



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

15th of March 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 21st of March 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 **21st of March 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_2023.285 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_2023.286 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_2023.287 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_2023.288 Minutes.

Motion: That the *Minutes of the Full Council meeting held on the 22nd of February 2024*, copies having been circulated, be approved as a correct record, and signed by the Mayor.

FC_2023.289 Outstanding items.

To receive an update from the Deputy Town Clerk.

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

FC_2023.290 Councillor Vacancy.

Deputy Town Clerk to report on the outcome of the Blackhorse Ward casual vacancy process.

Motion: Council to proceed with a Co-Option process to include the recent vacancy of Blackhorse Ward.

INTEL & CURRENT AFFAIRS

FC_2023.291 Crime Update.

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

GRANT APPLICATIONS

FC_2023.292 Mangotsfield Village Festival

To consider a grant application from Mangotsfield Village Festival for £5,000.00 towards the cost of a Community Village Festival.

Motion: The Council approves a grant of £5,000.00 to Mangotsfield Village Festival towards the cost of a Community Village Festival which will incorporate Art and Crafts, Village Fairs, and exhibitions.

COMMUNICATIONS

FC_2023.293 Correspondence.

To note official correspondence to the Council, copies having been circulated.
(Downend Voice – Council Tax Increases)
(Complaint from a resident about Happy Days staff parking at Lyde Green Community Centre car park)

OPERATIONS

FC_2023.294 To note any updates from Committees.

FC_2023.295 To note any updates from Working Groups.

FC_2023.296 To note any reports from external bodies.

FC_2023.297 To appoint Councillors to Committee vacancies.

PLANNING & STRATEGY

FC_2023.298 Forward Plan.

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

FINANCE

FC_2023.299 Bank Reconciliations.

To review the latest bank reconciliations.

FC_2023.300 Monthly Payments & Investments.

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

FC_2023.301 Budget Monitoring.

- To review the income, expenditure, and earmarked reserves.
- Deputy Town Clerk to report on any unbudgeted expenditure that may occur in the next four weeks. (emergency funds)

FC_2023_302 Internal Audit Report 2023/24

To receive the *Internal Auditors Report 2023-24*, copies having been circulated.

FINANCE – PROCUREMENT & CONTRACTS

FC_2023.303 Insurance Renewal Invite

To agree on the annual renewal of the Council's 3-year insurance policy, an example copy and costs having been circulated. NB – a revised quote has been requested to include container and other increases. To be circulated before the meeting.

Motion: The Full Council delegates authority to the Deputy Town Clerk to approve the annual renewal of the 3-year insurance policy, example copy and costs having been circulated.

FC_2023.304 Cyber Protection

To consider the introduction of Cyber protection for the council, Copy examples having been circulated.

Motion: The Full Council delegates authority to the Deputy Town Clerk to investigate and liaise with the chair to implement a Cyber Policy.

FC_2023.305 Fire Alarm Maintenance Contract.

Motion: The Full Council delegates authority to the Deputy Town Clerk to approve the new contract, example copy and costs having been circulated.

FC_2023.306 Fire Alarm relocation and installation.

Motion: The Full Council delegates authority to the Deputy Town Clerk to the costs and arrange for the relocation of the shower room alarm and installation of a new alarm in the Chambers storeroom, example copy and costs having been circulated.

FC_2023.307 Allotment Car Park.

Motion: The Full Council delegates authority to the Open Spaces Committee Clerk to commission the car park work recommended, example copy and costs having been circulated.

FC_2023.308 D Day Flag.

Motion: The Full Council chose a flat and delegates authority to the Deputy Town Clerk to purchase.

FC_2023.309 Renewal of Gas and Electricity Supplier.

To consider and agree on the most appropriate tariff.

Motion: The Full Council delegates authority to the Deputy Town Clerk to secure the supplier for the next year.

PERSONNEL

FC_2023.310 Privacy.

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

FC_2023.311 Workforce:

- Chair of Personnel committee to report on representations made by Deputy Town Clerk.
- To consider and agree council's response to representation.

DATES & TIMINGS

FC_2023.312 Next Meeting.

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