



FILTON TOWN COUNCIL

Minutes of **FILTON TOWN COUNCIL – Staffing Committee** held at 7:00pm on Tuesday 1st July 2025 – held in Filton Town Council Conference Room, Elm Park Leisure Centre, Filton, BS34 7PS

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

IN ATTENDANCE: Simon Davies (*Town Clerk*)

APOLOGIES: Cllrs: A. Doyle, B Dewfall.

MEETING STARTED AT 7:00PM

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Cllrs Doyle and Dewfall.

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 8 – 12 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 6TH MAY 2025

NOTED: The Minutes were not available for councillors to accept as an accurate record.

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

08. STAFF UPDATE

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

09. TRAINING UPDATE

a. CiLCA	Noted.
b. Allotments	Noted.
c. Introduction to Local Councils	Noted.
d. Ranger competence courses	Noted.
e. Highway Training	Noted.
f. Rialtas	Noted.

10. ELM PARK LEISURE CENTRE SUPPORT

RESOLVED: 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.

11. STAFF HANDBOOK

A discussion was held regarding the provision for a staff handbook based upon South Gloucestershire procedures. Town Clerk to update the Committee in September on progress.

12. FINANCE AND POLICY DEVELOPMENT

RESOLVED: A discussion was held to create a potential role to cover Council finance, policy development, and other corporate services. The Town Clerk to update the Committee in September with a draft job description and further detail on potential salary etc.

13. DATE OF NEXT MEETING: Tuesday, 2nd September 2025 at 7PM.

THE MEETING CLOSED AT 8:00pm