



Minutes of **FILTTON TOWN COUNCIL'S – Full Council Meeting** held at 7:00PM on Tuesday, 30th June 2026 – Held at: Studio 1, Elm Park Leisure Centre, Filton, Elm Park, Bristol, BS34 7PS.

PRESENT: Cllrs: J. Molloy, E. Adjeivi, J.Baverstock, A.Bird, B. Dewfall, M.Elmorssy, A. Mills, S. Milestone, A. Monk.

IN ATTENDANCE: Simon Davies (*Town Clerk*), Robert Hutton (*Deputy Clerk*), Peach Jones (*Support Officer*), Lucy Frost (*Press*), Sean Bell (*Centre Manager*).

APOLOGIES: Cllrs: T Mewies (*Chair & Mayor*), Mead (*Deputy Mayor & Vice Chair*), A.Doyle and D. Harris.

NON-ATTENDANCE: .

MEETING STARTED AT 7:00PM

1. EVACUATION PROCEDURES - NOTED.

2. APOLOGIES FOR ABSENCE - NOTED: Councillors: Mewies, Mead, Doyle and Harris.

3. 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. |

4. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: No declarations were raised to exclude any items from the press and public.

5. PUBLIC QUESTION TIME

RESOLVED: No questions were received from members of the public or press.

6. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

RESOLVED: Members agreed that the minutes of the Annual General meeting, held on 26th May 2026 should be accepted and approved as a true and accurate record. The minutes were then signed and dated by the Chair.

7. MATTERS ARISING FROM PREVIOUS MINUTES

NOTED: No further matters arising from the previous minutes were raised.

8. REPORT FROM LOCAL BEAT TEAM

The written report was presented on screen and provided in advance for review by councillors. PCSO Olivia Rowley agreed to present the Filton Beat Team's monthly report, unfortunately due to an oversight on annual leave PCSOs were unable to attend this meeting.

The written report was presented on screen and provided in advance for review by councillors. Members noted ongoing policing priorities within the Filton area, including anti-social behaviour and drug-related activity in Elm Park, reports of nuisance behaviour around the Leisure Centre,

shop theft at Shield Retail Park, and the continued issue of electric and Sur-Ron bikes. The report further noted that additional patrols are being undertaken in response to these concerns.

A member referred to evidence of anti-social behaviour occurring in the vicinity of Elm Park Leisure Centre and enquired what measures could be taken to help address the issue. The Town Clerk advised that the Council is not permitted to provide surveillance cameras.

Cllrs Adjeivi and Milestone arrived at 7:07PM

A member further enquired whether there was any action the Council could take to assist in relation to CCTV footage. Members discussed the legal considerations surrounding the sharing of CCTV recordings and noted that the Police are required to provide a crime reference number before any footage can be released.

The Centre Manager contributed to the discussion and advised that an update regarding a recent crime-related incident would be provided under Item 9. Members further noted the Beat Team's report that anti-social behaviour in and around Elm Park remains a current policing priority and that increased patrols are being carried out in response.

Crimes reported for the last 28 days, up to 23/06/2026. (CN213)		
Offence Category	Last Month	Last 28 days
Arson and Criminal damage	16 Offences	6 Offences
Burglary	4 Offences	6 Offences
Drug Offences	4 Offences	0 Offences
Public order offences	2 Offences	2 Offences
Robbery	4 Offences	1 Offence
Sexual offences	4 Offences	0 Offences
Theft	24 Offences	14 Offences
Vehicle offences	8 Offences	3 Offences
Violence against the person	41 Offences	22 Offences
Misc crimes against society	2 Offences	0 Offences
Weapons	5 Offences	0 Offences

NOTED: That the Filton Beat Team Report be noted.

9. PRESENTATION BY ELM PARK LEISURE

The Council received a presentation from Mr Sean Bell, Centre Manager, Elm Park Leisure Centre, on the Centre's recent performance and operational activity. The presentation highlighted continued positive performance, with total membership increasing to 1,562 members, exceeding target growth by 106 memberships and placing Elm Park Leisure Centre within the Top 5 performing centres across the company. Direct debit revenue collections continued to perform strongly, with forecast monthly revenue for July 2026 of £44,900, whilst the Centre also reported successful compliance, training and outreach activities.

