



FILTON TOWN COUNCIL

Members are hereby summoned to the Staffing Committee Meeting to be held on Tuesday, 3rd March 2026 at 7.00pm in the Conference Room, Elm Park Leisure Centre

26th February 2026

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 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 JANUARY 2026 (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. Water Literacy
- b. SLCC AGM - Stroud

10. ELM PARK LEISURE CENTRE SUPPORT

Update on the support given to the Leisure Centre

11. OUTSIDE INTERESTS UPDATE

Discussion on an external appointment of the Town Clerk

12. POTENTIAL NEW ROLES AND STRUCTURE FOR CORPORATE SERVICES

To discuss new roles and structure for Corporate Services (office):

- Finance and Governance (ANNEX A1) (RESOLVE)
- Events and Outreach (ANNEX A2) (RESOLVE)
- Reorganisation of Corporate Services (ANNEX A3) (RESOLVE)

12. WORK EXPERIENCE AND EMPLOYMENT OPPORTUNITIES UPDATE

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

13. EMPLOYMENT POLICIES UPDATE

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

14. 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>	