



EMERSONS GREEN
TOWN COUNCIL

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

16th of February 2024

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

Dear Councillors,

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 22nd of February 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, please apologise 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 **22nd of February 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_2023.256 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_2023.257 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_2023.258 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_2023.259 Minutes.

Mover: Cllr James Hunt

Secunder: TBC

Motion: That the *Minutes of the Full Council meeting held on the 25th of January 2024*, 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_2023.260 Outstanding items.
To receive an update from the Deputy Town Clerk.

INTEL & CURRENT AFFAIRS

FC_2023.261 Crime Update.
To receive a report from Avon and Somerset Police, copies having been circulated.

GRANT APPLICATIONS

FC_2023.262 Sudafest.
To consider a grant application from Sudafest CIC for £5,290.00 towards the cost of an environmental art project for young people.

Mover: TBC.

Seconder: TBC.

Motion: The Council approves a grant from the 24/25 budget to Sudafest CIC for £5,290.00 towards the cost of an environmental art project for young people.

FC_2023.263 Ham Farm Festival.
To consider a grant application from Ham Farn Festival for £5000.00 towards the cost of the Community Summer Music Festival.

Mover: TBC.

Seconder: TBC.

Motion: The Council approves a grant from the 24/25 budget to Ham Farn Festival for £5000.00 towards the cost of the Community Summer Music Festival.

COMMUNICATIONS

FC_2023.264 Correspondence.
• To note official correspondence to the Council, copies having been circulated.

OPERATIONS

FC_2023.265 To note any updates from Committees.

FC_2023.266 To note any updates from Working Groups.

FC_2023.267 To note any reports from external bodies.

FC_2023.268 To appoint Councillors to Committee vacancies.

PLANNING & STRATEGY

FC_2023.269 Forward Plan.

To note and discuss future agenda items, a copy having been circulated.

FINANCE – ROUTINE

FC_2023.270 Bank Reconciliations.

To review the latest bank reconciliations.

FC_2023.271 Monthly Payments & Investments.

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

FC_2023.272 Budget Monitoring.

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

FINANCE – PROCUREMENT & CONTRACTS

FC_2023.273 The Festive Lighting Company.

To consider the procurement of a 3-year hire for the Christmas Lights, examples copies and costs having been circulated.

Mover: Cllr James Hunt

Secunder: TBC.

Motion: That the Full Council delegates authority to the Deputy Town Clerk to approve the 3-year contract for the hire of the Christmas Lights, examples copies and costs having been circulated.

FC_2023.274 Citizens Advice Contract for Lyde Green Community Centre.

To receive a report from Cllr Rachael Hunt on the procurement of weekly outreach sessions at Lyde Green Community Centre.

Mover: Cllr James Hunt

Secunder: TBC.

Motion: That the Full Council delegates authority to the Deputy Town Clerk to procure a contract with Citizens Advice for weekly outreach sessions at Lyde Green Community Centre.

FC_2023.275 Shipping Container.

To consider the procurement of a shipping container, an example copy and costs having been circulated.

Mover: Cllr James Hunt

Seconder: TBC.

Motion: That the Full Council delegates authority to the Deputy Town Clerk and Environmental Services Manager to purchase a shipping container, an example copy and costs having been circulated.

FC_2023.276 Litter Bin Emptying Contract (Localism).

To consider the procurement of a contract with South Glos to empty our Litter Bins (Localism), example costs having been circulated.

Mover: Cllr James Hunt

Seconder: TBC

Motion: That Full Council delegates authority to the Environmental Services Manager to accept the quote from South Gloucestershire Council, example documents having been circulated.

PERSONNEL

FC_2023.277 Privacy.

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

FC_2023.278 Deputy Town Clerk support.

To consider the recommendation from the Personnel Committee to procure from LCC support for the Deputy Town Clerk for 12 weeks whilst recruitment for a Town Clerk takes place, example copies and costs having been circulated.

Mover: TBC

Seconder: TBC

Motion: That the Full Council delegates authority to the Deputy Town Clerk and Personnel Committee to accept the quote from LCC, example documents having been circulated.

- FC_2023.279 HR Support.**
To consider the recommendation from the Personnel Committee of the procurement of HR Support, example copies and costs having been circulated.
- Mover:** TBC
Seconder: TBC
- Motion:** That the Full Council delegates authority to the Deputy Town Clerk and Personnel Committee to accept the 3 year contract quote from Council HR & Governance Support, example documents having been circulated.
- FC_2023.280 Recruitment of Assistant Clerk – Finance & Events.**
To consider the recommendation from the personnel Committee to start the recruitment process for the Assistant Clerk – Finance & Events.
- Mover:** TBC
Seconder: TBC
- Motion:** That the full Council delegates responsibility to the Personnel Committee to recruit an Assistant Clerk – Finance & Events.
- FC_2023.281 Remuneration of support offered by Donna Simmons.**
To consider the recommendation from the Personnel Committee to consider remunerating Donna Simmons for support after she leaves her post.
- Mover:** TBC
Seconder: TBC
- Motion:** The Personnel Committee recommends that the Full Council delegates responsibility to the Deputy Town Clerk to pay Donna for her time supporting the Council.
- FC_2023.282 Appoint Acting Proper Officer.**
- Mover:** Cllr James Hunt.
Seconder: TBC.
- Motion:** That the Council nominates Deputy Town Clerk, Jane Wray as the Acting Proper Officer in accordance with the Standing Orders **15.a** with immediate effect until a new Town Clerk is appointed.

FC_2023.283 Appoint Acting RFO.

Mover: Cllr James Hunt.

Seconder: TBC.

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

DATES & TIMINGS

FC_2023.284 Next Meeting.

- To note the next meeting of the Full Council is currently scheduled for:
Thursday 21st of March 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.