



Name: Cllr James Hunt (Mayor)

Date: 22nd of February 2024

Signed: Original Signed

## Minutes of the Full Council Meeting

held in the Council Chamber, Emersons Green Town Council,

1900hrs on Thursday 25<sup>th</sup> of January 2024.

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

**Absent:** None.

**In attendance:** Deputy Clerk, Jane Wray.

**Apologies:** Councillor Francesca Moore.

**Public:** Three members of the public attended the meeting; Craig Woodland (Vice-Captain, Carsons & Mangotsfield Cricket Club), Chris Sunderland (Friends of Emersons Green Park), and Rebecca Brown (Citizens Advice, South Gloucestershire)

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

### **FC\_2023.223 Welcome and Introductions.**

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

### **FC\_2023.224 Declaration of Interest – Localism Act 2011.**

**Minutes:** The Mayor reminded members of the requirement to declare an interest. Cllr Bobbie Sunderland declared an interest in item *234 Friends of Emersons Green Park*.

### **FC\_2023.225 Public Participation.**

**Minutes:** Three members of the public were present. The Mayor invited Craig Woodland to address the Council about Carsons & Mangotsfield Cricket Club. Craig provided a summary of the club's work and answered questions from Councillors.

**1907hrs** Cllr Rachael Hunt arrived partway through Councillors asking Craig questions.

**Minutes:** In conclusion, the Mayor thanked Craig for his talk.

Next, the Mayor invited Rebecca Brown to address the Council. Rebecca gave an overview of the grant request and answered questions from councillors.

**1911hrs** Rebecca Brown left the meeting.

**Minutes:** Next, the Mayor invited Chris Sunderland to address the Council and Chris explained the grant request from the Friends of Emersons Green Park.

**1914hrs** Chris Sunderland left the meeting.

## **COUNCIL ADMINISTRATION**

### **FC\_2023.226 Minutes.**

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

**Resolved:** The *Minutes of the Full Council meeting held on the 10<sup>th</sup> of January 2024*, 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\_2023.227 Outstanding items.**

**Minutes:** At the invitation of the Mayor, the Town Clerk provided a verbal summary of the work undertaken as a result of the resolutions and action points from the previous meetings.

### **FC\_2023.228 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 minutes.

**Minutes:** One application for co-option was received by the Council to fill the vacant position in Badminton Ward. After this, the applicant was invited to address the Council in a five-minute speech. The candidate provided a summary of her application and described her involvement in the local area. Finally, the candidate answered questions from the Councillors.

### **FC\_2023.229 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 Bobbie Sunderland, and resolved that:

**Resolved:** The Council co-opts Kelly Allen to the vacant position in Badminton Ward.

**FC\_2023.230 Declarations of Office.**

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

**Minutes:** Having signed the *Declaration of Acceptance of Office*, the candidate formally joined the meeting to represent Badminton Ward.

**INTEL & CURRENT AFFAIRS**

**FC\_2023.231 Crime Update.**

To receive a report from Avon and Somerset Police, copies having been circulated.

**Minutes:** The Council received a circulated report from Avon and Somerset Police.

**GRANT APPLICATIONS**

**FC\_2023.232 Kingswood Community Transport.**

To consider a grant application from Kingswood Community Transport for £500.00 towards the cost of two sets of Quattros (Wheelchair Equipment) to secure a wheelchair in a vehicle.

**Minutes:** To start with the Mayor answered some questions from councillors about the grant.

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

**Resolved:** The Council approves a grant to Kingswood Community Transport for £500.00 towards the cost of two sets of Quattros (Wheelchair Equipment) to secure a wheelchair in a vehicle.

**Minutes:** The Mayor explained that the grant can come from the S137 budget.

**FC\_2023.233 Carsons & Mangotsfield Cricket Club.**

To consider a grant application from Carsons & Mangotsfield CC for £25,750.09 towards the cost of offering better playing and training facilities for the youth of the club.

**Minutes:** To start with the Mayor explained that there is £2,500 available in the grants budget. Then the councillors discussed at length the merits of the grant application.

**Motion:** It was moved by Cllr Tina Potter, supported by Cllr Rachel Hunt, and resolved that:

**Resolved:** The Council approves a grant of £2,500 to Carsons & Mangotsfield CC towards the cost of the priority items in their grant application.

**Minutes:** The Mayor explained that the grant can come from the grant's budget.

Cllr Bobbie Sunderland left the meeting.

**FC\_2023.234 Friends of Emersons Green Park**

To consider a grant application from Friends of Emersons Green Park for £4000.00 to support themed events.

**Minutes:** To start with the Mayor explained what funds were available in the grants budget. Then the councillors discussed at length the merits of the grant application.

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

**Resolved:** The Council approves a grant to Friends of Emersons Green Park for £4,000 to support themed events.

**Minutes:** The Mayor explained that the grant can come from the S137 budget.

Cllr Bobbie Sunderland rejoined the meeting.

