



# 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

6<sup>th</sup> June 2019

Dear Member

A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 11<sup>th</sup> June 2019 at 7p.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', followed by a small dot.

L.A.Reuben  
Town Clerk.

## A G E N D A

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 28<sup>th</sup> May 2019 (*page 1-3*)
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Participation
6. Annual Governance Statement Page(*page 4*)
7. Financial Statements 2019 – to be presented to full council 25<sup>th</sup> June 2019(*Appendix 1*)
8. Managers reports for information:-
  - i)*Leisure Centre Report, (to be tabled )*
  - ii)*Grounds and Maintenance Manager Report (page to be tabled )*
  - iii)*Bar Manager Report (page 5)*
9. Community Plan update

**Present: Cllrs:** - M Chaudhry (Chair), B Mead (Vice Chair), D Collins, A Johnstone, A. Kenyon, T Mewies, A Robinson, I Scott, J Tucker

**ALSO PRESENT:** L Reuben (Town Clerk) N Gould (Council Support Officer)

**APOLOGIES: Cllrs:** - K Briffett, A Doyle, A Monk, C Wood

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**1464. ELECTION OF CHAIR:** Cllr Chaudhry was nominated, seconded and elected nem con.

**1465. ELECTION OF VICE CHAIR:** Cllr Mead was nominated, seconded and elected nem con.

**1466. APOLOGIES FOR ABSENCE:** Cllrs apologies were noted.

**1467. DECLARATION OF INTEREST:** There were none.

**1468. MINUTES:** The minutes of the meeting held Tuesday 12<sup>th</sup> March were approved as an accurate record.

**1469. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA:** Arising from minute 1460 (Balance Sheet) The clerk was asked how much the total cost for the refurbishment of the recreational toilets had come too, it was noted that the Town Clerk would email around the exact figures before the next meeting.

***Action: Town Clerk***

**1470. PUBLIC PARTICIPATION:** A local resident raised concerns about item 18 (Leisure Centre Car Park) on the agenda, it was noted that he would like to make sure that if the proposal was accepted by council members of the community garden would not be charged for using the car park whilst in the community garden. It was agreed to discuss the proposal in more detail under item 18 on the agenda.

**1471. INCOME AND EXPENDITURE REPORTS:** Questions were raised about the following budget codes; it was agreed to report back to the next meeting:

- 203 Millennium Green Expenditure – It was noted that the £500 budget was spent on weed killing through the year, it was agreed to go away and check what products are being used to do this.
- 4037-204 Allotment Grounds Maintenance – What has been spent from this budget in M1?

***Cllr Kenyon arrived at 7.15pm***

**1472. BALANCE SHEET:** The document was noted.

**1473. MANAGERS REPORTS:**

i) **Leisure Centre Manager Report:** The report was noted.

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

iii) **Bar Manager Report:** The report was noted, it was agreed to investigate why the financial figures within the managers reports did not match the income and expenditure reports.

