

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Wednesday 9th of April 2025**, Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

PRESENT: Cllrs: B. Mead (Chair), T. Mewies, D. Boardman, J. Baverstock, A. Doyle, D. Harris, A. Kenyon, S. Milestone, A. Bird, J. Molloy, A. Monk

ALSO, PRESENT: Simon Davies (Town Clerk), Robert Hutton (Deputy Clerk), Maria Goodwin (Minutes)

APOLOGIES: Cllrs: B Dewfall, E Adjeivi, Peach Jones (Town Council Support Officer)

MEETING STARTED AT 19:02PM

0740. EVACUATION PROCEDURES: Noted.

0741. APOLOGIES FOR ABSENCE: Apologies noted.

0742. DECLARATIONS OF INTEREST:

- a. Cllr Doyle declared Item 16 & 17 (0755 & 0756) as a personal interest.
- b. Cllrs Malloy, Baverstock, Mewies & Monk declared Item 16 (0755) as a personal interest.
- c. None

0743. EXCLUSION OF THE PRESS OR PUBLIC: It was resolved to exclude the press and public from item 16 (0755).

0744. PUBLIC QUESTION TIME: The Clerk gave a brief overview on the latest position with Active Nation and the Leisure Centre, his role in this matter, the work undertaken since being made aware of this and gave thanks to those involved in helping to resolve this complex situation. The Clerk advised the Council will be funding some free advice via the Citizens Advice Bureau for those wishing to seek advice on their personal position and details of any Administrator will be communicated when this information is received.

Questions were invited from the public. Residents and gym members raised concerns including how their memberships would be affected, that members may be reluctant to sign up again, how the loan will be repaid to the Treasury and how this may affect the Council, what will happen to the Leisure Centre staff, what are the time frames for reopening, who owns the gym equipment, how membership/service payments will be proved when receipts were not provided, whether the Council can now run the centre, if new membership contracts can be negotiated by the Council, if the Council could monitor any new provider and what lessons have been learned. Suggestions were offered including asking the community for help, if an insurance policy could be considered to protect members payments in the future and if advice from Citizens Advice could be collated and shared with members.

The Clerk explained that this is a very complex situation and professional advice is still being sought in regard to some of these questions. Attempts are being made to reopen the facility as soon as possible and to lessen the impact for members and staff. Reassurance was given that a number of providers had shown an interest in assisting to keep the Leisure Centre open and short-term tenders were being presented at this meeting. Once appointed the Administrator may be able to assist with membership questions, but funds and terms with Active Nation may not be honoured. There are approx. 4,500 members and there is no access to the membership database currently. It is hoped to have access to this very soon to enable communications to members. Loan repayments will now need to be paid by the

Council and a contingency is in place in the short term. The gym equipment is owned by the Council. A factsheet will be prepared by Citizens Advice and communicated out. It was agreed that lessons can be learned from this.

Public Question Time ended : 19.53.

0745. MINUTES OF FULL COUNCIL (FINANCE & GENERAL) MEETING HELD TUESDAY 11th March 2025: Not covered.

0746. MATTERS ARISING FROM THE MINUTES NOT OTHERWISE INCLUDED ON THE AGENDA: None.

0747. THE COUNCIL TO APPOINT A CONTRACTOR TO PROVIDE LEISURE SERVICES FOR 3 TO 6 MONTHS: The concept is to appoint temporary leisure services.
RESOLVED: Agreed

0748. THE COUNCIL TO RENAME THE LEISURE CENTRE TO ELM PARK LEISURE CENTRE WITH IMMEDIATE EFFECT. THE LEISURE CENTRE CAN BE RENAMED UPON COMMENCEMENT OF A SHORT-TERM CONTRACT IF REQUIRED AND IN AGREEMENT OF THE COUNCIL: The Council raised a concern regarding the cost of new signage.
RESOLVED: Elm Park Leisure Centre name agreed and any new signage costs to be kept to a minimum and for signage to be reusable.

