



## FILTON TOWN COUNCIL

Minutes of the **Finance & Scrutiny Committee** held at 7:00PM on Tuesday, 9<sup>th</sup> September 2025 –  
Held at: Filton Town Council Conference Room, Elm Park Leisure Centre, Filton, Elm Park, BS34  
7PS

---

---

**PRESENT: Cllrs:** D. Harris (*Chair*), J. Baverstock (*Vice Chair*), T Mewies (*Mayor*), B. Mead (*Deputy Mayor*), A. Doyle, E. Adjeivi.

**IN ATTENDANCE:** Simon Davies (*Town Clerk*), Robert Hutton (*Deputy Clerk*) and Peach Jones (*Support Officer*).

**APOLOGIES:** Cllrs A.Bird, D. Boardman, S. Milestone.

---

---

### MEETING STARTED AT 7:00PM

**01. EVACUATION PROCEDURES** – Noted.

**02. APOLOGIES FOR ABSENCE** – Noted: Cllrs Bird, Boardman and Milestone.

**03. DECLARATIONS OF INTEREST:**

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

**04. EXCLUSION OF THE PRESS AND PUBLIC – ITEMS 9 & 10**

**RESOLVED:** To agree that items 9 and 10 shall be dealt with after the Press and Public have 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)

**05. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 8<sup>TH</sup> JULY 2025:**

**RESOLVED:** The minutes were approved as an accurate record.

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

**NOTED:** No matters arising from the previous Minutes.

**07. GRANT APPLICATION (S137) – ANNEX A**

Councillors were asked to consider a grant application received from St Peter's Hospice for the sum of £1,100.

The Town Clerk presented councillors with the grant application and outlined that the purpose of the application was to support the Hospice's Access and Advice Line service, which provides a vital first point of contact for patients, families, and healthcare professionals. The service is staffed by highly trained nurses with substantial palliative care expertise, offering triage, advice, and reassurance, including out-of-hours provision.

It was noted that in 2024 the Advice Line received 5,354 calls, with around 60% made out of hours when no other help was available. The requested grant of £1,100 would enable the Hospice to answer approximately 14 calls for advice and support during extremely challenging times.

Members further noted that the Hospice is the only adult hospice in Bristol and the lead authority on end-of-life care. In the previous year, 46 Filton residents had been referred to St Peter's Hospice services, including 19 who directly accessed the Access Service.

**RESOLVED:** Following a unanimously passing vote, Councillors agreed to the grant application of £1,100 to St Peter's Hospice under Section 137 of the Local Government Act 1972.

#### **08. USE OF OFFICIAL EMAIL ACCOUNTS BY COUNCILLORS – ANNEX B**

The Town Clerk advised that, in preparation for Assertion 10 to be included in the paperwork for the Annual Governance and Accountability Return (AGAR) in March 2026, councillors should cease using personal email accounts for council-related matters.

To assist councillors in this transition, requirements relating to compliance with GDPR legislation are being made available now, with technical support offered by the Town Clerk as required.

It was agreed that councillors are to cease using any personal email accounts for all council-related business effective from 30<sup>th</sup> September 2025, ensuring compliance with governance and data protection standards.

**RESOLVED:** Councillors voted unanimously to adopt this measure, working with the Town Clerk to implement the change. The matter will be reviewed at the next meeting of Full Council, to be held on Tuesday, 30<sup>th</sup> September 2025.

***THE PRESS & PUBLIC WERE EXCLUDED FROM THE MEETING REGARDING ITEMS 9 & 10 AT 7:40PM***

#### **09. FILTON FESTIVAL 2026 TENDER – ANNEXES C & C1**

Councillors received the summary of the Filton Festival 2026 Tender (Annex C). The Deputy Clerk presented an emergency annex (Annex C1) containing the Income & Expenditure statement from Apex Marquees, organisers of the Filton Festival 2025, which had only recently been received. It was noted that a sum of £1,100 was budgeted for music and bands in 2025. From the Filton Festival 2025 - Feedback & Improvements Survey (which is planned to be an update at the next Full Council meeting), it was highlighted that residents expressed greater interest in expanding this area, and the budget for music may need to be increased accordingly.

