



Minutes of the **Finance & Scrutiny Committee** held at 7:00PM on Wednesday, 8th September 2026 – Held at: Filton Town Council Conference Room, Elm Park Leisure Centre, Filton, Elm Park, BS34 7PS

PRESENT: Cllrs Elmorssy (*Chair*), Mead (*Deputy Chair & Deputy Mayor*), Adjeivi, Bird, Doyle, Harris, Mewies (*Mayor*), Mills & Milestone.

IN ATTENDANCE: Simon Davies (*Town Clerk*), Robert Hutton (*Deputy Clerk*), Benjamin Roberts (*Finance & Governance Officer*) & Peach Jones (*Support Officer*).

APOLOGIES: Cllrs Baverstock & Monk.

NON-ATTENDANCE: None

MEETING STARTED AT 7:00PM

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Noted: Cllrs Baverstock & Monk.

03. DECLARATIONS OF INTEREST:

- | | |
|---|-------|
| 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. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: No items on the agenda required the exclusion of the press & public.

05. TO APPROVE THE MINUTES OF THE FINANCE & SCRUTINY COMMITTEE MEETING HELD ON TUESDAY 29TH JULY 2026

RESOLVED: That the minutes be approved as a true & accurate record.

06. ACCOUNTS: INCOME AND EXPENDITURE JULY & AUGUST 2026

The Finance & Governance Officer presented the Income and Expenditure Reports for the periods ending 31st July 2026 and 31st August 2026. Members reviewed the July accounts before undertaking a more detailed examination of the August financial position and the principal budget variances.

Financial Position July & August 2026 Summary					
Reporting Period	Income YTD (£)	Expenditure YTD (£)	Net Position (£)	Income Received	Budget Spent
July 2026	£604,463	£486,686	+ £117,777	25.4%	20.5%
August 2026	£643,986	£601,047	+ £42,939	27.1%	25.3%

Members noted that the Council remained within its overall operational budget at the end of August 2026. However, several individual budget headings were discussed where expenditure had exceeded, or was approaching, the approved annual allocation.

Councillors raised the following matters:

- **Blenheim Road Play Area:** Members queried the expenditure recorded against this heading. It was explained that the expenditure related principally to an extra-large welcome and rules sign required in preparation for the future reopening of the play area. The August report recorded expenditure of £754 against an annual budget of £250, resulting in an adverse variance of £504.

Members were advised that the Council continued to await confirmation from South Gloucestershire Council regarding the transfer of responsibility for the management and maintenance of the play area. Following completion of the transfer, the Council intended to progress the installation of replacement play equipment designed to accommodate a broad range of children, including accessible equipment and sensory play provision for children with special educational needs and disabilities. It was acknowledged that a larger budget allocation would likely be required for this heading in future years.

Cllrs Adjeivi, Milestone & Mewies joined the meeting at 7:05pm

- **Christmas provision:** The Finance & Governance Officer provided an overview of the relevant Christmas budget headings. The August report contained combined provision of £28,000, comprising £10,000 for Christmas Activities, £12,000 for the Christmas Lights Refresh earmarked reserve, and £6,000 for Christmas Lights Deployment. No expenditure had been recorded against those headings as at 31st August 2026.
- **Earmarked reserves:** The Town Clerk advised that work would be undertaken by September to ensure that earmarked reserves were established and recorded correctly. Members also discussed whether regular transfers of approximately £12,000 or more could be made to designated reserves or used to build provision for future Public Works Loan Board repayments.
- **Budget preparation:** Councillors asked whether officers had identified any significant concerns ahead of the forthcoming budget-setting process. The Town Clerk explained that the previous year's budget refresh had been prepared with limited historic information. The availability of improved financial records and the support of the Finance & Governance Officer should enable the Council to prepare more accurate and evidence-based projections for the next financial year.

Members agreed that appropriate contingency provision should also be considered as part of the next budget-setting process.

- **Budget pressures and overspends:** Members expressed concern regarding the number of individual headings showing adverse variances and asked whether any particular areas required closer monitoring. It was explained that some current variances arose from exceptional or one-off circumstances and were not expected to continue increasing at the same rate.

