

Minutes_Finance_April23 _____ 2

Clerk_Report_Finance_April2023 _____ 6



EMERSONS GREEN
TOWN COUNCIL

Name: Cllr James Hunt
(Mayor)
Date: 25/05/23

Signed: {Original Signed}

Minutes of the Finance Committee Meeting

held in the Council Chamber, Emersons Green Town Council,

1900hrs on Thursday 27th April 2023.

- Present:** Councillors James Hunt (Chair), Simon Budd (Mayor), David Somers (Deputy Mayor), Colin Hunt, Christopher Edwardson, and Caroline Johnson.
- Absent:** None.
- In attendance:** Town Clerk, Ian Lyons.
- Apologies:** Councillor Richard Nichols.
- Public:** Two members 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.

FIN_2022.145 Welcome and Introductions.

- Minutes:** Cllr James Hunt (Chair) welcomed everyone present at the meeting and explained the emergency procedures.

FIN_2022.146 Declaration of Interest – Localism Act 2011.

- Minutes:** Cllr James Hunt (Chair) reminded members of the requirement to declare an interest. No interests were declared.

FIN_2022.147 Public Participation.

- Minutes:** Mr Christopher Taylor gave a speech in support of the grant application from St.James Church, detailing the wide variety of community groups that use the Church Hall, and providing an outline of the proposed scope of building works.

COUNCIL ADMINISTRATION

FIN_2022.148 Minutes.

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

Resolved: The *Minutes of the Finance Committee meeting, held in the Council Chamber, Emersons Green Town Council, 1900hrs on the 30th of March 2023*, copies having been circulated, be approved as a correct record, and signed by the Chair.

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

FIN_2022.149 Outstanding items from the previous minutes.

Minutes: At the invitation of Cllr James Hunt (Chair), the Town Clerk delivered a summary of the work undertaken as a result of the resolutions and action points from the previous meetings. Details can be found in the *Town Clerk's Report* at Annex A.

After this, Cllr David Somers raised a question, asking when the Council had decided to issue laptops to Councillors. In reply, the Chair confirmed that laptops and IT equipment had been supplied ad-hoc to Councillors for a number of years, and this was regularised through the IT Procurement Strategy policy in January 2023 (FIN_2022.108).

GRANT APPLICATIONS

FIN_2022.150 St. James Church.

Minutes: To begin with, at the invitation of Cllr James Hunt (Chair), the Town Clerk provided advice from the *Clerk's Report*, which can be found at Annex A, and explained why the Town Council did not have the legal power to provide a grant for property owned by the Church.

After this, Cllr James Hunt called the meeting to order following interruptions from members of the public. At this point, Cllr Colin Hunt shared the opinion that it might be possible for Councillors to help by suggesting alternative solutions after the meeting. After a short debate on this topic, and legal clarifications from the Town Clerk, Cllr Colin Hunt expressed regret that the Council was unable to help. Nevertheless,

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

Resolved: The Finance Committee rejects the grant application from St. James Church.

FINANCE

FIN_2022.151 Bank Reconciliations.

Minutes: The committee read the circulated documents and they were signed by the Chair.

FIN_2022.152 Monthly Payments & Investments.

Minutes: Members examined the schedule, and Cllr James Hunt (Chair) invited questions from members. There were none. The Town Clerk highlighted that a Direct Debit was now in place with HMRC. After this,

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

Resolved: The monthly payments list, copies having been circulated, be approved, and signed by the Chair.

Minutes: The Chair signed the payments list.

FIN_2022.153 Budget Monitoring.

Minutes: Members reviewed the circulated documents and Cllr James Hunt (Chair) invited questions from members. Cllr Simon Budd (Mayor) raised a question about income from Wayleaves, and the Town Clerk displayed the details of the relevant assets on the projector screen.

PROCUREMENT & CONTRACTS

FIN_2022.154 Procurement – Changing Room.

Minutes: At the invitation of Cllr James Hunt (Chair), the Town Clerk provided the background, summary, and advice, which can be found in the *Town Clerk's Report* at Annex A.

