



EMERSONS GREEN
TOWN COUNCIL

198 Westerleigh Road, Emersons Green, Bristol, South Gloucestershire, BS16 7AN

Clerk: Ian Lyons **Email:** clerk@emersonsgreen-tc.gov.uk **Tel:** 0117 3026989

3rd February 2023

To Councillors: Simon Budd (Mayor), David Somers (Deputy Mayor), James Hunt, Rachael Hunt, Sadik Al-Hassan, Roberta Sunderland, Colin Hunt, Caroline Johnson, Patricia Morgan, Christopher Edwardson, Simon Jones, Richard Nichols, Alka Mehta-Graham.

Dear Councillor,

You are hereby summoned to a meeting of the **Full Council** of Emersons Green Town Council to be held in **The Council Chamber of Emersons Green Town Council** on **Thursday 9th February 2023 commencing at 1900hrs** for the transaction of the business on the **agenda attached**.

For your convenience, I have attached some useful guidance notes should any of your constituents wish to attend the meeting.

After the meeting, there will be the usual opportunity to share parish notices and other useful information with colleagues. I do hope that you can attend.

Yours faithfully,

A handwritten signature in black ink that reads "I J Lyons". The signature is written in a cursive style.

Ian Lyons BA (Hons) HSC RP
Town Clerk and Responsible Finance Officer

Emerson's Green Town Council Meetings

Guidance Notes

Recording of Council Meetings

To comply with The Openness of Local Government Bodies Regulations 2014, all our Council meetings are open to the public and may be recorded.

For clarity, all types of recording, and use of social media, *are* permitted at our Council meetings, which are always open to the public.

However, out of courtesy, and for practical reasons, we request that visitors who wish to record our meetings provide us with as much notice as possible. For example, our Council Chamber has limited space. Nevertheless, we will do our best to accommodate the media requirements of visitors, on a first-come-first-served basis.

Distractions

In all cases, please *do not* cause a distraction, or you may be asked to leave by the Chair. For clarity, the definition of a distraction is entirely at the Chair's discretion.

As a minimum, please avoid using flash photography or any equipment that creates a loud noise, without prior approval.

Public Participation

During the meeting, public participation will take place *only* during this item. For practical reasons, this will be limited to a maximum of 30 minutes. During this item, the public are welcome to make representations, ask questions, and give evidence, regarding the business on the agenda.

To aid the meeting process, Emerson's Green Town Council request that all members of the press and public email their questions in advance to clerk@emersonsgreen-tc.gov.uk, no later than 1200hrs on the day before the meeting. In this email, the public are asked to confirm whether they will be in physical attendance or require an officer to read out the question on their behalf.

Furthermore, the priority of physical attendance at a Council meeting will be given to the press and those who have sent their public questions in advance, particularly if they are willing to read them out themselves. After that, the remaining seats will be allocated on a first-come-first-served basis.

At the Chair's discretion, all individual representations will be limited to no more than 5 minutes. During the meeting, the Chair will call for representations from visitors who have indicated that they wish to speak. Similarly, it is also possible for written representations to be received at this point.

Standing Orders

For your convenience, a copy of our Council's standing orders, and all other policy documents, that govern the conduct of our meetings can be found on our website at:

<https://www.emersonsgreen-tc.gov.uk/town-council/council-policies/>

Emergency evacuation procedure: Leave via the Emergency Exit within the Council Chamber or out of the Main Entrance and convene in the Town Council Parking Spaces within the Car Park

A G E N D A¹

Members are reminded that this Council has a legal *duty* to consider the following legislation in the exercise of all its functions: The Freedom of Information Act 2000, The Data Protection Act 1998 & The Equality Act 2010. In addition, the Council has a *duty* to comply with the Local Government Transparency Code (2015). Furthermore, in carrying out the Council's functions, this Council *must* consider the impact of all decisions on reducing crime and disorder in the area and have regard to the protection of biodiversity. Finally, a Code of Conduct has been adopted by this Council for members to follow.

INTRODUCTION

FC_2022.149 Welcome and Introductions.

To welcome members of the public, introduce all Councillors and guest speakers, describe the emergency procedures, and make any necessary safety announcements.

FC_2022.150 Declaration of Interest – Localism Act 2011.