The August report showed a number of headings already exceeding their annual allocations, including Elm Park, Park Projects, Elm Park Play Area Maintenance, Elm Park Play Area Refresh, Multi Use Games Area, Sports Development, Sports Development (Chess), Street Care, Blenheim Road Play Area, Filton Library SLA, HM Customs & Revenue, as well as Office Services & Licences.

- **Plant and machinery:** The Plant and Machinery heading was discussed in relation to previous expenditure and budget movements. The August report recorded expenditure of £628 against an annual allocation of £75,000. Members were advised that the circumstances affecting this heading were not expected to recur in the same manner.

- **Councillor IT provision:** Members queried when the £9,000 Councillor IT Upgrade allocation would be used. The Town Clerk advised that the provision was intended principally for the next local election cycle, on the assumption that incoming councillors may require new Council-owned IT equipment. No expenditure had been recorded against the heading as at 31st August 2026.
- **Councillor training:** The timing and classification of councillor training expenditure were discussed. The Town Clerk confirmed that future expenditure should be recorded consistently against the appropriate heading from June or July onwards. The August report showed no expenditure against the £250 Councillor Training allocation.

Key Budget Lines to July 2026					
Budget Heading	Annual Budget (£)	Actual YTD (£)	Available (£)	Used	Position
Elm Park	£ 3,000	£7,226	- £4,226	240.9%	Over budget
Park Projects	£ 2,000	£1,067	+ £933	53.3%	Monitor
Elm Park Play Area Maintenance	£15,000	£17,312	- £2,312	115.4%	Over budget
Elm Park Play Area Refresh	£5,000	£5,558	- £558	111.2%	Over budget
Sports Development (EMR)	£2,500	£2,593	- £93	103.7%	Over budget
Millennium Green	£3,000	£1,874	+ £1,126	62.5%	Monitor
Plant & Machinery	£75,000	£0	+ £75,000	0.0%	Not utilised
Events & Outreach	£39,000	£29,459	+ £9,541	75.5%	Monitor
Christmas Activities	£10,000	£0	+ £10,000	0.0%	Not utilised
Christmas Lights Refresh (EMR)	£12,000	£0	+ £12,000	0.0%	Not utilised
Christmas Lights Deployment	£6,000	£0	+ £6,000	0.0%	Not utilised
Community Grants	£11,000	£5,020	+ £5,980	45.6%	Within budget
Blenheim Drive Play Area	£250	£754	- £504	301.6%	Over budget
Education & Play Grant (EMR)	£30,000	£18,395	+ £11,605	61.3%	Monitor
Special Expenses Grant	£35,000	£0	+ £35,000	0.0%	Unallocated
Filton Library SLA	£4,500	£4,620	- £120	102.7%	Over budget

Councillor IT Upgrade	£9,000	£0	+ £9,000	0.0%	 Not utilised
Councillor Training	£250	£0	+ £250	0.0%	 Not utilised
Legal & Professional Fees	£13,000	£5,496	+ £7,504	42.3%	 Within budget
HM Customs & Revenue	£15,000	£12,297	+ £2,703	82.0%	 Monitor
Office Services & Licences	£5,000	£5,164	- £164	103.3%	 Over budget
Accounts & Audit	£20,000	£12,906	+ £7,094	64.5%	 Monitor
PWLB: Leisure Centre Rebuild	£305,000	£201,590	+ £103,410	66.1%	 Monitor

