



Minutes of **FILTON TOWN COUNCIL – Full Council Meeting** held at 7PM on Tuesday, 29th September 2026 – Held at: Elm Park Leisure Centre, (*Studio 1*), Elm Park, Filton BS34 7PS.

Councillor Members	Present	Apologies	Absent
Cllr Tom Mewies – <i>Mayor & Chair</i>	☐	☒	☐
Cllr Brian Mead - <i>Deputy Mayor & Deputy Chair</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	☐	☒	☐
Cllr Adam Monk	☒	☐	☐
Also In Attendance...		No. of attendees	
Filton Town Council Staff	☒	4	☐
Elm Park Leisure Centre Leadership Team	☒	1	☐
Local Police PSCOs	☐	0	☒
Press	☒	1	☐
Members of Public	☒	2	☐

MEETING STARTED AT 7:03PM

RESOLVED: In the absence of Cllr Mewies (*Mayor/Chair*), it was agreed that Cllr Mead (*Deputy Mayor/Chair*) took the position of Chair for this meeting.

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Noted: Cllrs Mewies, Doyle, Mills, Milestone & Molloy.

03. DECLARATIONS OF INTEREST:

- To receive declarations of interest from Councillors on items on the agenda. None.
- To receive written requests for dispensations for disclosable pecuniary interests (if any). None.
- To grant any requests for dispensation as appropriate. None.

04. EXCLUSION OF THE PRESS & PUBLIC

RESOLVED: **Item 23** was required for exclusion of the press & public.

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05. PUBLIC QUESTION TIME

NOTED: There were no questions received from the members of the public in attendance.

06. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY, 28TH JULY 2026 & THE EXTRAORDINARY FULL COUNCIL HELD ON TUESDAY, 18TH AUGUST 2026

RESOLVED: The minutes of the above meetings were approved as an accurate record and signed by the Deputy Chair.

07. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA

NOTED: No other matters of report were raised in relation to the previous meetings minutes.

08. REPORT FROM LOCAL BEAT TEAM

NOTED: The Council received the written report from the Filton Police Report - September 2026, which had been circulated in advance of the meeting.

The report detailed anti-social behaviour within and around Elm Park which remains a key policing concern, particularly involving the use of electric and Surron bikes. It was also highlighted ongoing neighbourhood policing activity, including targeted patrols, engagement with local schools and businesses and partnership working with South Gloucestershire Council and other agencies to address community safety concerns.

Crime statistics for September 2026 were also noted, with theft and violence against the person remaining amongst the most reported offences. Members further noted planned future community engagement events and continued efforts to tackle anti-social behaviour, shop theft and rough sleeping within the local area.

Crime Statistics for September 2026:	
Offence Category	To date
Arson & Criminal damage	1
Burglary	4
Drug Offences	1
Public order offences	2
Robbery	1
Sexual offences	1
Theft	15
Vehicle offences	5
Violence against the person	20
Misc crimes against society	2
Weapons	0

NOTED: Should councillors have any queries regarding any items stated in the Filton Beat Team Report, submissions may be passed through to them via the Town Clerk or Deputy Clerk.

09. PRESENTATION BY ELM PARK LEISURE

The Council received a presentation from Louise Thomas, recently appointed Centre Manager at Elm Park Leisure Centre, on overall centre performance.

The presentation highlighted significant year-to-date growth in Direct Debit memberships, increasing from 1,040 in January 2026 to 1,349 in August 2026. Members noted that whilst membership attrition remained under review, current efforts continue to focus on sustaining

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overall membership growth and increasing new sales. It was further reported that increased staffing costs reflected additional holiday activities and community programmes delivered throughout the summer period.

Participation levels continued to rise, increasing from 7,521 visits and activities in June to 9,560 during August, supported by strong demand for swimming lessons, fitness activities and family programmes. Members also noted positive customer feedback and an improvement in the Centre's Net Promoter Score (NPS) to 45, an increase of 20 points from the previous month. Areas identified for future improvement included changing facilities and additional evening Aqua classes.

Updates were received regarding health and safety compliance, staff training and recruitment, including the qualification of new Aqua instructors, Duty Manager training and the introduction of additional virtual classes and gym equipment layout improvements. Members further noted that the Centre remained above 90% compliance for training requirements.

Members noted ongoing community engagement and partnership activity, including increased bookings from local organisations, continued collaboration with UWE, additional family and holiday activities, new exercise classes and ongoing recruitment and staff development initiatives.

