



FILTON TOWN COUNCIL

**Members are hereby summoned to the Staffing Committee Meeting
to be held on Tuesday, 4th November 2025 at 7.00pm in the
Conference Room, Elm Park Leisure Centre**

30th October 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

- 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 9 - 13**

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 2ND SEPTEMBER 2025 (RESOLVE)

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

8. PLANNING TRAINING

To agree the proposal for Planning training as discussed in Full Council - (ANNEX A) – **(RESOLVE)**

9. STAFF UPDATE:

- a. Corporate Services
- b. Open Spaces Team
- c. Appraisals

10. TRAINING UPDATE:

- a. Scrum and Agile Training
- b. Tree Management
- c. Litter Management
- d. Welfare Payments and services – South Gloucestershire Council

11. ELM PARK LEISURE CENTRE SUPPORT

Update on the support given to the Leisure Centre

12. EMPLOYMENT CONTRACTS

To consider a role review and extension to a full-time contract (ANNEX C) – **(RESOLVE)**

13. ADMISSION OF PARKWOOD LEISURE INTO THE AVON PENSION FUND

To approve the Mayor and Town Clerk to sign the admission document to allow contributions from former Town Council employees TUPE to CAFutures/Parkwood Leisure to be invested into the fund (ANNEX B) – **(RESOLVE)**

14. DATE OF THE NEXT STAFFING MEETING: TUESDAY, 6TH JANUARY 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>	