Members noted the Centre's ongoing community engagement initiatives, including new class launches, partnership development, the qualification of six new lifeguards, and attendance at local events. It was further reported that Elm Park Leisure Centre had secured a promotional stall at the Filton Festival on 5th July 2026, where a range of membership and swimming lesson offers would be promoted.

Mr Bell advised that work was underway to address swimming membership attrition, with staffing and lifeguard availability having been identified as a key factor. The Centre had also implemented its "Get, Grow, Keep" strategy to support member retention and future growth. Members welcomed the Centre's attendance at the Filton Hill Primary School Summer Fete on 28th June 2026 and noted the development of a positive relationship with the school. It was

reported that Filton Hill Primary School had agreed to subsidise the cost of swimming lessons for pupils attending lessons at Elm Park Leisure Centre.

During discussion, councillors welcomed the positive impact of the Centre's solar panel installation and enquired about further energy-saving opportunities. Mr Bell advised that the Centre was investigating the installation of motion-sensor lighting systems to reduce unnecessary energy consumption and confirmed that automatic timers were already utilised for gym equipment. He further reported that the cost of wiring and commissioning three existing hairdryers within the changing facilities was estimated at approximately £600.

The Town Clerk advised that grant funding opportunities may be available to support certain building improvement and energy-efficiency projects. Councillors emphasised the importance of continuing to consider sustainability measures in future planning, whilst it was suggested that battery storage technology could be explored as a future investment opportunity should suitable grant funding become available.

A member congratulated the Centre on achieving a Top 5 company performance ranking and sought clarification regarding comparisons with similar-sized facilities. Mr Bell confirmed that, when benchmarked against the company's other medium-sized leisure centres, Elm Park Leisure Centre's performance remained highly competitive.

It was further queried whether additional provision could be developed for children and young people with more complex Special Educational Needs and Disabilities (SEND). Mr Bell advised that specialist sessions were already available, including two-to-one support arrangements, and that opportunities for further tailored provision could be explored.

In response to a question regarding motion-sensor lighting and accessibility, particularly in toilet facilities used by disabled persons, Mr Bell confirmed that motion-detection systems were already installed in these areas and had not presented operational concerns.

The Centre's profitability was questioned. Mr Bell advised that a break-in at the Centre on 25th June 2026 had adversely affected the month's financial performance. Stolen items included tablets, tools, a speaker and retail stock, whilst a window was damaged during the incident. Police forensic officers attended the scene and CCTV footage of the incident had been secured. The replacement window was expected to cost just under £2,000, with a further £900 required to replace the motor controlling the disabled access barrier at the entrance turnstiles. Mr Bell advised that measures to enhance site security had been identified and that the Centre's retention and growth strategy would assist in mitigating the financial impact of the incident.

NOTED: That the presentation from Elm Park Leisure Centre be noted.

10. SOUTH GLOUCESTERSHIRE COUNCILLOR REPORTS

The Council received a verbal report from the joint South Gloucestershire Councillor. It was noted that no written report had been submitted.

Members received an update regarding the ongoing Special Expenses Review. It was reported that South Gloucestershire Council was due to consider the matter further in July, including proposals relating to the transfer of certain services and associated funding arrangements to town and parish councils. Members noted that grass-cutting expenditure of approximately £10,000 formed part of the discussions. It was further noted that the removal of the Special Expenses charge could simplify residents' council tax bills by removing the separate item currently shown. Discussions concerning matters of refuge and community safety were also noted and remain subject to a period of public engagement.

An update was provided regarding the proposed Charborough Road highway improvements. Members were advised that the matter had been referred to South Gloucestershire Council's Planning Committee by Cllr Doyle and that a site visit was scheduled for 10th July 2026, with the committee meeting expected to take place on 23rd July 2026. The site visit would enable committee members to examine the location and raise technical questions before determination of the application. It was noted during discussion that, whilst South Gloucestershire Council was both the applicant and determining authority in this case, the proposal would nevertheless be subject to the formal planning process.