Key Budget Lines to August 2026					
Budget Heading	Annual Budget (£)	Actual YTD (£)	Available (£)	Used	Position
Elm Park	£3,000	£7,226	- £4,226	240.9%	 Over budget
Green Flag Award	£2,500	£2,459	+ £41	98.4%	 Monitor
Local Nature & Climate Plan	£1,000	£930	+ £70	93.0%	 Monitor
Park Projects	£2,000	£2,350	- £350	117.5%	 Over budget
Elm Park Play Area Maintenance	£15,000	£17,312	- £2,312	115.4%	 Over budget
Elm Park Play Area Refresh	£5,000	£5,558	- £558	111.2%	 Over budget
Multi Use Short Track (MUST)	£2,000	£1,509	+ £491	75.4%	 Monitor
Multi Use Games Area (MUGA)	£1,000	£1,130	- £130	113.0%	 Over budget
Sports Development (EMR)	£2,500	£2,593	- £93	103.7%	 Over budget
Sports Development: Chess	£5,000	£5,606	- £606	112.1%	 Over budget
Millennium Green	£3,000	£2,883	+ £117	96.1%	 Monitor
Plant & Machinery	£75,000	£628	+ £74,372	0.8%	 Not utilised
Street Care	£1,000	£1,213	- £213	121.3%	 Over budget
Events & Outreach	£39,000	£29,726	+ £9,274	76.2%	 Monitor

Christmas Activities	£10,000	£0	+ £10,000	0.0%	 Not utilised
Christmas Lights Refresh (EMR)	£12,000	£0	+ £12,000	0.0%	 Not utilised
Christmas Lights Deployment	£6,000	£0	+ £6,000	0.0%	 Not utilised
Community Grants	£11,000	£5,020	+ £5,980	45.6%	 Within budget
Blenheim Drive Play Area	£250	£754	- £504	301.6%	 Over budget
Education & Play Grant (EMR)	£30,000	£18,395	+ £11,605	61.3%	 Monitor
Special Expenses Grant	£35,000	£0	+ £35,000	0.0%	 Unallocated
Filton Library SLA	£4,500	£4,620	- £120	102.7%	 Over budget
Councillor IT Upgrade	£9,000	£0	+ £9,000	0.0%	 Not utilised
Councillor Training	£250	£0	+ £250	0.0%	 Not utilised
Legal & Professional Fees	£13,000	£8,528	+ £4,472	65.6%	 Within budget
HM Customs & Revenue	£15,000	£15,359	- £359	102.4%	 Over budget
Office Services & Licences	£5,000	£6,486	- £1,486	129.7%	 Over budget
Accounts & Audit	£20,000	£14,334	+ £5,666	71.7%	 Monitor
PWLB: Leisure Centre Rebuild	£305,000	£251,987	+ £ 53,013	82.6%	 Monitor

The Finance & Governance Officer advised that financial projections would continue to be prepared against the Council's current budget headings and offered to provide a more detailed breakdown in future reports. Members requested that future reporting also include proposed recovery measures for adverse variances and overspends.

The Town Clerk advised that the variance-reporting functionality within the Rialtas accounting system could be used to record and monitor changes more clearly. Members welcomed this approach and emphasised that any budget movements should be presented transparently.

Councillors also discussed the potential consequences of transferring funds between budget headings. It was acknowledged that reallocating funding from one area could create a shortfall if the original provision was subsequently required. Members therefore agreed that future budget transfers should be considered carefully and supported by a clear record setting out:

- Amount transferred
- Original and revised budget headings
- Reason for the transfer
- Effect on the remaining budget &
- Officer or Council authority under which the transfer was approved.

RESOLVED: That the Income and Expenditure Reports for the periods ending 31st July 2026 and 31st August 2026 be approved & that future financial reports provide clearer commentary on material variances, budget transfers & proposed measures for addressing overspends.

07. ACCOUNTS: BANK RECONCILE ACCOUNTS FOR JULY & AUGUST 2026: APPROVE PAYMENTS AND SIGN BANK STATEMENTS

Members received the bank reconciliation statements and accompanying bank statements for the Council's NatWest and Unity Trust accounts for July and August 2026, together with the payment run dated 3rd September 2026.

The supporting documents were reviewed against the corresponding financial records. Members noted that the formal reconciliation statements presented showed no unrepresented payments, unrepresented receipts, or outstanding reconciliation differences.

Bank Reconciliation Summary: July 2026		
Bank Account	Closing Balance (£)	Status
NatWest Current/Deposit Account	£ 19,173.64	Reconciled.
Unity Trust Current Account	£ 403,354.57	Approved.
Total Council Funds	£ 422,528.21	Approved.

The NatWest reconciliation confirmed that its statement balance agreed with the cashbook balance, with no difference identified.