After that, Cllr Simon Budd (Mayor) and Cllr Caroline Johnson both spoke in favour of the proposal to install a shower and changing room facility to support sustainable travel, citing their personal commuting experiences. Likewise, Cllr Colin Hunt made the point that this was now commonplace in modern workplaces and would allow a flexible working environment. Finally, Cllr James Hunt highlighted the point that the Personnel Committee had made this recommendation with sound reasoning, and it was the job of the Finance Committee to scrutinise the costs. At this point, Cllr David Somers (Deputy Mayor) shared the opinion that the quote being circulated was good value for money, and that the new facility would be useful for the Committee Clerk for Open Spaces and Allotments to change clothing. Finally,

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

Resolved: The Finance Committee recommends that the Full Council consider delegating authority to the Town Clerk to commission the installation of a shower and changing room facility, example copies having been circulated.

FIN_2022.155 Dates and Timings.

Minutes: Cllr James Hunt (Chair) announced that the next meeting of the Finance Committee was scheduled to take place:

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

Cllr James Hunt (Chair) concluded the formal business of the meeting at 1943hrs and announced that an informal 'round-table' discussion would take place afterward.



EMERSONS GREEN
TOWN COUNCIL

REPORT OF: TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

TO: FINANCE COMMITTEE

REPORT DATE: 26th April 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:

**Finance Committee, The Council Chamber of Emersons Green Town Council,
Thursday 27th April 2023 commencing at 1900hrs.**

AGENDA ITEM: FIN_2022.149

Outstanding Items.

To report that:

- The two grants deferred to Full Council were listed on the agenda, and the successful application to 2nd Mangotsfield Brownies is listed for approval of payment. The application from Blackhorse Sports Association was deferred to a future meeting at the request of the applicant.
- The Boiler Maintenance Contract, resolved on the 15/12/22, has now been commissioned after the warranty expired at the start of April.
- The website upgrade and Community Directory project has been commissioned with Nebula IT.
- Two items resolved at Full Council, on the 13/03/23, to instruct HR advisors and recruit new members of staff have been commissioned with SLCC in consultation with the Mayor, the Chair of the Finance Committee, the Chair of the Personnel Committee, and the Personnel Committee itself. A copy of the circulated quote has been attached, and the invoices will be listed later in the year when the work is complete.
- The Event Management Plan for the King's Coronation was approved by SGC, attached.

GRANT APPLICATIONS

AGENDA ITEM: FIN_2022.150 St James Church.

LEGAL POWER OR DUTY TO ACT

- The Council does not have the legal power or duty to act.

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Consider suggesting alternative sources of funding or another solution.

REASONS FOR RECOMMENDATION

- The Local Government Act 1894 prohibits the Council from involvement in property owned by the Church. A copy of the relevant legislation and NALC guidance notes have been circulated with the meeting documents.

FINANCIAL IMPLICATIONS & RISKS

The Council would be acting Ultra Vires (beyond its powers) if it were to proceed with this grant application and risks an expensive legal challenge from campaigners.

CLIMATE CHANGE IMPACT

N/a

PROCUREMENT & CONTRACTS

AGENDA ITEM: FIN_2022.154 Procurement – Changing Room.

“The Personnel Committee recommends that the Finance Committee delegate authority to the Town Clerk to install a shower and changing room facility.” (23/03/23).

LEGAL POWER OR DUTY TO ACT

- Local Government Act 1972, s.133.
- Local Government Act 1972, s.111.
- Finance Committee Terms of Reference.

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Resolve that: “The Finance Committee recommends that Full Council consider delegating authority to the Town Clerk to commission the installation of a shower and changing room facility, example copies having been circulated.”

REASONS FOR RECOMMENDATION

- Only the Full Council can approve a project over the value of £5,000.
- To keep morale high.
- To facilitate sustainable working practices.
- To maintain high standards of hygiene.

FINANCIAL IMPLICATIONS

The Council has earmarked £30,000 for Buildings and Asset Improvements, some of which could be used to install a modest shower and changing room facility using an affordable local contractor. Using the preferred solution, this may involve moving the CCTV to another room, and a quote for this will be put together for Full Council.

CLIMATE CHANGE IMPACT

Providing facilities for employees to shower and change will support members of staff that use sustainable methods of travel to commute and is likely to encourage others to join them.