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Minutes of the Full Council Meeting

held in the Council Chamber, Emersons Green Town Council,

1900hrs on Thursday 18th of May 2023.

Present: Councillors James Hunt (Mayor), Dave Somers (Deputy Mayor), Simon Budd, Bobbie Sunderland, Colin Hunt, Rachael Hunt, Alka Mehta-Graham, Pat Morgan.

Absent: None.

In attendance: Town Clerk, Ian Lyons.

Apologies: None.

Public: One member of the public attended the meeting.

Notes: The meeting began at 1900hrs. All resolutions are passed with a majority vote, by a show of hands, unless otherwise stated.

Beforehand Welcome and Introductions.

Cllr Simon Budd (retiring Mayor) welcomed everyone present at the meeting, introduced members, and explained the emergency procedures.

FC_2023.001 Election.

Minutes: A single nomination was received for Councillor James Hunt to be elected as Chairman for the municipal year.

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Simon Budd, and resolved that:

Resolved: Cllr James Hunt be the Chairman and Mayor of Emersons Green Town Council for the municipal year.

Minutes: Cllr James Hunt (Mayor) thanked everyone for putting their trust in him and signed the *Declaration of Acceptance of Office* for the position of Mayor.

FC_2023.002 Election.

Minutes: A single nomination was received for Councillor Dave Somers to be elected as Vice-Chairman and Deputy Mayor for the municipal year.

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Pat Morgan, and resolved that:

Resolved: Cllr Dave Somers be the Deputy Chairman and Deputy Mayor of Emersons Green Town Council for the municipal year.

FC_2023.003 Declarations of Acceptance of Office.

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk confirmed that all Councillors had signed and submitted their Declarations of Acceptance of Office.

FC_2023.004 Declaration of Interest – Localism Act 2011.

Minutes: Cllr James Hunt (Mayor) reminded members of the requirement to declare an interest. At this point, Cllr Rachael Hunt explained that a written request to grant a dispensation had been submitted to the Town Clerk just prior to the meeting (Standing Order 13d) and asked the Council to make a decision. A copy of the request was displayed on the projector screen, and Cllr Hunt provided a verbal summary. After a short discussion,

Motion: It was moved by Cllr Bobbie Sunderland, supported by Cllr Alka Mehta-Graham, and resolved that:

Resolved: The Council grant a dispensation for Cllr Rachael Hunt, in relation to my non-pecuniary interest with South Gloucestershire Council, to remain in meetings and take part in the vote.

FC_2023.005 Public Participation.

Minutes: Mr Neil Willmott, a resident of Lyde Green introduced himself to the Council.

COUNCIL ADMINISTRATION

FC_2023.006 Minutes.

Minutes: At the invitation of Cllr James Hunt (Mayor), members were invited to make comments or suggestions. To begin with, Cllr Dave Somers raised concerns about cancelling a Recruitment Working Group meeting, which was discussed at the Planning Committee, and the procedure for modifying the minutes.

In reply, the Town Clerk clarified the entire procedure for Councillors, which includes the opportunity to identify errors and omissions informally ahead of each

meeting, and displayed an example of the email that is circulated to facilitate that.

After this, Cllr James Hunt provided clarification that the Working Group meeting was formed from members of the Personnel Committee, of which Cllr Dave Somers was not a member at that time. Furthermore, the decision was taken by the Chair of the Committee, Cllr Caroline Johnson to cancel the meeting in consultation with members. Moreover, the Town Clerk confirmed that the majority of the Personnel Committee had agreed to the cancellation, including Cllr Richard Nichols and Cllr James Hunt.

Next, Cllr David Somers raised an objection that Councillors were able to make important decisions affecting the future of the Council when they were retiring from office, which he felt was morally wrong. In reply, Cllr Colin Hunt confirmed that decision-making of any magnitude was routine at all levels of Government and that the Council must run its business independently of the election cycle.

Finally, Cllr James Hunt offered Cllr Dave Somers the opportunity to move an amendment to the minutes, which was declined. However, a request was made to record this part of the meeting in the minutes. After that,

Motion: It was moved by Cllr Simon Budd, supported by Cllr Colin Hunt, and resolved that:

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

Minutes: The minutes were signed at the meeting by Cllr James Hunt (Mayor).

FC_2023.007 Outstanding items.

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk delivered a summary of the work undertaken as a result of the resolutions from the previous meetings, including a concern about an agreement with South Glos Council which had been outstanding for nearly 12 months. A copy of the *Clerk's Report* can be found at Annex A.

In reply, Cllr James Hunt suggested that the outstanding item of a deal with South Glos Council for a 25yr lease at the allotments could be resolved later by writing to the leader of the new administration when they are officially in the post.

Action: Town Clerk agreed to write a post-event report.