The July Unity Trust statement recorded an opening balance of £408,004.42, payments of £101,423.06, receipts of £96,773.21, and a closing balance of £403,354.57 as at 31st July 2026.

Natwest Bank Reconciliation Summary – August 2026			
Bank Account	Statement Balance (£)	Cashbook Balance	Difference (£)
NatWest Current/Deposit Account	£ 18,276.15	£ 18,276.15	£ 0.00
Unity Trust Current Account	£ 342,746.79	£ 342,746.79	£ 0.00
Total Council Funds	£ 361,022.94	£ 361,022.94	£ 0.00

No unrepresented payments or receipts were recorded against either account within the August reconciliation statements.

Members also reviewed the payment run dated 3rd September 2026. For transparency, the payments were presented according to their invoice dates, with July and August invoices shown separately. Earlier invoices included within the payment run were also identified. The payment run contained 65 invoice entries with a combined value of £297,761.14.

Payments for Authorisation: July 2026 Invoices		
Supplier / Payee	Amount (£)	Invoice Date
Alide Plant Services Ltd	£419.24	15/07/2026

Alide Plant Services Ltd	£14.40	22/07/2026
Bristles of Bristol Ltd	£18,553.80	19/07/2026
Everflow Ltd	£44.82	13/07/2026
Filton Voice Ltd	£540	31/07/2026
IT Resource Management Ltd	£247.50	02/07/2026
IT Resource Management Ltd	£27.40	12/07/2026
IT Resource Management Ltd	£178.60	15/07/2026
IT Resource Management Ltd	£255.86	31/07/2026
Living Wage Foundation	£120	02/07/2026
Microshade Business Consultants Ltd	£25.74	01/07/2026
Monsoon Marketing Ltd	£50.11	09/07/2026
Local Authority Technology CIC	£432	09/07/2026
Local Authority Technology CIC	£432	09/07/2026
Parkwood Leisure Ltd	£60,476.92	31/07/2026
Playsafety Ltd	£328.80	31/07/2026
Rialtas Business Solutions Ltd	£414	31/07/2026
South Gloucestershire Council	£109.02	23/07/2026
SSE Energy	£126.32	13/07/2026
Travis Perkins Trading Co Ltd	£314.21	28/07/2026
Travis Perkins Trading Co Ltd	£12	28/07/2026
Travis Perkins Trading Co Ltd	£270.94	30/07/2026
Travis Perkins Trading Co Ltd	£90.31	31/07/2026
Travis Perkins Trading Co Ltd	£90.31	31/07/2026
YZDesigns	£96	04/07/2026
July Invoice Subtotal	£83,670.30	

Payments for Authorisation: August 2026 Invoices		
Supplier / Payee	Amount (£)	Invoice Date
Bristles of Bristol Ltd	£48	17/08/2026
Bristles of Bristol Ltd	£450	17/08/2026
Concrete Sports Ltd	£6,720	11/08/2026
DC Event Production Ltd	£320.39	18/08/2026
Everflow Ltd	£85.68	13/08/2026
Filton Voice Ltd	£540	30/08/2026
Ford Treescapes	£1,080	13/08/2026
Glasdon UK Ltd	£1,210.56	03/08/2026
Liam Holden	£1,035.81	25/08/2026
IT Resource Management Ltd	£247.50	05/08/2026
IT Resource Management Ltd	£1,664.02	19/08/2026
IT Resource Management Ltd	£266.96	26/08/2026
IT Resource Management Ltd	£427.08	26/08/2026
IT Resource Management Ltd	£247.50	31/08/2026
Microshade Business Consultants Ltd	£25.74	01/08/2026
Parkwood Leisure Ltd	£60,476.92	21/08/2026
PricewaterhouseCoopers LLP	£3,600	27/08/2026
Ricoh UK Ltd	£538.51	04/08/2026
Trade UK / Screwfix	£777.99	06/08/2026
South Gloucestershire Council	£1,713.60	19/08/2026
South Gloucestershire Council	£1,455.77	20/08/2026
SSE Energy	£131.73	13/08/2026
St John Ambulance	£1,116	06/08/2026
Tadman Planning Consultancy Ltd	£9975	19/08/2026
Travis Perkins Trading Co Ltd	£14.93	04/08/2026