Councillor Members' Questions and Responses:

- It was enquired whether there had been any progress regarding the previously discussed proposal for Filton Town Council to contribute funding towards an investigation into the potential closure of the Filton Avenue Bus Gate.
- The joint South Gloucestershire Councillor advised that he would review the relevant records and provide a further update in due course.
- Concerns were raised regarding ongoing missed recycling collections and difficulties experienced by residents when attempting to report missed collections through the South Gloucestershire Council reporting application.
- In response, the joint South Gloucestershire Councillor acknowledged that there had been operational and technical difficulties following the introduction of the new waste collection contract and the move to three-weekly residual waste collections. Members noted that a recent fire involving a refuse collection vehicle, believed to have been caused by a disposable vape battery, had reduced vehicle availability. It was further reported that where recycling materials are collected in a single vehicle compartment, contractors remain responsible for sorting recyclable materials and are subject to monitoring against established recycling performance targets. Landfill disposal was noted to incur significant taxation costs and therefore recycling remains a priority within the collection system. The South Gloucestershire Councillor further advised that technical issues affecting online reporting systems were being investigated with developers and that concerns regarding collection practices had been raised with the contractor.
- A member raised concerns regarding the public toilets at Church Road, adjacent to The Views development, and suggested that improvements to security or alternative uses of the facility could be considered.
- The advised by the joint councillor that South Gloucestershire Council currently intends to retain responsibility for the facility, although opportunities for future improvements and security enhancements may be explored.
- A councillor commented that the forthcoming Filton Festival would provide a valuable opportunity to engage residents on matters such as recycling, waste services and other local authority initiatives.
- In response, the South Glos Councillor highlighted the forthcoming Your Voice Filton and Bradley Stoke Event, which will be held as part of the Filton Festival at Elm Park on Sunday, 5th July 2026. Members noted that representatives from South Gloucestershire Council and partner organisations, including officers covering highways, education, social care and other services, would be available to answer questions and discuss local issues with residents. The event forms part of South Gloucestershire Council's wider programme of community engagement activities designed to make council services more accessible and encourage public participation.

- A councillor enquired whether South Gloucestershire Council had any plans to introduce publicly accessible water refill points within the local area.
- The South Gloucestershire Councillor advised that opportunities were currently being explored in partnership with Filton Hill Primary School.

NOTED: That the verbal South Gloucestershire Councillor Report be noted.

11. TOWN OF CULTURE UPDATE

The Town Clerk provided a verbal update on Filton's bid for UK Town of Culture 2028.

Members were advised that, following a request from the Department for Culture, Media and Sport (DCMS), Filton had participated in a national postcard campaign designed to showcase and celebrate the towns participating in the UK Town of Culture 2028 competition. The initiative invited bidding towns to submit a postcard-style image and accompanying text for use in a coordinated social media campaign and a digital archive of participating towns. It was noted that submissions formed part of a promotional and engagement exercise and were not included within the assessment process for the competition.

The Council noted that Filton's postcard had been designed by local artist Keith Hopewell, who is widely recognised in the Bristol street art and creative community under the name SPZERO76. Mr Hopewell was commissioned to produce a bespoke design reflecting Filton's cultural identity, heritage and aspirations as part of the town's UK Town of Culture 2028 bid. Members welcomed the involvement of an established local creative practitioner in supporting the submission and promoting Filton's cultural offer to a national audience. Members welcomed the involvement of a recognised local artist in supporting the town's submission.

The Town Clerk further reported that Claire Hazelgrove MP, Member of Parliament for Filton and Bradley Stoke, had recently referenced Filton's UK Town of Culture 2028 bid during proceedings in the House of Commons. Members noted that this represented significant national exposure for the bid and was believed to be the first occasion on which a bidding town had received such recognition in Parliament and through associated national media coverage.

Members commended the continued promotion of Filton's bid and the increasing profile being achieved through both local and national engagement activities.

NOTED: That the verbal update on Filton's UK Town of Culture 2028 bid be noted.

