



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

17<sup>th</sup> of November 2023

To Councillors: James Hunt (Mayor), Bobbie Sunderland (Deputy Mayor), Simon Budd, Rachael Hunt, 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 23<sup>rd</sup> of November 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 Sincerely,

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  
Chief Executive  
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](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>** **23<sup>rd</sup> of November 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\_2023.164 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\_2023.165 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\_2023.166 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\_2023.167 Minutes.**

**Mover:** Cllr James Hunt

**Seconder:** TBC

**Motion:** That the *Minutes of the Full Council meeting held on the 26<sup>th</sup> of October 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\_2023.168 Outstanding items.**  
To receive an update from the Town Clerk.

### **CO-OPTION**

**FC\_2023.169 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\_2023.170 Co-option to the vacant positions.**  
To vote on the co-option of new Councillors.

**FC\_2023.171 Declarations of Office.**  
For new Councillors to sign and deliver the *Acceptance of Office* forms.

### **GRANTS**

**FC\_2023.172 Mangotsfield Rainbows.**  
To consider an amendment to a grant application from the 2nd Mangotsfield Rainbows for £600 towards a climbing trip.

### **INTEL & CURRENT AFFAIRS**

**FC\_2023.173 Crime Update.**  
To receive a report from Avon and Somerset Police.

### **OPERATIONS**

**FC\_2023.174 To note any updates from Committees.**

**FC\_2023.175 To note any updates from Working Groups.**

**FC\_2023.176 To note any reports from external bodies.**

**FC\_2023.177 To appoint Councillors to Committee vacancies.**

### **PLANNING & STRATEGY**

**FC\_2023.178 Strategic Plan Update.**  
To receive a report from the Town Clerk.

**FC\_2023.179 Rebranding.<sup>2</sup>**  
To consider a formal public consultation on rebranding the Town Council, example documents having been circulated.

---

<sup>2</sup> This item was requested by Cllr James Hunt on the 26<sup>th</sup> of October 2023.

**FC\_2023.180 Forward Plan.**  
To note upcoming agenda items.

## COMMUNICATIONS

**FC\_2023.181 Correspondence.**

- To note official correspondence to the Council, copies having been circulated.
- To receive a report and quote from Citizens Advice.

**FC\_2023.182 Advertising.**  
To consider any draft articles for publication, copies having been circulated.

## POLICY & TRAINING

**FC\_2023.183 Retirement Policy.**

**Mover:** Cllr James Hunt

**Secunder:** TBC

**Motion:** That the Council formally adopts the updated *EGTC Retirement Policy November 2023*, copies having been circulated.

## FINANCE - ROUTINE

**FC\_2023.184 Bank Reconciliations.**  
To review the latest bank reconciliations.

**FC\_2023.185 Monthly Payments & Investments.**

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

**FC\_2023.186 Budget Monitoring.**

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

**FC\_2023.187 Procurement Schedule.**  
To consider delegating authority to the Town Clerk to purchase items on the *Procurement Schedule*, copies having been circulated.

**FC\_2023.188 Financial Planning.**  
To review proposals for the 2024/25 draft budget.

## FINANCE – EVENT APPLICATION

### FC\_2023.189 **Armed Forces Day 2024 - Picnic in the Park.**

**Mover:** Cllr James Hunt

**Seconder:** TBC

**Motion:** That the Council approves an event application from the Town Clerk, with a budget of £15,000, copies having been circulated.

## PERSONNEL

### FC\_2023.190 **Privacy.**

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

### FC\_2023.191 **Staff Pay Award.**

**Mover:** Cllr James Hunt

**Seconder:** TBC

**Motion:** That the Council implements *the E01-23 | 2022/23 Local Government Services Pay Agreement 2023* from 1<sup>st</sup> April 2023<sup>3</sup>, copies having been circulated.

### FC\_2023.192 **Probationary Period – Deputy Clerk.**

- To receive a report from the Town Clerk.
- To consider the recommendation.

### FC\_2023.193 **Recruitment.**

To review any recruitment packs for Council vacancies.

## DATES & TIMINGS

### FC\_2023.194 **Schedule.**

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

### FC\_2023.195 **Next Meeting.**

- To note the next meeting of the Full Council is currently scheduled for:  
**Thursday 14th of December 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.

---

<sup>3</sup> This is a retrospective pay award negotiated by the Local Government Association (LGA).