Travis Perkins Trading Co Ltd	£60.59	26/08/2026
Ultima Cleaning Ltd	£1,194	13/08/2026
YZDesigns	£189	01/08/2026
August Invoice Subtotal	£86,613.28	

Earlier Invoices Included in the Payment Run		
Supplier / Payee	Amount (£)	Invoice Date
2601 Creative Print	£582	10/06/2026
Ford Treescapes	£1,080	14/04/2026
GM Engineering (Bristol) Ltd	£360	23/04/2026
IT Resource Management Ltd	£132.65	16/06/2026
Microshade Business Consultants Ltd	£187.56	01/06/2026
Microshade Business Consultants Ltd	£404.56	29/06/2026
Parkwood Leisure Ltd	£60,476.92	26/05/2026
Parkwood Leisure Ltd	£60,476.92	22/06/2026
Playsafety Ltd	£328.80	13/05/2026
Red Dog Technology Ltd	£2,592	29/06/2026
Ricoh UK Ltd	£437.13	05/03/2026
Ricoh UK Ltd	£419.02	12/06/2026
Earlier Invoice Subtotal	£127,477.56	

Payment Run Summary		
Supplier / Payee	Amount (£)	Number of Entries
July 2026 invoices	£83,670.30	25
August 2026 invoices	£86,613.28	28
Earlier invoices included in the run	£127,477.56	12
Earlier Invoice Subtotal	£297,761.14	65

The payment run identified an adjustment relating to an invoice from Bristles of Bristol Ltd. A payment of £402 had previously been duplicated. After applying the duplicated amount against the related invoice for £450, a remaining balance of £48 was recorded for payment.

During consideration of the payment run, members queried expenditure relating to Filton Voice and discussed the appropriate procedure for reviewing and authorising payments presented under this item.

Councillors also queried the payment arrangements relating to Liam Holden. It was clarified that the Council had engaged Mr Holden as a contractor on a temporary basis pending further consideration of the associated role and future staffing arrangements. Members were advised that the matter would be considered by the Staffing Committee at its next meeting on Tuesday, 3rd November 2026, including whether the role should subsequently be established as a permanent Council position.

Members requested that future payment reports include a brief description alongside each invoice to explain:

1. the goods or services supplied
2. the purpose of the expenditure
3. the relevant project or service area
- and*
4. the budget heading against which the expenditure would be recorded.

Councillors agreed that this would provide additional context, improve transparency, and enable members to review payments more effectively before authorisation.

It was also confirmed that the Council applies the relevant Living Wage arrangements when determining employee pay.

Following consideration of the bank reconciliations, bank statements, payment run, and supporting documentation, all voting members agreed that the accounts had been satisfactorily reconciled. Members approved the payments presented for July and August 2026 and authorised the relevant bank statements to be signed.

RESOLVED:

1. All bank reconciliations and associated bank statements for July and August 2026 be approved.
2. All NatWest and Unity Trust bank statements be signed.
3. All payments detailed within the payment run dated 3rd September 2026, totalling £297,761.14, be authorised.
and
4. Future payment reports include brief descriptions identifying the purpose of each invoice and its relevant project, service area, or budget heading, where necessary.

08. ACCOUNTS: DEBIT CARD PAYMENTS FOR JULY & AUGUST 2026

Members received and reviewed the Purchase Card Transaction Logs for July and August 2026, as presented within the two separate Purchase Card Transaction Logs for July 2026 and August 2026.

For transparency and ease of reference, the monthly totals are summarised below. The complete transaction-level information, including transaction dates, suppliers, descriptions, net values, VAT and gross amounts, remained available within the supporting

Debit Card Payments Summary – July & August 2026				
Reporting Period	Transactions	Net Amount (£)	VAT (£)	Gross Total (£)
July 2026	25	£1,184.65	£236.93	£1,421.58
August 2026	17	£1,405.93	£273.39	£1,679.32
Combined Total	42	£2,590.58	£510.32	£3,100.90

The underlying July and August logs confirm that all listed transactions were checked against the relevant bank statements.

