



**Members are hereby summoned to the Extraordinary Full Council Meeting  
held on Tuesday, 20<sup>th</sup> October 2026 at 7.00pm in  
Studio 1, Elm Park Leisure Centre, Filton, BS34 7PS**

14<sup>th</sup> October 2026

Simon Davies  
Town Clerk & RFO  
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South Gloucestershire, BS34 7PS  
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**AGENDA**

**1. EVACUATION PROCEDURES**

**2. MEETING OF COUNCILLORS – (RESOLVE) (EXCLUDE PRESS & PUBLIC)**

The Council to resolve to meet in private (excluding press and public) and to suspend Standing Orders for the item only. This item to be no longer than 30 minutes with Full Council reconvening at 7:30pm with Standing Order re-installed.

**3. APOLOGIES FOR ABSENCE**

**4. 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.

**5. EXCLUSION OF THE PRESS & 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) – **ITEMS 8 & 9**

**6. 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.

**7. OVERVIEW OF MEETING – (NOTE)**

Town clerk to give an overview of the meeting.

**8. OVERVIEW OF EXECUTIVE SUMMARIES – (NOTE) (EXCLUDE PRESS & PUBLIC)**

Council to review executive summaries from each of the bids – ANNEX A1, A2, A3, & A4.

**9. AWARDING OF BID – (RESOLVE) (EXCLUDE PRESS & PUBLIC)**

Council to appoint a bid to hold the contract as agent to Filton Town Council to operate Elm Park Leisure Centre on it's behalf.

**10. MEDIA MANAGEMENT – (RESOLVE)**

There will be public interest to who has been selected as Agent for the leisure centre. To ensure the Town Clerk has an opportunity to correspond with all parties and those possibly affected by the appointment; no public comment should be made until an official statement is issued (no later than 48 hours from date/time of this meeting).

**11. DUE DILIGENCE – (RESOLVE)**

The Town Clerk to be authorised to conduct due diligence checks on the proposed contract (from the appointed bid) with a budget of £10,000 (excluding VAT) (any further budget to be agreed by Chairs and reported to next Finance and Scrutiny Committee), by engaging professional services in accordance with Financial Regulations 5.12: ***“The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below: i. specialist services, such as legal professionals...”***

**12. NEGOTIATION OF CONTRACT – (RESOLVE)**

To authorise the Town Clerk to negotiate with the successful bidder a contract to act as Agent for the leisure centre. The contract to be approved (signed) by Full Council no later than 31<sup>st</sup> December 2026, with a target date of 1<sup>st</sup> December 2026. The Town Clerk to report progress for note only; and seek resolution to potential impasse between parties (if required) to the Finance and Scrutiny Committee.

**13. FINANCIAL IMPLICATIONS – (RESOLVE)**

The Town Clerk to write a strategy and/or policy to support the proposed financial implications of the successful bid over the next 5 years so to ensure affordability within future budgets with consideration to the proposed leisure centre 'Ear Mark Reserve' (EMR), 'Public Works Loan Board' (PWLB), and other (known) statutory expenditure.

**14. FINANCIAL AND ASSET REPORTING – (RESOLVE)**

Whilst the Agent is required to report regularly to Full Council (as currently), the 'Disclosed Agency Model' requires Filton Town Council to have responsibility for the building and other assets used by the Agent.

The Council requests that the Finance and Scrutiny, and Assets and Open Spaces Committees take required actions to ensure the accurate reporting of transactions, rebates, repairs, compliance checks and other associated matters in accordance with the contract and any other connected specification (relating to the leisure centre) i.e. insurance requirements and assets registers

**15. ANY OTHER ITEM THE MAYOR DECIDES IS URGENT**

**16. DATE OF NEXT FULL COUNCIL MEETING: Tuesday, 27<sup>th</sup> October 2026 at 7pm. – (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 |                           |