



EMERSONS GREEN
TOWN COUNCIL

198 Westerleigh Road, Emersons Green, Bristol, South Gloucestershire, BS16 7AN

Clerk: Ian Lyons **Email:** clerk@emersonsgreen-tc.gov.uk **Tel:** 0117 3026989

17th of May 2024

To Councillors: James Hunt, Rachael Hunt, Bobbie Sunderland, Colin Hunt, Simon Budd, Graham Hutter, Tina Potter, and Kelly Allen.

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 23rd of May 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.

A handwritten signature in black ink that reads "Jane Wray". The signature is written in a cursive, flowing style.

Jane Wray
Deputy Town Clerk and RFO.

Emerson's 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, Emerson's 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 A

23rd of May 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_2024.001 Election of Mayor.

To elect the Mayor.

FC_2024.002 Apologies for absence.

FC_2024.003 Declarations of Acceptance of Office.

For the Mayor to sign the *Declaration of Acceptance of Office*.

FC_2024.004 Election of Deputy Mayor.

To elect the Deputy Mayor.

FC_2024.005 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.

COUNCIL ADMINISTRATION

FC_2024.006 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.

FC_2024.007 Minutes.

Motion: That the Minutes of the Full Council meeting held on 25th April 2024, copies having been circulated, be approved as a correct record, and signed by the Chairman/Mayor.

FC_2024.008 Outstanding items.

To receive an update from the Town Clerk.

FC_2024.009 Committee and Working Group Structure.

To review the current committee and working group structure.

FC_2024.010 Committee and Working Group Membership

To consider the appointment of Councillors to Committees and working groups.

FC_2024.011 Delegation Arrangements for Committees.

To confirm the delegation arrangements for 2024 - 2025

FC_2024.012 Schedule of Meetings 2024-2025

To confirm Committee and Council dates.

FC_2024.013 Co-option.

To consider and agree on the Co-Option process.

INTEL & CURRENT AFFAIRS

FC_2024.014 Crime Update.

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

GRANT APPLICATIONS

FC_2024.015 Carsons & Mangotsfield Cricket Club..

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

COMMUNICATIONS

FC_2024.016 Correspondence.

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

- Apology from Bank ref complaint - £100 awarded.
- WESTlocal funding.
- CYN Update.

OPERATIONS

FC_2024.017 To note any updates from Committees.

FC_2024.018 To note any updates from Working Groups.

FINANCE – ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

FC_2024.019 AGAR.

- To receive and agree the Annual Internal Audit Report 23/24.
- To receive and agree on the explanation of variances.

FINANCE

FC_2024.020 Internal Audit.

To consider the effectiveness of internal audit for the Council.

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

FC_2024.021 Creative Youth Network.

To agree the MOU and commissioning of services for a 3-year contract with CYN.

FC_2024.022 Bank Reconciliations.

To review the latest bank reconciliations.

FC_2024.023 Monthly Payments & Investments.

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

To consider a new investment strategy.

FC_2024.024 Budget Monitoring.

- To review the income, expenditure, and earmarked reserves.
- To report on any unbudgeted expenditure that may occur in the next four weeks. (emergency funds.)
- To report on transfers between accounts.

FC_2024.025 Direct Debits and Standing Orders.

To review and confirm the accounts settled by Direct Debits and Standing Orders.

POLICY

FC_2024.026 Financial Regulations.

To receive a verbal report on alternative processes for making payments.

FC_2024.027 Uniform.

To receive the PPE requirement for the Environmental Services Manager and Community Caretaker and agree on the cost to be funded from the Budget cost centre4320, copies having been circulated.

FC_2024.028 Dates and Timings.

- To note the time and date of the next meeting.
- To note the time that the business of this meeting was closed.

At the discretion of the Chairman/Mayor, Councillors may be invited to make Parish announcements and take part in a general discussion after the meeting.