



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

22nd of September 2023

To Councillors: James Hunt (Mayor), Simon Budd, Rachael Hunt, Bobbie Sunderland, Colin Hunt, Alka Mehta-Graham, and Graham Hutter.

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 28th of September 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.

Of course, if you cannot attend for any reason then please send me your apologies by letter or email.

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

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, Emersons 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

28th of September 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_2023.103 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_2023.104 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_2023.105 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_2023.106 Election.

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

FC_2023.107 Declarations of Acceptance of Office.

For the Deputy Mayor to sign and deliver the *Acceptance of Office* form.

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

FC_2023.108 Minutes.

Mover: Cllr James Hunt

Secunder: TBC

Motion: That the Minutes of the Full Council meeting held on the 27th of July 2023, copies having been circulated, be approved as a correct record, and signed by the Mayor.

FC_2023.109 Outstanding items.

To receive an update from the Town Clerk.

CO-OPTION

FC_2023.110 Applications for Co-option.

- To receive applications from members of the public.
- To invite the applicants to address the Council for a maximum of 5 mins.

FC_2023.111 Co-option to the vacant positions.

To vote on the co-option of new Councillors.

FC_2023.112 Declarations of Office.

For new Councillors to sign and deliver the *Acceptance of Office* forms.

INTEL & CURRENT AFFAIRS

FC_2023.113 Crime Update.

To receive a report from Avon and Somerset Police.

OPERATIONS

FC_2023.114 To note any updates from Committees.

FC_2023.115 To note any updates from Working Groups.

FC_2023.116 To note any reports from external bodies.

FC_2023.117 To appoint Councillors to Committee vacancies.

FC_2023.118 To appoint Councillors to be signatories on the Bank Mandate.

FC_2023.119 To appoint Councillors to approve Internet Banking transactions.

PLANNING & STRATEGY

FC_2023.120 **Schedule.**

- To consider the updated *Calendar of Meetings 2023/24*.
- To schedule dates and timings for other meetings such as the Events and Youth Working Groups.

FC_2023.121 **Strategic Plan Update.**

To receive a report from the Town Clerk.

FC_2023.122 **Forward Plan.**

To note upcoming agenda items.

COMMUNICATIONS

FC_2023.123 **Correspondence.**

- To note official correspondence to the Council, copies having been circulated.
- To receive a report from Creative Youth Network.

FC_2023.124 **Advertising.**

To consider any draft articles for publication, copies having been circulated.

POLICY

FC_2023.125 **Financial Regulations.**

Mover: Cllr James Hunt
Seconder: TBC

Motion: That the Council formally adopts the updated *EGTC Financial Regulations September 2023*, copies having been circulated.

FINANCE - ROUTINE

FC_2023.126 **Bank Reconciliations.**

To review the latest bank reconciliations.

FC_2023.127 **Monthly Payments & Investments.**

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

FC_2023.128 **Budget Monitoring.**

- To review the income, expenditure, and earmarked reserves.
- To receive a report on emergency expenditure, copies having been circulated.

FC_2023.129 External Audit.

- To receive the *External Auditors Report 2022-23*, copies having been circulated.
- To consider an action plan to implement any recommendations.

FC_2023.130 Financial Planning.

- To make any recommendations on the longer-term planning of the Council's finances.
- To determine the 2024/25 budget-setting process.
- To consider any proposals for the 2024/25 draft budget.

FINANCE – PROCUREMENT & CONTRACTS

FC_2023.131 Honorary Alderman Regalia.²

To consider the procurement of a pendant and framed scroll, example copies having been circulated.

FC_2023.132 Privacy.

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

FC_2023.133 Youth Services.³

To consider a strategy for the 2024/25 draft budget.

FC_2023.134 Emersons Green Village Hall.⁴

To consider a strategy for the 2024/25 draft budget.

PERSONNEL

FC_2023.135 Recruitment.

To confirm the appointment of any new employees.

FC_2023.136 Next Meeting.

- To note the next meeting of the Full Council is currently scheduled for:

Thursday 26th of October 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.

² This item was requested by the Full Council on the 27th of July 2023.

³ The current contract expires on the 31st of March 2024. This item was requested by Cllr James Hunt.

⁴ This item was requested by Cllr James Hunt.