



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Web: www.filtontowncouncil.gov.uk E-mail: office@filtontowncouncil.gov.uk

FULL COUNCIL MEETING (Finance & General Purposes)

8th May 2025

Members are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 13th May 2025 at 7.00pm at Studio 1, Elm Park Leisure Centre, Elm Park, BS34 7PS.**

Simon Davies

Town Clerk & RFO

town.clerk@filtontowncouncil.gov.uk

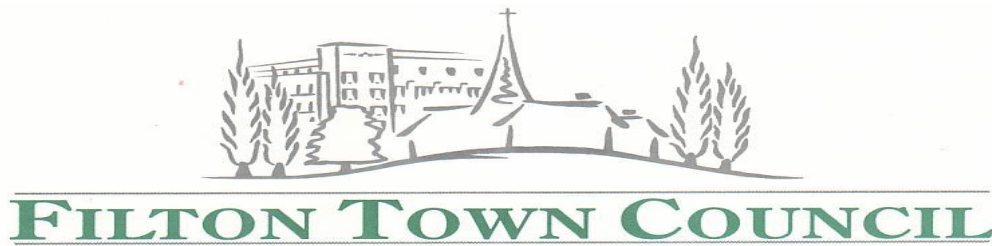
01454 803918

A G E N D A

1. Evacuation Procedures
2. Apologies for Absence
3. Declarations of Interest
 - a. To receive declarations of interest from Councillors on items on the agenda.
 - b. To receive written requests for dispensations for disclosable pecuniary interests. *(if any)*
 - c. To grant any requests for dispensation as appropriate.
4. Exclusion of the press or public
5. Public Question Time
6. Minutes of Full Council (Finance & General Purposes) Tuesday 9th April 2025
7. Minutes of Full Council (Finance & General Purposes) Tuesday 11th March 2025
8. Matters of report arising from the minutes not otherwise covered by the agenda
9. **RESOLVE:** To task the Ecology Ranger to work with the Head Ranger to design a annual grass cutting schedule, to promote a positive impact on the biodiversity of Elm Park and Millennium Green (Exceptions of football pitches, Gym equipment area, and Filton Community Garden in line with motions held in previous years).
10. **RESOLVE:** Filton Athletic FC – proposal to rename the football pitch after their main sponsor following refurbishment (matches only). – *(ANNEX A)*
11. **RESOLVE:** Quotes on fencing and mobile dug outs for Filton Athletic FC. – *(ANNEX B1, B2, B3)*
12. **NOTE:** Police updates on anti-social behaviour/county lines running across Elm Park during the weekend 3rd May. – *(ANNEX C)*
13. **RESOLVE:** The Town Clerk to work with local Police to restrict access to Elm Park by using gates like those in Millenium Green, in order to prevent anti-social behaviour; and to gain quotes for Council consideration.
14. **NOTE:** Internal Audit 2024-2025 – Several action points from the Internal Audit; work underway by Locum Clerk – *(ANNEX D1)*
15. **NOTE:** Action Points from Audit and work underway *(ANNEX D2)*
16. **NOTE:** Project Updates – projects being implemented and delivered.
17. **RESOLVE:** Grant for £1200 CAB South Gloucestershire for the advice centres for those affected by the closure of Leisure Centre site. – *(ANNEX E1)*
18. **NOTE:** Report of attendance for advice sessions around Active Nation's insolvency. – *(ANNEX E2)*
19. **RESOLVE:** Release of funds to partly settle final amount due from Filton Town Council to Spellar Metcalf. £63,047 due now with the remaining £10,000 due after remaining defect items resolved.
20. Leisure Centre Update

- a. Update presentation
- b. **RESOLVE:** To open the leisure centre for public use before 31st May 2025.
- c. **RESOLVE:** Filton Town Council to commit to paying monthly deficit for operating the leisure centre until a long-term provider is in place
- d. **RESOLVE:** To approve the Service Level Agreement (SLA) (EXCLUSION OF PRESS AND PUBLIC) – (ANNEX F)
- e. **NOTE:** Service Provider briefing (EXCLUSION OF PRESS AND PUBLIC)
- f. **NOTE:** Plan for onward operations onsite (EXCLUSION OF PRESS AND PUBLIC)

21. Date of next meeting: TBC



ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Web: www.filtontowncouncil.gov.uk E-mail: office@filtontowncouncil.gov.uk

FULL COUNCIL MEETING (Finance & General Purposes)

4th April 2025

Members are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Wednesday 9th April 2025 (CHANGE OF DAY)** at 7.00pm at Studio 1, Active Nation Filton, Elm Park, BS34 7PS.

