



Name: Cllr Bobbie Sunderland  
(Deputy Mayor)

Date: 21<sup>st</sup> of March 2024

Signed: "Original Signed"

## **Minutes of the Full Council Meeting**

**held in the Council Chamber, Emersons Green Town Council,**

**1900hrs on Thursday 22<sup>nd</sup> of February 2024.**

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

**Absent:** None.

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

**Apologies:** None.

**Public:** Three members of the public attended the meeting; Meryam Akin (Bath Spa University), Isna Elhag (Sudafest) and Hiba Elhindi (Sudafest).

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

### **FC\_2023.256 Welcome and Introductions.**

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

### **FC\_2023.257 Declaration of Interest – Localism Act 2011.**

**Minutes:** The Mayor reminded members of the requirement to declare an interest. No interests were declared.

### **FC\_2023.258 Public Participation.**

**Minutes:** The Mayor offered the members of the public the opportunity to speak now or when the grant application was considered, and they chose the latter.

## COUNCIL ADMINISTRATION

### FC\_2023.259 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 25<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 the Mayor.

### FC\_2023.260 Outstanding items.

To receive an update from the Deputy Town Clerk.

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

**1903hrs** Cllr Rachael Hunt arrived.

## INTEL & CURRENT AFFAIRS

### FC\_2023.261 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\_2023.262 Sudafest.

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

**Minutes:** To start with the Mayor invited the three members of the public to talk about the grant application. Next, the Mayor explained that the funding would come from next year's budget.

**Motion:** It was moved by Cllr Rachael Hunt, supported by Cllr Kelly Allen (one Cllr voted against and no Cllrs abstained), and resolved that:

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

**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.

**Minutes:** At the invitation of the Mayor the councillors discussed the merits of the grant application.

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

**Resolved:** The Council approves a grant to Ham Farn Festival for £5000.00 towards the cost of the Community Summer Music Festival, to be paid from 24/25 Budget.

## **COMMUNICATIONS**

**FC\_2023.264 Correspondence.**

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

**Minutes:** The Council noted the correspondence, copies having been circulated. Next, at the invitation of the Mayor, the Deputy Town Clerk stated that a grant application had been received from HD Dance but that this is a business. The Mayor explained that the application does not fit with the Town Council's grant criteria.

## **OPERATIONS**

**FC\_2023.265 To note any updates from Committees.**

**Minutes:** At the invitation of the Mayor, Cllr Bobbie Sunderland provided an update on the work of the Open Spaces Committee and Cllr Colin Hunt provided an update on the work of the Planning Committee on the issue of the Local Plan.

**FC\_2023.266 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. Members discussed recent attacks by dogs.

**Action:** The Open Spaces Committee to consider the issue of dog attacks at a future meeting.

**FC\_2023.267 To note any reports from external bodies.**

**Minutes:** There were no reports.

**FC\_2023.268 To appoint Councillors to Committee vacancies.**

**Action:** The Deputy Town Clerk to update Committee vacancies.

## PLANNING & STRATEGY

### **FC\_2023.269 Forward Plan.**

To note and discuss future agenda items.

**Minutes:** At the invitation of the Mayor the Deputy Town Clerk provided an update on the Forward Plan.

## FINANCE – ROUTINE

### **FC\_2023.270 Bank Reconciliations.**

To review the latest bank reconciliations.

**Minutes:** The Council received the circulated documents, and the Mayor signed them.

### **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.

**Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Colin Hunt, 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\_2023.272 Budget Monitoring.**

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

**Minutes:** There were no comments or questions.

## 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.

**Minutes:** There was a discussion about Christmas lights and a Christmas tree.

**Action:** The Deputy Town Clerk is to investigate and report to the Full Council.

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

**Resolved:** The 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.

**Minutes:** At the invitation of the Mayor Cllr Rachael Hunt provided feedback from her conversation with the manager of the Lyde Green Community Centre.

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

**Resolved:** The 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.

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

**Resolved:** The 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.

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

**Resolved:** The 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.

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

**Resolved:** The remainder of the meeting be conducted in a private session to the exclusion of the press and public.

### **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

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

**Resolved:** The 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.

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

**Resolved:** The 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.

**Motion:** It was moved by Cllr Tina Potter, supported by Cllr Graham Hutter, and resolved that:

**Resolved:** The 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.

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

**Resolved:** The Council delegates responsibility to the Deputy Town Clerk to pay Donna for her time supporting the Council.

**FC\_2023.282 Appoint Acting Proper Officer.**

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

**Resolved:** 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.

**FC\_2023.283 Appoint Acting RFO.**

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

**Resolved:** 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.

**DATES & TIMINGS**

**FC\_2023.284 Next Meeting.**

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

**Thursday 21st of March 2024 at 1900hrs in the Emersons Green Town Council Chamber.**

The Mayor concluded the formal business of the meeting at 2009hrs and announced that an informal 'round-table' discussion would take place afterwards.