



FILTON TOWN COUNCIL

**Members are hereby summoned to Full Council held on
Tuesday 30th September 2025 at 7.00pm in Studio 1, Elm
Park Leisure Centre, Filton, BS34 7PS**

25th September 2025,

Simon Davies
Town Clerk & RFO
Elm Park, Filton,
South Gloucestershire, BS34 7PS
01454 803918

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www.filtontowncouncil.gov.uk

This meeting maybe live streamed using link – subject to any technical issues affecting broadcast.

AGENDA

1. EVACUATION PROCEDURES

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

- a. To receive declarations of interest from Councillors on items on the agenda.
- b. To receive written requests for dispensations for disclosable pecuniary interests (if any).
- c. To grant any requests for dispensation as appropriate.

4. EXCLUSION OF THE PRESS AND PUBLIC

To agree any items to be dealt with after the Press and Public has 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) – **(RESOLVE) ITEMS 20-22**

5. PUBLIC QUESTION TIME

Public speaking time is restricted to 15 minutes in total (up to 5 minutes per speaker) as per Filton Town Council Standing Orders: 3(f) and 3(g). The Mayor will call from those members of the public who indicate a wish to speak.

6. TO APPROVE THE MINUTES FROM THE FULL COUNCIL MEETING HELD ON 29TH JULY 2025 – (RESOLVE)

7. MINUTES FROM COMMITTEES OF THE COUNCIL – (NOTE)

- I. **STAFFING MEETING** HELD ON 2ND SEPTEMBER 2025
- II. **FINANCE & SCRUTINY** HELD ON 9TH SEPTEMBER 2025
- III. **ASSETS & OPEN SPACES** HELD ON 16TH SEPTEMBER 2025
- IV. **PLANNING & CLIMATE** HELD ON 23RD SEPTEMBER 2025

8. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA – (NOTE)

9. REPORT FROM LOCAL BEAT TEAM, AND OVERVIEW OF NEW STREET SAFE TOOL

To receive a report from the Filton Beat Team. - (ANNEX A) – (NOTE)
Overview of new Street Safe Tool

10. SOUTH GLOUCESTERSHIRE COUNCILLOR REPORTS

The Council to receive a report from South Gloucestershire Councillors. – (NOTE)

11. PRESENTATION BY ELM PARK LEISURE

The Council to receive a presentation by the Business Manager on progress and social media updates since the last Full Council. – (ANNEX B) - (NOTE)

12. COUNCIL PROJECTS OVERVIEW

The Deputy Clerk to deliver an update on current projects underway. – (ANNEX C)
- (NOTE)

13. OUTDOOR CHESS BOARDS

Motion forwarded by The Mayor regarding outdoor chess boards;

- a. To purchase and install two vandal-resistant outdoor chess boards, to be located adjacent to the café in Elm Park (in consultation with the open spaces team)
- b. That this purchase be included in the 2025/26 budget unless external grant funding is secured to enable earlier acquisition.
- c. That the Clerk explore suitable suppliers and report back with costs and installation requirements. (ANNEX D) - (RESOLVE)

14. GREEN FLAG AWARD

The Park Ranger to deliver a presentation on the benefits of the Green Flag Award, with the intention of facilitating for Elm Park. – (ANNEX E) - (RESOLVE)

15. ADOPTION OF A BT PHONE BOX

Recommendation by The Assets and Open Spaces Committee to adopt Gloucester Road North Phone box. – (ANNEX F) - (RESOLVE)

16. FILTON FESTIVAL FEEDBACK

The Support Officer to present a summary of feedback from online survey forms for the Filton Festival 2025. – (ANNEX G) - **(NOTE)**

17. EVENTS AND OUTREACH COORDINATOR RECRUIT

The Council to decide whether to recruit an Events & Outreach Coordinator, following a recommendation from the Staffing Committee. – (ANNEX H) - **(RESOLVE)**

18. ELM PARK DEFIBRILLATOR

The Council to decide whether to take over the expired maintenance contract for the Automated External Defibrillator at Elm Park. - **(RESOLVE)**

19. SCHEME OF DELEGATION

The necessary amendments to be made;

- A. Full Council to be on the last Tuesday of each month
- B. 'High streets' to be added to Assets & Open Spaces remit. – **(RESOLVE)**

20. COMMITTEE MEMBER VACANCIES

To recruit Councillors to Committee vacancies – **(RESOLVE)**

- a. Planning & Climate – 5 vacancies
- b. Finance & Scrutiny – 1 vacancy
- c. Assets & Open Spaces – 3 vacancies

EXCLUSION OF PRESS AND PUBLIC

21. SPELLER METCALFE MEETING

The Council to discuss how to proceed with outstanding monies for the building project. – **(RESOLVE)**

22. LEISURE CENTRE TENDER

The Council to approve specification for tender for long term provider of Elm Park Leisure Centre. – (ANNEX I) **(RESOLVE)**

23. FILTON FESTIVAL TENDER

The Council to approve specification for tender for the provision of The Filton Festival 2026. – (ANNEX J) - **(RESOLVE)**

24. ANY OTHER ITEM THE MAYOR DECIDES IS URGENT

25. DATE OF NEXT FULL COUNCIL MEETING: 28th September 2025. – **(NOTE)**

Circulation List:

<i>Cllr Tom Mewies – Mayor</i>	<i>Cllr Brian Mead – Deputy Mayor</i>	
<i>Cllr John Baverstock</i>	<i>Cllr Alan Bird</i>	<i>Cllr Esther Adjeivi</i>
<i>Cllr Dan Boardman</i>	<i>Cllr Alex Doyle</i>	<i>Cllr Adam Monk</i>
<i>Cllr Dan Harris</i>	<i>Cllr Anne Kenyon</i>	<i>Cllr Susan Milestone</i>
<i>Cllr Julie Molloy</i>	<i>Cllr Ben Dewfall</i>	

<i>Press - Filton Voice</i>	<i>PC Pretlove - Filton Beat Team</i>	
<i>Town Clerk</i>	<i>Deputy Clerk</i>	
<i>Head Ranger</i>	<i>Support Officer</i>	<i>Social Media/Noticeboards</i>