



FILTON TOWN COUNCIL

Minutes of the **Finance & Scrutiny Committee** held at 7:00PM on Tuesday, 14th October 2025 –
Held at: Filton Town Council Conference Room, Elm Park Leisure Centre, Filton, Elm Park, BS34
7PS

PRESENT: Cllrs: D. Harris (*Chair*), A. Doyle, Cllrs A. Bird, D. Boardman,
IN ATTENDANCE: Robert Hutton (*Deputy Clerk*)
APOLOGIES: B. Mead (*Deputy Mayor*), J. Baverstock (*Vice Chair*), T Mewies (*Mayor*),

MEETING STARTED AT 7:08PM

- 01. EVACUATION PROCEDURES** – Noted.
- 02. APOLOGIES FOR ABSENCE** – Noted: Cllrs Mead, Baverstock and Mewies.
- 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. 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 9TH SEPTEMBER 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 The North Bristol Colour Guard for £2000.

The Deputy Town Clerk presented councillors with the grant application and outlined the purpose. The North Bristol Colour Guard is a children's American-style dance group based in Filton, performing choreographed routines with flags and similar equipment. Established in 2019, the group caters to children aged 5-18, including those with additional needs. They request £2,000 towards the purchase and shipping of a new safety mat (*essential for rehearsals and performances*), as their current donated mat is worn beyond use. Their current monthly income is approximately £450 from subscriptions plus £50-£100 from

fundraising, with ongoing expenses including rehearsal venues, costumes, competition fees, and transport.

RESOLVED: Following a unanimously passing vote, Councillors agreed to the grant application of £2000 to the North Bristol Colour Guard under Section 137 of the Local Government Act 1972. The Councillors asked questions regarding shipping the project from America, tariffs, whether the club is planning on expanding and also the format of the grant form, and whether it should be a requirement for the grant applicant to fund equally towards the project for future grants. The Deputy Clerk advised he would investigate and respond to councillors.

08. ACCOUNTS: INCOME AND EXPENDITURE TO AUGUST 2025 – ANNEX B

The Deputy Town Clerk presented the Income & Expenditure document supplied by DCK Accounting.

RESOLVED: Councillors voted to approve the Income & Expenditure to August 2025 as presented. The vote passed unanimously. Councillors requested clarity in future reports, to ensure that they give whoever reads them a clear understanding.

09. ACCOUNTS: BANK RECONCILE IN AUGUST 2025 – ANNEX C1 & C2

The Deputy Town Clerk presented the bank accounts to reconcile. TBC

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

10. ACCOUNTS: PAYMENTS – ANNEX D

The Deputy Town Clerk presented to councillors a schedule of all payments from August to September 2025. TBC

RESOLVED: Councillors voted to approve all payments from August to September 2025 as presented. The vote passed unanimously. Councillors requested that more detail be added to descriptions in future payments.

11. RIALTAS TRAINING QUOTES – ANNEX E

The Deputy Town Clerk presented quotes for upgrades to the accounting software, already currently utilised but with the addition of Allotment Management, Asset Management, Bookings and Raising Purchase Orders. The Deputy Clerk noted that if purchased together, a 10% discount could be applied.

RESOLVED: Councillors resolved for the Deputy Clerk to investigate further quotes with alternative providers, but also to calculate time/cost savings on staffing for the software and present at the next Finance and Scrutiny meeting.

12. TENDER UPDATES

NOTED: The Deputy Clerk provided an update on progress with Tenders for The Leisure Centre and The Filton Festival, advising that the Leisure Centre Tender is being reviewed by solicitors, whilst the Filton Festival Tender is ready to go live once account is fully approved. Councillors queried if the tenders could be published by other means and to reach out to historically interested organisations direct. The Deputy Clerk advised would look into. For the Filton Festival Tender, any minor recommendations/changes would be a be implemented, larger ones would be run by council which would influence the timescale.

13. PRECEPT PAYMENT – ANNEX F

NOTED: The Deputy Clerk presented the 2nd and final payment for this financial years precept.

14. SPELLER METCALFE PAYMENT UPDATE

NOTED: The Deputy Clerk presented updates for the payment schedule for Speller Metcalfe.

15. PLANNING TRAINING FOR FILTON TOWN COUNCIL – ANNEX H1 & H2

Councillors were asked to consider a planning training proposal, to deliver planning training to councillors and council staff.

RESOLVED: The committee unanimously approved to recommend to Full Council that the training go ahead, under the proviso that a minimum of 4 councillors and 3 staff commit to attend the session. The Deputy Clerk to contact all in advance of the meeting to gauge interest.

16. AGAR UPDATE – ANNEX I

NOTED: The committee received an update on review of the Annual Governance and Accountability Return for the council. Councillors asked for confirmation that delay was due to the fault of the auditor and not the council which the Deputy Clerk confirmed. The council sort a reason for the delay, and requested The Deputy Clerk make enquiries.

17. DATE OF NEXT MEETING - NOTED: Tuesday, 11th November 2025 at 7PM.

THE MEETING CLOSED AT 7:54pm