



**Members are hereby summoned to a meeting of the
Finance & Scrutiny Committee
to be held on Tuesday 10th March 2026 at 7.00pm at Conference Room, Filton
Town Council, Elm Park, Filton, BS34 7PS**

5th March 2026

Simon Davies
Town Clerk & RFO

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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 – (RESOLVE)

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) – **ITEM 15**

5. TO APPROVE THE MINUTES OF THE FINANCE & SCRUTINY MEETING HELD ON TUESDAY 10TH FEBRUARY 2026 – (RESOLVE)

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

7. ACCOUNTS: INCOME AND EXPENDITURE TO JANUARY 2026 – (RESOLVE)

To approve the income and expenditure to January 2026 and discuss variances – (ANNEX A1)

8. ACCOUNTS: DETAILED INCOME AND EXPENDITURE TO JANUARY 2026 – (RESOLVE)

To approve the detailed income and expenditure to January 2026 and discuss variances – (ANNEX A2)

9. ACCOUNTS: BANK RECONCILE TO FEBRUARY 2026 – (RESOLVE)

To approve the reconcile on both accounts in February 2026 – (ANNEX B1 & B2)

10. ACCOUNTS: FEBRUARY 2026 PAYMENTS – (RESOLVE)

To approve payments from February 2026 – (ANNEX C)

11. RECEIPT OF GRANT MONIES - (NOTE)

To note that the Council has received £5,000 from South Gloucestershire Council from their 'Improving High Streets' Fund.

12. UPDATE ON DCK ACCOUNTANTS - (NOTE)

The Clerk to update the Committee on DCK Accountants.

13. LEISURE OPERATOR BASE TRADING ACCOUNT (LOBTA) - (NOTE)

To note that the December and January LOBTAs have not yet been received. Understood to be a billing issue for utilities. Matter resolved now, with LOBTA expected in over the next week. Invoices will be generated upon receipt.

14. URGENT GRANT APPLICATION FROM THE COMMUNITY GARDEN – (RESOLVE)

The Committee to resolve to support an urgent grant application for £60 from the Community Garden for a Easter Egg Hunt on 28th March 2026 – (ANNEX D)

15. URGENT GRANT APPLICATION FROM FACE – (RESOLVE)

The Committee to resolve to support an urgent grant application for £30 from FACE as a donation towards supporting our Bee-Hive project. A group who meets in FACE regularly, measured out seeds into packets for distribution to schools (starting with Filton Hill Primary School as part of the Conygre Regeneration Project) – (ANNEX E)

16. INVESTMENT STRATEGY AND POLICY – (RESOLVE)

To implement an investment strategy and policy, as recommended by our Internal Auditor – (ANNEX F)

17. AUDIT UPDATE– (NOTE)

The committee to receive an update on the internal and external audit:

- A. External 2024-2025 audit update – still being processed by the External Auditor (BDO)
- B. In Year Assurance (Internal Audit) 2025-2026 – awaiting report

15. POTENTIAL NEW ROLES AND STRUCTURE FOR CORPORATE SERVICES - (RESOLVE)

Potential new roles and structure for Corporate Services (office), discussed by Staffing Committee; with a view to make a recommendation to Full Council:

- A. Finance and Governance (ANNEX G1)
- B. Events and Outreach (ANNEX G2)
- C. Reorganisation of Corporate Services (ANNEX G3)

18. DATE OF NEXT MEETING

To note the date of the next meeting on Tuesday, 14th April 2026 at 7PM.

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Cllr Dan Harris - <i>Chair</i>	Cllr Tom Mewies – <i>Mayor</i>
Cllr John Baverstock - <i>Vice Chair</i>	Cllr Brian Mead – <i>Deputy Mayor</i>
Cllr Dan Boardman	Cllr Esther Adjeivi

Cllr Alex Doyle	Town Clerk
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