FC_2023.008 Recommendations.

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. A copy of the *Clerk's Report* can be found at Annex A.

After this, Cllr James Hunt (Mayor) asked members to review the *EGTC Resolution Register* and asked for comments. On reflection, Cllr Dave Somers and Cllr James Hunt both expressed pleasant surprise at the volume of progress the Council had achieved in the previous 12 months.

FC_2023.009 Delegation Arrangements.

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. A copy of the *Clerk's Report* can be found at Annex A.

After this, Cllr James Hunt (Mayor) asked members to review the current Committee Structure and expressed concern that the Council membership was at half strength and the volume of work could be onerous without change.

In reply, Cllr Bobbie Sunderland suggested that the situation might only be temporary, until new Councillors could be co-opted, and raised objections to amalgamation on the grounds that meaningful preparation would be unmanageable. Cllr Dave Somers also supported the view that Council should be up to full strength on a reasonable timescale.

As a compromise, Cllr Bobbie Sunderland suggested that the Finance Committee could be included with Full Council, expressing the view that it was important for all Councillors to understand the Council's Financial position. In addition, Cllr James Hunt agreed and highlighted the unnecessary duplication of work and referrals, particularly with grant applications.

Finally, Cllr Bobbie Sunderland asked for the arrangements for the Climate and Nature working group to remain unchanged. After that,

Motion: It was moved by Cllr Rachael Hunt, supported by Cllr Pat Morgan, and resolved that:

Resolved: The Council dissolves the Finance Committee.

FC_2023.010 Committee Structure.

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. A copy of the *Clerk's Report* can be found at Annex A.

After a short discussion about the arrangements and timing of the Monthly payments list,

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Alka Mehta-Graham, and resolved that:

Resolved: The Council re-appoints the following Standing Committees; Planning Committee, Open Spaces Committee, Personnel Committee, and the following working groups; Climate and Nature, Events, and Youth.

FC_2023.011 Terms of Reference for Committees.

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. A copy of the *Clerk's Report* can be found at Annex A. Then,

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Simon Budd, and resolved that:

Resolved: The Council adopts the Terms of Reference for all Standing Committees, copies having been circulated.

FC_2023.012 To appoint Councillors to any Standing Committees.

Minutes: To begin with, Cllr David Somers suggested appointing every Councillor to every Committee. However, Councillor Alka-Mehta Graham raised an objection on the grounds that an absence would be recorded against their name, despite apologies.

After this, Cllr Alka Mehta-Graham asked for a clarification about the Chairmanship of each Committee. In reply, Cllr James Hunt confirmed that this could happen at this meeting or at the first meeting of each Committee, in accordance with Standing Orders.

Motion: It was moved by Cllr James Hunt (Mayor), supported by Cllr Bobbie Sunderland, and resolved that:

Resolved: The Council appoints the following Councillors to the **Planning Committee**; Cllr Rachael Hunt, Cllr Simon Budd, Cllr Colin Hunt, Cllr Dave Somers, and Cllr Pat Morgan, with the Chair to be decided at the first meeting.

Motion: It was moved by Cllr James Hunt (Mayor), supported by Cllr Dave Somers, and resolved that:

Resolved: The Council appoints the following Councillors to the **Open Spaces Committee**; Cllr Alka Mehta-Graham, Cllr Simon Budd, Cllr Dave Somers, Cllr Pat Morgan, and Cllr Bobbie Sunderland, with the Chair to be decided at the first meeting.

Motion: It was moved by Cllr James Hunt (Mayor), supported by Cllr Alka Mehta-Graham, and resolved that:

Resolved: The Council appoints the following Councillors to the **Personnel Committee**; Cllr Alka Mehta-Graham, Cllr Bobbie Sunderland, Cllr Colin Hunt, and Cllr Dave Somers, with the Chair to be decided at the first meeting.

Motion: It was moved by Cllr James Hunt (Mayor), supported by Cllr Colin Hunt, and resolved that:

Resolved: The Council appoints the following Councillors to the **Climate and Nature Working Group**; Cllr Bobbie Sunderland, Cllr Simon Budd, and Cllr Pat Morgan, with the Chair to be decided at the first meeting.

Motion: It was moved by Cllr James Hunt (Mayor), supported by Cllr Alka Mehta-Graham, and resolved that:

Resolved: The Council appoints the following Councillors to the **Events Working Group**; Cllr Alka Mehta-Graham, Cllr Simon Budd, Cllr Rachael Hunt, and Cllr James Hunt, with the Chair to be decided at the first meeting.

Motion: It was moved by Cllr James Hunt (Mayor), supported by Cllr Alka Mehta-Graham, and resolved that:

Resolved: The Council appoints the following Councillors to the **Youth Working Group**; Cllr James Hunt, Cllr Simon Budd, Cllr Alka Mehta-Graham, and Cllr Dave Somers, with the Chair to be decided at the first meeting.