Updates were also received regarding health and safety compliance works, staff training, and preparations for supporting the future implementation of the proposed Disclosed Agency Model.

In response to Members' questions, Ms Thomas advised that swimming membership targets remained the most challenging area of the business. Work had therefore been undertaken to review swimming timetables and maximise pool utilisation through revised scheduling and targeted one-to-one support.

NOTED: The report was received, Ms Thomas was thanked for their continued effort to keeping a positive trajectory of the running's & operations of the Leisure Centre & was welcomed to stay or leave at their leisure.

10. SOUTH GLOUCESTERSHIRE COUNCILLOR REPORTS

NOTED: The Council received a report from South Gloucestershire Councillors outlining recent activity and ongoing projects affecting Filton.

Members noted updates regarding transport and highway projects, including the continuing A38 flyover strengthening works, Kenmore traffic management proposals, active travel schemes and ongoing investigations associated with arena parking arrangements. Further updates were received regarding the delegation of Special Expenses, asset transfers, waste collection services, community engagement activity and planning matters affecting the town.

The report also highlighted ongoing work relating to housing, HMOs, parking enforcement, support for local businesses and budget planning for future financial years.

NOTED: Members were advised that any questions arising following consideration of the report could be submitted through the Town Clerk or Deputy Clerk.

11. SHIELD ROAD PRIMARY SCHOOL PLAY EQUIPMENT GRANT

The Council considered a request for a one-off special grant of £20,000 towards a wider £35,976 play equipment improvement project at Shield Road Primary School.

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Members reviewed proposals prepared by Green Play Project, incorporating new natural play equipment for both Key Stage 1 and Key Stage 2 pupils. It was noted that the scheme would significantly enhance outdoor play provision and promote physical activity, imaginative play and social development.

The Deputy Head Teacher attended the meeting and outlined the benefits the project would bring to pupils. Members noted that approximately 38% of pupils receive free school meals and that the school had actively explored sponsorship opportunities and alternative funding streams to support the project.

RESOLVED: That Filton Town Council award a one-off special grant of £20,000 towards the Shield Road Primary School play equipment improvement project.

VOTE		
For: 6	Against: 0	Abstentions: 0

The Deputy Head Teacher exited the meeting at 7:25pm

Cllr Elmorssy arrived to the meeting at 7:25pm

12. BUDGET SAVINGS IN FINANCIAL YEARS 2027/2028 AND 2028/2029

The Council considered a proposal requesting the Town Clerk to identify savings equivalent to 10% of the Council's revenue budget over the next 24 months.

The exercise would focus on operational expenditure areas such as administration, legal services, accountancy services, information technology, office costs, overtime and general consumables, with findings to be reported back through the Finance & Scrutiny Committee and Full Council as part of future budget-setting processes.

During discussion, Members considered examples of how efficiencies and savings might be achieved across Council services. This included the potential for bringing certain routine activities in-house through staff training, where this could reduce reliance on external contractors. One such example was the possibility of providing Portable Appliance Testing (PAT) training to members of the Open Spaces Team, which could potentially reduce external testing costs.

Members also highlighted that any such savings would need to be balanced against the ongoing costs associated with maintaining training, qualifications and competency requirements.

RESOLVED: That the Town Clerk be requested to identify savings equivalent to 10% of the Council's revenue budget over the next 24 months and report findings and recommendations to the Finance & Scrutiny Committee and Full Council as part of the budget-setting process.

VOTE		
For: 7	Against: 0	Abstentions: 0

13. CONYGRE REGENERATION PROJECT UPDATE

The Council received an update on progress relating to the Conygre Regeneration Project.

Members were advised that, following consideration by the Assets & Open Spaces Committee, the Council had agreed to continue the existing security arrangements provided through South

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Gloucestershire Council on an interim basis pending completion of the lease transfer for the Blenheim Drive Play Area. It was noted that this approach had been adopted as a preventative measure to ensure the site remains secure whilst preparatory works are undertaken. It was further noted that alternative security arrangements may be considered following completion of the planned refurbishment works.

The Deputy Clerk reported on continued community engagement activities, including attendance at a recent School Council meeting at Filton Hill Primary School, where pupils were invited to contribute ideas and feedback regarding the future redevelopment of the play area.

Members were advised that refurbishment works remain programmed to commence from January 2027, subject to completion of the tender process and associated contractual arrangements. An update was also provided regarding the lease transfer from South Gloucestershire Council. Whilst the agreement has already been signed, the matter remains subject to the completion of legal processes and the receipt of final legal advice. Cllr Monk offered to seek a further update regarding progress of the transfer.