***Action: Town Council Office***

**1474. COMMUNITY PLAN UPDATE:** There was no update at present.

- 1475. FACE GRANT FUNDING:** The Clerk asked the Council to confirm the terms of payment for the additional £12,000 agreed to be budgeted last year. It was proposed and seconded to allow FACE to obtain the full £12,000 annually, this was **Agreed:** unanimously.
- 1476. BANK SIGNATORIES:** After a short discussion it was proposed, seconded and **Agreed:** unanimously to keep the signatories as they are; Cllr D Collins, Cllr A Monk and Cllr I Scott.
- 1477. APPOINTMENT OF COMMITTEES:**
- i) Planning Committee:** Cllrs A Johnstone, A Robinson and D Collins volunteered to sit on the committee, it was agreed the office send out an email to absent councillors to see if 2 others would sit on the committee.  
**Action: Town Council Office**
- ii) Staffing Committee:** Cllrs D Collin, A Doyle, M Chaudhry, B Mead and T Mewies were agreed to sit on the committee.
- iii) Capital Projects:** It was agreed members to sit on this committee would be; Cllrs:- A Johnstone, T Mewies, B Mead, A Robinson, A Monk and A Doyle.
- 1478. DEFIBRILLATORS:** A short discussion took place surrounding the location of any new defibrillators and how many would be needed. It was **Agreed:** the best locations would be Bethany Hall, The Spa on Filton Avenue and Filton Hill Primary School. It was noted that to make sure the equipment was as accessible as possible all 3 defibrillators would be located on the outside of the discussed locations. The Town Clerk noted that the cost of the equipment was £1000.00 per defibrillator, It was proposed, seconded and **Agreed:** unanimously to purchase 3 new defibrillators for the above locations, a report is to be brought back to the next meeting outlining which budget code it can come out of along with the logistics of placing them on outside walls.  
**Action: Town Council Office**
- 1479. COMMUNITY LIASION GROUP:** The Town Clerk explained that after advertising on Facebook the council had only received two emails with residents wanting to be involved in a community liaison group. It was **Agreed:** to advertise for more members in the next edition of the Filton Voice and also allow residents to email their thoughts about the centre in rather than actually attend a meeting. It was noted that a small group of councillors will sit on the group to feed back to Full Council.  
**Action: Town Council Office**
- 1480. DATE FOR PARISH ASSEMBLY:** It was **Agreed:** to hold the Parish Assembly before the Full Council meeting in July.
- 1481. LEISURE CENTRE CAR PARK:** Councillors discussed the proposal from A parking solutions Company. It was noted that this was an idea that had come from the management team to generate income and help solve some of the parking problems including people using the car park as a park and ride. Councillors raised concern about the business model of the company, stating that they make money by fining potential customers. The Town Clerk informed council that the idea was to create more space for the customers who want to use the facilities - who would not be charged for up to 3 hours during peak times or have parking permits. Where necessary penalise the antisocial parkers that ignore parking restrictions and block fire exits and footpaths etc. FTC would set the times and charges with the company. After a long discussion regarding the pro's and con's of the idea it was proposed and seconded to object to the idea and not look into it any further.

A second proposal was put forward to investigate the options further and contact other companies to come and submit proposals, the favoured company could come and present to council.

The second proposal was put to the vote and **Agreed:** 6 in favour 3 against  
The original proposal was put to the vote and voted 3 in favour 6 against.

**The Chair closed the meeting to the Public at 8.40 pm**

***Confidential Item***

**1482. STAFFING LEVELS IN FILTON SPORTS & LEISURE CENTRE:** The Town Clerk informed Councillors on the current staffing levels at Filton Sports and Leisure Centre. It was noted that a number of staff were leaving in the next 2 weeks therefore there may be periods when the Leisure Centre will have to close or open on reduced hours over the next few weeks before we are back up to full staffing levels.

*For full details see confidential minute book*

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

FILTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed			
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

21/03/2019

and recorded as minute reference:

19/03/2019

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman 

Clerk 

### Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

WWW.FILTONTOWNCOUNCIL.GOV.UK

## Bar Manager Report 1<sup>st</sup> May – 30<sup>th</sup>

Staffing – staff have been working well as a team covering holidays and sickness.

Income and expenditure – Income for May has been good for with £13,858.24 being taken;

- £12,790.60 is for drinks income
- £250.30 is for food
- Machine income at £167.84

### ***Totalling £13,208.14***

- £649.50 was taken through the bar for Badminton and Snooker; this is coded under 105 income.

These gross figures include VAT – the figures on income and expenditure reports are net and do not include VAT.

Income and expenditure remains under control and under budget.

Promotions and events – Real ales sales are still going well but I am expecting sales to slow down with the warmer weather. House Doubles are still going well and quiz nights are still very popular with money going to great western air ambulance, the next one is 16<sup>th</sup> June. Music nights are every month with the next one on Friday 21<sup>st</sup> June called Frogmore Street Blues Band which will be a good night for all.

Kind Regards  
Debra Holman  
Bar Manager