



Minutes of **FILTON TOWN COUNCIL – Staffing Committee** held at 7:00pm on Tuesday 3rd March 2026 – held in Filton Town Council Conference Room, Elm Park, Filton, BS34 7PS

PRESENT: Cllrs: T. Mewies (Mayor), B Mead (Deputy Mayor), A. Doyle, D. Harris, J Baverstock
IN ATTENDANCE: Simon Davies (*Town Clerk*), Robert Hutton (*Deputy Clerk*)
APOLOGIES: Cllr: S. Milestone

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – S. Milestone

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 12 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 6th JANUARY 2026

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	The Town Clerk gave an update on team members
b. Open Spaces Team	The Town Clerk gave an update on team members

09. TRAINING UPDATE

a. Water Literacy	The Town Clerk gave an update on the training attended by the Ecology Ranger
b. SLCC AGM - Stroud	The Town Clerk gave an update on the event attended by the Town Clerk and Deputy Clerk

10. ELM PARK LEISURE CENTRE SUPPORT

Councillors received an update on support provided for Elm Park Leisure Centre.

11. OUTSIDE INTERESTS UPDATE

The Town Clerk informed the Committee of a voluntary role he has taken with SSAFA, which has no impact of the Town Council.

12. POTENTIAL NEW ROLES AND STRUCTURE FOR CORPORATE SERVICES

The Committee discussed potential new roles for the Council, with the Town Clerk introducing a range of new titles, for which funding (via the Precept) has been allocated in the agreed budget (Full Council, January 2026).

The Town Clerk explained that the new roles are required to deliver services and projects within the resolved 2026-2027 budget. The roles have been designed to deliver a growing range of services and projects; especially finance provision which has an expanding set of requirements (the Town Clerk referred to other Councils with similar or higher/lower precepts who have a separate finance provision, for which the Council would struggle to maintain the necessary standards).

RESOLVED: To forward the proposals to Full Council for it's consideration.

13. WORK EXPERIENCE AND EMPLOYMENT OPPORTUNITIES UPDATE

The Council considered a verbal report from the Town Clerk on the potential opportunities available for work placements within the Council

The Town Clerk updated the Committee ref to the 2 UWE students and 1 SGS Filton student currently with the Council under the scheme.

14. EMPLOYMENT POLICIES UPDATE

The Town Clerk gave a short update on the progress on Employment Policies from South Gloucestershire Council – work still in progress.

15. DATE OF NEXT MEETING: Tuesday, 5th May 2026 at 7pm.

THE MEETING CLOSED AT 19:40