



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Town Clerk : Lesley Reuben

Tel: 01454 866698

Finance & General Purposes Committee – All Town Council Members

7th November 2019

Dear Member

A meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** will be held on **Tuesday 12th November 2019 at 7.30p.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'.

L.A.Reuben
Town Clerk.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. **Presentation of 2020/21 draft Budget provision by Derek Kemp – Accounting solutions (pages 1-17)**
4. To approve the Minutes of the meeting held 8th October 2019 (pages 18-19)
5. Matters of report arising from the minutes not otherwise covered by the Agenda
6. Public Participation
7. Green Space Leaflet funding (page 20)
8. Community Plan Update
9. Planning Applications – no requests have been received
10. Payments for information (page 21-22)

Confidential Session excluding public.

1. Minutes of the staffing committee held 5th November 2019 (page 23)
2. Recommendation from Staffing Committee to purchase time management system software.
3. Recommendation from Staffing Committee to look into costs of small electric van/pick up.

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 8th October 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - M Chaudhry (Chair) B Mead (Vice Chair), K Briffett, A Doyle, A Kenyon, T Mewies, A Monk, A Robinson, I Scott,

ALSO PRESENT: L Reuben (Town Clerk) C Westcott (Administrator)

APOLOGIES: Cllrs: - C Wood, A Johnstone, D Collins

NON ATTENDANCE:- Cllrs:- J Tucker

F.032 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.033 DECLARATION OF INTEREST: None noted

F.034 MINUTES: The minutes of the meeting held Tuesday 10th September 2019 were approved as an accurate record.

F.035 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: None

F.036 PUBLIC PARTICIPATION: No public attendance

F.038 EXTERNAL AUDIT REPORT: Discussion of the report took place with it being noted that the leisure centre budget was over but was at the recommended amount from the accountant. Discussion's over the current and future precept and the ongoing effects of this on Filton Town residents and the Leisure Centre.

F.039 INCOME & EXPENDITURE REPORTS:

- 909 Capital & Projects – explanation of previous query circulated

- 4001-101 – Staff Costs – its felt by the management that the original budget was set too low to achieve. It will be discussed with the accountants for future budgets. Further options and ideas to be discussed at the next Staffing Committee meeting.

FLC Manager has been asked for a report with all the information previously requested.

It was suggested that FLC to try and monitor customer feedback to see where present customers are coming from and for what activity.

Action - Filton Town Council Office

Councillor A Doyle arrived 8.00 pm

F.040 BALANCE SHEET: The document was noted.

Councillor A Monk arrived 8.05 pm

F.041 GRANT APPLICATIONS: It was proposed and seconded that Filton Town Council would invite all the charities applying for grants to attend a Grant meeting and have a presentation from then and then answer questions if necessary from the Council . The date of the 19th November was put forward .
Agreed : unanimously

The Town Clerk has been liaising with Southern Brooks and was informed of certain issues with the staffing at present. She has been asked to produce a report of the work and support we have received from them previously. Discussion to place regarding payments to be paid to Southern Brooks and

possibilities of paying it for hours and works received. Also the possibility to stop funding the service completely.

Action – Town Clerk

F.042 COMMUNITY PLAN UPDATE: Nothing to update

Councillor A Monk left 8.25pm

F.043 GREEN SPACE LEAFLET: Various queries arose so it was agreed to invite the Illustrator to Full Filton Town Council meeting to answer queries and have a presentation to show exactly what will be needed for the project.
Ideas of extra funding grants, loans and sponsorship to be looked into

Action Filton Town Council Office

F.044 PLANNING APPLICATIONS: No applications

F .045 PAYMENTS FOR INFORMATION

The Chair closed the meeting to the Public at 8.45pm

Confidential Appendix

Minutes of the staffing committee held Tuesday 1st October 2019: The minutes of the meeting were noted and recommendations approved therein.



Whereabouts Maps
Upper Lodge
Tetton Estate
Kingston St Mary
Taunton
Somerset TA5 8JB

Whereabouts Maps

QUOTE FOR: GREEN SPACE MAP FOR FILTON

KEY CONTACT: CARLA WESTCOTT 01454 866698

MAIN MAP ARTWORK	£500
TITLE IMAGE (INCL. TYPOGRAPHY & COVER DESIGN)	£450
SPOT ILLUSTRATIONS (£100 EACH, BASED ON APPROXIMATE OF 8)	£800
DESIGN, LAYOUT & PRINT PREPERATION	£500
PRINTING COSTS (9,000 LEAFLETS (50X35CM) COLOUR - 2 SIDES)	£1200
RESEARCH FEE *	TBC

TOTAL - £3,450 + RESEASRCH FEE

* Research Fee - £120 per day

Thank you.

AIDAN MEIGHAN