FC_2023.013 General Power of Competence (GPC).

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. A copy of the *Clerk's Report* can be found at Annex A.

To begin with, Cllr Bobbie Sunderland asked for a clarification on the classification of Councillors as 'elected'. In reply, Cllr James Hunt (Mayor) confirmed that all the Councillors presented could be described as elected, despite being unopposed. Sadly, with only eight Councillors elected this would mean that GPC is unlikely to be gained until May 2027.

After this, Cllr Bobbie Sunderland asked how long it would take the Town Clerk to be CiLCA trained. In reply, the Town Clerk confirmed that it was a 200-hour course. After this,

Motion: It was moved by Cllr Bobbie Sunderland, supported by Cllr Alka Mehta-Graham, and resolved that:

Resolved: The Council approves the payment of £450 for the Town Clerk to enrol on a CiLCA training course.

Minutes: After the motion passed Cllr Dave Somers questioned the arrangements, highlighting previous employee resignations. In reply, Cllr James Hunt (Mayor) justified the expenditure as well within the Council's training budget.

FC_2023.014 Co-option.

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. A copy of the *Clerk's Report* can be found at Annex A.

To begin with, Cllr Simon Budd asked if advertising would be made through the *Emersons Green Voice*. In reply, the Town Clerk confirmed this was the usual arrangement but was open to suggestions about alternatives.

After this, Cllr Dave Somers expressed disappointment that previous Councillors might be allowed to re-join immediately, avoiding the election process. In reply, Cllr James Hunt (Mayor) expressed the opinion that this should be on a case-by-case basis.

Next, Cllr Colin Hunt enquired about the level of interest in co-option. In reply, the Town Clerk had already received two enquiries from members of the public, one of which was a previous Councillor.

Finally, Cllr James Hunt (Mayor) made the statement that it was important for the Council to advertise as widely as possible to attract a diverse range of candidates.

Motion: It was moved by Cllr Alka Mehta-Graham, supported by Cllr Bobbie Sunderland, and resolved that:

Resolved: The Council advertises the Councillor vacancies in all wards.

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Simon Budd, and resolved that:

Resolved: The Council re-adopts the *EGTC Co-option Policy for May 2023*, copies having been circulated.

OPERATIONS

FC_2023.015 To note any updates from Committees.

Minutes: To start with, at the invitation of Cllr James Hunt (Mayor), Cllr David Somers (Deputy Mayor) provided a summary, as previous Chair of the

Open Spaces Committee and the Planning Committee.

Notably, the allotments were very active at the moment. In fact, some tenants are attending their plots as early as 0530hrs.

After this, Cllr Roberta Sunderland that the raised beds had been re-planted in the last week.

Finally, Cllr Alka Mehta-Graham mentioned that members of the public were concerned that the 'No Mow May' campaign had not been observed by South Glos Council. In reply, Cllr Bobbie Sunderland explained that the contract may need to be renegotiated.

FC_2023.016 To note any updates from Working Groups.

To begin with, Cllr Alka Mehta-Graham asked the Town Clerk to provide a report on behalf of the **Events Working Group**.

In reply, the Town Clerk agreed to write a post-event report for the King's Coronation Event, which was widely reported as a success, despite the weather. In fact, the Event Management Plan included a comprehensive risk assessment for inclement weather, and this proved to be highly effective, ensuring the Council's financial investment was not wasted.

Furthermore, Cllr Alka Mehta-Graham confirmed that the first event of this type had exceeded expectations, particularly for diversity and inclusion, and had been delivered on budget. Finally, Cllr Rachael Hunt thanked the Town Clerk and the events team for a job well done.

Climate and Nature (CAN).

Minutes: To begin with, at the invitation of Cllr James Hunt (Mayor), Cllr Bobbie Sunderland provided a detailed update from the Climate and Nature working group, which can be found at Annex B.

FINANCE

FC_2023.017 Asset Register.

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. A copy of the *Clerk's Report* can be found at Annex A

To begin with, the Town Clerk also provided an overview of the documents, and how the key is used to identify the location of assets.

After this, Cllr Dave Somers questioned if the replacement value of the Town Council office was too low. In reply, the Town Clerk explained that a professional valuation had been made on the 7th of March 2023.

FC_2023.018 Risk Register.

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. A copy of the *Clerk's Report* can be found at Annex A

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Rachael Hunt, and resolved that:

Resolved: The Council formally adopts the *EGTC Risk Register for May 2023*, copies having been circulated.

FC_2023.019 Insurance.

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. A copy of the *Clerk's Report* can be found at Annex A, and provided confirmation that the Council was adequately insured. Then, the Councillors reviewed the circulated documents.

