



EMERSONS GREEN  
TOWN COUNCIL

198 Westerleigh Road, Emersons Green, Bristol, South Gloucestershire, BS16 7AN  
**Clerk:** Ian Lyons **Email:** [clerk@emersonsgreen-tc.gov.uk](mailto:clerk@emersonsgreen-tc.gov.uk) **Tel:** 0117 3026989

23<sup>rd</sup> June 2023

To Councillors: James Hunt (Mayor), Dave Somers (Deputy Mayor), Simon Budd, Rachael Hunt, Bobbie Sunderland, Colin Hunt, Pat Morgan, 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 29<sup>th</sup> June 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 "Ian Lyons". The signature is written in a cursive style with a large initial 'I'.

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

# Emersons 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](mailto: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 A<sup>1</sup>** **29<sup>th</sup> June 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**

#### **FC\_2023.039 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\_2023.040 Declaration of Interest – Localism Act 2011.**

To confirm that no members have a conflict of interest with the External Auditor BDO LLP.

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\_2023.041 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\_2023.042 Minutes.**

**Mover:** Cllr James Hunt (Mayor)

**Seconder:** TBC

**Motion:** That the Minutes of the Full Council meeting held on the 25<sup>th</sup> of May 2023, copies having been circulated, be approved as a correct record, and signed by the Mayor.

---

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

**FC\_2023.043 Outstanding items.**  
To receive an update from the Town Clerk.

### **GRANT APPLICATION**

**FC\_2023.044 Blackhorse Sports and Community Association.**  
To consider a grant application from the Blackhorse Sports and Community Association for £15,000 towards the cost of LED floodlights.

**FC\_2023.045 University Hospitals Bristol & Weston Charity.**  
To consider a grant application from the University Hospitals Bristol & Weston Charity for £450 towards the cost of supporting people in hospital.

**FC\_2023.046 St Peter's Hospice.**  
To consider a grant application from St Peter's Hospice for £3,000 towards the cost of a reclining Chair.

### **INTEL & CURRENT AFFAIRS**

**FC\_2023.047 Crime Update.**  
To receive a report from Avon and Somerset Police.

### **PLANNING & STRATEGY**

**FC\_2023.048 Strategic Plan Update.**  
To receive a report from the Town Clerk.

### **OPERATIONS**

**FC\_2023.049 To note any updates from Committees.**

**FC\_2023.050 To note any updates from Working Groups.**

**FC\_2023.051 To note any reports from external bodies.**

**FC\_2023.052 To appoint Councillors to Committee vacancies.**

**FC\_2023.053 Councillor Surgeries.**  
To arrange attendance at the EGVH Coffee Mornings.

### **COMMUNICATIONS**

**FC\_2023.054 Correspondence.**  
To note official correspondence to the Council, copies having been circulated.

**FC\_2023.055 Advertising.**  
To note the draft article for publication, and previous editions, copies having been circulated.

## POLICY

### FC\_2023.056 Publication Scheme.

**Mover:** Cllr James Hunt (Mayor)

**Seconder:** TBC

**Motion:** That the Council formally adopts the updated *EGTC Publication Scheme (June 2023)*, copies having been circulated.

## FINANCE - YEAR-END

### FC\_2023.057 Balance Sheet.

**Mover:** Cllr James Hunt (Mayor)

**Seconder:** TBC

**Motion:** That the document: *Emersons Green Town Council 2022/23 Balance Sheet as at 31 March 2023*, copies having been circulated, be approved as a correct record, and signed by the Mayor.

## ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/23 FORM 3

### FC\_2023.058 Internal Auditors Report

**Mover:** Cllr James Hunt (Mayor)

**Seconder:** TBC

**Motion:** That the AGAR document: *Annual Internal Audit Report 2022/23*, copies having been circulated, be received and noted by the Council.

### FC\_2023.059 Annual Governance Statements

**Mover:** Cllr James Hunt (Mayor)

**Seconder:** TBC

**Motion:** That the documents: *Section 1 - Annual Governance Statement 2022/23, and Section 2 – Accounting Statements 2022/23 for Emersons Green Town Council*, copies having been circulated, be approved as a correct record, and signed by the Mayor and the Town Clerk.

### FC\_2023.060 Exercise of Public Rights.

To set the commencement date for the exercise of Public Rights.

## FINANCE - ROUTINE

**FC\_2023.061 Bank Reconciliations.**

To review the latest bank reconciliation.

**FC\_2023.062 Monthly Payments & Investments.**

To consider that the monthly payments and investments list, copies having been circulated, be approved, and signed by the Mayor.

**FC\_2023.063 Budget Monitoring.**

To review the income, expenditure, and earmarked reserves.

## FINANCE - PROCUREMENT

**FC\_2023.064 Procurement – Changing Room.**

To consider the installation of a shower unit and changing room.

## CIVIL AFFAIRS AND JOINT VENTURES

**FC\_2023.065 Emersons Green Village Hall (EGVH).**

To consider a strategy for supporting EGVH.

## PERSONNEL

**FC\_2023.066 Privacy.**

To consider excluding the public and press due to the confidential nature of the following items.

**FC\_2023.067 Recruitment.**

To confirm the appointment of any new employees.

**FC\_2023.068 Honorary Titles.**

To nominate eligible candidates for honorary titles.

**FC\_2023.069 Annual Leave.**

To allocate dates for annual leave during the current municipal year.

**FC\_2023.070 Dates and Timings.**

- To note the next meeting of the Full Council is currently scheduled for the revised date of Thursday 27<sup>th</sup> of July 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.