



EMERSONS GREEN
TOWN COUNCIL

198 Westerleigh Road, Emersons Green, Bristol, South Gloucestershire, BS16 7AN
Deputy Clerk: Jane Wray **Email:** clerk@emersonsgreen-tc.gov.uk **Tel:** 0117 3026989

5th of January 2024

To Councillors: James Hunt (Mayor), Bobbie Sunderland (Deputy Mayor), Simon Budd, Rachael Hunt, Colin Hunt, Graham Hutter, Tina Potter, and Francesca Moore.

Dear Councillor,

You are hereby summoned to an extraordinary meeting of the **Full Council** of Emersons Green Town Council to be held in **The Council Chamber of Emersons Green Town Council** on **Wednesday 10th of January 2024 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 "Jane Wray". The signature is written in a cursive, flowing style.

Jane Wray
Deputy Town Clerk

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 **10th of January 2024**

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_2023.210 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_2023.211 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_2023.212 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_2023.213 Minutes.

Mover: Cllr James Hunt

Secunder: TBC

Motion: That the *Minutes of the Full Council meeting held on the 14th of December 2023*, copies having been circulated, be approved as a correct record, and signed by the Mayor.

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

FC_2023.214 Outstanding items.
To receive an update from the Deputy Town Clerk.

COMMUNICATIONS

FC_2023.215 Correspondence.

- To note official correspondence to the Council, copies having been circulated.
- To note the resignation of the Town Clerk
- To note the resignation of Cllr Alka Mehta-Graham

PERSONNEL

FC_2023.216 Privacy.
To consider excluding the public and press due to the confidential nature of the following items.

FC_2023.217 Receive reports and proposals from the Personnel Committee.
Receive proposals from the Personnel Committee (remaining members) and Deputy Clerk around recruitment and management of existing team and workload

FC_2023.218 Appoint Acting Proper Officer.

Mover: Cllr James Hunt
Seconder: TBC

Motion: That the Council nominates Deputy Clerk Jane Wray as the Acting Proper Officer accordance with the Standing Orders **15.a** with immediate effect until a new Town Clerk is appointed

FC_2023.219 Appoint Acting RFO.

Mover: Cllr James Hunt
Seconder: TBC

Motion: That the Council nominates Deputy Clerk Jane Wray as the Responsible Finance Officer accordance with the Standing Orders **16.a** with immediate effect until a new Town Clerk is appointed

FC_2023.220 To appoint Councillors to Personnel Committee vacancies.

FC_2023.221 Delegate responsibilities to the Personnel Committee.

Mover: Cllr James Hunt

Seconder: TBC

Motion: That the Council delegates responsibility to the Personnel Committee for:

- Conclusion of current employment matters with outgoing Town Clerk
- Recruitment of new Town Clerk and any associated review of Job Description
- Managing workload and structure of existing team during recruitment phase

DATES & TIMINGS

FC_2023.222 Next Meeting.

- To note the next meeting of the Full Council is currently scheduled for:
Thursday 25th of January 2024 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.