



Name: Cllr Bobbie Sunderland
(Deputy Mayor)

Date: 14TH of December 2023

Signed: Original signed

Minutes of the Full Council Meeting

held in the Council Chamber, Emersons Green Town Council,

1900hrs on Thursday 23rd of November 2023.

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

Absent: None.

In attendance: Town Clerk, Ian Lyons, Deputy Clerk, Jane Wray, and Environmental Services Manager, Paul Kearsley.

Apologies: Councillor Alka-Mehta Graham.

Public: One member of the public attended the meeting: Rebecca Brown (Citizens Advice).

Notes: The meeting began at 1900hrs. All resolutions are passed with a majority vote, by a show of hands, unless otherwise stated.

FC_2023.164 Welcome and Introductions.

Minutes: The Mayor welcomed everyone present at the meeting, and explained the emergency procedures.

FC_2023.165 Declaration of Interest – Localism Act 2011.

Minutes: The Mayor reminded members of the requirement to declare an interest. The Town Clerk declared an interest in item .191 *Staff Pay Award*.

FC_2023.166 Public Participation.

Minutes: One member of the public was present. To start with, the Mayor invited Rebecca Brown to address the Council. Rebecca provided a summary of the organisation's work, through a circulated report, and answered questions from Councillors.
In conclusion, the Mayor thanked the organisation for their support to the local community over many years.

COUNCIL ADMINISTRATION

FC_2023.167 Minutes.

Motion: It was moved by Cllr James Hunt, supported by Cllr Graham Hutter, and resolved that:

Resolved: The *Minutes of the Full Council meeting held on the 26th of October 2023*, copies having been circulated, be approved as a correct record, and signed by the Mayor.

Minutes: The minutes were signed at the meeting by Cllr James Hunt.

FC_2023.168 Outstanding items.

To receive an update from the Town Clerk.

Minutes: At the invitation of the Mayor, the Town Clerk circulated a summary of the work undertaken as a result of the resolutions and action points from the previous meetings, in the *Clerk's Report*.

After this, Cllr James Hunt formally welcomed Paul Kearsley, the new Environmental Services Manager.

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.

Minutes: Two applications for co-option were received by the Council to fill two of the vacant positions in Pomphrey Ward. After this, both applicants were invited to address the Council in a five-minute speech. Both candidates provided a summary of their application and described their connections to the local area. Finally, both candidates answered questions from Councillors, such as the time candidates were available to commit.

FC_2023.170 Co-option to the vacant positions.

To vote on the co-option of new Councillors.

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Graham Hutter, and resolved that:

Resolved: The Council co-opts Francesca Moore and Tina Potter to the vacant positions in Pomphrey Ward.

FC_2023.171 Declarations of Office.

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

Minutes: Having signed the *Declaration of Acceptance of Office*, both candidates formally joined the meeting to represent the Pomphrey Ward.

FINANCE - 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.

Minutes: To start with, at the invitation of the Mayor, the Town Clerk provided advice from the *Clerk's Report*. Then,

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Graham Hutter, and resolved that:

Resolved: The Council approves a grant amendment to 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.

Minutes: The Council received a circulated report from the Town Clerk and Avon and Somerset Police.

OPERATIONS

FC_2023.174 To note any updates from Committees.

Minutes: At the invitation of the Mayor, Cllr Bobbie Sunderland circulated a written report and provided a verbal summary on the work of the Open Spaces Committee. After this, a short debate took place about abandoned supermarket trollies.

FC_2023.175 To note any updates from Working Groups.

Minutes: At the invitation of the Mayor, Cllr Bobbie Sunderland circulated a written report and provided a verbal summary on the work of the Climate and Nature Working Group.

FC_2023.176 To note any reports from external bodies.

Minutes: There were no reports.

FC_2023.177 To appoint Councillors to Committee vacancies.

Minutes: The Town Clerk displayed a list of the current vacancies and highlighted the opportunities to Councillors. Then,

Motion: It was moved by Cllr James Hunt, supported by Cllr Colin Hunt, and resolved that:

Resolved: The Council appoints Cllr Tina Potter to the Planning Committee, and Cllr Francesca Moore to the Open Spaces Committee, Climate and Nature Working Group, and Youth Working Group.

PLANNING & STRATEGY

FC_2023.178 Strategic Plan Update.

Minutes: At the invitation of the Mayor, the Town Clerk delivered a short update on the progress of the Strategic Plan, circulating a progress chart with the meeting documents.

FC_2023.179 Rebranding.

To receive any proposals. ¹

Minutes: To start with, at the invitation of the Mayor, the Town Clerk provided advice from the *Clerk's Report*. After considerable debate about the nature of a *Public Consultation Plan*,

Motion: It was moved by Cllr James Hunt, supported by Cllr Colin Hunt, and resolved that:

Resolved: The Town Clerk drafts a *Public Consultation Plan* on rebranding the Town Council for consideration at a future Council meeting.

FC_2023.180 Forward Plan.

Minutes: The Council received the circulated document *Forward Plan*.

Action: Town Clerk to include Rebranding on the *Forward Plan*.

¹ This item was requested by Cllr Colin Hunt on the 28/09/23.

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.