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) AND END OF YEAR REPORT 2025-2026

The Council received the Annual Governance and Accountability Return (AGAR) 2025/26, together with the Internal Auditor's Report and supporting documentation.

The Finance & Governance Officer presented the Internal Auditor's findings and summarised the areas requiring improvement. Members noted that the Internal Audit Report contained six control objectives marked as "No", relating to financial oversight, income administration, pension reconciliation, asset management, bank reconciliations and publication compliance. It was emphasised that, whilst these matters required corrective action, the audit had identified them as operational issues that were capable of being resolved through the implementation of improved procedures and controls.

The Finance & Governance Officer outlined the key findings of the audit, including issues relating to the presentation of financial reports to Members, inconsistencies in lettings and pitch hire administration, a pension reconciliation discrepancy, weaknesses in the Fixed Asset

Register, the absence of formal review and approval of some bank reconciliations, and non-compliance with statutory publication deadlines for the 2024/25 AGAR.

Members acknowledged the significant challenges faced by the Council during 2025/26, including the cessation of support from the Council's former accountants and the collapse of the previous leisure centre operator. It was noted that these events had created substantial difficulties in obtaining accurate financial information and reconciling historical records. The Town Clerk advised that the Council was now undertaking a comprehensive review of its financial systems and records and that the appointment of the Finance & Governance Officer had provided a clear pathway towards restoring full compliance and strengthening financial management.

Particular discussion took place regarding the Fixed Asset Register, which the Internal Auditor had identified as containing significant discrepancies between recorded asset values and the figures reported within the AGAR. Members noted that a number of high-value assets, including elements of the leisure centre estate, had historically been omitted or inaccurately valued. The Council therefore agreed that a comprehensive review of all Council assets would be undertaken during 2026/27, with updated records incorporating asset condition, life expectancy, insurance values and replacement planning. The Internal Auditor had noted a difference of approximately £2.74 million between the asset register and the AGAR fixed asset value, which would form part of the review.

The Town Clerk further advised that the Council had already begun reviewing long-term liabilities and reserves as part of a broader programme of financial improvement, with the objective of ensuring greater transparency and accuracy in future financial reporting. It was anticipated that revised accounting arrangements and supporting documentation would be fully implemented by September 2026.

During discussion, the South Gloucestershire Councillor highlighted South Gloucestershire Council's approach to audit recommendations through formal action plans incorporating timescales, risk assessments and monitoring arrangements. Members agreed that a similar framework would assist Filton Town Council in tracking progress against audit recommendations.

Members also discussed future asset replacement planning, reserve allocation and insurance valuation methodologies. It was noted that future asset management arrangements would seek to better reflect the lifespan and replacement requirements of Council-owned infrastructure, with designated reserves already established within the Council's financial planning framework for major future asset replacement projects.

The Council noted the Accounting Statements for the year ended 31st March 2026, including total balances carried forward of £199,421, fixed assets valued at £7,425,327, and outstanding borrowings of £4,091,270.

- A. RESOLVED:** That the Internal Auditor's Report for the financial year ending 31st March 2026 be accepted.
- B. RESOLVED:** That the Annual Governance Statement (Section 1) be approved and signed by the Chair and the Town Clerk/Responsible Financial Officer in accordance with statutory requirements and recorded under Minute Reference 12B.
- C. RESOLVED:** That the Accounting Statements (Section 2) be approved and signed by the Chair and the Town Clerk/Responsible Financial Officer in accordance with statutory requirements and recorded under Minute Reference 12C.
- D. NOTED:** That the Notice of Public Rights be received and noted.

13. THE ENGLISH INDICES OF DEPRIVATION 2025 REPORT

The Council received and considered the English Indices of Deprivation (IoD) 2025 Report, produced in partnership with South Gloucestershire Council and based upon the Index of Multiple Deprivation (IMD) 2025. Members noted that the report provides a nationally recognised measure of deprivation across Lower-layer Super Output Areas (LSOAs) using indicators relating to income, employment, education and skills, health, crime, barriers to housing and services, and living environment.

