



FILTON TOWN COUNCIL

Minutes of **FILTON TOWN COUNCIL – Staffing Committee** held at 7:00pm on Tuesday 4th November 2025 – held in Filton Town Council Conference Room, Elm Park Leisure Centre, Filton, BS34 7PS

PRESENT: Cllrs: T Mewies (*Mayor*), B. Mead (*Deputy Mayor, Chair*), A. Doyle, A Bird, S Milestone

IN ATTENDANCE: Simon Davies (*Town Clerk*)

APOLOGIES: Cllrs: J Baverstock.

MEETING STARTED AT 7:00PM

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Cllr Baverstock

03. 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. |

04. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: items 9 - 13 be excluded from Press and Public.

05. PUBLIC QUESTION TIME: No members of the public in attendance.

06. TO APPROVE THE MINUTES OF THE STAFFING MEETING HELD ON 2ND SEPTEMBER 2025

RESOLVED: The Committee to approve and sign the Minutes as a correct record.

07. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA: None were declared.

08. PLANNING TRAINING

RESOLVED: To approve the quote to supply planning training for £1500 from Rachel Tadman.

09. STAFF UPDATE

a. Corporate Services	Noted.
b. Open Spaces Team	Noted.

10. TRAINING UPDATE

a. Scrum and Agile Training	Noted.
b. Tree Management	Noted.
c. Litter Management	Noted.

d. Welfare Payments and Services	Noted.
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11. ELM PARK LEISURE CENTRE SUPPORT

Councillors received an update on support provided for Elm Park Leisure Centre from the Town Clerk for the short term and a discussion was held regarding the potential long-term support.

12. EMPLOYMENT CONTRACTS

RESOLVED: The Committee approved the Town Clerk's recommendation to review the Support Officer's role and to offer a full-time contract.

13. ADMISSION OF PARKWOOD LEISURE INTO THE AVON PENSION FUND

The Town Clerk gave an overview of the requirements affecting some former Filton Town Council employees regarding the TUPE obligations relating to their recent employment with Parkwood Leisure.

RESOLVED: To approve the recommendation of the Town Clerk to admit Parkwood Leisure as an Agent for Filton Town Council relating to the employees who were formally employed by the Council (and now Parkwood Leisure); and the Mayor and Town Clerk to sign the necessary legal documents.

14. DATE OF NEXT MEETING: Tuesday, 6th January 2026 at 7pm.

THE MEETING CLOSED AT 8:00pm