0749. THE COUNCIL TO WRITE A TENDER FOR LONG TERM PROVISION OF LEISURE SERVICES AT THE LEISURE CENTRE: The Council discussed the provision of tender to develop a system and plan for long term provision of leisure services at the leisure centre and to ensure lessons are learned.
RESOLVED: The Council to engage work in seeking tenders to develop a system and plan for the provision of long-term leisure services at the leisure centre and to ensure lessons are learned. Budget to be attached after appointment of a consultant and blind tender agreed.

0750. THE COUNCIL TO OPERATE A LEISURE SERVICE, CALLED ELM PARK LEISURE, UNTIL THE COMMENCEMENT OF A SHORT OR LONG-TERM LEISURE PROVIDER CONTRACT: Amendment requested to add 'if legally'. Approved.
RESOLVED: Agreed.

0751. THE COUNCIL TO ALLOCATE A BUDGET OF £15,000 TOWARDS OPENING COSTS: Start up expense summary shared. Building insurance noted.
RESOLVED: Council agreed to the budget with funds coming from the Special Expenses Fund.

0752. THE COUNCIL TO GATHER QUOTES FOR A TENDER TO PROVISION PROFESSIONAL CONSULTANT SERVICES, TO BE PRESENTED TO THE FINANCE AND SCRUTINY COMMITTEE IN JUNE 2025: The Council discussed the benefits consultants can bring by helping to manage and structure complex tenders and contracts and providing support throughout.
RESOLVED: Agreed for quotes to be sought.

- 0753. THE COUNCIL TO REQUEST THE ASSETS AND OPEN SPACES COMMITTEE PRESENT A MANAGEMENT PLAN FOR THE MUGA's, CAR PARK AND OTHER ASSETS COVERED BY THE PREVIOUS LEISURE CONTRACT:** It was noted that the Assets & Open Spaces Committee is not in place until June.
RESOLVED: Modification requested for this to be from June - agreed. Council request the Assets & Open Spaces Committee present a management plan for Muga's, car park and other assets covered by the previous leisure contract in June 2025.
- 0754. THE FINANCE AND SCRUTINY COMMITTEE TO ESTABLISH COMMUNICATIONS WITH ANY APPOINTED OFFICIAL TO RECOVER OUTSTANDING COSTS, MEMBERSHIP AND FEES FROM THE PREVIOUS LEISURE PROVIDER. FINANCE AND SCRUTINY COMMITTEE TO HAVE OVERSIGHT OF ANY RECOVERY PROCESS AND AUTHORISED TO REQUEST THE TOWN CLERK TO TAKE ANY NECESSARY ACTION TO SUPPORT RECOVERY IF NEEDED. THE COMMITTEE TO REPORT TO FULL COUNCIL ON A MONTHLY BASIS ANY PROGRESS:** Council discussed whether a maximum budget should be set.
RESOLVED: It was agreed that this will be reconsidered in June 25.
- 0755. PRESENTATION FROM POTENTIAL PROVIDERS FOR LEISURE PROVISION FOR 3-6 MONTHS (excluding press and public):** Cllr Doyle left the room. Three presentations were made. All for provision of short-term leisure provision.
RESOLVED: The council voted to proceed with Elm Park Leisure Ltd with consultancy support services provided by Circadian Trust.
- 0756. THE SUCCESSFUL BID FOR 3-6 MONTH LEISURE PROVISION TO BE REVIEWED BY EITHER FULL COUNCIL OR FINANCE AND GENERAL PURPOSES COMMITTEE (OR FINANCE & SCRUTINY) BEFORE IMPLEMENTATION:**
RESOLVED: Agreed.
- 0757. DATE OF NEXT MEETING:** TBC

The meeting closed at 22.25.

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 11th of March 2025**, Studio 1, Active Nation, Filton, Elm Park, Bristol, BS34 7PS

PRESENT: Cllrs: T. Mewies (Chair), J. Baverstock, A. Doyle, D. Harris, A. Kenyon, S. Milestone, E. Adjeivi

ALSO, PRESENT: Simon Davies (Town Clerk), Robert Hutton (Deputy Clerk)

APOLOGIES: Cllr D. Boardman, A. Monk, B. Mead, J. Molloy, A. Bird, B. Dewfall

MEETING STARTED AT 19:04

0718. EVACUATION PROCEDURES: Noted.

0719. APOLOGIES FOR ABSENCE: Apologies noted.

0720. DECLARATIONS OF INTEREST:

- a. Cllr Harris declared Item 9a (0731) as a personal interest.
Cllr Mewies declared Item 9a (0731) as a personal interest
- b. None.
- c. None

0721. EXCLUSION OF THE PRESS OR PUBLIC: None.

0722. PUBLIC QUESTION TIME: Residents wished to raise concern and request to object for HMO planning application on Rappock Rd (application number P25/00262/F). Based on a number of planning considerations. Cllr Doyle and Cllr Baverstock took questions.