NOTED: That the update be received and noted.

14. MODESHIFT UPDATE

The Council received an update on the Modeshift programme and noted that Filton has become the first town in South Gloucestershire to have all of its schools achieve at least a "Good" Modeshift rating, reflecting continued progress in encouraging sustainable and active travel to school.

Members noted that Charborough Road Primary School had achieved an Outstanding rating and Shield Road Primary School had achieved a Very Good rating, whilst Filton Hill Primary School had previously not participated in the scheme and has now successfully enrolled and achieved the required standard.

The Town Clerk advised that discussions had taken place with Charborough Road Primary School and Shield Road Primary School to identify further measures required to achieve the next level of accreditation. Members noted the Council's continued commitment to supporting local schools in improving sustainable travel initiatives and working towards the highest possible Modeshift ratings.

NOTED: The Council recognised the positive contribution of schools, pupils, staff, partner organisations and Council officers in achieving this milestone.

15. FILTON FESTIVAL TENDER

The Council considered proposals for the procurement of a contractor to organise and manage Filton Festival 2027.

Members reviewed the draft tender documentation and noted the recommendation to utilise the successful 2026 tender framework as the basis for future procurement, subject to identified amendments and improvements. The proposed scope is for delivery of a community-focused festival on the first Sunday in July 2027, building upon the success of recent years whilst continuing to promote Filton's heritage, local talent, community engagement and accessibility.

Several potential themes were proposed for consideration, including celebrations inspired by the 1960s, 1970s, 1980s and 1990s. The Council further noted feedback received from the 2026 Festival, including requests for expanded live entertainment, a greater variety of stalls and attractions, additional activities for children, improved event signage, increased shaded seating areas and a wider range of food and drink options. Proposals for a one-year or three-year

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contract were also presented, together with an indicative annual budget of approximately £28,000 and the potential option to secure a high-profile family-friendly performer or act, subject to future Council approval.

The Town Clerk advised that the procurement process would need to commence promptly in order to secure an organiser and allow sufficient planning time ahead of the 2027 Festival.

During discussion, Members considered the demographic appeal of the proposed themes and recognised that an exclusively 1980s-themed festival may not appeal equally across all age groups. Suggestions were therefore made to incorporate elements of both 1980s and 1990s culture to broaden the Festival's appeal. Members also expressed strong support for incorporating science-fiction elements, reflecting Filton's aerospace heritage and wider public interest in science-fiction-themed events and activities.

Following discussion, Members agreed that a science-fiction theme would provide a strong foundation for the 2027 Festival Tender and noted that prospective organisers should be encouraged to include suitable tribute acts and family-oriented entertainment within their proposals.

RESOLVED: That the Filton Festival Tender be based on a three-year contract, with the Festival continuing to be held on the first Sunday in July, commencing on Sunday, 4th July 2027 and that the Town Clerk be delegated authority to make the necessary amendments to the tender documentation in accordance with the discussions and decisions of Council, including the incorporation of a science-fiction themed approach and associated requirements and to commence the procurement process.

VOTE		
For: 7	Against: 0	Abstentions: 0

16. DEFIBRILLATOR AGREEMENT WITH SOUTH WESTERN AMBULANCE SERVICE (SWAS)

The Council considered the future management of publicly accessible defibrillators following notification from South Western Ambulance Service NHS Foundation Trust (SWASFT) that it will cease providing supported defibrillator packages upon expiry of the current agreements.

Members discussed whether the existing service arrangement could be extended and, if not, what alternative providers may be available to undertake maintenance, servicing and replacement of consumable items such as pads and batteries. Consideration was also given to arrangements for replacing units in the event of theft, damage or equipment failure.

A general view was expressed that residents would wish to see the existing publicly accessible defibrillators retained within the community following expiry of the MoU agreement with SWAFT. Members therefore indicated a preference in principle for the Council to retain ownership of the equipment and continue providing public access to the devices for emergency use.

Members further discussed the future availability of replacement parts and ongoing maintenance support and considered the need to identify appropriately recognised providers capable of supplying servicing, inspection and replacement equipment as required. Reference was made to information received from local healthcare professionals, including advice that organisations such as the British Heart Foundation may be able to provide guidance regarding future provision, maintenance arrangements and community defibrillator support.

Following discussion, Members agreed that further investigation was required before a final decision could be made regarding future arrangements.

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RESOLVED: That the matter be delegated to the Assets & Open Spaces Committee to investigate future ownership, maintenance, servicing and replacement arrangements for the Council's defibrillators and to report its recommendations to Full Council.