FC_2023.020 s.137 Expenditure.

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. A copy of the *Clerk's Report* can be found at Annex A. Then, the Councillors reviewed the circulated documents.

FC_2023.021 Subscriptions.

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. A copy of the *Clerk's Report* can be found at Annex A. Then, the Councillors reviewed the circulated documents.

After this, Cllr Alka Mehta-Graham questioned if the Council should consider paying for a subscription to the Society of Local Council Clerks (SLCC). In reply, the Town Clerk explained the cost-benefit analysis and the crossover with the Avon Local Council Association (ALCA).

Finally, Cllr Simon Budd questioned the process for obtaining legal advice. In reply, the Town Clerk confirmed that the Council would strive to obtain three quotes in that situation.

FC_2023.022 Bank Mandate.

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. A copy of the *Clerk's Report* can be found at Annex A. Then, the Councillors reviewed the circulated documents.

To start with, Councillors reviewed the banking arrangements. After this,

Motion: It was moved by Cllr James Hunt (Mayor), supported by Cllr Colin Hunt, and resolved that:

Resolved: The Council continues to approve the use of Internet Banking, including BACS and CHAPS.

- Motion:** It was moved by Cllr James Hunt (Mayor), supported by Cllr Colin Hunt, and resolved that:
- Resolved:** The Council continues to approve the use of Direct Debits and Standing Orders, including staff salaries.
- Minutes:** At this point, Cllr Simon Budd asked for a clarification of the banking arrangements. In reply, the Town Clerk explained that it was necessary for Councillors to be listed signatories in order to deal directly with the bank on behalf of the Council and to carry out some routine tasks, such as signing cheques, under certain circumstances. A clarification was also given about the routine for Councillors to provide secondary approval for online banking transactions.
- Motion:** It was moved by Cllr James Hunt (Mayor), supported by Cllr Rachael Hunt, and resolved that:
- Resolved:** The Council appoints the following Councillors to be signatories on the Bank Mandate; Cllr Simon Budd, Cllr James Hunt, and Cllr Dave Somers.
- Motion:** It was moved by Cllr James Hunt (Mayor), supported by Cllr Bobbie Sunderland, and resolved that:
- Resolved:** The Council appoints the following Councillors to approve Internet Banking transactions; Cllr James Hunt, and Cllr Bobbie Sunderland.

FC_2023.023 Audit arrangements.

- Minutes:** At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. A copy of the *Clerk's Report* can be found at Annex A. The external auditor was reported as BDO LLP and the internal auditor was reported as South Glos Council.

POLICY

FC_2023.024 Standing Orders.

- Minutes:** At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. Then, the Councillors reviewed the circulated documents.
- After this, Cllr James Hunt (Mayor) highlighted Standing Order 3i, which provided an option. It was agreed that the preferred option would be to raise a hand when requesting to speak.
- Motion:** It was moved by Cllr Colin Hunt, supported by Cllr Simon Budd, and resolved that:

Resolved: The Council adopts the amended *EGTC Standing Orders for May 2023*, copies having been circulated.

FC_2023.025 Financial Regulations.

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. Then, the Councillors reviewed the circulated documents.

Motion: It was moved by Cllr Alka Mehta-Graham, supported by Cllr Rachael Hunt, and resolved that:

Resolved: The Council adopts the *EGTC Financial Regulations for May 2023*, copies having been circulated.

FC_2023.026 Freedom of Information and Data Protection.

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. Then, the Councillors reviewed the circulated documents.

Motion: It was moved by Cllr Alka Mehta-Graham, supported by Cllr Simon Budd, and resolved that:

Resolved: The Council adopts the *EGTC Information Data Protection Policy May 2023*, copies having been circulated.

Motion: It was moved by Cllr Alka Mehta-Graham, supported by Cllr Simon Budd, and resolved that:

Resolved: The Council adopts the *EGTC General Privacy Notice May 2023*, copies having been circulated.

Motion: It was moved by Cllr Alka Mehta-Graham, supported by Cllr Simon Budd, and resolved that:

Resolved: The Council adopts the *EGTC Privacy Notice for Staff, Councillors, and Role Holders May 2023*, copies having been circulated.

CIVIL AFFAIRS AND JOINT VENTURES

FC_2023.027 Strategic Partnerships.

Minutes: At the invitation of Cllr James Hunt (Mayor), the Town Clerk introduced the item. A copy of the *Clerk's Report* can be found at Annex A.

To start with, the Councillors reviewed the current arrangements and legal agreements with local authorities, not-for-profit bodies, and businesses, which were read aloud by the Town Clerk, and reviewed the existing representation

and work with external bodies, including the current arrangements for reporting back.

After this, Cllr Rachael Hunt provided an update from a meeting with the Lyde Green Community Association (LGCA) to explore the idea of a potential partnership with the Council.