Principal Areas of Expenditure	
Expenditure Area	Fuel, sand, outdoor materials, fence posts, planters and rockery plants
Office and administration	Stationery, paper, pens, cupboards, shelving and business cards
Software and licences	Adobe Acrobat Pro and AI Assistant
Training	FiLCA team training
Operational supplies	Keys, bin bags, packaging materials and cleaning supplies
Events and engagement	School-fete balloons and World Cup decorations

The expenditure related principally to Open Spaces and maintenance requirements, office and administrative supplies, software licences, training, operational equipment and community or event materials. The August total included refunds and credit notes with a combined value of £41.76.

Councillors queried whether the revised purchase-card controls and monitoring arrangements adequately addressed the concerns previously identified through the audit process. The Town

Clerk confirmed that the current controls and reporting arrangements addressed the matters raised.

Members noted that both monthly logs included declarations confirming that the transactions had been reviewed and reconciled against the relevant bank statements and that expenditure had been incurred in accordance with the Council's purchase-card procedures.

RESOLVED: That the debit card payments for July and August 2026, with a combined gross value of £3,100.90, be accepted, acknowledged and approved as presented.

09. GRANT APPLICATION: TAMIL ASSOCIATION OF BRISTOL

Councillors considered an application from the Tamil Association of Bristol for £500 towards its Diwali Celebration, scheduled to take place on 21st November 2026 at Trinity Academy, Lockleaze. The application stated that the event would be open to all backgrounds and ethnicities, but confirmed that it would take place outside Filton and would not solely benefit Filton residents.

Members expressed general support for the aims of the event but were not satisfied that the application demonstrated sufficient direct benefit to Filton residents to justify the use of Filton taxpayers' funds. Councillors also considered that attendance by a representative would have allowed members to seek clarification regarding the event's accessibility, location and anticipated benefit to the Filton community.

RESOLVED: That the grant application from the Tamil Association of Bristol for £500 not be approved on this occasion.

The Association would be welcome to submit a future application, subject to the Council's grant procedures and the availability of grant funding at that time. Members encouraged a representative to attend the relevant meeting when any future application is considered, so that they may present the proposal and respond directly to councillors' questions.

10. GRANT AWARDING POLICY: SCHEDULE & APPLICATION PROCESS

Members considered proposals to establish a more structured timetable and application process for awarding Filton Town Council community grants. It was proposed that applications be considered during two designated grant-awarding months each financial year, with the application form and associated guidance updated accordingly.

Councillors discussed whether applications should instead be considered quarterly to provide more frequent opportunities for community organisations to apply. Supporters of this approach considered that it would improve accessibility and provide more regular opportunities to monitor the available grants budget.

Other members expressed concern that quarterly awards could divide the available budget into smaller amounts, reducing the Council's ability to support larger, one-off community projects that could not reasonably be funded through organisations' existing resources. Members also noted that the purpose of the grants budget was to benefit local community groups and that the timing of awards should allow the available funding to be distributed fairly and effectively.

It was confirmed that successful applicants would normally have 12 months from the date of an award to use the funding for its approved purpose, subject to the conditions of the Council's grant scheme.

Members agreed that the updated application process should:

- Identify the designated grant-awarding months and relevant submission deadlines.

- Require applicants to explain the purpose, intended use and amount of funding requested.
 - Require applicants to attend the relevant Finance & Scrutiny Committee meeting to present their application and answer questions.
 - Make clear that presentations and consideration of applications would normally take place in public session.
 - Explain the conditions and timeframe applicable to successful awards.
 - Include any other amendments necessary to support a clear, consistent and transparent assessment process.
- and*
- Be published on the Filton Town Council website alongside a schedule of grant application and presentation dates.

Members also discussed the distinction between community grants, earmarked reserves, and longer-term contractual commitments. This included reference to the former earmarked funding arrangement for Four Towns Transport, which had subsequently moved to a three-year contractual arrangement.

AMENDMENT: that the Council consider community grant applications four times each financial year on a quarterly basis, rather than through two grant-awarding rounds.

