

Minutes of the Full Council of **FILTON TOWN COUNCIL** held at 7:00PM on **Tuesday 25th March 2025**. Studio 1, Active Nation Leisure Centre, Elm Park Filton.

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

ALSO, PRESENT: Simon Davies (Town Clerk & RFO), Robert Hutton (Deputy Clerk) and Peach Jones (Support Officer)

APOLOGIES: Cllrs: B.Mead, A. Monk, A Bird.

NON-ATTENDANCE: E Adjeivi.

0553. EVACUATION PROCEDURE: The Chair outlined the evacuation procedures.

0554. APOLOGIES FOR ABSENCE: – Noted. Cllr. Dewfall gave apologies in advance for the next meeting on 8th April.

0555. DECLARATIONS OF INTEREST:

3.01 To receive declarations of interest from Councillors on items on the agenda. – Cllr Boardman expressed interest on Filton Central Garage. – Chair Mewies noted that it would not be relevant for this meeting.

3.02 To receive written requests for dispensations for disclosable pecuniary interests (if any.) – None Declared.

3.03 To grant any requests for dispensation as appropriate. – None Declared.

0556. EXCLUSION OF PRESS OR PUBLIC: – None.

0557. PUBLIC QUESTION TIME: – None.

0558. RESOLVED: TO APPROVE THE MINUTES OF THE MEETING HELD 25th February 2025. - Approved as an accurate record and signed by Cllr Mewies.

0559. RESOLVED: CONTRACTUAL PAYMENTS REVIEW

Councillors reviewed and discussed contractors annual repayments upon which an agreement with a passed vote.

0560. MATTERS ARISING FROM THE MINUTES NOT OTHERWISE INCLUDED ON THE AGENDA: – None.

0561. FILTON TOWN COUNCILLOR REPORTS FROM OUTSIDE BODIES: –

- Cllr A Kenyon confirmed the Filton Twinning Committee's upcoming trip to Germany at Witzenhausen is underway with dates confirmed for August.

- Cllr Baverstock reported comms from the Community Garden that they are deciding to hold their summer fete on a different day and have planned to hold an Easter Egg Hunt this year as an Easter Event on Saturday, 12th April. The Community Garden aren't seeking to hold a VE Day event this year. However, they are interested in potentially arranging a lantern parade in the winter with thoughts on a carol event with mince pies akin to last year. They are also planning for a potential event for Armistice (Remembrance) Day.

0562. REPORT FROM LOCAL BEAT TEAM - (ANNEX A)

- Noted. The Town Clerk updated the Council on the items found in Elm Park which have been handed over to the police along with an update on more CCTV systems being worked on.

- Cllr D Boardman raised that there is a perceived lack of public reassurance from the police regarding steps they are taking on the targeted burglaries that

have happened in Filton area. Adding that we often hear a lot about the crimes taken place and little on the successes.

RESOLVE: FTC to relay back to Srgt Pretlove and Srgt Pell on more comms with clarification on domestic violence reports.

0563. REPORT FROM LOCAL BEAT TEAM - (ANNEX A)

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RESOLVE: FTC to relay back to Srgt Pretlove and Srgt Pell on more comms with clarification on domestic violence reports.

– Cllr. Molloy arrived at 7:11PM.

0564. SUBMISSIONS FROM MEMBERS: – None.

0565. APRIL MEETING DATES: – Noted.

0566. DEFIBRILLATOR UPDATES – (ANNEX B) – Noted.

The Deputy Clerk gave an update with regards to frequency of routine safety checks and who this task could be jointly delegated to.

- Cllr Boardman raised to query South Gloucestershire Council with possibility to add the defibrillators onto way finders. Chair Mewies stated Filton Chest and Heart may be a good contact with regards to visibility.

– Cllr. Doyle arrived at 7:14PM.

0567. COUNCIL PROJECT DASHBOARD – Noted.

The Deputy Clerk gave an update with the newly created project dashboard regarding matters of the Council going forward. With an overview on how it will be used with an intention to monitor progress on projects and individual achievements.

- Cllrs agreed it is good to have something prepared that is more visual that what they have seen before and noted it will be a great way to measure progress going forward as well as being something to build up from.

0568. SET-UP REFRESH LEAFLET - (ANNEX D) – Noted.

The Support Officer presented a leaflet encouraging councillors who are struggling to log in to their devices, have lost a device, have technical issues or require further advice to approach the Corporate Services team should they need any relevant assistance that affects their work regarding Filton Town Council.

- Outside of this FACE hold a Tech Talk group for further support.