Simon Davies

Town Clerk & RFO

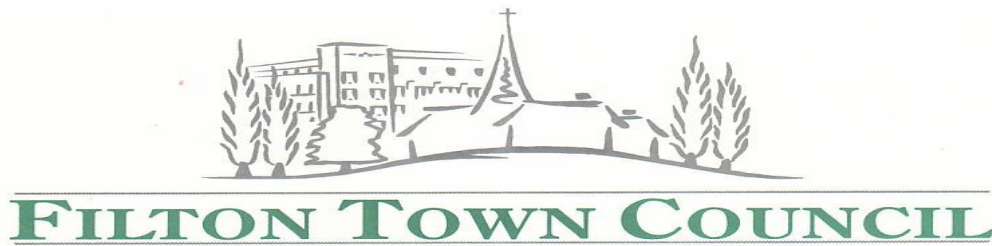
town.clerk@filtontowncouncil.gov.uk

01454 803918

A G E N D A

1. Evacuation Procedures
2. Apologies for Absence
3. Declarations of Interest
 - a. To receive declarations of interest from Councillors on items on the agenda.
 - b. To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - c. To grant any requests for dispensation as appropriate
4. Exclusion of the press or public
5. Public Question Time
6. Minutes of Full Council (Finance and General Purposes) Tuesday 11th March 2025
7. Matters of report arising from the minutes not otherwise covered by the agenda
8. **Resolve:** The Council to appoint a contractor to provide leisure services for 3 to 6 months
9. **Resolve:** The Council to rename the Leisure Centre to Elm Park Leisure Centre with immediate effect. The Leisure Centre can be renamed upon the commencement of a short-term contract if required and I agreement of the Council.
10. **Resolve:** The Council to write a Tender for long term provision of leisure services at the Leisure Centre
11. **Resolve:** The Council to operate a leisure service, called Elm Park Leisure, until the commencement of a short or long term leisure provider contract.
12. **Resolve:** The Council to allocate a budget of £15,000 towards opening costs
13. **Resolve:** 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.
14. **Resolve:** The Council to request the Assets and Open Spaces Committee present a management plan for the MUGAs, car park, and other assets covered by the previous leisure contract.

- 15. Resolve:** 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.
- 16. Resolve:** Presentation from potential providers for leisure provision for 3 – 6 months (**excluding press and public**).
- 17. Resolve:** The successful bid for a 3 – 6 month leisure provision to be reviewed by either Full Council or Finance and General Purposes Committee (or Finance and Scrutiny) before implementation.
- 18.** Date of next meeting: TBC



ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Web: www.filtontowncouncil.gov.uk E-mail: office@filtontowncouncil.gov.uk

FULL COUNCIL MEETING (Finance & General Purposes)

6th February 2025

Members are hereby summoned to a meeting of the **FULL COUNCIL (FINANCE & GENERAL PURPOSES)** to be held on **Tuesday 11th February 2025 at 7.00pm at Studio 1, Active Nation Filton, Elm Park, BS34 7PS.**

This meeting will be live streamed using the link: <https://youtube.com/live/t1Yg0KuoKLU?feature=share>

Simon Davies

Town Clerk & RFO

town.clerk@filtontowncouncil.gov.uk

01454 803918

A G E N D A

1. Evacuation Procedures
2. Apologies for Absence
3. Declarations of Interest
 - a. To receive declarations of interest from Councillors on items on the agenda.
 - b. To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - c. To grant any requests for dispensation as appropriate
4. Exclusion of the press or public
5. Public Question Time
6. Minutes of Full Council (Finance and General Purposes) Tuesday 14th January 2025
7. Matters of report arising from the minutes not otherwise covered by the agenda
8. Accounts
 - a. Summary Income and Expenditure – January 2025 (ANNEX A1)
 - b. Reconcile – Unity Bank January 2025 (ANNEX A2)
 - c. Reconcile – Natwest Bank January 2025 (ANNEX A3)
9. **Resolve:** Water Supply Quote (ANNEX B)
10. **Resolve:** Approve Lease to Wessex RFCA for the Cadet Forces Hut (ANNEX C)
11. **Resolve:** Audit Services for 2025 – 2028 (ANNEX D)
12. Circus Ginnett 2025
 - a. **Resolve:** Application to issue a licence to host a circus from 21st July to 3rd August 2025
 - b. **Resolve:** Licence Fee – currently £125 per day (to exclude charity fundraising for one day)
 - c. **Resolve:** Licence Bond – currently £500 for duration (returnable)
 - d. **Resolve:** Establish a Task and Finish Group to review License conditions before issuing

- e. **Resolve:** Exclusivity agreement for Circus Ginnett for 2025
- 13. Avon Fire & Rescue Service Sports Day – spring/summer 2026 (ANNEX E)**
 - a. **Resolve:** In principle support and establish a Task and Finish Group
 - b. **Discussion:** Outline of costs, license and bond required
- 14. Filton Petanque Club lease**
 - a. **Resolve:** Annual lease – currently £75 per annum
 - b. **Resolve:** Filton Petanque Club to provide basic surface maintenance throughout
 - c. **Resolve:** Council to provide replacement surface when required, maintain the lighting and other Pist infrastructure.
- 15. Note:** Tenders online and to potential providers
 - a. Youth Provision (ANNEX F1)
 - b. Filton Festival (ANNEX F2)
- 16. Contractor Scoring (ANNEX G)**
- 17. Date of next meeting: 11th March 2025**