



Members are hereby summoned to Full Council held on Tuesday 29th September 2026 at 7.00pm in Studio 1, Elm Park Leisure Centre, Filton, BS34 7PS

24th September 2026

Simon Davies
Town Clerk & RFO
Elm Park, Filton,
South Gloucestershire, BS34 7PS
01454 803 918

town.clerk@filtontowncouncil.gov.uk
www.filtontowncouncil.gov.uk

This meeting maybe live streamed using link – subject to any technical issues affecting broadcast.

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

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 21**

5. PUBLIC QUESTION TIME

Public speaking time is restricted to 15 minutes in total (up to 5 minutes per speaker) as per Filton Town Council Standing Orders: 3(f) and 3(g). The Mayor will call from those members of the public who indicate a wish to speak.

6. TO APPROVE THE MINUTES FROM FULL COUNCIL HELD ON 28TH JULY 2026, AND THE EXTRA-ORDINARY FULL COUNCIL HELD ON 18TH AUGUST 2026 – (RESOLVE)

- 7. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA – (NOTE)**
- 8. REPORT FROM LOCAL BEAT TEAM – (NOTE)**
To receive a report from the Filton Beat Team – (ANNEX A)
- 9. PRESENTATION BY ELM PARK LEISURE – (NOTE)**
The Council to receive a presentation from Elm Park Leisure on overall centre performance – (ANNEX B)
- 10. SOUTH GLOUCESTERSHIRE COUNCILLOR REPORTS – (NOTE)**
The Council to receive a report from South Gloucestershire Councillors – (ANNEX C)
- 11. SHIELD ROAD PRIMARY SCHOOL PLAY EQUIPMENT GRANT – (RESOLVE)**
(Cllr A Monk) To provide a one-off special grant of £20,000 to Shield Road Primary School for the sole purpose of play equipment (total project cost £35,976 ex VAT). This is to be funded from the remaining (unused) Special Expenses budget line for the current financial year. If required funding could also be allocated from the ear marked reserves for Elm Park play equipment improvements – (ANNEX D)
- 12. BUDGET SAVINGS IN FINANCIAL YEARS 2027/2028 AND 2028/2029 – (RESOLVE)**
(Cllr A Monk) The Town Clerk to identify 10% savings from the revenue budget to be realised over the next 24 months (from beginning of financial year 2027/2028). Example areas for savings administration expenses, legal fees, accountancy fees, IT services, office expenses, overtime & consumables.

The Town Clerk is required to report back to the Finance and Scrutiny Committee and to Full Council as an agenda item with a report detailing savings in time for the budget setting process for the forthcoming financial year.
- 13. CONYGRE REGENERATION PROJECT UPDATE – (NOTE)**
The Deputy Clerk to provide an update to the Council.
- 14. FILTON FESTIVAL TENDER – (RESOLVE)**
Council to consider options for the tender, and to delegate the Committee of Chairs to approve final version of the tender, for upload to the Government portal.

Council to use the 2026 tender as a template, with the appropriate amendments – (ANNEXES E1/E2)
- 15. DEFIBRILLATOR AGREEMENT WITH SOUTH WESTERN AMBULANCE SERVICE (SWAS) – (RESOLVE)**
Council to sign a new 'Memorandum of Understanding' (MoU), as the current version expires on 29th October 2026 - (ANNEX F)
- 16. EXTERNAL AUDIT REPORT AND PUBLIC NOTICE – (RESOLVE)**
To formally receive the External Auditor Report for financial year 2025/2026 (which has been posted to our website and public noticeboard) - (ANNEXES G1/G2)

17. THE SIDINGS ALLOTMENT PEST CONTROL QUOTES – (RESOLVE)

Council to receive quotes and resolve on a pest control contract for the Sidings Allotments (to be considered at Full Council due to possible rescheduling of Assets and Open Spaces during October) – (ANNEXES H1, H2 and H3)

17. REVIEW STANDING ORDERS AND FINANCIAL REGULATIONS – (RESOLVE)

To review Standing Orders and Financial Regulations - (ANNEXES J1/J2)

18. COMMITTEE MEMBER VACANCIES – (RESOLVE)

To recruit Councillors to committee vacancies

A. Planning & Climate – 3 vacancies

B. Staffing – 2 vacancies

C. Assets and Open Spaces – 2 vacancies

19. RESCHEDULING OF MEETINGS DURING OCTOBER AND NOVEMBER – (RESOLVE)

Council to consider proposals for the re-scheduling of Committee meetings, and extra-ordinary Full Council meetings (October and November 2026), to process tender applications for both Elm Park Leisure Centre management, and Blenheim Drive Play Area regeneration.

Council to note that most of the Committee meetings processing tender applications will be held 'excluding press and public'. Due to the significance of each tender, Councillors are reminded that they may still attend a committee meeting even though they are not voting members - (ANNEX I)

20. DELEGATION OF TENDER ASSESSMENT – (RESOLVE)

Full Council to delegate scoring, queries, negotiations, shortlisting and other associated tasks to support determining tenders to the following (Full council retains each stage determination and awarding):

a. Elm Park Leisure Centre tender: Finance and Scrutiny Committee

b. Blenheim Drive Play Area tender: Assets and Open Spaces Committee

Full Council to request each committee make a recommendation for shortlisting and awarding (at the appropriate meeting) so that an informed decision can be made at each stage.

21. ELM PARK LEISURE CENTRE TENDER – (RESOLVE) (EXCLUDE PRESS AND PUBLIC)

The Town Council to formally accept bids to manage Elm Park Leisure Centre. Town Clerk to confirm eligible bids (bids to remain sealed until scoring).

Council to note that most of the Committee meetings processing tender applications will be held 'excluding press and public'. Due to the significance of each tender, Councillors are reminded that they may still attend a committee meeting even though they are not voting members.

22. ANY OTHER ITEM THE MAYOR DECIDES IS URGENT

23. DATE OF NEXT FULL COUNCIL MEETING: Tuesday, 27th October 2026 (see item 19) – (NOTE)

Circulation List:

Cllr Tom Mewies – <i>Mayor</i>	Cllr Brian Mead – <i>Deputy Mayor</i>	Cllr Esther Adjeivi
Cllr John Baverstock	Cllr Alan Bird	Cllr Ben Dewfall
Cllr Alex Doyle	Cllr Mckenzie Elmorssy	Cllr Dan Harris
Cllr Andrew Mills	Cllr Susan Milestone	Cllr Julie Molloy
Press - Filton Voice	PC Rowley - Filton Beat Officer	Cllr Adam Monk
Town Clerk	Deputy Clerk	Head Ranger
Finance & Governance Officer	Support Officer	Social Media/Noticeboards
Ranger Team	Elm Park Leisure Centre Leadership Team	