



FILTON TOWN COUNCIL

Members are hereby summoned to the Staffing Committee Meeting to be held on Tuesday, 1st July 2025 at 7.00pm at Elm Park Leisure Centre

26th June 2025

Simon Davies
Town Clerk & RFO
Elm Park, Filton,
South Gloucestershire, BS347PS
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This meeting maybe live streamed using link – subject to any technical issues affecting broadcast.

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). **ITEMS 8 - 12**

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 6th May 2025 (not available) (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. CiLCA
- b. Allotments
- c. Introduction to Local Councils
- d. Ranger competence courses
- e. Highway training
- f. Rialtas

10. Elm Park Leisure Centre support

To discuss the support from the Town Clerk for the short term (and potentially long term) leisure centre contracts.

11. Staff Handbook

To discuss provision for a staff handbook based upon South Gloucestershire procedures etc.

12. Finance and policy development

To discuss the potential role to cover Council finance, policy development, and other corporate services.

13. Date of the next Staffing meeting: Tuesday, 2nd September 2025.

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 Ben Dewfall</i>	<i>Deputy Clerk</i>
<i>Social Media/Notice boards</i>	<i>Filton Voice</i>	