



## **FILTON TOWN COUNCIL**

**Members are hereby summoned to the Full Council Meeting to be held on Tuesday 24<sup>th</sup> June 2025 at 7.00pm at Elm Park Leisure Centre**

19<sup>th</sup> June 2025,

Simon Davies  
Town Clerk & RFO  
Elm Park, Filton,  
South Gloucestershire, BS347PS  
01454 803918

[town.clerk@filtontowncouncil.gov.uk](mailto:town.clerk@filtontowncouncil.gov.uk)  
[www.filtontowncouncil.gov.uk](http://www.filtontowncouncil.gov.uk)

This meeting maybe live streamed using link – subject to any technical issues affecting broadcast.

### **AGENDA**

#### **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 AND PUBLIC**

To agree any items to be dealt with after the Press and Public has been excluded from the meeting within the requirements of the Public Bodies (Admission of Meetings Act) as amended 1960, in order that confidential items can be discussed. If a decision is made to exclude, this should be by resolution. Filton Town council Standing Orders 3 (d) – **(RESOLVE)**

#### **5. PUBLIC QUESTION TIME**

Public speaking time is restricted to 15 minutes in total (up to 5 minutes per speaker) as per Filton Town Council Standing Orders: 3(f) and 3(g). The Mayor will call from those members of the public who indicate a wish to speak.

**6. TO APPROVE THE MINUTES FROM THE ANNUAL GENERAL MEETING  
HELD ON 27<sup>TH</sup> MAY 2025**

**7. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE  
COVERED BY THE AGENDA**

**8. DRAFT MINUTES FROM THE STAFFING, FINANCE & SCRUTINY,  
PLANNING & CLIMATE, AND ASSETS & OPEN SPACES COMMITTEES –  
(NOTE)**

**9. PRESENTATION BY CITIZENS ADVICE BUREAU SOUTH  
GLOUCESTERSHIRE ON A PROPOSAL TO SUPPORT OUTREACH WORK  
IN FILTON**

The Council to receive a presentation from the Citizen's Advice Bureau (South Gloucestershire) on an initiative to support residents in various welfare matters locally rather than in Yate – (RESOLVE)

**10. PRESENTATION BY ELM PARK LEISURE ON THE LEISURE CENTRE  
STORY OVER THE LAST MONTH**

The Council to receive a presentation by the Leisure Centre Business Manager on progress since reopening in late May – (NOTE)

**11. PROJECT DASHBOARD UPDATE**

The Deputy Clerk to present an update on projects currently underway (detailed version presented at Assets & Open Spaces Committee) – (NOTE)

**12. REPORT FROM LOCAL BEAT TEAM**

To receive a report from the Filton Beat Team (ANNEX A) – (NOTE)

**13. SOUTH GLOUCESTERSHIRE FOOD PARTNERSHIP REPORT AND MAP -  
TO RESOLVE TO JOIN THE SOUTH GLOUCESTERSHIRE FOOD  
PARTNERSHIP**

The Council to consider joining the South Gloucestershire Council 'Food Partnership' initiative (ANNEX B) - (RESOLVE)

**14. AUDIT 2024-2025**

- A. Internal Auditors Report of the End of Financial Year 2024-2025 - (RESOLVE)
- B. Annual Governance Statement (Section 1) – (RESOLVE)
- C. Annual Governance Statement (Section 2) – (RESOLVE)
- D. Notice of Public Rights – (RESOLVE)

**15. SPELLAR METCALFE PAYMENTS AND 'LETTER OF COMFORT'**

The Council to discuss the outstanding payment to Spellar Metcalfe after their meeting with the Town Clerk and the developer providing a 'letter of comfort' for outstanding works (ANNEX C) – (RESOLVE)

**16. BUDGET AMENDMENTS LEISURE CENTRE DEFICIT FUNDING**

The Council to resolve on an 'emergency budget' to support deficit spend in the leisure centre until December 2025 (ANNEX D) – (RESOLVE)

**17. PAYMENT FOR THE FIRST PARKWOOD LEISURE INVOICE FOR £79914.07**

To approve the first invoice from Parkwood Leisure on the deficit spend from May 2025, and to resolve to delegate future invoices to the Finance and Scrutiny Committee (details discussed in committee), with a monthly statement provided to Full Council each month on costs incurred (*ANNEX E*) – (RESOLVE)

**18. LOCAL YARN BOMBER**

To receive an update on our ‘Yarn Bomber’ in Elm Park (*ANNEX F*) – (NOTE)

**19. ANY OTHER ITEM THE MAYOR DECIDES IS URGENT****20. DATE OF NEXT FULL COUNCIL MEETING – 23<sup>rd</sup> September 2025 – (NOTE)**

Circulation List:

|                                |                                       |                                  |
|--------------------------------|---------------------------------------|----------------------------------|
| <i>Cllr Tom Mewies – Mayor</i> | <i>Cllr Brian Mead – Deputy Mayor</i> |                                  |
| <i>Cllr John Baverstock</i>    | <i>Cllr Alan Bird</i>                 | <i>Cllr Esther Adjeivi</i>       |
| <i>Cllr Dan Boardman</i>       | <i>Cllr Alex Doyle</i>                | <i>Cllr Adam Monk</i>            |
| <i>Cllr Dan Harris</i>         | <i>Cllr Anne Kenyon</i>               | <i>Cllr Sue Milestone</i>        |
| <i>Cllr Julie Molloy</i>       | <i>Cllr Ben Dewfall</i>               |                                  |
| <i>Press - Filton Voice</i>    | <i>PC Pretlove - Filton Beat Team</i> |                                  |
| <i>Town Clerk</i>              | <i>Deputy Clerk</i>                   | <i>Locum Clerk</i>               |
| <i>Head Ranger</i>             | <i>Support Officer</i>                | <i>Social Media/Noticeboards</i> |