



**Members are hereby summoned to a meeting of the
Finance & Scrutiny Committee
to be held on Tuesday 9th June 2026 at 7.00pm at Conference Room, Filton
Town Council, Elm Park, Filton, BS34 7PS**

4th June 2026

Simon Davies
Town Clerk & RFO
Elm Park,
Filton, BS34 7PS
01454 803918

office@filtontowncouncil.gov.uk
www.filtontowncouncil.gov.uk

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)
- 5. ELECTION FOR CHAIR OF COMMITTEE – (RESOLVE)**
- 6. ELECTION FOR DEPUTY CHAIR OF COMMITTEE – (RESOLVE)**
- 7. TO APPROVE THE MINUTES OF THE FINANCE & SCRUTINY MEETING HELD ON TUESDAY 12TH MAY 2026 – (RESOLVE)**
- 8. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA**
- 9. FINANCIAL SERVICES PROVISION – (NOTE)**

To receive a report from the finance & governance officer on ongoing financial service provision to the council. – (ANNEX X)

10. ACCOUNTS: INCOME AND EXPENDITURE TO MARCH 2026 – (RESOLVE)

To approve the income and expenditure to March 2026 and discuss variances. – (ANNEX A)

11. ACCOUNTS: INCOME AND EXPENDITURE APRIL AND MAY 2026 – (RESOLVE)

To approve the income and expenditure April and May 2026 and discuss variances, under new budget headings. – (ANNEX B)

12. ACCOUNTS: BANK RECONCILE ACCOUNTS FOR MARCH 2026: APPROVE PAYMENTS AND SIGN BANK STATEMENTS – (RESOLVE)

To approve the reconcile on both accounts and authorise payments to be made. – (ANNEX C)

13. PAYMENTS TO BE AUTHORISED BY DEPUTY CLERK – (NOTE)

To clear the backlog in invoices, the payments to be loaded by the Town Clerk and co-authorised by the Deputy Clerk (in accordance with Financial Regulations).

14. ACCOUNTS: DEBIT CARD PAYMENTS FOR MAY 2026 – (RESOLVE)

To acknowledge debit card payments. – (ANNEX D)

15. FILTON HILL PRIMARY SCHOOL SCRAPSTORE PLAY POD - (RESOLVE)

To approve payment (in the form of a grant), as a S137 grant from the allocated budget line (resolved in January 2026) to Filton Hill Primary School for purchase of a 'Scrapstore Play Pod'. The play pod is only available from one supplier and is accredited. – (ANNEX E)

16. MODESHIFT: GRANT FOR BIKE-ABILITY FUNDING - (RESOLVE)

To approve a grant from Shields Road Primary School to support Bikeability training for pupils (Year 5 & Year 6), as South Gloucestershire Council can only potentially fund 'Pupil Premium' children. Application for £319 (with potential draw-down of £231).

17. IN YEAR ASSURANCE AUDIT REPORT - UPDATE – (NOTE)

To receive an update on the Internal Audit Report and the plan from the Town Clerk & Finance and Governance Officer. – (ANNEX F)

18. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) AND END OF YEAR REPORT – (RESOLVE)

To receive the draft AGAR and End of Year Report and to recommend to Full Council to approve, subject to a final review by the Internal Auditor. – (ANNEX G)

19. PUBLIC WORKS LOAN BOARD (PWLb) APPLICATION – (RESOLVE)

To recommend to Full Council (resolution at Full Council 27th January 2026, item 16) to apply for a 'Public Works Loan Board' loan of £500,000 to fund the Conygre Regeneration Project over 20 years – a repayment of £42,747.58 (quote as of 29th May 2026), rate 6.01%. The Conygre Regeneration Project outline has been approved by 'Avon Local Council Association' (ALCA), which is the first step of the application under £1.2 million. No public consultation required. Precept was not increased to budget for the repayment and was resolved as part of the Council budget in January 2026. Budget amount £30,000 (with extra funds from the (now) defunct 'Special Expenses budget'). Once approved, the loan can be drawn in parts (authorisation to the Finance and Scrutiny Committee (resolution at Full Council, January 2026), with repayments commence approx. 1 month after each draw-down. – (ANNEX H)

20. FUND A REQUEST FOR A ‘HIGHWAY IMPROVEMENT’ – (RESOLVE)

To fund a ‘Highway Improvement’ from South Gloucestershire Council for £5000, to be allocated from the ‘Special Expenses’ budget (as not in use this financial year); for the Town Clerk to complete the form via the established ‘Bus Gate Working Group’ for submission to South Gloucestershire Council, once supported by Filton Ward South Gloucestershire Councillors. – (ANNEX I)

21. TO SIGN THE ARMED FORCES COVENANT AND APPLY FOR THE ‘DEFENCE EMPLOYER RECOGNITION SCHEME’ BRONZE AWARD – (RESOLVE)

A request from South Gloucestershire Council for all local Councils to sign the Armed Forces Covenant before Armed Forces Day 2026 (27th June). The Council to also apply for the ‘Defence Employer Recognition Scheme’ Bronze Award (not requested by South Gloucestershire Council); and to recommend to Full Council to support the signing of the Covenant, and that the Town Clerk make the necessary adjustments to implement the Covenant and Recognition Scheme into relevant policies (to be reported back to Staffing Committee if required) – (ANNEX J1 & J2)

22. SPECIAL EXPENSES CONSULTATION – (RESOLVE)

To receive the consultation from South Gloucestershire Council and to feed back on the summary of proposals on pages 17 & 18; with a recommendation that the 2026/2027 Special Expenses for Filton be added to the Precept from 2027/2028 with the exception of bus shelters; without the need for a separate ‘Special Expenses Rate’ for the ‘closed churchyard. – (ANNEXES K1, K2 & K3)

23. DATE OF NEXT MEETING

To note the date of the next meeting on Tuesday, 14th June 2026 at 7PM.

Circulation List – Members	
Cllr Dan Harris – <i>Chair (for election)</i>	Cllr Tom Mewies – <i>Mayor</i>
Cllr Alan Bird	Cllr Brian Mead – <i>Deputy Mayor</i>
Cllr Alex Doyle	Cllr Mckenzie Elmorssy
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