The Deputy Clerk presented a summary of the findings relevant to Filton, with information relating to areas outside the parish omitted from the presentation where not directly relevant. Members noted that Filton featured within each deprivation domain measured by the report. Particular challenges were identified in relation to barriers to housing and services, income deprivation, education and skills, health, crime and living environment, with several Filton neighbourhoods appearing within the identified areas of concern.

Members discussed the value of the report as an evidence base for future project development, funding applications and partnership working. It was noted that the findings would assist the Council and local organisations in targeting resources, identifying priorities and supporting initiatives aimed at improving outcomes for residents. Concerns were also raised regarding matters including access to healthcare provision, educational attainment, housing and wider community infrastructure, all of which were recognised as important factors in addressing deprivation across the town.

The Town Clerk advised that, once adopted by South Gloucestershire Council, the report would become a valuable public resource and that further partnership working with local authorities, government bodies, charities and community organisations would be required to address the challenges identified.

Members expressed support for the principle of making resources available, where practical and affordable, to improve outcomes across affected neighbourhoods. It was acknowledged that specific measures and resource requirements would need to be developed over time; however, there was broad support for working towards improving deprivation indicators and increasing Filton's overall standing within future reports.

NOTED: That the Council received and considered the English Indices of Deprivation 2025 Report and noted its findings in relation to Filton, together with the opportunities it provides for future project development, partnership working and funding applications.

RESOLVED: That Filton Town Council, where possible and affordable, commits to making resources available and working in partnership with local authorities, public bodies, community organisations and other stakeholders to improve outcomes in those Filton neighbourhoods identified within the English Indices of Deprivation 2025 Report, with the aim of removing all Filton LSOAs from the areas of greatest deprivation and working towards achieving an overall IMD rating of Decile 5 or above by the publication of the next report in 2029.

14. PUBLIC WORKS LOAN BOARD (PWLb) APPLICATION

The Council considered the recommendation of the Finance & Scrutiny Committee to proceed with a Public Works Loan Board (PWLb) application for borrowing of £500,000 over a period of 20 years to support the delivery of projects within the Conygre Regeneration Project. Members noted that the PWLB is a Government-backed borrowing facility available to local authorities for capital projects that provide long-term community benefit. The Council further noted that support and guidance on the application process had been received through the Avon Local Councils' Association (ALCA).

Members were advised that the proposed borrowing formed part of the Council's longer-term strategy for delivering regeneration and community improvements within the Conygre area. The proposal had been the subject of discussion at Full Council and Finance & Scrutiny Committee meetings since January 2026 and had also been promoted through public engagement activities, including consultation with Filton Hill Primary School Council, engagement with local residents at community events and information published through local communications channels.

The Town Clerk reported that the Council had made provision within the approved budget to support future loan repayments and that it was not intended to increase the precept for the purpose of servicing the loan. Members noted the latest PWLB borrowing quotations dated 25 June 2026, which indicated annual repayments of approximately £42,396.50 under the Annuity repayment method (5.91%) or an initial annual repayment of approximately £53,240.24 under the Equal Instalments of Principal (EIP) repayment method (5.77%), with repayments reducing over time.

During discussion, Members emphasised the importance of ensuring that investment delivered through the Conygre Regeneration Project responded to identified community needs and maximised opportunities for external funding wherever possible. Consideration was also given to opportunities for youth-focused activities, play provision and wider community engagement initiatives within the Conygre area. It was noted that the project would continue to evolve through future committee discussions and project development work.

Members further confirmed that responsibility for managing any future loan drawdown should remain with the Finance & Scrutiny Committee, whilst delivery and oversight of regeneration projects funded through the borrowing should remain within the remit of the Assets & Open Spaces Committee.

Vote to agree to continue the meeting past the hour of 9PM was passed.

It was also confirmed that the proposed borrowing would relate solely to eligible capital projects within the Conygre Regeneration Project and would not be utilised for non-capital matters.

NOTED: That the Council received and considered the Public Works Loan Board borrowing proposal and associated business case information relating to the Conygre Regeneration Project.