Next, Cllr James Hunt (Mayor) invited comments about the existing negotiations with Emersons Green Village Hall (EGVH). After this, Cllr Alka Mehta Graham questioned the arrangements for including Councillors in the early stages of negotiations. In reply, the Town Clerk explained that no formal meetings happen independently, and are always led by Councillors, with officers attending at their request. For instance, the meeting with LGCA was organised by Cllr Rachael Hunt, and the advice provided was a summary of the Council's established position, set out clearly in the Strategic Plan, or the grant application procedures. In addition, the Town Clerk highlighted that it was a Councillor's prerogative to engage on their own behalf and provide their own advice and opinions, but it must be clear that their own view was not necessarily the view of the Council.

Following this, Cllr Dave Somers asked what support LGCA needed. In reply, Cllr Rachael Hunt provided an overview of the Community Connector project that was being explored to provide a link with the housing association, and co-ordinate community activities, to avoid duplication. There was a possibility that this would arrive in the form of a grant application initially.

After this, a discussion took place about the Community Infrastructure Levy (CIL), and the Town Clerk provided clarification on how that money could be spent.

Finally, Cllr James Hunt (Mayor) directed members to the 'wish list' of services that were under discussion with EGVH and suggested that this could be the kind of provision on offer to similar organisations, such as LGCA, in order to ensure their long-term success.

Motion: It was moved by Cllr Rachael Hunt, supported by Cllr Alka Mehta-Graham, and resolved that:

Resolved: The Council creates a new appointment for a Councillor to attend the Lyde Green Partnership.

FC_2023.028 To appoint Councillors to external bodies.

Motion: It was moved by Cllr James Hunt (Mayor), supported by Cllr Alka Mehta-Graham, and resolved that:

Resolved: The Council appoints the following Councillors to the following external bodies; Town and Parish Council Forum: Cllr Alka Mehta-Graham, Community

Engagement Forum: Cllr Alka Mehta-Graham, and the Lyde Green Partnership:
Cllr Rachael Hunt.

Minutes: No appointment was made to the Bristol East Cycling and Walking Group. However, the Councillors hoped that this vacancy would be filled by a co-opted Councillor soon.

FC_2022.029 Dates and Timings.

Minutes: After some discussion, Cllr James Hunt (Mayor) announced that the next meeting of the Full Council would be scheduled to take place:

Thursday 25th May 2023 at 1900hrs in the Emersons Green Town Council Chamber.

At this meeting, in the absence of a Finance Committee, it was agreed that the only items on the agenda would be essential finance items. Going forward, it was agreed that the Full Council would now take place on the last Thursday of the month, to accommodate the Monthly Payments list.

Motion: It was moved by Cllr James Hunt (Mayor), supported by Cllr Alka Mehta-Graham, and resolved that:

Resolved: The Council approves the amended *Schedule of Meetings for 2023/24*.

After this, it was announced that The Annual Town Meeting was scheduled to take place:

Thursday 25th May 2023 at 1800hrs in the Emersons Green Town Council Chamber.

Finally, Cllr James Hunt (Mayor) concluded the formal business of the meeting at 2101hrs and announced that an informal 'round-table' discussion would take place afterward.

REPORT OF: TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

TO: FULL COUNCIL

REPORT DATE: 17TH MAY 2023

Contact Details: Ian Lyons
Tel. No: 0117 3026989
Email: clerk@emersonsgreen-tc.gov.uk

TOWN CLERK'S REPORT

PURPOSE OF REPORT

The purpose of this report is to provide Councillors with official advice and recommendations from the Town Councils proper officer for the following meeting:

**Full Council, The Council Chamber of Emersons Green Town Council,
Thursday 18th May 2023 commencing at 1900hrs.**

COUNCIL ADMINISTRATION

AGENDA ITEM: FC 2023.007

Outstanding Items.

To report that:

- The Dibden Lane Allotments lease and the Vinney Green land transfer are still outstanding. Following a request from Cllr Colin Hunt, Ian Lyons, Principal Surveyor at South Glos, provided an update on the 13th of March 2023 stating that, "It is still very much the intention to complete matters". Furthermore, he promised to "Get the Exec Member Report drafted this week". A further request for an update has been made and no reply has been received.
- Overall, the Coronation of His Majesty the King on the 6th of May was completed successfully and a report is being drafted to reflect the learning points for any similar events in the future.
- The recruitment of a 'Deputy Clerk & RFO' and an 'Environment Manager' is well underway with the first appointment being widely advertised through SLCC, NALC, Indeed, the Town Council website, and social media. The closing date for the receipt of applications is 12 Noon on Wednesday 7th of June 2023.
- An informal get-together interview will take place in Emersons Green during the evening of the 22nd of June 2023.
- Formal interviews will take place in Emersons Green on Friday 23rd of June 2023.
- It is hoped the new Deputy Clerk & RFO will commence their role around Monday the 10th of July 2023

AGENDA ITEM: FC 2023.008 Recommendations.