Councillors also reviewed the Draft Filton Festival 2026 Tender Specification.

Key discussion points raised included:

- **Tender Document Improvements:** Councillors noted that deadlines were currently blank and required firm dates. The draft KPIs, whilst generally good, were not sufficiently SMART. It was recommended that these be re-drafted with measurable points, for example, demonstrating public safety measures and appealing to a diverse audience. The Town Clerk confirmed these would be addressed in the next draft.
- **Success Criteria:** Councillors highlighted that the draft lacked clear success criteria. While aims were set, they required further detail. Specific reference was made to the

draft stipulation that 85% of performers should be local or regional, and councillors requested clarification around genres and ratios.

- Martyn's Law (Anti-Terrorism 2025): Councillors agreed that a section covering compliance with the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) should be added, in line with new statutory requirements to improve public protection at qualifying events.
- Proofreading: Members requested that the draft be proof-read for clarity, as some sections of text were poorly structured.
- Music and Heritage: Councillors discussed Filton's historic connection with Concorde and agreed that music from tribute bands relating to the era when Concorde was built would be an appropriate programming theme.
- Festival Duration: From resident feedback, it was agreed that the Festival should continue later into the evening, with a suggested finish time of 9:30PM.
- Festival Timing: Councillors agreed wording should be included in the Tender specifying that the Filton Festival 2026 will be held in the summer months of July–August.

**RESOLVED:** Councillors agreed to recommend that the amended draft of the Filton Festival 2026 Tender, incorporating the suggested changes, be brought forward to the Full Council meeting on Tuesday, 30<sup>th</sup> September 2025 for consideration.

#### **10. ELM PARK LEISURE CENTRE PROVIDER TENDER (15-YEAR CONTRACT) - RECOMMENDATION TO FULL COUNCIL – ANNEXES D1 & D2**

The Town Clerk presented a draft Leisure Centre Tender and Service Specification for Elm Park Leisure Centre. The draft set out the rationale for the proposed 15-year contract term, the management fee (£150,000 per annum, indexed to CPI), and key provisions relating to service delivery, asset management, performance monitoring, and reporting.

The draft terms, developed with reference to existing sector best practice and other local authority operating contracts, included:

- Pricing and Memberships: Discounts above 20% to require prior approval of Filton Town Council. Memberships not to exceed two years in duration.
- Maintenance and Asset Management: Operator to provide both planned and reactive maintenance, including statutory testing of showers and water systems. Filton Town Council to retain access to maintenance reports and certificates via the operator's reporting portal, meetings, or direct communication.
- Energy Infrastructure: The Clerk noted that contractual provisions relating to the operation and maintenance of the building's solar panels remain to be added.
- Employment Standards: All operator staff must be paid the Real Living Wage. Annual certification to be submitted by June each year.

#### **Committee Discussion:**

- Members agreed that the tender should specify that bidders must commit to Real Living Wage compliance at Elm Park Leisure Centre. Accreditation as a Real Living Wage Employer should be encouraged but not made a prerequisite, to avoid unnecessarily limiting the bidder pool.
- Minimum Opening Hours were reviewed. Members considered the proposed Saturday closing time of 18:00 to be too early and recommended extending to 21:30, in line with weekday hours.

- Options for managing outdoor sports bookings were discussed:
  - Delegating bookings to the Operator (with trained reception staff), or
  - Filton Town Council retaining control via an upgraded Rialtas system for outdoor facilities (track, cycling, football pitches, MUGAs, pétanque).
- Members supported provision of free access for eligible athletes under the FANS scheme, the Military Covenant, and Filton residents competing at county standard and above, subject to proof of eligibility.
- Councillors highlighted the need for any equipment storage facilities introduced during the contract to remain accessible to Filton Town Council. The Clerk will confirm the legal position.

