



FILTON TOWN COUNCIL

Minutes of **FILTON TOWN COUNCIL – Staffing Committee** held at 7:00pm on Tuesday 6th May 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 Doyle

IN ATTENDANCE: Simon Davies (*Town Clerk*)

APOLOGIES: Cllrs: S. Milestone, B Dewfall.

MEETING STARTED AT 7:00PM

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Cllrs Milestone 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 – 11 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 8th April 2025

RESOLVED: The Minutes of 8th April 2025 to be approved.

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

08. STAFF UPDATE

a. Deputy Clerk	ALCA initial Clerk training to take place later this month. Probation interview to be undertaken later this month
b. Appointment of a Locum Clerk	Joanne Ward to be appointed as a Locum Clerk for an initial period of 2 months
c. Head Ranger	The Head Ranger has been issued a new contract with his updated job title.
d. Ecology Ranger	The Ecology Ranger has been issued a new contract with his updated job title.

e. Support Officer	ALCA initial Clerk training to take place later this month. Probation interview was conducted last week, to confirm Peach Jones in her role.
f. Short Term Contractors – leisure centre	5 people will be issued temporary contracts to support the maintenance of the leisure centre until a short term provider is found

09. EXTENSION OF CONTRACT FOR THE SUPPORT OFFICER

The Town Clerk highlighted the recent workload of the office due to the collapse of the leisure centre provider.

RESOLVED: The Council to offer the Support Officer extra hours each week to assist with the increased workload. To be reviewed in December 2025.

10. PARK RANGER RECRUITMENT

The Town Clerk updated the committee on the progress for recruiting a Park Ranger. Interviews to be held later this month. Expected start date end of June 2025.

11. TOWN CLERK UPDATE

The Committee discussed matters regarding the Town Clerk:

- a. **CiLCA** – Time during office hours to complete the modules for CiLCA. Town Clerk to investigate polices in other Councils and report back to next Staffing Committee meeting.
 - b. **Pay Review** – The Town Clerk raised the matter of a potential pay review if the Council operates the leisure centre on a temporary basis (until the long term provider is appointed). This is to cover the extra responsibility of acting a Director of a Council owned business and the liabilities associated with it. The Committee discussed the matter without the Clerk present and suggested that the matter is reviewed at the end of this financial year, with any agreed payment in lieu of increased service during that time of operation.
 - c. **Annual Leave and Overtime** – The Town Clerk raised the matter of disrupted annual leave, disrupted weekends and public holidays, and increased extra hours worked every week since the collapse of the leisure centre provider. The Town Clerk did assure the Committee that some hours have been recouped with others planned shortly – however, it's unlikely that all of the hours could be taken in lieu.
- RESOLVED:** The Town Clerk to recoup as many hours/days as possible as lieu time, with 18 hours as paid overtime via the May payroll.

12. DATE OF NEXT MEETING: Tuesday, 3rd June 2025 at 7PM.

THE MEETING CLOSED AT 8:15pm