0723. MINUTES OF FULL COUNCIL (FINANCE & GENERAL) MEETING HELD TUESDAY 11th February 2025: Cllr Milestone raised an amendment that she was present in the meeting. Council resolved that the amendment be accepted and signed minutes from the February 2025 meeting. Amendment made, all accepted, resolved to sign Minutes from the 11th February 2025 meeting.

0724. MATTERS ARISING FROM THE MINUTES NOT OTHERWISE INCLUDED ON THE AGENDA: None.

0725. PAYMENTS FOR INFORMATION: Not available. .

0726. INCOME & EXPENDITURE REPORTS: Not available.

0727. BANK RECONCILIATIONS: Not available.

0728. TENDER FOR POTENTIAL PROVIDERS FOR YOUTH PROVISION: The Town Clerk presented the only tender received on screen.

RESOLVED: FACE awarded the contract for Youth Provision for the next 3 years.

0729. TENDER FOR POTENTIAL FILTON FESTIVAL: The Town Clerk presented the only tender received on screen.

RESOLVED: Apex Marquees awarded the contract for Filton Festival 2025.

0730. ASSET BASED COMMUNITY DEVELOPMENT (ABCD) – The Town Clerk presented ABCD scheme Small Sparks Grants and Stronger Together Community Grants – to participate in scheme to act as an umbrella organisation.

RESOLUTION : That Filton Town Council that Filton Town Council participates in the asset based community scheme (ABCD) and for the Town Clerk to take necessary action.

0731. APPROVE LEASE TO WESSEX RFCA FOR THE CADET FORCES RESOLVED:

RESOLVE: The council to sign on lease for £1500 raised buy CPI for 15 years with a 7-year break clause. The Town Clerk to make necessary arrangements with Wessex RFCA.

0732. TO ACCEPT THE REQUEST FROM THE LOCAL BEAT TEAM TO HOLD A BIKE MARKING EVENT ON THE 7TH OF APRIL 2025:

RESOLVED: That the Council support the event on the 7th of April.

0733. REPOSITION OUTDOOR FITNESS EQUIPMENT: The Deputy Clerk presented two alternative locations to relocate the outdoor gym equipment due to the development of the multi-use track where they are currently located.

RESOLVED: The council voted on option 2 to relocate gym equipment.

0734. PRESENTATION: BRABAZON PLANNING APPLICATION AND PROGRESS UPDATE:

Two employees from YTL presented the changes to the site and answered any questions.

0735. NOTE: TECHNICAL ACCESS – EQUIPMENT AND EMAIL ACCOUNTS: The Town Clerk explained support available.

0736. NOTE: CHANGE OF SIGNATORY FOR BANK ACCOUNTS: The Town Clerk explained this has changed, only 2 signatures now needed as a temporary measure.

0737. NOTE: FIELD DEFENCES FOR ELM PARK: Town Clerk explained that the open spaces teams are currently in the process of undertaking.

0738. NOTE: CONFERENCE CAMERA ISSUES: The Town Clerk explained that this has stemmed from the loss of internet and that the manufacturers engineers are needed to resolve.

0739. DATE OF NEXT MEETING: 8th of April 2025.

The meeting closed at 20:50.

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0739. DATE OF NEXT MEETING: 8th of April 2025.

The meeting closed at 20:50.