**RESOLVED:** It was unanimously voted that the Town Clerk refine the Draft Tender and Service Specification in line with the Committee's recommendations, and submit the revised version to Full Council in September including a timeline of proceedings.

**Timeline:**

1. Tender Publication: October 2025
2. Evaluation & sifting: November 2025
3. Contract award and start date: January 2026

**11. ACCOUNTS: INCOME AND EXPENDITURE TO JULY 2025 – ANNEX E**

The Town Clerk presented the Income & Expenditure document supplied by DCK Accounting. Councillors were advised that the document had been received a little later than usual, reflecting the recent transition to a more frequent reporting schedule.

It was noted that while some payments appeared later than usual in the report, this related primarily to the revised timing and processes associated with the new reporting cycle. Councillors emphasised the importance of maintaining clarity and timeliness in the financial information to ensure effective oversight.

The Town Clerk confirmed, in response to questions, that there is sufficient capacity within the current income and expenditure to support this post, and that no additional budget allocation beyond what has already been spent would be required.

Councillors discussed the variances set out in the report and the implications for the Council's financial management.

**RESOLVED:** Councillors voted to approve the Income & Expenditure to July 2025 as presented. The vote passed unanimously.

**12. ACCOUNTS: BANK RECONCILE IN JULY 2025 – ANNEX F1 & F2**

The Town Clerk presented the bank accounts to reconcile. It was noted that Filton Town Council received a VAT refund of £65,000 during the period.

In response to members' questions, the Town Clerk explained that the Council currently operates two bank accounts. Historically, this arrangement was established to separate the payment of staff wages from income and expenditure linked to the former bar facility, the Rate Payers Arms, which operated prior to the redevelopment of the new building.

**RESOLVED:** Councillors voted to approve the reconcile for both accounts in July 2025 as presented. The vote passed unanimously.

**13. ACCOUNTS: PAYMENTS – ANNEXES G1, G2, G3, G4 & G5**

The Town Clerk presented to councillors a schedule of all payments from April to July 2025. It was explained that, following the recent move to a more frequent reporting schedule, the Council had experienced some delays in the timely processing of invoices.

The Town Clerk acknowledged the importance of maintaining up-to-date payment practices and it is generally not acceptable practice for a council to fall into payment arrears. Councillors held a wider discussion on the future provision of how best to manage the Council's finances to ensure efficiency and timeliness going forward.

**RESOLVED:** Councillors voted to approve all payments from April to July 2025 as presented. The vote passed unanimously.

**14. STOKE PARK AND CHESWICK PARISH COUNCIL WASTE PROPOSAL**

**NOTED:** The Town Clerk updated councillors on a proposal, received in principle from the Clerk of Stoke Park and Cheswick Parish Council, to site a waste unit at Elm Park and potentially host and jointly manage an employee (with a suitable vehicle) in partnership with Filton Town Council.

The proposal has arisen due to limited space and land available to Stoke Park and Cheswick Parish Council. Both parishes continue to experience difficulties with excess waste and rubbish, linked to the growth in HMO licensed properties and the reduction in collection services provided by South Gloucestershire Council. The initiative seeks to create a collaborative solution to these issues.

It was noted that Stoke Park and Cheswick Parish Council would be expected to cover all costs associated with the arrangement, including fees for any additional bins and collection charges levied by Biffa.

Councillors discussed their initial views on the proposal. Key points raised included:

- General support was expressed for the venture, recognising the potential to increase waste management capacity and attract additional funding, while improving public perception of both councils.
- Councillors emphasised that the new waste management employee should be paid the Real Living Wage.
- Some councillors voiced reservations and highlighted the need to carefully assess the direct benefits to Filton.
- The Town Clerk responded that the benefit would be principally to local taxpayers, through cleaner streets and improved services, and that a positive local perception of Filton Town Council would outweigh any potential criticism online regarding cross-boundary cooperation.

**15. DATE OF NEXT MEETING - NOTED:** Tuesday, 14<sup>th</sup> October 2025 at 7PM.

***THE MEETING CLOSED AT 8:45PM***