



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

7th October 2022

To Councillors: Simon Budd (Mayor), David Somers (Deputy Mayor), James Hunt, Rachael Hunt, Sadik Al-Hassan, Roberta Sunderland, Colin Hunt, Stephen Bassett, Caroline Johnson, Patricia Morgan, Matthew Palmer, 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 13th October 2022 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, flowing 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 A

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_2022.76 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_2022.77 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_2022.78 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_2022.79 Minutes.

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

Motion: That the Minutes of the Full Council meeting held on 14th July 2022, copies having been circulated, be approved as a correct record, and signed by the Mayor.

FC_2022.80. Outstanding items from the previous minutes.

To receive an update from the Town Clerk.

GRANT APPLICATIONS

FC_2022.81 **2nd Mangotsfield Guides.**

Mover: Cllr Colin Hunt

Seconder: Cllr James Hunt

Motion: That the Council approves a Grant Application from 2nd Mangotsfield Guides for a £3000 trip to Paris, copies having been circulated. ¹

PLANNING & STRATEGY

FC_2022.82 **Strategic Plan.**

To consider the Council's strategic plan, suggest amendments, and pitch any additional proposals for budget 2023. ²

INTEL & CURRENT AFFAIRS

FC_2022.83 **Crime Update.**

To receive a report from the Town Clerk.

OPERATIONS

FC_2022.84 **Operation London Bridge.**

To receive a post-operation report from the Town Clerk and consider any outstanding items.

FC_2022.85 **To receive any updates from Committees.**

FC_2022.86 **To receive any updates from Working Groups.**

PROJECTS

FC_2022.87 **Events Working Group.**

Mover: Cllr Alka-Mehta Graham

Seconder: Cllr Simon Budd (Mayor)

Motion: That Council creates an Events Working Group.

¹ s.137 Grant Application referred from Finance Committee 28th July 2022.

² The opportunity to pitch budget proposals was included at the request of the Finance Committee 29th September 2022. However, the original item has been carried forward at the request of previous meetings of Full Council.

FC_2022.88 Coffee Mornings.

Mover: Cllr Simon Budd (Mayor)

Seconder: Cllr Patricia Morgan

Motion: That Council delegates authority to the Town Clerk to organise a regular 'Coffee Morning' event.

FC_2022.89 Recycling.

Mover: Cllr Simon Budd (Mayor)

Seconder: Cllr Roberta Sunderland

Motion: That Council delegates authority to the Town Clerk to manage a Town Council recycling scheme, documents having been circulated.

COMMUNICATIONS

FC_2022.90 Correspondence.

To note official correspondence to the Council, copies having been circulated.

FC_2022.91 Community Governance Review.

To consider the Council's response to a consultation letter about an amendment to the Parish boundary, copies having been circulated.

FC_2022.92 Councillor Vacancy.

To consider advertising for co-option.

FC_2022.93 Advertising.

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

FINANCE

FC_2022.94 Financial Regulations.

To consider an update to the Council's Financial Regulations, documents having been circulated, and suggest amendments.³

PERSONNEL⁴

FC_2022.95 Privacy.

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

³ Item referred to Full Council by the Finance Committee 29th September 2022.

⁴ The Terms of Reference for the Personnel Committee are limited and require these decisions to be made at Full Council.

FC_2022.96 Summary of Achievements.

To note the 'Clerk's Special Report', copies having been circulated.

FC_2022.97 Human Resources and Recruitment.⁵

- To review a study of the human resources available to the Council.
- To receive any recommendations from the Personnel Committee.

FC_2022.98 Staff Pay and Working Conditions.

- To receive any recommendations from the personnel committee.
- To determine the outcome of the staff pay and working condition proposals, copies having been circulated.

FC_2022.99 Probationary Period – Town Clerk

- To receive any recommendations from the Personnel Committee.
- To determine the outcome of the probationary period.

FC_2022.100 Dates and Timings.

- To note the next meeting of the Full Town Council is currently scheduled for Thursday 10th November 2022 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.

⁵ Full Council resolved that "The Town Clerk conducts a study of the human resources available to the Council." 09/06/22.