



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

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

FULL COUNCIL

20th March 2025

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 25th March 2025 at 7p.m** at Studio 1, Leisure Centre, Elm Park, Filton BS34 7PS.

This meeting will be live streamed using link: <https://youtube.com/live/xvWR98OJGC8> - *Due to technical issues this may not get broadcasted.*

Yours sincerely,

Simon Davies
Town Clerk & RFO
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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.
 - c. To grant any requests for dispensation as appropriate.
4. Exclusion of the press or public
5. Public Question Time
6. To approve the minutes of the meeting held 25th February 2025
7. Matters of report arising from the minutes not otherwise covered by the agenda
8. South Gloucestershire Councillor Reports
9. Filton Town Councillor Reports from outside bodies
10. Report from Local Beat Team (ANNEX A)
11. Submissions from Members
12. **NOTE:** April Meeting Dates
 - a. Staffing Committee – 1st April 2025, 7pm
 - b. Finance and General Purposes – 8th April 2025, 7pm
 - c. Planning Committee – 15th April 2025, 7pm
 - d. Town Council – 22nd April 2025, 7pm
13. **NOTE:** Defibrillator Safety Checks (ANNEX B)
14. **NOTE:** Council Project Dashboard (ANNEX C – removed. Dashboard to be projected onto the screen)
15. **NOTE:** Set-up Refresh Leaflet (ANNEX D)

16. COUNCIL RESTRUCTURE

NOTE: Overview of proposed restructure Council operations (*ANNEX E1*)

RESOLVE: To implement a new Council structure (*ANNEX E2*) from 1st June 2025 (selected at the Annual Meeting in May 2025):

- Full Council
- Finance and Scrutiny Committee
- Planning and Climate Committee
- Open Spaces and Asset Management Committee
- Staffing Committee

RESOLVE: To implement the 'Scheme of Delegation' (*ANNEX E3*) from 1st June 2025.

RESOLVE: To reduce the quorate for Full Council to 5 (legal minimum) from 1st June 2025 (amendment to Standing Orders)

RESOLVE: For all Committees of the Full Council to have a membership of 9 Councillors and a quorate of 3 (legal minimum) from 1st June 2025

RESOLVE: To commence work on new branding for the Town Council and to assign an outline budget.

RESOLVE: To present a new schedule for the restructured Council before end of April 2025

RESOLVE: For the existing schedule of meetings to continue until 31st May 2025 – The Support Officer to update the website.

RESOLVE: The Annual Parish Meeting to be held on 13th May 2025 at 7pm, with a budget for light refreshments of £100.

RESOLVE: The Annual Meeting to be held on 27th May 2025 at 7pm.

17. CIVIC REVIEW: ESTABLISHING THE OFFICE OF MAYOR OF FILTON

NOTE: Overview of establishing a Mayoralty (*ANNEX F*)

RESOLVE: The Council recognise the Chair of Filton Town Council as 'Mayor of Filton' from the appropriate item at the Annual Meeting on 27th May 2025.

RESOLVE: The proposed Mayor of Filton assumes all responsibilities and powers as Chair of Filton Town Council from appointment.

RESOLVE: The Mayor of Filton can appoint a Consort to support on official duties.

RESOLVE: The Town Clerk to establish a formal list and register of Mayors of Filton

RESOLVE: The 'Civic Expenses' budget is renamed to 'Mayoral Expenses'.

RESOLVE: The Town Clerk to research costs for a new Chain of Office and civic regalia and present to the new Finance and Scrutiny Committee.

RESOLVE: The Town Clerk to research costs for Mayoral Robes and Tricorn Hat and present to the new Finance and Scrutiny Committee.

RESOLVE: The Town Clerk to establish an annual 'Civic Review' to outline Mayoral responsibilities for presentation (including use of the proposed 'Mayoral Expenses') to the new Finance and Scrutiny Committee – for recommendation to Full Council by September 2025.

18. ACTIVE NATION MEETING UPDATE

NOTE: Notes from the monthly meeting held on 13th March 2025 with Active Nation Filton (*ANNEX G*)

19. 80th COMMEMORATION OF VE DAY

NOTE: Update on ideas for 80th VE Day Anniversary (*ANNEX H1*)

RESOLVE: Grant application from Aerospace Bristol for £2000 (*ANNEX H2*)