0569. COUNCIL RESTRUCTURE – Noted.

The Town Clerk gave a proposed overview talk presenting a document which was put together by councillors who attended the working groups.

whereby introducing a written demonstration of a new council structure of committees, numbers of members and changes meeting scheduling. Including the proposal of a Mayor and Consort of Filton and potential new branding for Filton Town Council.

OVERVIEW OF PROPOSED RESTRUCTURE COUNCIL OPERATIONS - (ANNEX E1) – Noted.

The Town Clerk detailed of the technical legalities to do with the proposed restructure.

RESOLVED: TO IMPLEMENT A NEW COUNCIL STRUCTURE (ANNEX E2) FROM 1ST JUNE 2025 (SELECTED AT THE ANNUAL MEETING - MAY 2025)

- The Town Clerk demonstrated a visual hierarchy of the proposed structure. Cllr Boardman proposed with Cllr Baverstock seconding. **Vote:** Unanimous.

RESOLVED: TO IMPLEMENT THE 'SCHEME OF DELEGATION' (ANNEX E3) FROM 1ST JUNE 2025.

- The Town Clerk Talked over the scheme of Delegation and demonstrated how it will work as a living document.

Cllr Baverstock proposed with Cllr Dewfall seconding. **Vote:** Unanimous.

RESOLVED: TO REDUCE THE QUORATE FOR FULL COUNCIL TO 5 (LEGAL MINIMUM) FROM 1ST JUNE 2025 (AMENDMENT TO STANDING ORDERS)

Cllrs proposed and seconded. **Vote:** Passed. - 2 Against, 1 Abstaining.

– The Press exited the meeting at 8:18PM.

RESOLVED: 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.

Cllr Baverstock proposed an amendment to have Staffing Committee members to 5 and for more members to be added to the Finance Committee which was seconded. **Vote:** Passed. - 1 Abstained.

RESOLVED: TO COMMENCE WORK ON NEW BRANDING FOR THE TOWN COUNCIL AND TO ASSIGN AN OUTLINE BUDGET.

Cllr Molloy proposed with Cllr Dewfall seconding. **Vote:** Unanimous.

RESOLVED: TO PRESENT A NEW SCHEDULE FOR THE RESTRUCTURED COUNCIL BEFORE END OF APRIL 2025.

Cllrs proposed and seconded. **Vote:** Unanimous.

RESOLVED: FOR THE EXISTING SCHEDULE OF MEETINGS TO CONTINUE UNTIL 31ST MAY 2025 – THE SUPPORT OFFICER TO UPDATE THE WEBSITE.

Cllrs proposed and seconded. **Vote:** Unanimous.

RESOLVED: THE ANNUAL PARISH MEETING TO BE HELD ON 27TH MAY 2025 AT 6PM, WITH A BUDGET FOR LIGHT REFRESHMENTS OF £100.

Cllrs proposed and seconded. **Vote:** Unanimous.

RESOLVED: THE ANNUAL MEETING TO BE HELD ON 27TH MAY 2025 AT 6PM.

Cllr Doyle proposed an amendment of the Annual Meeting to be held on the same night as the Annual Parish Meeting of the 27th May at 6pm with Cllr Kenyon seconding. **Vote:** Unanimous.

0570. CIVIC REVIEW: ESTABLISHING THE OFFICE OF MAYOR OF FILTON (ANNEX F) – Noted.

The Town Clerk gave an overview of establishing mayoralty and answered questions from councillors.

RESOLVED: TO RESOLVE ALL ITEMS UNDER ITEM 17 (CIVIC REVIEW)

Cllrs proposed and seconded. **Vote:** Passed. - 2 Abstained.

0571. ACTIVE NATION MEETING UPDATE – Noted.

0572. 80th COMMEMORATION OF VE DAY (ANNEX H1) – Noted.

The Support Officer talked over the proposed idea for a VE Day Event to be held on Saturday 10th or Sunday 11th of May for VE Day weekend in Elm Park and should any councillors have further ideas or contacts to forward them via email.

Cllr Doyle suggested to reach out to the scouts.

0573. RESOLVED: GRANT APPLICATION FROM AEROSPACE BRISTOL FOR £2000 (ANNEX H2)

It was discussed between councillors whether to support Aerospace Bristol in their VE Day support fund. With mixed views of Filton's presence in Aerospace and Concorde history. It was suggested by Cllr Kenyon that talking to teachers at local schools to arrange a potential grant out of funding or to subsidise a discount for school visits and students to attend the space. Cllr Dewfall Seconding.

Vote: Fell. – 3 Against, 5 Abstain.

It was agreed to keep good relations with Aerospace Bristol.

There being no further business, the meeting closed at 9:00PM