63.00		2173-Postage
29/03/2019	Voucher for change	BACS	220.00		Voucher for change
31/03/2019	POOL TAKINGS CASHBOOK	CHQ	25.00		Pool Chq 03.09.18
31/03/2019	POOL TAKINGS CASHBOOK	CHQ	20.00		Pool Chq 27.09.18
31/03/2019	POOL TAKINGS CASHBOOK	CHQ	25.00		Pool Chq 22.10.18
31/03/2019	POOL TAKINGS CASHBOOK	CHQ	25.00		Pool Chq 20.11.18
31/03/2019	POOL TAKINGS CASHBOOK	CHQ	25.00		Pool Chq 21.11.18
31/03/2019	J P Lennard Ltd	CNXL4223	-451.53		2250/Credit against 10008558
31/03/2019	RS Components Limited	CNXL4542	-8.78		2251/Credit agiast 209654198
31/03/2019	Avon Extinguishers	CNXL100614	-369.66		2252/Credit aginast 24278
31/03/2019	Chapple & Jenkins Ltd	CNXL4744	-33.26		2253/Credit against 319753
31/03/2019	Chapple & Jenkins Ltd	CNXL4806	-66.17		2254/Credit against 332567

Total Payments	<u>102,516.10</u>
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BANK ACCOUNT-GENERAL

List of Payments made between 01/04/2019 and 30/04/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/04/2019	A.L.C.A.	4833	38.50		2179/Copies of Good Councillor
18/04/2019	Alison Arnold	4834	130.00		2225/NPLQ Assessment
18/04/2019	A.M.P Window Cleaning Services	4835	45.00		2234/Cleaning window 04.04.19
18/04/2019	Bristol & Avon Stocktakers	4836	100.00		2248/Bar stocktakning 29.03.19
18/04/2019	Capital Cleaning (Kent) Ltd	4837	602.52		2260/Hygiene socket mop
18/04/2019	Tolchards Ltd	4838	923.28		2221/Bar stock purchase
18/04/2019	DCK Accounting Solutions Ltd	4839	923.52		2184/Monthly contract visit
18/04/2019	The Event Flag Hire Company Lt	4840	354.00		2243/Flag rental for July 2019
18/04/2019	Filton Voice Ltd	4841	300.00		2242/Filton voice in advance
18/04/2019	Gazprom Marketing & Trading Re	4842	3,744.57		2244/Gas Marc 2019
18/04/2019	Robert Haddow	4843	140.00		2197/NPLQ Assessment
18/04/2019	Initial Washroom Hygiene	4844	180.71		2194/Monthly cleaning serv.
18/04/2019	JTS Snack Foods	4845	359.63		2223/Bar stock purchase
18/04/2019	Office Watercoolers SW Ltd	4847	44.82		2198/Montfly point of use rent
18/04/2019	Nikki Pitkin	4848	75.00		2199/Aquafit classes
18/04/2019	RLSS UK Enterprises Ltd	4849	567.50		2196/RLSS NPLQ update
18/04/2019	Tailor Made Office Supplies Lt	4850	101.50		2255/Verbatim inkjet ptintable
18/04/2019	Tan.365 LTD	4851	152.34		2200/EQ i4 Token x 100
18/04/2019	Ernest Till (South West) & co	4852	624.00		2240/Loss of hot water
18/04/2019	Virgin Media Payments Ltd	4853	62.09		2183/Broadband+telephon charge
18/04/2019	Viridor Waste Management Ltd	4854	717.00		2238/Commercial waste collect
18/04/2019	WCS Group The H2O Experts	4855	511.30		2231/Qtrly visit March 2019
18/04/2019	Lawrence Geraghty	4846	130.00		2224/Monitor DAN K. NPLQ
Total Payments			10,827.28		