VOTE		
For: 7	Against: 0	Abstentions: 0

17. EXTERNAL AUDIT REPORT AND PUBLIC NOTICE

The Council received an update from the Finance & Governance Officer on the External Auditors Report & Certificate 25-26 and Notice of Conclusion of Audit 2026 relating to the financial year ending 31st March 2026.

Members noted that the external audit had been completed and that the Annual Governance and Accountability Return (AGAR) had been published in accordance with statutory requirements. The External Auditor issued a limited assurance opinion and identified several matters relating to financial management arrangements, internal controls, publication requirements and governance procedures. Members further noted that a number of the observations reflected issues previously identified through the Internal Audit process and that corrective actions had already commenced.

It was noted that the Notice of Conclusion of Audit and supporting documentation had been published on the Council's website and displayed on public noticeboards to ensure transparency and compliance with public inspection requirements.

RESOLVED: That the Council formally receives and accepts the External Auditors Report & Certificate 25-26 and Notice of Conclusion of Audit 2026 issued by BDO LLP in respect of the 2025/26 accounts.

VOTE		
For: 7	Against:	Abstentions:

18. THE SIDINGS ALLOTMENT PEST CONTROL QUOTES

The Council considered quotations for the provision of a pest control contract at The Sidings Allotments.

Members reviewed quotations received from three providers for the monitoring and treatment of rodent activity, primarily relating to rats, at the allotment site:

- South Gloucestershire Council offered a programme of 7 visits through to March 2027, including monitoring and treatment of rodent activity, at a cost of £1,274 including VAT. Existing bait stations and site set-up costs were already in place.
- Nightshift Pest Control offered 12 inspections and treatments per annum, together with two free call-outs, electronic reporting and access to an online management portal, at a cost of £1,920 plus VAT per annum, together with a one-off set-up charge of £660 plus VAT for bait stations and traps.
- ASW Pest Control Specialists Ltd offered a 12-visit annual contract incorporating inspections, monitoring, treatments, reporting and emergency response arrangements at a cost of £110 per month plus VAT (£1,320 plus VAT per annum).

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Members considered the costs, service levels, contract arrangements and value for money offered by each provider. It was queried whether there was evidence of a significant rodent issue at the site. The Deputy Clerk advised that the contract was intended primarily as a preventative measure to manage any potential infestations and maintain the site in good condition.

During discussion, Members expressed a preference for continuing with the existing arrangement provided by South Gloucestershire Council, whilst encouraging officers to explore whether any reduction in costs could be achieved as part of the renewal process.

RESOLVED: That the Council accepts the recommendation of the Deputy Clerk and renews the pest control contract with South Gloucestershire Council, subject to officers seeking a reduction in the quoted cost where reasonably possible.

VOTE		
For: 6	Against: 0	Abstentions: 1

19. REVIEW STANDING ORDERS AND FINANCIAL REGULATIONS

Members noted that both documents had been reviewed and updated using the latest model documents produced by the National Association of Local Councils (NALC), whilst incorporating local procedures and governance arrangements specific to Filton Town Council. The revisions are intended to strengthen governance, financial controls, procurement arrangements, risk management procedures and transparency requirements.

A summary of the revisions was presented to Members. In relation to the Standing Orders, updates included improved clarification of meeting procedures, motions and amendments, public participation arrangements, committee structures, procurement and tender processes, governance responsibilities of the Proper Officer and Responsible Financial Officer, data protection requirements, and the handling of confidential information. Members further noted that the revised document ensures continued alignment with current NALC model guidance and relevant legislative requirements.

In relation to the Financial Regulations, Members noted a number of revisions intended to strengthen the Council's financial governance framework. These included enhanced controls surrounding procurement and tendering arrangements, increased delegated spending limits available to officers for routine operational expenditure, strengthened provisions relating to budget setting, reserves, asset management and audit compliance, together with updated procedures for electronic banking, payment authorisation and financial reporting. Members further noted that the revised regulations reflect current NALC guidance, the requirements of the Procurement Act 2023, and a number of governance improvements identified through the Council's recent internal and external audit processes.

During discussion, Members sought clarification that the amendments reflected the latest recommended changes contained within the NALC model documents. Officers confirmed that this was the case.

RESOLVED: That the revised versions of the Council's Standing Orders and Financial Regulations be accepted and formally adopted.

