



FILTON TOWN COUNCIL

Minutes of **FILTON TOWN COUNCIL – Staffing Committee** held at 7:00pm on Tuesday 2nd September 2025 – held in Filton Town Council Conference Room, Elm Park Leisure Centre, Filton, BS34 7PS

PRESENT: Cllrs: T Mewies (*Mayor*), B. Mead (*Deputy Mayor, Chair*), J. Baverstock, A. Doyle
IN ATTENDANCE: Simon Davies (*Town Clerk*)
APOLOGIES: Cllrs: A. Bird, S. Milestone.

MEETING STARTED AT 7:00PM

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Cllrs Bird, Milestone

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 – 9 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 AND 2ND JULY 2025

RESOLVED: The Committee resolved to approve and sign the Minutes as a correct 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. Tractor Training	Noted.
c. 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. NATIONAL JOINT COUNCIL (NJC) PAY INCREASE

NOTE: The Committee noted the NJC agreed pay increase of 3.2% on across all pay scales for the financial year 2025-2026.

12. POTENTIAL NEW ROLES

a. FINANCE AND GOVERNANCE

NOTED: The Committee was presented with an outline for a potential role to cover finance and governance. The role would not be an 'Responsible Finance Officer' role (RFO). The role was proposed, but no seconder for the motion.

b. EVENTS AND OUTREACH

The Committee discussed a part-time role to support Council events and general outreach.

RESOLVED: The role be temporary, initially one year, with a view to be made permanent later; and for the new officer role to be recommended to Full Council in September for approval.

13. DATE OF NEXT MEETING: Tuesday, 4th November 2025 at 7pm.

THE MEETING CLOSED AT 8:00pm