In an election year, the business of the annual meeting must include “Consideration of the recommendations made by a Committee”. A copy of all the outstanding items on the *EGTC Resolution Register* has been circulated in the meeting documents. The outstanding item for a Changing Room facility will be brought to a future meeting of the Full Council.

LEGAL POWER OR DUTY TO ACT

- EGTC Standing Order 5J iii

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Review the outstanding items on the *EGTC Resolution Register*.

REASONS FOR RECOMMENDATION

- Business continuity.

FINANCIAL IMPLICATIONS

None.

CLIMATE CHANGE IMPACT

None.

AGENDA ITEM: FC 2023.009 Delegation Arrangements.

In an election year, the business of the annual meeting must include a “review of the delegation arrangements to committees, sub-committees, staff, and other local authorities”. A copy of the existing committee structure has been circulated. The Committee Terms of Reference are listed later in the agenda. The Scheme of Financial Delegation is included in the Financial Regulations being reviewed later on the agenda. A copy of the *EGTC Resolution Register* has been circulated.

LEGAL POWER OR DUTY TO ACT

- EGTC Standing Order 5J iv.

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Review the current Committee Structure to ensure this remains relevant and fit for purpose.
- Dissolve or rename any Committees or Working Groups that are no longer relevant or required. For example, resolve that “The Full Council dissolves the Hypothetical Committee”.
- Ask Councillors to identify any matters delegated to a local authority.

REASONS FOR RECOMMENDATION

- To ensure that the Council is operating efficiently.

FINANCIAL IMPLICATIONS

None.

CLIMATE CHANGE IMPACT

None.

AGENDA ITEM: FC 2023.010. Committee Structure.

In an election year, the business of the annual meeting must include the “appointment of any new committees in accordance with Standing Order 4”. Note, except for a Finance Committee, they do not have to be Councillors. A copy of the existing committee structure has been circulated.

LEGAL POWER OR DUTY TO ACT

- EGTC Standing Order 5J vii.

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Resolve that “The Council re-appoints the following Standing Committees [Insert Committees]”
- Resolve that “The Council appoints [Insert any new Standing Committee]”.

REASONS FOR RECOMMENDATION

- To ensure business continuity.

FINANCIAL IMPLICATIONS

None.

CLIMATE CHANGE IMPACT

None.

AGENDA ITEM: FC 2023.011. Terms of Reference for Committees.

In an election year, the business of the annual meeting must include the “review of the Terms of Reference for committees”. A copy of the Terms of Reference for all Standing Committees has been circulated.

LEGAL POWER OR DUTY TO ACT

- EGTC Standing Order 5J v.

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Resolve that “The Council adopts the Terms of Reference for all Standing Committees, copies having been circulated.”

REASONS FOR RECOMMENDATION

- To ensure that each Committee is acting within its remit using appropriate delegated functions.

FINANCIAL IMPLICATIONS

None.

CLIMATE CHANGE IMPACT

None.

AGENDA ITEM: FC 2023.013. General Power of Competence.

In an election year, the business of the annual meeting must include an item to “make arrangements with a view to the Council becoming eligible to exercise the General Power of Competence (GPC) in the future.” A document explaining the eligibility criteria has been circulated.

LEGAL POWER OR DUTY TO ACT

- Localism Act 2011, s.8. The freedom of GPC is available to local councils that meet two criteria for eligibility (LA 2011 s8) set out in a statutory instrument known as the parish councils (General Power of Competence) (Prescribed Conditions) Order 2012 that came into force in April 2012.

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Criteria 1 – Gain Elected Councillors (at least 12/16). Encourage members of the public to stand for election in 2027.
- Criteria 2 – Gain a fully Qualified Clerk. The Town Clerk is now eligible to undertake CilCA training (12 months in post).
- Resolve that “The Council approves the payment of £450 for the Town Clerk to enrol on a CilCA training course”.

REASONS FOR RECOMMENDATION

- To make progress towards gaining GPC.

FINANCIAL IMPLICATIONS

The Council currently has a budget of £4000 for training with no spending to date.

CLIMATE CHANGE IMPACT

None.

AGENDA ITEM: FC 2023.014 Co-option.

To consider advertising for co-option. Public Notice of the vacant seats following an election is not required as there cannot be a by-election for these seats. The Council must keep careful records of these seats to differentiate them from subsequent casual vacancies, which will require a public notice (even if they occur within 35 days of the election).

LEGAL POWER OR DUTY TO ACT

- EGTC Policy: Co-option of New Councillors July 2016.