Members are reminded of the legal requirements concerning the declaration of interests. Forms held with South Glos should be regularly updated. A Member must declare a disclosable pecuniary interest in any item on the agenda. A Member with a disclosable pecuniary interest in any item may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

FC_2022.151 Public Participation.

Members of the public will be given the opportunity to ask questions of the committee for a maximum of five minutes per person in accordance with the guidance notes.

COUNCIL ADMINISTRATION

FC_2022.152 Minutes.

Mover: Cllr Simon Budd (Mayor)
Seconder: Cllr David Somers (Deputy Mayor)

Motion: That the Minutes of the Full Council meeting held on 12th January 2023, copies having been circulated, be approved as a correct record, and signed by the Mayor.

FC_2022.153 Outstanding items.

To receive an update from the Town Clerk.

¹ All items are routine business, at the discretion of the Chair, unless otherwise stated.

GRANT APPLICATION

FC_2022.154 **Citizens Advice.**

Mover: Cllr Caroline Johnson
Seconded: Cllr David Somers (Mayor)

Motion: That the Council approves an additional grant payment of £14,834 to Citizens Advice South Gloucestershire for providing residents of Emersons Green with an enhanced free advice service, documents having been circulated.

INTEL & CURRENT AFFAIRS

FC_2022.155 **Crime Update.**
To receive a report from the Town Clerk.

PLANNING & STRATEGY

FC_2022.156 **Strategic Plan Update.**
To receive a report from the Town Clerk.

OPERATIONS

FC_2022.157 **To note any updates from Committees.**

FC_2022.158 **To note any updates from Working Groups.**

FC_2022.159 **To appoint Councillors to Committee vacancies.**

COMMUNICATIONS

FC_2022.160 **Correspondence.**
To note official correspondence to the Council, copies having been circulated.

FC_2022.161 **External Audit.**

Mover: Cllr Simon Budd (Mayor)
Seconded: TBC

Motion: That the *Emersons Green Town Council Notice of conclusion of audit Annual Governance & Accountability Return for the year ended 31 March 2022* (dated 29/09/22), copies having been circulated, be accepted by the Council.

FC_2022.162 Internal Audit.

Mover: Cllr Simon Budd (Mayor)

Seconder: TBC

Motion: That the *Emersons Green Town Council In-Year Assurance Audit Report 2022 / 23* (dated 02/02/23), copies having been circulated, be accepted by the Council.

FC_2022.163 Advertising.

To note the draft article for publication, and previous editions, copies having been circulated.

FINANCE - EVENT APPLICATION

FC_2022.164 The Coronation of His Majesty The King.

Mover: Cllr Simon Budd (Mayor)

Seconder: Cllr Colin Hunt

Motion: That the Council approves an event application from the Town Clerk with a budget of £10,000, copies having been circulated.

FINANCE – PROCUREMENT & CONTRACTS

FC_2022.165 Contract - Grass Cutting (Localism).

Mover: Cllr David Somers (Deputy Mayor)

Seconder: Cllr Patricia Morgan

Motion: That the Council accepts a quote from South Gloucestershire Council of £25,915 for the additional maintenance of highway verges, documents having been circulated.

FC_2022.166 Procurement and Contract - Vinney Green Common.

Mover: Cllr Simon Budd (Mayor)

Seconder: TBC

Motion: That the Council delegates authority to the Town Clerk to commission the procurement and installation of recycled plastic bollards at Vinney Green Common with a budget of £11,000, example documents having been circulated.

FC_2022.167 Contract - Estate Maintenance.

Mover: Cllr David Somers (Deputy Mayor)

Seconder: Cllr Roberta Sunderland

Motion: That the Council delegates authority to the Town Clerk to commission a three-year Estate Maintenance Contract, with a budget of £15,000, example documents having been circulated.

FC_2022.168 Contract – Bin Emptying (Localism).

Mover: Cllr David Somers (Deputy Mayor)

Seconder: Cllr Patricia Morgan

Motion: That the Council accepts a quote from South Gloucestershire Council of £11,782.23 for waste disposal services, documents having been circulated.

FC_2022.169 Dates and Timings.

- To note the next meeting of the Full Council is currently scheduled for Thursday 9th of March 2023 at 1900hrs in the Emersons Green Town Council Chamber.
- To note the time that the business of this meeting was closed.

At the discretion of the Mayor, Councillors may be invited to make Parish announcements, and take part in a general discussion after the meeting.