



FILTON TOWN COUNCIL

Minutes of the **Finance & Scrutiny Committee** held at 7:00PM on Tuesday, 8th July 2025 – Held at: Filton Town Council Conference Room, Elm Park Leisure Centre, Filton, Elm Park, BS34 7PS

PRESENT: Cllrs: T Mewies (*Mayor*), B. Mead (*Deputy Mayor*), J. Baverstock, A. Bird, D. Harris, D. Boardman, S. Milestone.

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

APOLOGIES: Cllrs B Dewfall.

MEETING STARTED AT 7:00PM

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Noted: Cllrs Dewfall.

03. DECLARATIONS OF INTEREST:

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| 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. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 10TH JUNE 2025:

RESOLVED: The minutes were approved as an accurate record.

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

NOTED: No matters arising from the previous Minutes.

06. PRESENTATION BY AEROSPACE BRISTOL FOR THE 'PILL BOX' RENOVATION

A representative from Aerospace Bristol gave a presentation to inform council of their proposal for a grant of £2000 towards renovations of a Pill Box on the museum grounds. This proposal was a separate application to the proposal earlier this year for the Air Raid Shelter.

The representative gave an informative account of their efforts to re-capture history and to keep Filton's story alive in relevance to shaping aerospace history with the development of Concorde as the core of their mission.

The representative took questions from councillors and elaborated on the ways they are actively implementing inclusivity across different age groups. Offering an elderly volunteer programme and youth work experiences.

It was noted that school visits are heavily subsidised and receive a bursary from South Gloucestershire Council for booking travel as this was reported to being the biggest expense.

It was confirmed that the Pill Box was not within the Filton border. However, Aerospace Bristol are seeking to validate an easy process for residents to gain a discount should they wish to attend.

THE AEROSPACE REPRESENTATIVE EXITED THE MEETING AT 7:23PM

RESOLVED: Cllr Mead proposed to support Aerospace Bristol with the Pill Box renovation with Filton Town Council honouring the grant of £2000 towards the works. Seconded by Cllr Milestone.

07. TO ADOPT AND COMMIT TO NEW POLICY DOCUMENTS

i. Retention Policy & Schedule (ANNEX A1)

RESOLVED: Cllr Mewies proposed to adopt and commit to the Retention Policy & Schedule under amendment that addressed typos be rectified and on condition that both papers may be submitted to the South Gloucestershire archives. Seconded by Cllr Boardman.

ii. CCTV Policy Notice (ANNEX A2)

RESOLVED: Cllr Mewies proposed to adopt and commit to the CCTV Policy Notice. Seconded by Cllr Boardman.

08. PARISH ONLINE (ANNEX B)

The Deputy Clerk gave a presentation demonstrating the usefulness of the Parish Online mapping tool which has been beneficial to many projects Filton Town Council staff have been working on. It was left up to councillors to consider the £400.00 Per Year cost of the online application as Filton Town Council's free trial expires at the end of this month.

RESOLVED: Cllr Bird proposed to being in favour of the proposal of the £400.00 per year cost for the full application. Seconded by Cllr Baverstock.

09. CRAIG WEST TURF

The Council to consider paying surplus funds of £2250.43 to Craig West Turf, following unforeseen additional costs incurred during the recent Filton Athletic Pitch Development.

It was confirmed that Craig West Turf approached Filton Town Council and not Filton Athletic. It was noted that the company did not do any surface testing and that the workers should have the knowledge to do a sample prior to development. Geological surveys could have been conducted as a part of a due diligence measure and to factor in true expenditure of the original quote.

It was also noted that Craig West Turf were a small but strongly affiliated with many football clubs who have undertaken many pitch work jobs prior.

RESOLVED: The Committee received an update on the External Audit 2025.

10. MANAGEMENT ACCOUNTS

To receive and resolve the management accounts for April, May and June 2025:

a. Budget Summary: April (ANNEX D1)

RESOLVED: Cllrs took note and accept the April 2025 Budget Summary.

b. Bank Reconciliation: April (ANNEX D2)

RESOLVED: Cllrs took note and accept the April 2025 Bank Reconciliation.

- c. Budget Summary: May (ANNEX D3)
- d. Bank Reconciliation: May (ANNEX D4)
- e. Budget Summary: June (ANNEX D5)
- f. Bank Reconciliation: June (ANNEX D6)

RESOLVED: Cllrs took note and accept the May 2025 Budget Summary.

RESOLVED: Cllrs took note and accept the May 2025 Bank Reconciliation.

RESOLVED: Cllr Boardman proposed to defer this item to the next Finance & Scrutiny meeting as there was no Annex available to make a decision on. - Seconded by Cllr Baverstock.

RESOLVED: Cllr Boardman proposed to defer this item to the next Finance & Scrutiny meeting as there was no Annex available to make a decision on. - Seconded by Cllr Baverstock.

11. External Audit 2024-25

NOTED: Councillors received an update on the External Audit 2025. A query was raised on the possibility of councillors receiving the percentages any earlier. The Town Clerk agreed this would be possible.

12. DATE OF NEXT MEETING - NOTED: Tuesday, 9th September 2025 at 7PM.

THE MEETING CLOSED AT 8:30PM