



**Members are hereby summoned to a meeting of the
Finance & Scrutiny Committee
to be held on Tuesday 12th May 2026 at 7.00pm at Conference Room, Filton
Town Council, Elm Park, Filton, BS34 7PS**

7th May 2026

Simon Davies
Town Clerk & RFO

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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) – **ITEM 15**

5. INTRODUCE NEW FINANCE AND GOVERNANCE OFFICER – (NOTE)

6. TO APPROVE THE MINUTES OF THE FINANCE & SCRUTINY MEETING HELD ON TUESDAY 14TH APRIL 2026 – (RESOLVE)

7. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA

8. UPDATE ON THE ACCOUNTANTS AND WORK TO DATE ON FY 25-26 ACCOUNTS – (NOTE)

9. ACCOUNTS: INCOME AND EXPENDITURE TO FEBRUARY 2026 – (RESOLVE)

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

10. ACCOUNTS: BANK RECONCILE TO FEBRUARY 2026, APPROVE PAYMENTS AND SIGN BANK STATEMENTS – (RESOLVE)

To approve the reconcile on both accounts in February 2026 – (ANNEX B1 & B2)

11. ACCOUNTS: IN-PERSON DEBIT CARD PAYMENTS – (RESOLVE)

To approve in-person debit card payments from March and April 2026 – (ANNEX C1 & C2)

12. LEISURE OPERATOR BASE TRADING ACCOUNT (LOBTA) - (NOTE)

To note that the receipt of LOBTAs from Parkwood Leisure:

- December 2025 – no rebate
- January 2026 - £19,218.20
- February 2026 - £18,520.03

13. INCREASE THE AUTHORISATION LEVEL FOR THE TOWN CLERK – (RESOLVE)

Council Financial Regulations and Standing Orders stipulate a level for the Town Clerk to authorise payments at £500 inclusive of VAT. To avoid high levels of authorisations with expenditure by the Council (often slowing delivery of services), to increase the amount to £1200 inclusive of VAT; and for the amount to be reviewed annually.

14. 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 D)

15. DISCLOSED AGENCY MODEL REPORT – (RESOLVE)

To receive the 'Disclosed Agency Model' Report from PWC, and to set-up a small working group to meet with PWC to discuss implications and concept – (ANNEX E)

16. DATE OF NEXT MEETING

To note the date of the next meeting on Tuesday, 9th June 2026 at 7PM.

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