



FILTON TOWN COUNCIL

Minutes of **FILTON TOWN COUNCIL – Staffing Committee** held at 7:00pm on Tuesday 6th January 2026 – held in Filton Town Council Conference Room, Elm Park Leisure Centre, Filton, BS34 7PS

PRESENT: Cllrs: T. Mewies (*Mayor*), A. Doyle, D. Harris

IN ATTENDANCE: Simon Davies (*Town Clerk*), Robert Hutton (*Deputy Clerk*)

APOLOGIES: Cllrs: B. Mead (*Deputy Mayor, Chair*), S. Milestone, J Baverstock.

MEETING STARTED AT 19:03

Cllr T Mewis was elected as chair

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – B. Mead, S. Milestone and J. Baverstock

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: Item 11 to 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 4th NOVEMBER 2025

RESOLVED: The Committee 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. Scrum and Agile Training	Noted.
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10. ELM PARK LEISURE CENTRE SUPPORT

Councillors received an update on support provided for Elm Park Leisure Centre from the Town Clerk and advised that The Deputy Clerk would be the contract manager for the leisure centre.

11. EMPLOYMENT CONTRACTS

RESOLVED: The committee discussed a request.

12. DISCOUNT FOR USE OF DOTT SCOOTERS AND E-BIKES

RESOLVED: Committee discussed DOTT electric scooter scheme, following a DOTT location being placed outside Elm Park Leisure Centre. The scheme is supported by The West of England Combined Authority (WECA). The purpose of the scheme is to make commuting quicker, more flexible and greener. The scheme allows businesses within the combined authority area to give staff and councillors the benefit of a 20% off discount code. The committee approved the scheme.

13. CYCLE TO WORK SCHEME

RESOLVED: Committee discussed cycle to work scheme, a UK government initiative allowing employees to get a new bike and safety gear tax-free through salary sacrifice, saving on costs by paying for it from their gross pay. The committee approved the scheme.

14. SPORTS DEVELOPMENT RANGER

The committee received a report from The Sports Development Ranger regarding how grant from Elm Park Leisure, supported his recent competing in the world kickboxing championships where he achieved a silver medal.

15. WORK EXPERIENCE AND EMPLOYMENT OPPORTUNITIES UPDATE

NOTED: The clerk updated the committee on work experience opportunities following communication with UWE and SGS.

16. EMPLOYMENT POLICIES UPDATE

NOTED: The Clerk advised the council is seeking to obtain policies from South Gloucestershire Council, and has engaged with them.

17. DATE OF NEXT MEETING: Tuesday, 3rd March 2026 at 7pm.

THE MEETING CLOSED AT 19:40