



Minutes of **FILTOWN TOWN COUNCIL – Staffing Committee** held at 7:00pm on Tuesday 7th July 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, A Mills

IN ATTENDANCE: Simon Davies (*Town Clerk*)

APOLOGIES: Cllr: S. Milestone

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Cllr 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. ELECTION OF CHAIR OF COMMITTEE

RESOLVED: Cllr Brian Mead, Deputy Mayor, be elected as Chair of Committee.

05. ELECTION OF VICE CHAIR OF COMMITTEE

RESOLVED: Cllr Alex Doyle be elected as Chair of Committee.

06. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: Items 10, 11, 14 & 15 to be excluded from Press and Public.

07. PUBLIC QUESTION TIME: No members of the public in attendance.

08. TO APPROVE THE MINUTES OF THE STAFFING MEETING HELD ON 3rd MARCH 2026

RESOLVED: The Committee to approve and sign the Minutes as a correct record.

09. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED

BY THE AGENDA: None were declared.

10. 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

11. TRAINING UPDATE

a. GDPR and Data Protection	The Town Clerk gave an update on the training
b. FILCA and ILCA	The Town Clerk gave an update on training to be undertaken by the Deputy Clerk and Support Officer

12. ELM PARK LEISURE CENTRE SUPPORT

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

13. STAFF REWARD SCHEME

The Committee discussed the draft policy from the Town Clerk, inspired from a conversation with the Mayor.

The Committee discussed the policy and made some amendments which the Town Clerk will present to the Committee in September.

The Committee deferred the draft policy for resolution at the next meeting.

14. NOMINATIONS FOR STAFF REWARD

As the proposed policy has been deferred, no nominations have been made.

15. STREET CLEANING ROLE

The Committee discussed the option of another Street Cleaner, who was perhaps seasonal. Town Clerk to make provision in the next financial year.

16. FINANCE AND GOVERNANCE ROLE

The Town Clerk updated the committee on progress with the finance and governance profile within the Council.

RESOLVED: To extend the Finance and Governance Officer role until July 2027, with a view to making it permanent in the next financial year.

17. DATE OF NEXT MEETING: Tuesday, 1st September 2026 at 7pm.

THE MEETING CLOSED AT 19:55