Minutes: Firstly, the Council noted a circulated letter from Sudafest inviting members to visit the grant-funded art workshop. Secondly, the Council received a report and a quote from Citizens Advice for an enhanced service in 2024/25.

Then, at the invitation of the Mayor, the Town Clerk provided advice from the *Clerk's Report*. After some debate about the future of these projects, a strategy for each project was agreed.

Action:

1. Town Clerk to ask Sudafest to provide a project report, and submit a new grant application.
2. Town Clerk to ask Citizens Advice to submit a quote for a contract.
3. Town Clerk to aim to include Sudafest and Citizens Advice in the *Draft Budget 2024/25*.

FC_2023.182 Advertising.

Minutes: At the invitation of the Mayor, the Town Clerk directed attention to several posters advertising Council projects for display on the Council noticeboards. No objections were raised. However, Cllr Bobbie Sunderland took the opportunity to highlight how invaluable this resource is and took questions from Councillors about the Council's advertising strategy, including the use of social media.

POLICY

FC_2023.183 Retirement Policy.

Minutes: To start with, at the invitation of the Mayor, the Town Clerk provided advice from the *Clerk's Report*. Then,

Motion: It was moved by Cllr James Hunt, supported by Cllr Graham Hutter, and resolved that:

Resolved: 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.

Minutes: The Council received the circulated documents, and they were signed by the Mayor.

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.

Motion: It was moved by Cllr Bobbie Sunderland, supported by Cllr Graham Hutter, and resolved that:

Resolved: The monthly payments and investments lists, copies having been circulated, be approved, and signed by the Mayor.

Minutes: The Mayor signed the payments and investments lists.

FC_2023.186 Budget Monitoring.

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

Minutes: Members reviewed the circulated documents. There were no reports on emergency expenditure. Cllr James Hunt invited questions from members. There were none.

FC_2023.187 Procurement Schedule.

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

Minutes: To start with, at the invitation of the Mayor, the Town Clerk provided advice from the *Clerk's Report*. Then,

Motion: It was moved by Cllr Graham Hutter, supported by Cllr Bobbie Sunderland, and resolved that:

Resolved: The Council delegates authority to the Town Clerk to purchase a cross shredder, example having been circulated.

FC_2023.188 Financial Planning.

To review proposals for the 2024/25 draft budget.

Minutes: To start with, at the invitation of the Mayor, the Town Clerk provided advice from the *Clerk's Report*, and delivered a detailed presentation of two draft budget options for the Council. After considerable debate, and questions from Councillors, a line-by-line examination of the budget took place, and a strategy was agreed.

Action: Town Clerk to re-draft *Budget Option A* for consideration at a future Council meeting. Cllrs to forward any additional proposals or amendments.

FINANCE – EVENT APPLICATION

FC_2023.189 **Armed Forces Day 2024 - Picnic in the Park.**

Minutes: To start with, at the invitation of the Mayor, the Town Clerk provided advice from the *Clerk's Report*. After some questions from Councillors,

Motion: It was moved by Cllr James Hunt, supported by Cllr Colin Hunt, and resolved that:

Resolved: 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.

Motion: It was moved by Cllr James Hunt, supported by Cllr Colin Hunt, and resolved that:

Resolved: The remainder of the meeting be conducted in a private session to the exclusion of the press and public. At this point, Jane Wray and Paul Kearsley withdrew from the meeting.

FC_2023.191 **Staff Pay Award.**

Minutes: To start with, at the invitation of the Mayor, the Town Clerk provided advice from the *Clerk's Report*. After this, the Town Clerk declared an interest and withdrew from the meeting. At this point, Councillor James Hunt assumed the responsibility for recording the minutes. Then,

Motion: It was moved by Cllr James Hunt, supported by Cllr Rachael Hunt, and resolved that:

Resolved: The Council implements *the E01-23 | 2022/23 Local Government Services Pay Agreement 2023* from 1st April 2023², copies having been circulated.

Minutes: Next, The Town Clerk rejoined the meeting and recorded the resolution.

² This is a retrospective pay award negotiated by the Local Government Association (LGA).

FC_2023.192 Probationary Period – Deputy Clerk.

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

Minutes: To start with, at the invitation of the Mayor, the Town Clerk provided advice from the *Clerk's Report*. Then,

Motion: It was moved by Cllr Graham Hutter, supported by Cllr Colin Hunt, and resolved that:

Resolved: The Council extend the probationary period for the Deputy Clerk by a period of 3 months.

FC_2023.193 Recruitment.

To review any recruitment packs for Council vacancies.

Minutes: There were no recruitment packs to review.

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.

Minutes: The Council received a circulated copy of the updated *Calendar of Meetings 2023/24*. Then,

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Simon Budd, and resolved that:

Resolved: The Council formally adopts the updated *Calendar of Meetings 2023/24*, copies having been circulated.

FC_2023.195 Next Meeting.

Minutes: The Mayor announced that the next meeting of the Full Council was scheduled to take place:

Thursday 14th of December 2023 at 1900hrs in the Emersons Green Town Council Chamber.

The Mayor concluded the formal business of the meeting at 2116hrs and announced that an informal 'round-table' discussion would take place afterwards.