Vote: Quarterly Grant-Awarding Rounds
For: 3 | Against: 4 | Abstain: 0

The amendment to introduce quarterly grant-awarding rounds was not carried.

Members then voted on the substantive proposal that the Council:

1. Consider community grant applications twice each financial year, in June and November.
 2. Update the grant application form and supporting guidance to reflect the revised schedule and application requirements.
 3. Require applicants to attend the relevant Finance & Scrutiny Committee meeting to present their application and answer questions in public session.
- and*
4. Publish the revised process and grant-awarding schedule on the Council website.

Vote: Twice-Yearly Grant-Awarding Rounds & the Revised Application Process
For: 4 | Against: 1 | Abstain: 2

RESOLVED: The substantive proposal to introduce grant-awarding rounds in June and November, together with the revised application and presentation process, was carried.

11. EXTERNAL AUDIT: CONFLICT OF INTEREST

The Town Clerk confirmed that no conflict of interest existed between Filton Town Council and its appointed External Auditor.

Members received and noted this declaration and approved the completion of the External Auditor's Conflict of Interest form. The form was signed by the Town Clerk and countersigned by the Chair on behalf of the Council.

RESOLVED: That the Council's declaration of no conflict of interest with the External Auditor be accepted and that the Conflict of Interest form, signed by the Town Clerk and countersigned by the Chair, be approved.

12. ESTABLISH AN EAR MARKED RESERVE FOR THE LEISURE CENTRE

Members considered establishing an Earmarked Reserve (EMR) for the Leisure Centre, as

requested by Full Council. The purpose of the reserve would be to provide financial contingency against future operational risks, including the potential failure or collapse of a leisure service provider.

Councillors discussed the appropriate level of financial provision and considered that the reserve should aim to cover approximately six months of operating costs, or at least 50% of the anticipated annual operating costs. Members queried how long it would take to build the reserve to the recommended level and agreed that this should be considered alongside the Council's wider financial commitments.

It was agreed that the precise value of the reserve and the arrangements for building it should be determined during the November 2026 budget-setting process. The reserve level should thereafter be reviewed periodically to ensure it remains proportionate to the Council's potential liabilities and the Leisure Centre's operating requirements.

RESOLVED: That an Earmarked Reserve be established for the Leisure Centre as a contingency against future operational or provider-related risks. The appropriate value and funding arrangements, with an indicative target equivalent to approximately six months of operating costs, would be considered during the November 2026 budget-setting process and reviewed periodically thereafter.

13. DEVOLUTION: SPECIAL EXPENSES

The Committee received an update from the Town Clerk regarding South Gloucestershire Council's Wave 1 Special Expenses Programme and the potential transfer of land, assets and associated services to Filton Town Council. Members noted that further information was awaited regarding maintenance schedules, land transfers and associated agreements.

Members noted the indicative annual managed service costs outlined by South Gloucestershire Council:

Service	Indicative Cost (£)
Open Spaces maintenance	£6,313
Public conveniences	£20,365
Closed churchyard <i>*(if transferred)</i>	Approximately £5,000

**Subject to further discussion and potential discount.*

Members discussed the implications of accepting responsibility for the proposed land and assets, including future maintenance liabilities, possible ownership arrangements, and the wider Special Expenses programme. It was noted that implementation was expected to align with the 2027/28 budget-setting process.

Following discussion, it was proposed that all three recommendations be considered together.

RESOLVED: That the Town Clerk proceed with negotiations with South Gloucestershire Council regarding the transfer of land and assets from Special Expenses to the Filton Town Council precept, make suitable budget provision for 2027/28, appoint South Gloucestershire Council to provide a Managed Service Agreement for at least the 2027/28 financial year, and recommend to Full Council that all land and assets allocated for transfer under the Special Expenses programme be accepted by Filton Town Council.

Vote - For: 5 | Against: 0 | Abstain: 1

14. FINANCE AND GOVERNANCE

The Committee received a report from the Finance & Governance Officer on governance matters, transparency, compliance and financial reporting. Members noted that significant

progress had been made in strengthening the Council's financial controls, governance framework and public reporting arrangements. Finance functions had been brought in-house, audit work was progressing within required timescales and a number of governance improvements had been implemented, including new policies and enhanced financial controls.

