



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

19th of April 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 25th of April 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.

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 **25th of April 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_2023.313 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_2023.314 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_2023.315 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_2023.316 Minutes.

Motion: That the *Minutes of the Full Council meeting held on the 21st of March 2024*, copies having been circulated, be approved as a correct record, and signed by the Mayor.

FC_2023.317 Outstanding items.

To receive an update from the Deputy Town Clerk.

FC_2023.318 Declaration of interest

Declaration of interest, dispensations and code of conduct.

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

INTEL & CURRENT AFFAIRS

FC_2023.319 Crime Update.

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

GRANT APPLICATIONS

FC_2023.320 St James Church

To consider a grant application for financial aid from St James Church.

FC_2023.321 The Brightwell (West of England MS Therapy Centre)

To consider a grant application from The Brightwell for £400.00 towards the cost of extending our opening hours for two evenings and a Saturday morning.

Motion: The Council approves a grant of £400.00 towards the cost of extending the opening hours for two evenings and a Saturday morning.

COMMUNICATIONS

FC_2023.322 Correspondence.

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

- Increased Employer Pension Contribution for 24/25.
- E-mails from 3 x parishioners ref council tax and responses (Redact).
- Emersons Green Town Council Building Desktop increase.
- ALCA payment request.
- Receipt of HRH The King's Portrait.
- To review and accept Mangotsfield and Blackhorse Sports & Community Association's signed lease.

Motion: That the Full Council delegate authorisation to the Deputy Town Clerk to pay the grant of £15,000.00

OPERATIONS

FC_2023.323 To note any updates from Committees.

FC_2023.324 To note any updates from Working Groups.

FC_2023.325 To note any reports from external bodies.

FC_2023.326 To appoint Councillors to Committee vacancies.

PLANNING & STRATEGY

FC_2023.327 Forward Plan.

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

FC_2023.328 Flags.

Motion: That the Full Council formally adopts the Flag Flying policy, a copy having been circulated.

FINANCE – ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

FC_2023.329 AGAR

- Receive and review the Asset Register.
- Receive and review the Corporate Risk Register.
- To agree no conflict of Interest with BDO LLP.
- To agree the dates for the exercise of public rights - 5 of June – 14th July inclusive.
- To receive and agree the Annual Internal Audit Report 23/24. (Internal auditor to provide)
- To receive a report from the Clerk and agree the recommendations:-
 - 6.1 the Section 1 Annual Governance Statement 2023 – 2024
 - 6.2 the Section 2 Accounting Statement 2023 – 2024
 - 6.3 the Explanation of Variances
 - 6.4 the bank reconciliation
 - 6.5 the reconciliation of boxes 7 and 8

FINANCE

FC_2023.330 Internal Audit (needs to be received from Internal auditor)

To consider the effectiveness of internal audit for the Council.

To appoint South Gloucestershire as the Council's internal auditor for 2024/2025.

FC_2023.331 Bank Reconciliations.

To review the latest bank reconciliations.

FC_2023.332 Monthly Payments & Investments.

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

FC_2023.333 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)

FINANCE – PROCUREMENT & CONTRACTS

FC_2023_334 Summer Maintenance Contract

To consider the recommendation from the Open Spaces Committee for a new Summer Maintenance Contract.

Motion: That Full Council delegates authority to the Open Spaces Committee Clerk, Paul Kearsley, to accept the summer maintenance contract, example documents having been circulated.

FC_2023.335 Grass Cutting (Localism)

To consider an additional 3 grass cuts to the local amenity (currently 2 cuts pa).

Motion: That the Open Spaces Committee recommends that Full Council accepts the quote for 3 additional cuts from South Gloucestershire Council, example documents having been circulated.

FC_2023.336 Gas and Electricity supply

To consider a new tariff for gas and electricity supply for the council.

Motion: That the Full Council delegates authority to the Deputy Town Clerk to accept the tariff and implement the tariff for the year.

FC_2023.337 Creative Youth Network

To receive an update from the Mayor.

Motion: That Full Council agree to continue to pay Room hire for the next 3 months to support a transitional period up to the 1st of July, when the new service will commence.

FC_2023.338 Cyber Protection

To consider the Cyber Insurance Protection for the Council, example copies having been circulated.

Motion: That the Full Council delegates authority to the Deputy Town Clerk to accept the quote and implement the policy.

PERSONNEL

FC_2023.339 Recruitment.

To confirm the appointment of any new employees.

FC_2023.340 Workforce:

- To approve the job description of the New Assistant Clerk.

Motion: That the Full Council delegates authority to the Deputy Town Clerk and Chair of the Personnel Committee to commence recruitment.

FC_2023.341 Deputy Town Clerk and Town Clerk support.

- To provide additional support to the newly appointed clerk and deputy for an additional period of 8 weeks.

Motion: That the Full Council delegates authority to the Deputy Town Clerk to extend the contract with LCC for a further 8 weeks.

FC_2023.342 Exclusion of Press and Public

- To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.

FC_2023.343 Acting up increase

To receive a report from Chair of the Personnel Committee.

FC_2023.344 Probationary Period – Deputy Town Clerk.

- To receive a report from the Personnel Committee.
- To consider the recommendation.

Motion: That the Full Council recognises the satisfactory completion of the probationary period for the Deputy Town Clerk from the 25th of April 2024.

FC_2023.345 Probationary Period – Environmental Services Manager

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

Motion: That the Full Council recognises the satisfactory completion of the probationary period for the Environmental Services Manager from the 30th of April 2024.

DATES & TIMINGS

FC_2023.346 Next Meeting.

- To note the next meeting of the Full Council is currently scheduled for:
Thursday 23rd of May 2024 at 1900hrs in the Emersons Green Town Council Chambers.
- 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.