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Resolve that: "The Council advertises the Councillor vacancies in all wards".
- Resolve that: "The Council re-adopts the *EGTC Co-option Policy for May 2023*, copies having been circulated".

REASONS FOR RECOMMENDATION

- To ensure adequate representation for Emersons Green Town Council.

FINANCIAL IMPLICATIONS

The Council has a budget for communications of £7,200, of which only £450 has been used to date, and this can be used to help with advertising the vacancies.

CLIMATE CHANGE IMPACT

Co-opting Councillors with an enthusiastic attitude toward the environment could have a positive effect.

FINANCE

AGENDA ITEM: FC 2023.017 Asset Register.

In an election year, the business of the annual meeting must include an item to “review of the inventory of land and other assets including buildings and office equipment.”

LEGAL POWER OR DUTY TO ACT

- Standing Order 5J xii.

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Review the *EGTC Asset Register*.

REASONS FOR RECOMMENDATION

- To ensure the Council’s assets are being accounted for.

FINANCIAL IMPLICATIONS

None.

CLIMATE CHANGE IMPACT

None.

AGENDA ITEM: FC 2023.018 Risk Register.

An accurate Risk Register can help the Council to better understand the potential costs associated with different types of risks and take proactive steps to mitigate those risks. Every year, the auditors require the Council to provide a copy of the minutes where risk management was considered. At the last Full Council, there was an opportunity to review the EGTC Risk Register and suggest any amendments prior to adoption today.

LEGAL POWER OR DUTY TO ACT

- Local Government Act 1972, s.111.
- *EGTC Financial Regulations March 2023 s.17.*

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Resolve that “The Council formally adopts the *EGTC Risk Register May 2023.*”

REASONS FOR RECOMMENDATION

- The Council has a responsibility to manage risk.
- To prevent material or financial loss.
- To help prevent reputational damage.
- To enable adequate mitigation and insurance coverage.

FINANCIAL IMPLICATIONS & RISKS

In most cases, the cost of risk mitigation is either already in place or has been identified and budgeted for, such as investing in new technology and hiring more staff.

CLIMATE CHANGE IMPACT

A risk register can help the Council to address the impact of climate change on its operations. It can help identify climate-related risks, encourage sustainable practices, foster stakeholder engagement, and promote regulatory compliance. By taking proactive steps to mitigate these risks, the Council can contribute to the global effort to address climate change and build a more sustainable future.

AGENDA ITEM: FC 2023.019 Insurance.

In an election year, the business of the annual meeting must include an item to provide “confirmation of arrangements for insurance cover in respect of all insurable risks”.

LEGAL POWER OR DUTY TO ACT

- Standing Order 5J xiii.

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Review the circulated Insurance Documents.

REASONS FOR RECOMMENDATION

- To ensure the Council is adequately insured against risks.

FINANCIAL IMPLICATIONS

None.

CLIMATE CHANGE IMPACT

None.

AGENDA ITEM: FC 2023.020 s.137 Expenditure.

In an election year, the business of the annual meeting must include an item to conduct a “review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence”. Partway through the year, errors were identified in the accounting for s.137 payments, resulting in several journal entries. A new system is in place to ensure accuracy in the future, and a simplified version of the spending has been circulated.

LEGAL POWER OR DUTY TO ACT

- Standing Order 5J xvi.

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Review the circulated s.137 expenditure.

REASONS FOR RECOMMENDATION

- To ensure the Council is within the budget for s.137 expenditure of £8.82 per elector (4897 = £43,191.54).

FINANCIAL IMPLICATIONS

None.

CLIMATE CHANGE IMPACT

None.

AGENDA ITEM: FC 2023.021 Subscriptions.

In an election year, the business of the annual meeting must include an item to conduct a “review of the Council’s and/or staff subscriptions to other bodies”. At present, the Council is a member of the Avon Local Council Association, which includes NALC membership, and a member of the Open Spaces Society. A copy of the most recent invoices for these organisations has been circulated.

LEGAL POWER OR DUTY TO ACT

- Standing Order 5J xiv.

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Review the circulated invoices.
- Ask Councillors to identify any other memberships or subscriptions.

REASONS FOR RECOMMENDATION

- To ensure the Council has access to the most relevant and up-to-date information.

FINANCIAL IMPLICATIONS

None.

CLIMATE CHANGE IMPACT

None.

AGENDA ITEM: FC 2023.022 Bank Mandate.

The Council currently has two bank accounts with Barclays, a current account and a savings account. All of the arrangements are carried out in compliance with the EGTC Financial Regulations, and routinely scrutinised for safety and efficiency through the Finance Committee and the Responsible Financial Officer (RFO). Our regulations require review and approval on a regular basis.