**FC\_2023.235 Reconfirm previous resolutions**

Reconfirm resolutions made previously under unclear quoracy.

**Minutes:** To start with the Mayor explained the background of this matter and referred members to the advice from NALC which had been circulated.

- **FC\_2023.097** - The Council approves an event application from the Open Spaces Committee for an Allotments Evening, with a budget of £700, copies having been circulated.

**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 Open Spaces Committee for an Allotments Evening, with a budget of £700, copies having been circulated.

- **FC\_2023.106** - Cllr Bobbie Sunderland be the Vice Chairman and Deputy Mayor of Emersons Green Town Council for the remainder of the municipal year.

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

**Resolved:** Cllr Bobbie Sunderland be the Vice Chairman and Deputy Mayor of Emersons Green Town Council for the remainder of the municipal year.

- **FC\_2023.108** - The Minutes of the Full Council meeting held on the 27<sup>th</sup> of July 2023, copies having been circulated, be approved as a correct record, and signed by the Mayor.

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

**Resolved:** The Minutes of the Full Council meeting held on the 27<sup>th</sup> of July 2023, copies having been circulated, be approved as a correct record, and signed by the Mayor.

- **FC\_2023.118** - The Council appoints Cllr Bobbie Sunderland to be a signatory on the Bank Mandate.

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

**Resolved:** The Council appoints Cllr Bobbie Sunderland to be a signatory on the Bank Mandate.

- **FC\_2023.125** - The Council formally adopts the updated EGTC Financial Regulations September 2023, copies having been circulated.

**Motion:** It was moved by Cllr James Hunt, supported by Cllr Bobbie Sunderland, and resolved that:

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

- **FC\_2023.127** - The monthly payments and investments lists, copies having been circulated, be approved, and signed by the Mayor.

**Motion:** It was moved by Cllr James Hunt, 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.

- **FC\_2023.131** - The Council delegates authority to the Town Clerk to commission an Honorary Alderman Pendant and framed scroll, example copies having been circulated.

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

**Resolved:** The Council delegates authority to the Town Clerk to commission an Honorary Alderman Pendant and framed scroll, example copies having been circulated.

- **FC\_2023.135** - The Council confirms the employment of Paul Kearsley in the appointed role of Environment Manager.

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

**Resolved:** The Council confirms the employment of Paul Kearsley in the appointed role of Environment Manager.

- **FC\_2023.160** - The Council delegates authority to the Town Clerk to create an indoor and outdoor rest area, example copies having been circulated.

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

**Resolved:** The Council delegates authority to the Town Clerk to create an indoor and outdoor rest area, example copies having been circulated.

- **FC\_2023.161** - The Council delegates authority to the Town Clerk to recruit and appoint a Youth Officer on a full-time employment contract and a Community Caretaker on a part-time employment contract.

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

**Resolved:** The Council delegates authority to the Town Clerk to recruit and appoint a Youth Officer on a full-time employment contract and a Community Caretaker on a part-time employment contract.

- **FC\_2023.161** - The Council delegates authority to the Town Clerk to instruct Human Resource Advisors.

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

**Resolved:** The Council delegates authority to the Town Clerk to instruct Human Resource Advisors.

- **FC\_2023.162** - The Council formally adopts the Calendar of Meetings 2023/24; copies having been circulated.

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

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

## COMMUNICATIONS

### **FC\_2023.236 Correspondence.**

To note official correspondence to the Council, copies having been circulated.

**Minutes:** The Council noted the correspondence, copies having been circulated.

### **FC\_2023.237 Advertising.**

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

**Minutes:** At the invitation of the Mayor, the Deputy Clerk directed attention to a poster advertising the Christmas light competition. No objections were raised. Then, the Council discussed the advert for becoming a Councillor and it was agreed to pause this.

## OPERATIONS

### **FC\_2023.238 To note any updates from Committees.**

**Minutes:** At the invitation of the Mayor, Cllr Simon Budd provided a verbal update on the work of the Planning Committee including the issue of the Local Plan.

After some debate, it was agreed that the Local Plan was exceptionally important and warranted an immediate response from the Council. So,

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

**Resolved:** The Council suspends Standing Orders.

**Motion:** Then, it was moved by Cllr James Hunt, supported by Cllr Colin Hunt, and resolved that:

**Resolved:** The Council delegates authority to the Deputy Clerk in conjunction with the Planning Committee to object to the plans based on the lack of infrastructure, the lack of funding and the impact of the loss of wildlife.

**Minutes:** The Mayor declared that Standing Orders were now resumed.

### **FC\_2023.239 To note any updates from Working Groups.**

**Minutes:** At the invitation of the Mayor, Cllr Bobbie Sunderland provided a verbal update on the work of the Climate and Nature group.

