



FILTON TOWN COUNCIL

Minutes of **FILTON TOWN COUNCIL'S – Annual General Meeting** held at 7:00PM on Tuesday 27th of May 2025 – Held at: Studio 1, Elm Park Leisure Centre, Filton, Elm Park, Bristol, BS34 7PS

PRESENT: Cllrs: T Mewies (Chair), B. Mead, J. Baverstock, A. Bird, A. Doyle, D. Harris, A. Kenyon, J. Molloy, S. Milestone, B. Dewfall.

IN ATTENDANCE: Simon Davies (Town Clerk), Robert Hutton (Deputy Clerk), Peach Jones (Town Council Support Officer) Joanna Ward (Locum Clerk)

APOLOGIES: Cllrs: D. Boardman, E. Adjeivi, A. Monk

MEETING STARTED AT 7:00PM

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Noted: Cllrs Boardman, Monk and Adjeivi.

03. ELECTION OF MAYOR OF FILTON

PROPOSAL: Cllr Mead, Cllr Milestone seconding to elect Cllr Tom Mewies as Mayor of Filton. **VOTE:** Passed | 1 Abstain (*Cllr Mewies*)

04. ELECTION OF DEPUTY MAYOR

PROPOSAL: Cllr Baverstock, Cllr Monk seconding to elect Cllr Brian Mead as Deputy Mayor of Filton.

VOTE: Passed | 1 Abstain (*Cllr Mead*)

05. DECLARATIONS OF INTEREST:

- | | |
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| 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. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: No declarations raised.

07. PUBLIC QUESTION TIME: With no public in attendance and no declarations raised it was agreed to move onto the next item.

Public Question Time ended : 07.05PM.

08. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 29TH APRIL 2025: Minutes were approved but not present to be signed.

09. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA: Cllr Doyle proposed that an opportunity be made for the public to be able to attend this meeting virtually with the possibility to ask and answer questions live. The Town Clerk agreed to investigate possibilities.

10. REPORT / CONSULTATIONS FROM ORGANISATIONS:

- a. Filton Beat Team's PC Pretlove attended with a monthly report and took questions from councillors – Noted.
- b. South Gloucestershire Cllr Doyle gave Filton Town Council an report regarding: interactions with the WECCA Mayor, negotiating policies affecting planning parking schemes, planting 100 trees around Filton, Car parking charges and new car club scheme at Filton Abbey Wood. Elderly exercise scheme to be held at Elm Park & keeping abreast of any conflict regarding shopping amenities surrounding the YTL development with support for protection of the Royal Mail Post Office. – Noted.
- c. Filton Town Cllr Baverstock gave a report that Filton Community Garden were pleased to see the paths refreshed and the fly tipping situation around Westfield needs addressing as it is getting worse. – Noted.

11. ANNUAL SCHEDULE OF MEETING DATES JUNE 2025-MAY 2026:

The Support Officer provided an Annual Schedule of subsequent meetings for the remainder of the year, with a choice of 2 alternate options for the Planning & Climate committee meeting to either be held on a Tuesday or a Thursday on a 21 day rotation.

RESOLVED: Proposed by Cllr Baverstock, Cllr Doyle seconding to agree on the Annual Schedule where the Planning & Climate Committee is held on a Thursday with a 21 day rotation. – **Vote:** Passed. 4 For - 3 Against.

12. TO APPROVE AND ADOPT:

The Locum Clerk presented to council newly drafted operational documents in line with the audit which flagged that the Council's key documents are not up to date. The Town Clerk assured councillor that the purpose of approving & adopting these now does not make the operational document a final version. It is intended that these written documents can be amended & adjusted to be re-approved at a later date.

- a. Filton Town Council Standing Orders (May 2025) **Vote:** Passed unanimously – Approved & Adopted.
- b. Filton Town Council Financial Regulations (May 2025) **Vote:** Passed unanimously – Approved & Adopted.
- c. Filton Town Council Scheme of Delegation (May 2025) **Vote:** Passed unanimously – Approved & Adopted.

13. POLICIES & PROCEDURES FOR APPROVAL:

The Locum Clerk presented to council newly drafted operational documents in line with the audit which flagged that the Council's key documents are not up to date. The Town Clerk assured councillor that the purpose of approving & adopting these now does not make the operational document a final version. It is intended that these written documents can be amended & adjusted to be re-approved at a later date.

- a. **Update regarding all policies & procedures** – Noted.
- b. **Approve the Media & Social Media Policy**
The Locum Clerk confirmed the purpose of the document is to serve as guidelines & not to serve to suppress communication. With the idea that Councillors will confirm at each AGM whether policies get rolled over to the next year or reviewed & amended. **Vote:** Passed unanimously – Approved & Adopted.

14. SUBMISSIONS FROM MEMBERS:

None submitted.

15. REPORTS AND MINUTES FROM COMMITTEES AND THE TOWN CLERK:

The Town Clerk gave a brief overview of the Committees for councillors to note that at each AGM councillors who chair each committee including the Town Clerk should make a report at each subsequent Annual General Meeting.

a. Finance & Scrutiny Committee	– Noted.
b. Planning & Climate Committee	– Noted.
c. Staffing Committee	– Noted.
d. Town Clerk	– Noted.

16. APPOINTMENT OF COMMITTEE MEMBERS:

It was put to vote the appointment of each councillor as a voting member at each committee for the rest of the year until the next Annual General Meeting.

a. Finance & Scrutiny Committee – (9 members)	Vote: Cllrs Mewies, Mead, Baverstock, Bird, Boardman, Dewfall, Doyle, Harris, Milestone.
b. Planning & Climate Committee – (9 members)	Vote: Cllrs Bird, Molloy, Baverstock, Boardman, Dewfall.
c. Assets & Open Spaces Committee – (9 members)	Vote: Cllrs Mewies, Mead, Baverstock, Molloy, Kenyon, Doyle.
d. Staffing Committee – (6 members)	Vote: Cllrs Mewies, Mead, Baverstock, Milestone, Dewfall, Doyle.

RESOLVED: Proposed by Cllr Baverstock, seconded by Cllr Molloy that councillors who were not present at this meeting contact Filton Town Council staff regarding interest, should there be availability on the committee & the same to reach out to councillors if numbers are not met to be quorum. Cllr Doyle proposed the above with amendment that they were happy to stand down on the Finance & Scrutiny Committee, should another councillor wish to become a member.. – **Vote:** Passed unanimously.

17. TO AGREE REPRESENTATIVES TO OUTSIDE BODIES:

The matter was deferred to the next Full Council Meeting.

18. ANY OTHER ITEM THE MAYOR DECIDES IS URGENT:

– None.

19. DATE OF NEXT MEETING: 26th May 2025 at 7PM

20. LEISURE CENTRE UPDATE:

The Town Clerk reported that Leisure Centre doors will be open to the public at 12 noon today (27th May 2025). 14 people came to renew their memberships with 2 new members.

Questions were raised on how Elm Park Leisure will be honouring previous members who took out a £500 membership. The Town Clerk confirmed that there is a goodwill gesture in place for a rolling contract with a monthly discount of 2 years duration. Previous members must accept this good will gesture within 2 months' time.

It was proposed that an article in the Filton Voice should echo the Goodwill gesture with proof of previous membership.

THE MEETING CLOSED AT 7.55PM