Councillors queried whether the contractor issues had contributed to the break-in at the Leisure Centre. The Town Clerk advised that this was not the case, noting that the break-in, which occurred on 25th June 2026, pre-dated the contractor issues under discussion. It was further noted that future security arrangements may be considered as part of ongoing discussions with the Leisure Centre provider.

NOTED: That the Finance & Governance Officer had undertaken a considerable amount of work to address historic and outstanding governance and finance matters, resulting in improved compliance, stronger audit readiness and greater organisational oversight. Members further noted that certain security contractors were currently in breach of their contractual obligations and that the matter was being managed accordingly. The Committee congratulated the Finance & Governance Officer on the progress made and recognised the significant improvements achieved.

15. COMMITTEE DISTRIBUTION POLICY

The Committee received and considered the proposed Committee Meeting Distribution Policy, which set out a framework for the preparation, distribution and publication of agendas, annexes, minutes, action records and associated communications. Members noted that the policy sought to strengthen governance, transparency and consistency in the management of committee documentation.

During discussion, Members suggested that reference should be made to ongoing electronic updates, including regular updates to Filton Town Council's corresponding committee and meeting webpages along with the scheduled meetings on the council's website calendar, to ensure the policy remained aligned with current working practices. Councillors also discussed the value of creating a formal actions log arising from approved minutes to assist officers in monitoring progress and reporting back to Members at subsequent meetings.

Members agreed that further consideration should be given to the content and purpose of the policy before adoption.

RESOLVED: That consideration of the Committee Meeting Distribution Policy be deferred to a future meeting to allow further refinement of the document and additional time for Members to review its contents.

16. SUPPLIER PAYMENT RUNS POLICY

The Committee received and considered the proposed Supplier Payment Runs Policy, which set out the Council's arrangements for supplier payment runs, payment approvals, banking authorisation, audit trails and financial governance. Members noted that the policy was intended to ensure supplier payments were processed consistently, transparently and in accordance with the Council's Financial Regulations.

During discussion, Members considered circumstances where suppliers may require part-payment in advance to support cash flow or where strict payment deadlines apply. It was suggested that such arrangements could be considered where appropriate and in accordance with the Council's financial controls.

Members further reviewed the wording of Section 8 relating to banking access and authorisation. It was noted that the policy currently referenced named councillors as authorised approvers. The Committee agreed that this should instead refer more generally to authorised

councillor approvers appointed through the Finance & Scrutiny Committee or the Council's approved bank mandate, thereby avoiding the need for future policy amendments following changes in committee membership.

RESOLVED: That the Supplier Payment Runs Policy be adopted, subject to the amendment of Section 8 to replace references to named councillors with a general reference to authorised councillor approvers in accordance with the Council's approved bank mandate.

17. REVIEW OF POLICIES

The Committee received an update regarding the Council's policy review programme. Members noted that all Council policies are subject to periodic review, typically on an annual basis, although some policies may be reviewed less frequently depending on statutory requirements and operational need.

It was further noted that a dedicated policies page was being developed for the Council website, which would include adopted policies, review schedules and other relevant governance information. Members were advised that a link to the new page would be circulated in due course and that a further review item would be presented to Full Council. Based on the information presented, the update was noted by the Committee.

18. UPDATE ON TENDERS FOR BLENHEIM DRIVE AND THE LEISURE CENTRE

The Town Clerk provided a verbal update on the current procurement exercises for the Blenheim Drive project and the future operation of Elm Park Leisure Centre.

NOTED Members were advised that both tenders had generated a positive level of interest following publication on the Council's website and the Government's Find a Tender service. It was reported that a number of enquiries had been received from prospective suppliers and that responses to clarification questions were being provided as required. The Town Clerk confirmed that both procurement processes remained on schedule.

19. DATE OF NEXT COMMITTEE MEETING - NOTED: Tuesday, 13th October 2026 at 7PM.

THE MEETING CLOSED AT 8:45pm