RESOLVED: That Filton Town Council seeks the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a Public Works Loan Board loan of £500,000 over a borrowing term of 20 years to fund the Conygre Regeneration Project. Members noted that the estimated annual repayments would be approximately £42,396.50 under the Annuity repayment method (5.91%) or approximately £53,240.24 under the Equal Instalments of Principal (EIP) repayment method (5.77%), with EIP repayments reducing over the term of the loan.

RESOLVED: That it is not intended to increase the Council Tax precept for the purpose of meeting loan repayments.

RESOLVED: That the Town Clerk be authorised to make the necessary adjustments from the former Special Expenses Grant budget allocation to supplement the current £30,000 budget provision towards the PWLB-funded Conygre Regeneration Project.

RESOLVED: That the resolution of January 2026 be reaffirmed, with responsibility for the PWLB application and any future drawdown of funds delegated to the Finance & Scrutiny

Committee and responsibility for project delivery and oversight delegated to the Assets & Open Spaces Committee.

RESOLVED: That where appropriate, priority be given to engaging with relevant service providers, community organisations and stakeholders to maximise public participation and community benefit from projects delivered under the Conygre Regeneration Project programme.

15. DISCLOSED AGENCY MODEL: PWC REPORT

The Council received a report regarding the potential adoption of a Disclosed Agency Model for the future operation of Elm Park Leisure Centre. Members noted that a Working Group had met with representatives from PwC to consider how the model could be incorporated into a future leisure management contract.

The Council was advised that, under a Disclosed Agency Model, the Council remains the legal provider of leisure services whilst an external operator acts as the Council's agent in delivering day-to-day services. Customers contract with the Council as the service provider, with the operator managing the facility on the Council's behalf. The model was reported to offer potential benefits including improved VAT efficiency, greater strategic control for the Council, continued access to specialist leisure management expertise and potential long-term financial savings. Members also noted that the model would require clear governance arrangements and place greater financial responsibility upon the Council.

The Town Clerk advised that adoption of the model would enable work to commence on preparing a revised leisure centre tender based upon the original procurement framework approved by Full Council in October 2025. Members noted the requirement under the Procurement Act 2023 for the tender process to comply with statutory procurement timescales and associated requirements, including consideration of staffing and TUPE arrangements.

RESOLVED: That the Council accepts the proposal to operate a Disclosed Agency Model for the future operation of Elm Park Leisure Centre and authorises the Town Clerk to engage with PwC to prepare a suitable tender based upon the original tender specification approved by Full Council in October 2025. Furthermore, delegated authority be granted to the Finance & Scrutiny Committee to approve the amended tender documentation and submit it to HM Government's Tender Finder Portal, with a target publication date of early September 2026. Upon receipt of submissions, the Finance & Scrutiny Committee shall review all applications and make a recommendation to Full Council in September 2026, sitting as an Extraordinary Meeting if required.

16. CONCORDE COMMEMORATIVE COIN DISTRIBUTION TO PRIMARY SCHOOL CHILDREN

The Deputy Clerk provided a presentation on the successful distribution of Concorde Commemorative Coins to primary school children across Filton. Members noted the positive response received from schools and pupils and the role of the initiative in commemorating Filton's important contribution to Concorde's history.

NOTED: That the update on the distribution of Concorde Commemorative Coins to primary school children be received and noted.

17. FILTON FESTIVAL UPDATE

Members received a final update on arrangements for the Filton Festival, scheduled to take place on Sunday, 5th July 2026. The Council noted the progress made in preparations and the activities planned for the event.

NOTED: That the final update on the Filton Festival be received and noted.

18. COMMITTEE VACANCIES

The Council considered the current vacancies on its committees as follows:

- Finance & Scrutiny Committee – 3 vacancies
- Planning & Climate Committee – 3 vacancies
- Assets & Open Spaces Committee – 3 vacancies

Following nominations received at the meeting:

RESOLVED: That Cllr Baverstock be appointed as a member of the Finance & Scrutiny Committee and the Assets & Open Spaces Committee.

19. ANY OTHER URGENT BUSINESS

NOTED: No other urgent business were raised.

20. DATE OF NEXT MEETING – NOTED: Tuesday, 28th July 2026 at 7pm.

MEETING CLOSED AT 9:30PM