### **FC\_2023.240 To note any reports from external bodies.**

**Minutes:** There were no reports.

**FC\_2023.241 To appoint Councillors to Committee vacancies.**

**Action:** The Deputy Clerk to check the number of members on the Personnel Committee.

**Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Simon Budd, and resolved that:

**Resolved:** The Council appoints Cllr Kelly Allen to the Open Spaces Committee.

**PLANNING & STRATEGY**

**FC\_2023.242 Strategic Plan Review.**

To review and discuss progress on the council's strategic plan.

**Minutes:** There were no comments.

**FC\_2023.243 Forward Plan.**

To note and discuss future agenda items.

**Minutes:** The Mayor provided an update on the Forward Plan.

**FINANCE – ROUTINE**

**FC\_2023.244 Bank Reconciliations.**

To review the latest bank reconciliations.

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

**FC\_2023.245 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 Graham Hutter, supported by Cllr Simon Budd, 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\_2023.246 Budget Monitoring.**

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

**Minutes:** Members reviewed the circulated documents and briefly discussed expenditure on Youth.



## FINANCE – PROCUREMENT & CONTRACTS

### **FC\_2023.247 Honorary Freeman Regalia.**

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

**Minutes:** At the invitation of the Mayor, the Deputy Clerk gave an update on the Honorary Freeman Regalia. Next, the Mayor provided background on Honorary titles.

**Motion:** It was moved by Cllr Rachael Hunt, supported by Cllr Bobbie Sunderland, and resolved that:

**Resolved:** Richard Nichols is contacted to find out if he is agreeable to being made an Honorary Freeman and for the regalia to be altered. The cost of the alteration will be £286.35.

**Action:** Cllr James Hunt to contact Richard Nichols.

### **FC\_2023.248 Rialtas Year End Support.**

To consider the procurement of Year End support from Rialtas to enable the Council's Financial accounts to be closed. Copies of costs having been circulated.

**Minutes:** At the invitation of the Mayor the Deputy Clerk explained the support that Rialtas provided in previous years.

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

**Resolved:** The Council procures the bronze level of support from Rialtas.

### **FC\_2023.249 Replacement of Front Chamber Window Shutter.**

To consider the procurement of the removal and replacement shutter, costs having been circulated.

**Minutes:** At the invitation of the Mayor, the Deputy Clerk explained that whilst locking up the building recently one of the shutters malfunctioned.

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

**Resolved:** The Council delegates authority to the Deputy Clerk to commission the replacement of the front shutter, costs having been circulated.

**FC\_2023\_250 Citizens Advice contract for Emersons Green and Lyde Green Community Centre.**

To consider the procurement of weekly outreach sessions at Emersons Green Village Hall and Lyde Green Community Centre.

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

**Resolved:** The Council procures a contract with Citizens Advice for weekly outreach sessions at Emersons Green Village Hall.

**Action:** Cllr Rachael Hunt to speak to the Lyde Green Community Association to gather further information. The contract for Citizens Advice to provide weekly outreach sessions at Lyde Green Community Centre will be deferred to the Full Council meeting on the 22<sup>nd</sup> of February 2024.

**PERSONNEL**

**FC\_2023.251 Privacy.**

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

Deputy Clerk, Jane Wray left the meeting.

**Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Graham Hutter, 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 withdrew from the meeting.

**FC\_2023.252 Receive a report and recommendations from the Personnel Committee.**

Receive recommendations from the Personnel Committee regarding recruitment and management.

**Minutes:** At the invitation of the Mayor, Cllr Bobbie Sunderland gave a verbal report following the Personnel Committee meeting held on the 22<sup>nd</sup> of January 2024.

**Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Tina Potter, and resolved that:

**Resolved:** The Council delegates authority to the Mayor to send a letter of thanks to the outgoing Clerk. HR Advice being sought for the contents.

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

**Resolved:** The Council delegates authority to the Personnel Committee to recruit and engage a new Town Clerk.

**Minutes:** The Mayor read out Standing Order 7a.

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

**Resolved:** The Council pauses the recruitment of a Youth Officer.

**Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Colin Hunt, and resolved that:

**Resolved:** The Council does not proceed with the Armed Forces Day – Picnic in the Park Event.

**FC\_2023.253 Appoint Acting Proper Officer.**

**Motion:** That the Council nominates Deputy 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.

**Minutes:** The Mayor explained that this item no longer needed to be discussed.

**FC\_2023.254 Appoint Acting RFO.**

**Motion:** That the Council nominates Deputy 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.

**Minutes:** The Mayor explained that this item no longer needed to be discussed.

Deputy Clerk, Jane Wray returned to the meeting.

### **DATES & TIMINGS**

**FC\_2023.255 Next Meeting.**

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

**Thursday 22<sup>nd</sup> of February 2024 at 1900hrs in the Emersons Green Town Council Chamber.**

The Mayor concluded the formal business of the meeting at 2106hrs and announced that an informal 'round-table' discussion would take place afterwards.