



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

12th May 2023

To Councillors: Simon Budd (Mayor), David Somers (Deputy Mayor), James Hunt, Rachael Hunt, Bobbie Sunderland, Colin Hunt, Patricia Morgan, and 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 18th May 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 with a large initial 'I' and 'J'.

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

18th May 2023

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

Beforehand Welcome and Introductions.

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

FC_2023.001 Election.

To receive and consider nominations for the positions of Chairman/Mayor.

FC_2023.002 Election.

To receive and consider nominations for the positions of Vice-Chairman/Deputy Mayor.

FC_2023.003 Declarations of Acceptance of Office.

- For the Chairman/Mayor and all Councillors to sign and deliver the *Acceptance of Office* forms.
- To provide confirmation that all Declarations have been made.

FC_2023.004 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_2023.005 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.

¹ All items are routine business, in accordance with Standing Orders, at the discretion of the Chair, unless otherwise stated.

COUNCIL ADMINISTRATION

FC_2023.006 Minutes.

Mover: Cllr Simon Budd

Seconder: TBC

Motion: That the Minutes of the Full Council meeting held on 13th April 2023, copies having been circulated, be approved as a correct record, and signed by the Chairman/Mayor.

FC_2023.007 Outstanding items.

To receive an update from the Town Clerk.

FC_2023.008 Recommendations.

For consideration of any recommendations made by a Committee.

FC_2023.009 Delegation Arrangements.

To review the delegation arrangements to committees, sub-committees, staff, and other local authorities.

FC_2023.010 Committee Structure.

To consider the appointment of any Standing Committees.

FC_2023.011 Terms of Reference for Committees.

To review and consider adopting the Terms of Reference for all Standing Committees, copies having been circulated.

FC_2023.012 To appoint Councillors to any Standing Committees.

FC_2023.013 General Power of Competence.

To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.

FC_2023.014 Co-option.

To consider advertising to fill Councillor vacancies.

OPERATIONS

FC_2023.015 To note any updates from Committees.

FC_2023.016 To note any updates from Working Groups.

FINANCE

FC_2023.017 Asset Register.

To review the inventory of land and other assets including buildings and office equipment.

FC_2023.018 Risk Register.

To review and consider adopting the *EGTC Risk Register May 2023*, copies having been circulated.

FC_2023.019 Insurance.

To receive confirmation of arrangements for insurance cover in respect of all insurable risks.

FC_2023.020 s.137 Expenditure.

To review the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

FC_2023.021 Subscriptions.

To review the Council's and/or staff subscriptions to other bodies.

FC_2023.022 Bank Mandate.

- To review the Council's banking arrangements for safety and efficiency.
- To review and consider approving the arrangements for Internet banking, including BACS and CHAPS.
- To review and consider approving the arrangements for using Direct Debits and Standing Orders.
- To appoint Councillors to be signatories on the Bank Mandate.
- To appoint Councillors to approve Internet banking transactions.

FC_2023.023 Audit arrangements.

- To note the appointment of the External Auditor.
- To note the appointment of the Internal Auditor.

POLICY

FC_2023.024 Standing Orders.

To review and consider adopting *EGTC Standing Orders May 2023*, copies having been circulated.

FC_2023.025 Financial Regulations.

To review and consider adopting *EGTC Financial Regulations May 2023*, copies having been circulated.

FC_2023.026 Freedom of Information and Data Protection.

- To review and consider adopting *EGTC Information Data Protection Policy May 2023*.
- To review and consider adopting *EGTC General Privacy Notice May 2023*.
- To review and consider adopting *EGTC Privacy Notice for Staff, Councillors, and Role Holders May 2023*.

CIVIL AFFAIRS AND JOINT VENTURES

FC_2023.027 Strategic Partnerships.

- To review arrangements and legal agreements with other local authorities, not-for-profit bodies, and businesses.
- To review the representation on or work with external bodies and arrangements for reporting back.
- To consider any new appointments or work with external bodies.

FC_2023.028 To appoint Councillors to external bodies.

FC_2022.029 Dates and Timings.

- To note the next meeting of the Full Council is currently scheduled for the revised date of Thursday 8th of June 2023 at 1900hrs in the Emersons Green Town Council Chamber.
- To note the date and time of the Annual Town Meeting currently scheduled for the 25th of May 2023 in the Town Council Chamber at 1800hrs.
- To review and consider approval of the Schedule of Meetings for 2023/24.
- To note the time that the business of this meeting was closed.

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