



**Members are hereby summoned to a meeting of the
Finance & Scrutiny Committee
to be held on Wednesday 8th September 2026 at 7.00pm at Conference Room,
Filton Town Council, Elm Park, Filton, BS34 7PS**

3rd September 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)
- 5. TO APPROVE THE MINUTES OF THE FINANCE & SCRUTINY MEETING HELD ON TUESDAY 29TH JULY 2026 – (RESOLVE)**
- 6. ACCOUNTS: INCOME AND EXPENDITURE JULY & AUGUST 2026 – (RESOLVE)**

To approve the income and expenditure July and August 2026 – (ANNEX A1 & A2)
- 7. ACCOUNTS: BANK RECONCILE ACCOUNTS FOR JULY & AUGUST 2026: APPROVE PAYMENTS AND SIGN BANK STATEMENTS – (RESOLVE)**

To approve the reconcile on both accounts and authorise payments to be made. – (ANNEX B1, B2, B3, B4)
- 8. ACCOUNTS: DEBIT CARD PAYMENTS FOR JULY & AUGUST 2026 – (RESOLVE)**

To acknowledge debit card payments. – (ANNEX C1 & C2)

9. GRANT APPLICATION: TAMIL ASSOCIATION OF BRISTOL - (RESOLVE)

To consider a grant application from the Tamil Association of Bristol for £500 to support funding for Diwali Celebration on 21st November 2026 in Lockleaze – (ANNEX D)

10. GRANT AWARDING POLICY: SCHEDULE AND APPLICATION PROCESS - (RESOLVE)

To establish a policy for awarding grants twice a financial year and update the grant application forms to reflect grant awarding months, it's intended use, and the amounts required (and other necessary amendments). The updated form to clarify that a presentation would be needed by the applicants to the Committee, which will be held in public session.

For June and November to be the allocated as the grant awarding months in each financial year (from September 2026).

11. ESTABLISH AN EAR MARKED RESERVE FOR THE LEISURE CENTRE - (RESOLVE)

To consider establishing a 'Ear Marked Reserve' (EMR) for the leisure centre, as requested by Full Council. Amount to be decided by Finance & Scrutiny Committee. Recommended this matter is considered as part of the budget setting process in November 2026.

12. DEVOLUTION: SPECIAL EXPENSES - (NOTE)

To receive an update from the Town Clerk on devolution of 'Special Expenses' items from South Gloucestershire Council – (ANNEX E)

13. FINANCE AND GOVERNANCE - (NOTE)

To receive a report from the Finance & Governance Officer on progress on governance matters, transparency, and financial reporting – (ANNEX F)

14. COMMITTEE DISTRIBUTION POLICY - (RESOLVE)

To adopt the new policy – (ANNEX G)

15. SUPPLIER PAYMENT RUNS POLICY - (RESOLVE)

To adopt the new policy – (ANNEX H)

16. REVIEW OF POLICIES - (NOTE)

All policies are subject to a review, usually annually (although some less frequently). A new page to be created on the website for all policies (with their review schedule and other relevant dates) for Councillors to consider. Link to new page to be distributed shortly, with a review item set for next Full Council

17. UPDATE ON TENDERS FOR BLENHEIM DRIVE AND THE LEISURE CENTRE - (NOTE)

To receive a verbal update from the Town Clerk on both current tenders

18. DATE OF NEXT MEETING

To note the date of the next meeting on Tuesday, 13th October 2026 at 7PM.

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