



Name: Cllr James Hunt (Mayor)

Date: 23rd of May 2024

Signed: Original Signed

Minutes of the Full Council Meeting

held in the Council Chamber, Emersons Green Town Council,

1930hrs on Thursday 25th of April 2024.

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

In attendance: Deputy Town Clerk, Jane Wray.

Apologies: Councillor Francesca Moore.

Public: Three members of the public attended the meeting from St James Church.

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

FC_2023.313 Welcome and Introductions.

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

FC_2023.314 Declaration of Interest – Localism Act 2011.

Minutes: The Mayor reminded members of the requirement to declare an interest. The Deputy Town Clerk declared a personal interest in items 343 and 344. Cllr Bobbie Sunderland declared an interest in item 320 relating to St James Church.

FC_2023.315 Public Participation.

Minutes: The mayor invited the representatives of St James Church to speak about the grant application. Questions were taken by the representatives. **1907hrs** Cllr Rachael Hunt arrived.

1908hrs The curate of St James Church arrived.

COUNCIL ADMINISTRATION

FC_2023.316 Minutes.

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

Resolved: 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.

Minutes: The minutes were signed at the meeting by the Deputy Mayor.

FC_2023.317 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.

FC_2023.318 Declaration of Interest

Minutes: The Mayor explained, for the benefit of new Councillors, the Declarations of Interest and the Code of Conduct. Then Cllr Bobbie Sunderland requested a dispensation to allow her to vote on matters relating to the allotments.

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Tina Potter, and resolved that:

Resolved: The Council gives dispensation for any Town Councillor with an allotment plot to vote on matters relating to the allotments.

INTEL & CURRENT AFFAIRS

FC_2023.319 Crime Update.

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

GRANT APPLICATIONS

Cllr Bobbie Sunderland left the meeting.

FC_2023.320 St James Church

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

Minutes: At the invitation of the Mayor the Deputy Clerk explained the legal advice from NALC which now permits grants to church owned properties and the current situation regarding available funds for grants for the remainder of the year. Councillors discussed the size of grant requested and suggested the South Gloucestershire Council grant application process would be more appropriate and they indicated they would be supportive in that route

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

Resolved: The Council refuses the grant application from St James Church.

Cllr Bobbie Sunderland returned to the meeting.

1930hrs The representatives of St James Church left the meeting.

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 their opening hours for two evenings and a Saturday morning.

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

Resolved: The Council approves a grant to The Brightwell for £400 towards the cost of extending their 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. To review and accept Mangotsfield and Blackhorse Sports & Community Association's signed lease.

Minutes: The Council noted the correspondence.

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

Resolved: The Council delegates authority to the Deputy Town Clerk to pay the grant of £15,000 to Mangotsfield and Blackhorse Sports & Community Association.

OPERATIONS

FC_2023.323 To note any updates from Committees.

Minutes: At the invitation of the 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.

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 in line with the staff training policies.

FC_2023.324 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 and Open Spaces.

FC_2023.325 To note any reports from external bodies.

Minutes: Cllr Simon Budd provided an update from the Lyde Green Partnership meeting.

FC_2023.326 To appoint Councillors to Committee vacancies.

Minutes: No appointments were made.

PLANNING & STRATEGY

FC_2023.327 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.

FC_2023.328 Flags.

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

Resolved: The Council formally adopts the Flag Flying policy, copies having been circulated

Action: The Deputy Town Clerk to alter the wording to “His Majesty”.

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

Resolved: The Council purchase and fly a Pride flag during Pride month in accordance with the adopted policy.

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 – 3rd of June – 12th of 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

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

Resolved: The Council agrees the recommendations in 6.1 the Section 1 Annual Governance Statement 2023 – 2024.

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

Resolved: The Council agrees the recommendations in 6.2 the Section 2 Accounting Statement 2023 – 2024.

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

Resolved: The Council agrees the recommendations in 6.4 the bank reconciliation.

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

Resolved: The Council agrees the recommendations in 6.5 the reconciliation of boxes 7 and 8.

Action: 6.3 the Explanation of Variances, was deferred to the next Full Council meeting on the 23rd of May 2024.

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.

Action: This was deferred to the next Full Council meeting on the 23rd of May 2024.

FC_2023.331 Bank Reconciliations.
To review the latest bank reconciliations.

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

Resolved: The Council agrees the latest bank reconciliations.

Minutes: The bank reconciliations were signed by the Mayor.

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.

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Tina Potter, and resolved that:

Resolved: The Council agrees the monthly payments and investment lists.

Minutes: The Mayor signed the payments and investments lists.

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).

Minutes: At the invitation of the Mayor the Deputy Town Clerk explained about using CIL 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: It was moved by Cllr Bobbie Sunderland, supported by Cllr Colin Hunt, and resolved that:

Resolved: The 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 per annum).

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

Resolved: The 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: It was moved by Cllr Colin Hunt, supported by Cllr Kelly Allen, and resolved that:

Resolved: The 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.

Minutes: The Mayor gave an update on the services provided by Creative Youth Network. A discussion took place about the services and costs.

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

Resolved: The 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.

Action: The Deputy Town Clerk to invite Mike Wade to the next Full Council meeting on 23rd of May 2024 to provide an update on services.

FC_2023.338 Cyber Protection
To consider the Cyber Insurance Protection for the Council, example copies having been circulated.

Minutes: At the invitation of the Mayor, the Deputy Town Clerk gave the councillors the background information around protecting the Council from a Cyber Attack and the benefits of Cyber Insurance.

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 accept the quote and implement the policy.

PERSONNEL

FC_2023.339 Recruitment.
To confirm the appointment of any new employees.

Motion: It was moved by Cllr Bobbie Sunderland, supported by Cllr Kelly Allen, and resolved that:

Resolved: The council confirms the employment of Joanne Bryant in the appointed role of Town Clerk.

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

- Resolved:** The council confirms the employment of Darryl Bury in the appointed role of Community Caretaker
- FC_2023.340 Workforce:**
To approve the job description of the New Assistant Clerk.
- Motion:** It was moved by Cllr Colin Hunt, supported by Cllr Kelly Allen, and resolved that:
- Resolved:** That the Full Council delegates authority to the Deputy Town Clerk and Chair of the Personnel Committee to commence recruitment for the new Assistant Clerk role.
- 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:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Colin Hunt, and resolved that:
- Resolved:** 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.
- Motion:** It was moved by Cllr James Hunt, supported by Cllr Kelly Allen, and resolved that:
- Resolved:** That Members of the public and press be excluded from the remainder of the meeting.
- FC_2023.343 Acting up increase**
To receive a report from Chair of the Personnel Committee.
- Minutes:** At the invitation of the Mayor, the Deputy Town Clerk was invited to address Council in relation to an Acting up Increase.
- 20:45pm** Deputy Town Clerk left the meeting.
- Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Rachael Hunt, and resolved that:
- Resolved:** For acting up for 3 months March – May 2024,
Jane Wray to be increased from SCP 29 to SCP 33
Paul Kearsley to be increased from SCP 24 to SCP 26

FC_2023.344 Probationary Period – Deputy Town Clerk.

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

Minutes: Following an update from the Personnel Committee

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

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

21.05pm Deputy Town Clerk returned to the meeting.

FC_2023.345 Probationary Period – Environmental Services Manager

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

Minutes: Following an update from the Deputy Town Clerk

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

Resolved: 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.
- The meeting ended at 2110hrs.

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

