



FILTON TOWN COUNCIL

Members are hereby summoned to the Staffing Committee Meeting to be held on Tuesday, 6th January 2026 at 7.00pm in the Conference Room, Elm Park Leisure Centre

30th December 2025

Simon Davies
Town Clerk & RFO
Filton Town council
Elm Park, Filton,
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AGENDA

1. EVACUATION PROCEDURES

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

- To receive declarations of interest from Councillors on items on the agenda.
- To receive written requests for dispensations for disclosable pecuniary interests (if any)
- 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 11**

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 Chair will call from those members of the public who indicate a wish to speak.

6. TO APPROVE THE MINUTES OF THE STAFFING MEETING HELD ON 4TH NOVEMBER 2025 (RESOLVE)

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

8. STAFF UPDATE:

- a. Corporate Services
- b. Open Spaces Team

9. TRAINING UPDATE:

- a. Scrum and Agile Training

10. ELM PARK LEISURE CENTRE SUPPORT

Update on the support given to the Leisure Centre

11. EMPLOYMENT CONTRACTS

Request – (RESOLVE)

12. DISCOUNT FOR USE OF DOTT SCOOTERS AND E-BIKES

To approve the Council to sign up to the Dott discount scheme, backed by West of England Combined Authority (WECA) (ANNEX A) – (RESOLVE)

13. CYCLE TO WORK SCHEME

To approve the Council to sign up for the HMRC approved 'Cycle to Work' scheme (ANNEX B) – (RESOLVE)

14. SPORTS DEVELOPMENT RANGER

A report from the Sports Development Ranger of the support given by the Council to his medal achievements (ANNEX C) – (NOTE)

15. WORK EXPERIENCE AND EMPLOYMENT OPPORTUNITIES UPDATE

An update on work experience offered to students – and the outreach opportunity at SGS WISE Campus – (NOTE)

16. EMPLOYMENT POLICIES UPDATE

The Committee to receive an update on updating employment policies from South Gloucestershire Council – (NOTE)

17. DATE OF THE NEXT STAFFING MEETING: TUESDAY 3RD MARCH 2026.

Circulation List:

<i>Cllr Tom Mewies - Mayor</i>	<i>Cllr Brian Mead – Deputy Mayor</i>	
<i>Cllr John Baverstock</i>	<i>Cllr Alex Doyle</i>	<i>Town Clerk</i>
<i>Cllr Susan Milestone</i>	<i>Cllr Dan Harris</i>	<i>Deputy Clerk</i>
<i>Social Media/Notice boards</i>	<i>Filton Voice</i>	

