FILTON TOWN COUNCIL

Minutes of the **Finance & Scrutiny Committee** held at 7:00PM on Tuesday, 10th June 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, S. Milestone, B Dewfall, D. Boardman,
IN ATTENDANCE: Cllrs A Kenyon, J Molloy, and E Adjeivi, and Simon Davies (Town Clerk)
APOLOGIES: None

MEETING STARTED AT 7:00PM

01. EVACUATION PROCEDURES – Noted.

02. ELECTION OF CHAIR OF FINANCE & SCRUTINY COMMITTEE
RESOLVED: It was proposed by Cllr Mead seconded by Cllr Bird to elect Cllr Harris as the Chair of the Finance & Scrutiny Committee.

03. ELECTION OF VICE CHAIR OF FINANCE & SCRUTINY COMMITTEE
RESOLVED: It was proposed by Cllr Mewies seconded by Cllr Bird to elect Cllr Baverstock as the Vice Chair of the Finance & Scrutiny Committee.

04. APOLOGIES FOR ABSENCE – Noted: None.

05. DECLARATIONS OF INTEREST:

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.

06. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 5TH MAY 2025:
RESOLVED: Minutes were approved as an accurate record from 5th May 2025.

07. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA
NOTED: No matters arising from the previous Minutes.

08. BUDGET REVIEW AND DISCUSSION
The Committee discussed a review an amended budget for this financial year and make a recommendation to Full Council to restructure the existing budget and make the necessary adjustments before accessing reserves. Town Clerk to prepare an amended budget for next Full Council in June 2025.

09. INTERNAL AUDIT 2024-25 UPDATE ON PROGRESS AGAINST RECOMMENDATIONS

a. **Internal Audit Tracker**
NOTED: The Committee noted the Audit Tracker and thanked the Locum Clerk for managing the process.

b. **Treasury Management Strategy**
RESOLVED: The Committee resolved to adopt the Treasury Management Strategy and for it to be posted to the council website.

c. **Asset Register**
RESOLVED: The Committee resolved to adopt the Asset Register and for it to be posted to the council website.

d. **Retrospective approvals for prior year**
RESOLVED: The Committee resolved that the following approvals be made in accordance with the recommendation of the Internal Auditor:

i. To retrospectively resolve to award the former Town Clerk a grant to host a retirement party, as a reward for significant service to the Council – a budget of up to £1000, allocated from the Chairman's Allowance.

ii. To retrospectively resolve for the Council to purchase retirement gifts for the former Town Clerk in recognition for significant service to the Council – a budget of up to £500, allocated from the Chairman's Allowance.

iii. To retrospectively resolve for the Council to purchase retirement gifts for the former Support Officer in recognition for service to the Council – a budget of up to £500, allocated from the Chairman's Allowance.

iv. To retrospectively resolve that any alcohol purchased for the event be funded from private monies and the small amount spent to be partly refunded by Councillors to the Town Council for £38.96.

10. EXTERNAL AUDIT 2024-2025
NOTED: The Committee received an update on the External Audit 2025.

11. POLICIES & PROCEDURES
Councillors received an overview on remaining outstanding policies and procedures as recommended by the Internal Auditor:

a. **Mayoral Expenses Policy**
RESOLVED: The Committee resolved to adopt the Mayoral Expenses policy and for it to be posted to the council website.

b. **Risk Management Strategy, Procedures & Risk Register**
RESOLVED: The Committee resolved to adopt the Risk Management Strategy, Procedures & Risk Register and for it to be posted to the council website.

c. **Complaints Policy & Procedure**
RESOLVED: The Committee resolved to adopt the Complaints Policy & Procedure and for it to be posted to the council website.

d. **Data Protection & Freedom of Information**
RESOLVED: The Committee resolved to adopt the Data Protection & Freedom of Information policy and for it to be posted to the council website.

12. FUTURE TENDERS UPDATE
NOTED: Councillors received an update on the Accountancy, IT Provision, Leisure Centre Consultant & Long-Term Leisure Provision.

13. ACCOUNT SIGNATORIES
The Town Clerk updated the Committee on current signatory arrangements and for a need for a review. The review to take place annually at Finance and Scrutiny Committee:

a. **Unity Bank**
RESOLVED: That the following will become signatories to the Unity Bank: Cllrs Monk, Doyle, Boardman – Town Clerk, Deputy Clerk, and Support Officer

b. **Natwest** *(2 accounts)*
RESOLVED: That the following will become signatories to the Unity Bank: Cllrs Monk, Doyle, Boardman – Town Clerk, Deputy Clerk, and Support Officer

c. CCLA Investments
RESOLVED: That the following will become signatories to the Unity Bank: Cllrs Monk, Doyle, Boardman – Town Clerk, Deputy Clerk, and Support Officer

14. DATE OF NEXT MEETING - **NOTED:** 8th July 2025 at 7PM.

THE MEETING CLOSED AT 8:30PM