



Name: Cllr James Hunt (Mayor)

Date: 25<sup>th</sup> of April 2024

Signed: Original Signed

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

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

**1930hrs on Thursday 21<sup>st</sup> of March 2024.**

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

**Absent:** Cllr Rachael Hunt.

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

**Apologies:** Councillors James Hunt (Mayor) and Francesca Moore.

**Public:** One member of the public attended the meeting: Paul Mallorie (Mangotsfield Festival).

**Notes:** The meeting began at 1930hrs. All resolutions are passed with a majority vote, by a show of hands, unless otherwise stated.

### **FC\_2023.285 Welcome and Introductions.**

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

### **FC\_2023.286 Declaration of Interest – Localism Act 2011.**

**Minutes:** The Deputy Mayor reminded members of the requirement to declare an interest. Cllr Simon Budd declared a personal interest in the Mangotsfield Festival.

### **FC\_2023.287 Public Participation.**

**Minutes:** The Deputy Mayor allowed Paul Mallorie to speak now or when the grant application was considered and he chose the latter.

## COUNCIL ADMINISTRATION

### FC\_2023.288 Minutes.

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

**Resolved:** The *Minutes of the Full Council meeting held on the 22<sup>nd</sup> of February 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 Deputy Mayor.

### FC\_2023.289 Outstanding items.

To receive an update from the Deputy Town Clerk.

**Minutes:** At the invitation of the Deputy 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.

### FC\_2023.290 Councillor Vacancy.

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

**Minutes:** At the invitation of the Deputy Mayor the Deputy Town Clerk provided a report on the Blackhorse Ward casual vacancy process.

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

**Resolved:** The Council proceeds with a Co-Option process to include the recent vacancy of Blackhorse Ward.

## INTEL & CURRENT AFFAIRS

### FC\_2023.291 Crime Update.

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

## 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.

**Minutes:** At the invitation of the Deputy Mayor Paul Mallorie provided a summary and background to the grant application.

Then Paul Mallorie answered questions from members.

Cllr Simon Budd left the meeting.

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

**Resolved:** The Council approves a grant to Mangotsfield Village Festival for £5,000 towards the cost of a Community Village Festival.

Cllr Simon Budd returned to the meeting.

**Action:** Cllr James Hunt to consider opening the Festival.

## COMMUNICATIONS

### **FC\_2023.293 Correspondence.**

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

**Minutes:** The Council noted the correspondence.

## OPERATIONS

### **FC\_2023.294 To note any updates from Committees.**

**Minutes:** At the invitation of the Deputy Mayor, Cllr Simon Budd provided a verbal summary of the work of the Planning Committee. Cllr Bobbie Sunderland provided a verbal summary of the work of the Open Spaces Committee and the Personnel Committee.

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

**Resolved:** That the Full Council delegates authority to the Deputy Town Clerk to commission training for staff.

### **FC\_2023.295 To note any updates from Working Groups.**

**Minutes:** Cllr Bobbie Sunderland provided a verbal update on the work of the Climate and Nature Working Group.

### **FC\_2023.296 To note any reports from external bodies.**

**Minutes:** No reports were provided.

### **FC\_2023.297 To appoint Councillors to Committee vacancies.**

**Minutes:** No appointments were made.

## **PLANNING & STRATEGY**

**FC\_2023.298 Forward Plan.**

To note and discuss future agenda items.

**Minutes:** The Council received the circulated document *Forward Plan*.

**Action:** Cllr Simon Budd to introduce a new member of staff at the Lyde Green Community Association to the Deputy Town Clerk.

## **FINANCE – ROUTINE**

**FC\_2023.299 Bank Reconciliations.**

To review the latest bank reconciliations.

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

**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 Deputy Mayor.

**Minutes:** The Deputy Mayor signed the payments and investments lists.

**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).

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

**FC\_2023\_302 Internal Audit Report 2023/24**

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

**Minutes:** The Council received 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:** 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 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:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Colin Hunt, and resolved that:

**Resolved:** The 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.**

**Minutes:** At the invitation of the Deputy Mayor the Deputy Town Clerk explained that the Town Council does not have a contract for the maintenance of the fire alarm system.

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

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

**FC\_2023.306 Fire Alarm relocation and installation.**

**Minutes:** At the invitation of the Deputy Mayor the Deputy Town Clerk explained that when the shower room was being installed it became apparent that a fire alarm needed to be relocated.

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

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

**FC\_2023.307 Allotment Car Park.**

**Minutes:** The Deputy Mayor referred members to a report provided by the Open Spaces Committee Clerk which explained the problem of water collecting in the car park.

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

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

**FC\_2023.308 D Day Flag.**

**Minutes:** To start with the members discussed the merits of having a D-Day Flag.

**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 to purchase the “middle” flag.

**FC\_2023.309 Renewal of Gas and Electricity Supplier.**

To consider and agree on the most appropriate tariff.

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

**Resolved:** The Council delegates authority to the Deputy Town Clerk to secure a 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:**

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

## **DATES & TIMINGS**

### **FC\_2023.312 Next Meeting.**

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

**Thursday 25th of April 2024 at 1900hrs in the Emersons Green Town Council Chamber.**

The Deputy Mayor concluded the formal business of the meeting at 2030hrs and announced that an informal 'round-table' discussion would take place afterward.