LEGAL POWER OR DUTY TO ACT

- *EGTC Financial Regulations March 2023.*

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Review the banking arrangements for safety and efficiency (regulation 5.1).
- Resolve that “The Council continues to approve the use of Internet Banking including BACS and CHAPS” (regulation 6.9)
- Resolve that “The Council continues to approve the use of Direct Debits and Standing Orders” (regulations 6.7 & 6.8).
- Resolve “The Council appoints the following Councillors to be signatories on the Bank Mandate...”
- Resolve that “The Council appoints the following Councillors to approve Internet Banking transactions...”

REASONS FOR RECOMMENDATION

- To comply with the Council’s *Financial Regulations*.
- Business continuity.
- The use of Standing Orders for staff salaries was approved at the Finance Committee on the 27th of October 2022 to:
 - To provide confidence to staff and contractors.
 - To ensure contractual obligations are met.
 - To plan for election periods when Councillors are not in post.
 - To plan for unexpected circumstances and emergency situations.
 - To plan for unexpected resignations.

FINANCIAL IMPLICATIONS & RISKS

- In most cases, the cost of risk mitigation is either already in place or has been identified and budgeted for, such as the use of Barclays.net.

CLIMATE CHANGE IMPACT

None.

AGENDA ITEM: FC 2023.023. Audit Arrangements.

Correspondence and contact details have been circulated from the Internal and External Auditors for the Year End 2022/23. The External Auditor is BDO LLP, and the Internal Auditor is South Glos Council.

LEGAL POWER OR DUTY TO ACT

- *EGTC Financial Regulations.*

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Ask Councillors to respect the increase in workload for staff during the audit period, especially the week commencing Monday 12th June.

REASONS FOR RECOMMENDATION

- To ensure the Council has prepared the accounting statements accurately.

FINANCIAL IMPLICATIONS

None.

CLIMATE CHANGE IMPACT

None.

CIVIL AFFAIRS AND JOINT VENTURES

AGENDA ITEM: FC 2023.027 Strategic Partnerships.

In an election year, the business of the annual meeting must include an item to conduct a “review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses”, and “a review of representation on or work with external bodies and arrangements for reporting back”.

At present, the Council has legal agreements and contracts with:

South Gloucestershire Council (Localism), Keria Ltd (Cleaning), Nebula IT (IT Support), EE (Phones), Dataquest (West) Ltd (Photocopier), Rialtas Business Solutions Ltd (Finance Software), PATA UK (Payroll), Avon Pension Fund (Pensions), Barclays Bank Bank UK PLC (Banking), Water2business Ltd (Water), Festive Lighting Company Ltd (Christmas Lights), The Brandon Trust (Grounds Maintenance), SLCC (Recruitment), Creative Youth Network (Youth Services), Octopus Energy Ltd (Energy), SECOM PLC (Security), MYGroup t/a Mytum & Selby Hull Ltd (Recycling boxes), and individual Allotment Tenants.

In addition, the Council has entered negotiations for a Strategic Partnership with Emersons Green Village Hall, a copy of the letter agreed has been circulated.

LEGAL POWER OR DUTY TO ACT

- Standing Order 5J ix.

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Review the lists.
- Ask Councillors to identify any other legal agreements and contracts.
- Refer to the Finance Committee for any in-depth or further scrutiny required.

REASONS FOR RECOMMENDATION

- To ensure the Council has overview and scrutiny of partner organisations.

FINANCIAL IMPLICATIONS

None.

CLIMATE CHANGE IMPACT

None.

To: Ian Lyons

From: Bobbie Sunderland

Date: 15/5/23

Subject: Report for Climate and Nature Working Group

Community Nature Reserve

211 Gardens Registered

142 members of EGTC Community Nature Reserve Facebook Group

The mail out from Common Connections to all households in the EGTC area has been very effective . We are now in the process of hand delivering letters with window stickers and seed packets to all the new sign ups.

Veg growing Workshop at Lyde Green Community Centre

On the 29th April a couple of the CAN group put on a Veg growing workshop in the garden at the Community Centre at Lyde Green.

Garden open Day 17th June

Posters going up round the area this week. So far we have 6 gardens and 2 allotments that are offering to welcome visitors. We could do with a few more and the latest letter to the new members of CNR invites them to offer to host. A map of gardens to visit will go on the EGTC web site in the week before the Open Garden Day.

Photography competition

This closes for entries on 30th June. Just about to poster the area with new posters highlighting the closing date. 18 entries to date. Would be good to have a lot more, so encourage everyone you know!

Planning on going for future events

1st July EARTHFEST in Emersons Green Park

7th Sept Photo Exhibition and Prize Giving – Emersons Green Village Hall

22nd October Autumn Gathering, Apple Pressing and Seed Swap- Emersons Green Village Hall.