



FILTON TOWN COUNCIL

Minutes of **FILTON TOWN COUNCIL'S – Full Council Meeting** held at 7:00PM on Tuesday 24th of June 2025 – Held at: Studio 1, Elm Park Leisure Centre, Filton, Elm Park, Bristol, BS34 7PS

PRESENT: Cllrs: T Mewies (*Chair & Mayor*), B. Mead (*Deputy Mayor*), J. Baverstock, A. Bird, A. Doyle, D. Harris, A. Kenyon, B. Dewfall, D. Boardman, E. Adjeivi.

IN ATTENDANCE: Simon Davies (*Town Clerk*), Robert Hutton (*Deputy Clerk*), Peach Jones (*Town Council Support Officer*) Joanna Ward (*Locum Clerk*)

APOLOGIES: Cllrs: S. Milestone, J. Molloy, A. Monk.

MEETING STARTED AT 7:00PM

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Noted: Cllrs Milestone, Molloy and Monk.

03. DECLARATIONS OF INTEREST:

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| a. To receive declarations of interest from Councillors on items on the agenda. | None. |
| b. To receive written requests for dispensations for disclosable pecuniary interests (if any). | None. |
| c. To grant any requests for dispensation as appropriate. | None. |

**04. EXCLUSION OF THE PRESS AND PUBLIC
RESOLVED:** No declarations raised.

05. PUBLIC QUESTION TIME: With no public in attendance and no declarations raised, it was agreed to move onto the next item.

Public Question Time ended : 7:15PM.

**06. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA
RESOLVED:** None were declared.

07. TO APPROVE THE MINUTES OF ANNUAL GENERAL MEETING HELD ON 27TH MAY 2025: Minutes were accepted as an accurate record.

08. DRAFT MINUTES FROM THE STAFFING, FINANCE & SCRUTINY, PLANNING & CLIMATE, AND ASSETS & OPEN SPACES COMMITTEES

NOTED: The chair advised that if councillors have any questions, to send them in to the Town Clerk.

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

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

Questions were asked and answered about their plans for service structure, placement and contractual negotiations.

- Citizens Advice Bureau representatives exited the meeting at 7:40PM.

Councillors discussed further supporting aspects of the proposition.

RESOLVED: Cllr Boardman, Cllr Doyle seconding that Filton Town Council agree to a 1 year contract with Citizen's Advice Bureau to support outreach work in Filton with a 6 month review agreement, with an option of a subsequent 3 year extension based on the 6 month review.

VOTE: Passed (*unanimously*)

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

Filton Town Council received a presentation by the Leisure Centre Business Manager on progress since reopening on the 27th May 2025.

NOTED: Leisure Centre Business Manager gave an update including sales statistics, marketing schemes and staffing and recruitment efforts. Councillors asked questions surrounding expenditure which were answered with confidence based on sales statistics that there is confirmed support in longevity for Elm Park Leisure Centre.

11. PROJECT DASHBOARD UPDATE

NOTED: The Deputy Clerk presented an update on projects currently underway (a detailed version presented at the previous Assets & Open Spaces Committee - 17th June 2025)

12. REPORT FROM LOCAL BEAT TEAM

NOTED: Filton Town Council received a report (*ANNEX A*) from PC Pretlove - head of the Filton Beat Team, who attended to answer questions from councillors.

Police have been organising situated teams to make patrols in areas stemming from categorised crime issues stemming from report data.

Their team will also be attending the upcoming Filton Hill School summer fete on 29th June 2025.

Filton Beat Team have also spoken to residents and users of Millenium Green and have reported that since the installation of the kissing gates, people feel safe and satisfied with the added security of the area. - Filton Beat Team exited the meeting at 7:15PM.

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*)

RESOLVED: The Town Clerk described the purpose of formally inviting council's and councillors to be a part of the partnership initiative. Cllr Baverstock advised councillors that South Gloucestershire Council have already previously funded the food partnership to facilitate communication, advice and guidance on relevant core matters involving the South Gloucestershire Food Partnership. Cllr Baverstock was nominated to attend as a representative party.

VOTE: Passed (*unanimously*)

14. AUDIT 2024-2025

The Town Clerk outlined the legal requirements of the Annual Governance and Accountability Return documents, starting with the AGAR Return 24-25 (*Annex G*) with purpose for full council to approve, accept and sign the documents provided.

Documents are then to be published online for 30 days from July 2025.

RESOLVED: Council accepts the AGAR Return 24-25 (*Annex G*) document

VOTE: Passed (*unanimously*)

Item 14 A. - Internal Auditors Report of the End of Financial Year 2024-2025 <i>Council accept and agree to the above item.</i>	VOTE: Passed (<i>unanimously</i>)
Item 14 B. - Annual Governance Statement (Section 1) <i>Council accept and agree to sign the above item.</i>	VOTE: Passed (<i>unanimously</i>)
Item 14 C. - Annual Governance Statement (Section 2) <i>Council accept and agree to sign the above item.</i>	VOTE: Passed (<i>unanimously</i>)
Item 14 D. - Notice of Public Rights <i>Council accept and agree to the above item.</i>	VOTE: Passed (<i>unanimously</i>)

15. SPELLER METCALFE PAYMENTS AND ‘LETTER OF COMFORT’

RESOLVED: Councillors discussed the outstanding payment to Speller Metcalfe after their meeting with the Town Clerk and the developer providing a ‘letter of comfort’ for outstanding works (*ANNEX C*).

PROPOSAL: Cllr Boardman, Cllr Bird to second that a payment of 25% of the outstanding balance be paid towards the outstanding works on Leisure Centre building defects with all materials to immediately be ordered and vested to Filton Town Council.

VOTE: Passed (*carried*) | 1 Against (*Cllr Kenyon*)

16. BUDGET AMENDMENTS LEISURE CENTRE DEFICIT FUNDING

The Council assessed and discussed allocated figures from multiple categories on the budget account: Community Development, Christmas Activities, Corporate Management and Central Services to resolve on an ‘emergency budget’ to support deficit spend in the leisure centre until December 2025 (*ANNEX D*)

RESOLVED: Cllr Doyle proposed, Cllr Mead seconding for Council to commit to the budget as presented by the Town Clerk.

VOTE: Passed (*unanimously*)

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*)

NOTED: The Town Clerk advised that a breakdown will be forwarded to the next Finance & Scrutiny meeting on 8th July 2025.

18. LOCAL YARN BOMBER

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

NOTED: The Town Clerk advised that a breakdown will be forwarded to the next Finance & Scrutiny meeting on 8th July 2025.

19. ANY OTHER ITEM THE MAYOR DECIDES IS URGENT

None declared.

20. DATE OF NEXT MEETING: Tuesday, 22nd July 2025 at 7PM.

THE MEETING CLOSED AT 9:20PM