PRESENT: Cllrs: T Mewies (Chair), J Baverstock, A Bird, A Doyle, A Kenyon, J Molloy, D Harris, D Boardman, B Dewfall, D Harris

ALSO, PRESENT: Simon Davies (Town Clerk)

APOLOGIES: Cllr A Monk, B Mead, S Milestone

0697. EVACUATION PROCEDURES: Noted

0698. APOLOGIES FOR ABSENCE: Apologies noted.

0699. DECLARATIONS OF INTEREST:

- a. None
- b. None
- c. None

0700. EXCLUSION OF THE PRESS OR PUBLIC: It was resolved to exclude the press and public from item 0716.

0701. PUBLIC QUESTION TIME: No Submissions

0702. MINUTES OF FULL COUNCIL (FINANCE AND GENERAL) MEETING HELD TUESDAY 10th December 2024: Council resolved to approve the Minutes from the 10th December 2024 meeting.

0703. MATTERS ARISING FROM THE MINUTES: Cllr Boardman requested an update on Active Nation processing South Gloucestershire Leisure Vouchers and repairs to equipment (including notifications).

0704. PAYMENTS FOR INFORMATION: Noted

0705. INCOME & EXPENDITURE REPORTS: Noted

0706. BANK RECONCILIATIONS: Noted

0707. BUDGET 2025-2026: The Clerk presented the proposed budget, as recommended by the Accounts and Budget Working Group. The Council noted the budget headings and 'Total Dwellings by Council Tax Band'.

RESOLVED: To implement the budget for 2025-2026 as recommended, and to increase the budget for 'Christmas Activities' to £15k (from the Community Development Fund).

RESOLVED: To approve the Precept for 2025-2026 of £978,523

0708. BRITISH CYCLE SPEEDWAY UPDATE: The Clerk updated the Council on progress, and to approve the quote for works in line with the Council's Financial Regulations.

RESOLVED: To approve the quote from Velosolutions in accordance with Financial Regulation 5.13.

RESOLVED: The Town Clerk to pursue quotes to remove and re-establish the outdoor gym equipment from the centre of the track.

0709. RESURFACING THE PLAYAREA (ROUNABOUT): The Council considered quotes to provide a new surface around a piece of equipment in the play area.

RESOLVED: To approve Redlynch to provide the replacement surface, provided confirmation on the material used being recycled.

- 0710. GROUND MAINTENANCE CONTRACT:** The Council discussed the provision of ground maintenance from South Gloucestershire Council.
RESOLVED: The Council to accept the quote for works during 2025-2026, and for the Deputy Clerk investigate providing the service from the Open Spaces Team during the year.
- 0711. CUSTOMER AND COMMUNITY IMPROVEMENT FUND - GWR:** The updated the Council on a potential grant to refurbish the skateboard park, with a GWR theme. The grant scheme has short application window until 31st January 2025. Suggested projects were the Skateboard Park refresh and a train themed play equipment.
RESOLVED: The Council to apply for a grant to provide a refresh of the Skateboard Park, with a GWR/railway theme. Application to be taken forward by the Town Clerk and Open Spaces Team. (5 voted for, 4 voted against).
- 0712. FILTON FESTIVAL:** The Council debated a tender for the Filton Festival 2025 and reviewed the process from 2024.
RESOLVED: To establish a Task and Finish Group to update the Festival Tender, and for the Town Clerk to release for quotation.
- 0713. FACE UPDATE:** The Town Clerk updated the Council on a meeting with FACE to discuss further youth provision. Matter to be discussed at Full Council.
- 0714. FILTON FESTIVAL:** The Council debated a tender for the Filton Festival 2025 and reviewed the process from 2024.
RESOLVED: To establish a Task and Finish Group to update the Festival Tender, and for the Town Clerk to release for quotation.
- 0715. STAFFING UPDATE:** The Clerk updated the Council on the following:
- a. Town Clerk Support Officer – confirmed as Peach Jones, who will start with the Council on 27th January 2025.
 - b. Deputy Clerk – First stage interviews on 17th January 2025
 - c. Open Spaces Ranger (Ecology) – Recruiting to start beginning of February 2025
- 0716. CONTRACTOR SCORING:** The Council discussed the requirement to score contractors as part of an ongoing due diligence process. Town Clerk to report to next Finance and General Purposes meeting in February 2025.
- 0717. NEXT MEETING:** The Council noted the next Finance and General Purposes Committee will meet on 11th February 2025.