VOTE		
For: 7	Against: 0	Abstentions: 0

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20. COMMITTEE MEMBER VACANCIES

To recruit Councillors to the following committee vacancies:

A. Planning & Climate – 3 vacancies

Members noted that the remaining vacancies on the Planning & Climate Committee have been advertised on several occasions without any expressions of interest being received. It was therefore considered unnecessary for the vacancies to remain as a recurring agenda item.

RESOLVED: Members noted that the remaining vacancies on the Planning & Climate Committee have been advertised on several occasions without any expressions of interest being received. It was therefore considered unnecessary for the vacancies to remain as a recurring agenda item.

B. Staffing – 2 vacancies

RESOLVED: That Cllr Elmorssy and Cllr Baverstock be appointed as members of the Staffing Committee.

C. Assets & Open Spaces – 1 vacancy

Members noted that, despite previous opportunities being provided, no further nominations had been received to fill the remaining vacancies on the Assets & Open Spaces Committee.

RESOLVED: That the Assets & Open Spaces Committee vacancies be removed from future Full Council agendas until such time as there is a requirement to recruit additional Members.

21. RESCHEDULING OF MEETINGS DURING OCTOBER AND NOVEMBER

The Council considered proposals from the Town Clerk to amend the schedule of Committee and Full Council meetings during October, November and December 2026 in order to accommodate the procurement processes associated with the future management of Elm Park Leisure Centre and the regeneration of the Blenheim Drive Play Area.

Members noted that a number of Extraordinary Full Council Meetings, Working Group meetings and rescheduled Committee meetings have been proposed to facilitate tender evaluation, operator presentations, contract negotiations and final award decisions.

It was further advised that some meetings considering tender submissions would be held excluding the press and public due to the commercially sensitive nature of the information being discussed.

RESOLVED: That the revised programme of Committee and Full Council meetings for October, November and December 2026, as set out in the Rescheduled Meetings - Oct-Dec supporting document, be approved.

VOTE		
For: 7	Against: 0	Abstentions: 0

22. DELEGATION OF TENDER ASSESMENT

The Council considered proposals to delegate elements of the tender assessment process relating to the Elm Park Leisure Centre and Blenheim Drive Play Area projects.

Members noted that detailed tender evaluation and scoring would be undertaken by the relevant Committees, with the Finance & Scrutiny Committee considering submissions relating

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to the Elm Park Leisure Centre Tender and the Assets & Open Spaces Committee considering submissions relating to the Blenheim Drive Play Area Tender.

Full Council would retain responsibility for determining shortlisted applicants and the final award of contracts.

RESOLVED: That authority be delegated to the Finance & Scrutiny Committee to assess and score tenders relating to the Elm Park Leisure Centre Tender and to the Assets & Open Spaces Committee to assess and score tenders relating to the Blenheim Drive Play Area Tender, with Full Council retaining responsibility for shortlisting and the final award of contracts.

VOTE		
For: 7	Against: 0	Abstentions: 0

23. ELM PARK LEISURE CENTRE TENDER (EXCLUDED FROM PRESS & PUBLIC)

The Council considered matters relating to the future management arrangements for Elm Park Leisure Centre. Members noted that the item was considered excluding the press and public due to the confidential and commercially sensitive nature of the business to be transacted.

RESOLVED: That the matter be considered in confidential session and the decisions of Council be recorded within the confidential minutes.

24. OBJECTIVE SETTING

The Town Clerk invited Members to consider priorities and objectives for the forthcoming year.

Members were encouraged to reflect on projects already underway, emerging opportunities and areas of community need in order to help inform future Council planning and decision-making. It was noted that the exercise was intended to assist Members in identifying strategic priorities, service improvements and project aspirations to support the continued development of Council services, facilities and community initiatives.

Due to the time available and the remaining business of the meeting, the item was not substantively considered and was deferred to a future meeting for further discussion.

NOTED: That the item be deferred to a future meeting.

25. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA

NOTED: No additional matters of report arising from the minutes were raised for consideration.

26. DATE OF NEXT MEETING - Tuesday, 27th October 2026 at 7PM. Subject to any Extraordinary Meetings convened in accordance with the approved meeting schedule (Item 19.)

THE MEETING CLOSED AT 8:12PM

Declaration of Minute Record Authenticity	
<i>These minutes were prepared following the meeting and are presented to the Council for consideration and approval as a true and accurate record of the proceedings. Upon approval by resolution of the Council, these minutes shall constitute the official record of the meeting and will be signed and dated by the Chair of the meeting in accordance with the Council's Standing Orders.</i>	
Minute Taker:	Peach Jones - Support Officer

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