

Minutes of the Full Council Meeting

held in the Council Chamber, Emersons Green Town Council,

1900hrs on Thursday 23rd of May 2024.

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

Absent: None.

In attendance: Stephanie Bennett, Clerk of Fawley Parish Council.

Apologies: Councillor Rachael Hunt.

Public: Three members of the public attended the meeting.

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

Beforehand Welcome and Introductions.

Cllr James Hunt (Mayor) welcomed everyone present at the meeting, introduced members, and explained the emergency procedures.

FC_2024.001 Election.

To elect the Mayor.

Minutes: A single nomination was received for Councillor James Hunt to be elected as Chairman for the municipal year.

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

Resolved: Cllr James Hunt be the Chairman and Mayor of Emersons Green Town Council for the municipal year.

FC_2024.002 Apologies for absence

Minutes: Apologies have been received from Cllr Rachael Hunt.

FC_2024.003 Declarations of Acceptance of Office.

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

Minutes: Cllr James Hunt (Mayor) signed the *Declaration of Acceptance of Office* for the position of Mayor.

FC_2024.004 Election of Deputy Mayor.

To elect the Deputy Mayor.

Minutes: A single nomination was received for Councillor Bobbie Sunderland to be elected as Vice-Chairman and Deputy Mayor for the municipal year.

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

Resolved: Cllr Bobbie Sunderland be the Deputy Chairman and Deputy Mayor of Emersons Green Town Council for the municipal year.

FC_2024.005 Declaration of Interest – Localism Act 2011.

Minutes: Cllr James Hunt (Mayor) reminded members of the requirement to declare an interest.

COUNCIL ADMINISTRATION

FC_2024.006 Public Participation.

Minutes: Chantal Watts, Citizens Advice South Gloucestershire (CASG), gave an update on the work of CASG and answered questions from Councillors.
Laura Wilder, McDonald's Franchise, said she had come to introduce herself to the Town Council and explained how she wants to work with the community.

FC_2024.007 Minutes.

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

Resolved: The Minutes of the Full Council meeting held on the 25th of April 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 Cllr James Hunt (Mayor).

FC_2024.008 Outstanding items.

Minutes: There were no outstanding items.

FC_2024.009 Committee and Working Group Structure.

To review the current committee and working group structure.

Minutes: Cllr James Hunt (Mayor) explained that Full Council meetings are quite long and proposed that a Finance and Partnerships Committee is formed. The Councillors discussed this.

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

Resolved: The Council forms a Finance and Partnerships Committee.

FC_2024.010 Committee and Working Group Membership.

To consider the appointment of Councillors to Committees and Working Groups.

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

Resolved: The Council appoints the following Councillors to the **Finance and Partnerships Committee**; Cllr James Hunt, Cllr Graham Hutter, Cllr Colin Hunt and Cllr Tina Potter, with the Chair to be decided at the first meeting.

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

Resolved: The Council appoints the following Councillors to the **Planning Committee**; Cllr Rachael Hunt, Cllr Simon Budd, Cllr Colin Hunt, Cllr Graham Hutter, and Cllr Tina Potter, with the Chair to be decided at the first meeting.

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

Resolved: The Council appoints the following Councillors to the **Open Spaces Committee**; Cllr Bobbie Sunderland, Cllr Simon Budd, Cllr Graham Hutter, and Cllr Kelly Allen, with the Chair to be decided at the first meeting.

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

Resolved: The Council appoints the following Councillors to the **Personnel Committee**; Cllr Colin Hunt, Cllr Graham Hutter, Cllr Tina Potter, and Cllr Rachael Hunt, with the Chair to be decided at the first meeting.

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

Resolved: The Council appoints the following Councillors to the **Climate and Nature Working Group**; Cllr Bobbie Sunderland, Cllr Simon Budd, and Cllr Kelly Allen, with the Chair to be decided at the first meeting.

FC_2024.011 Delegation Arrangements for Committees.

To confirm the delegation arrangements for 2024 – 2025.

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

Resolved: The Council adopts the Terms of Reference for all Standing Committees; copies having been circulated.

FC_2024.012 **Schedule of Meetings 2024 – 2025.**
To confirm Committee and Council dates.

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

Resolved: The Finance and Partnerships Committee meets on the first Thursday of the month and the Full Council meets on the third Thursday of the month.

FC_2024.013 **Co-option.**
To consider and agree on the Co-Option process.

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

Resolved: The Council re-adopts the *EGTC Co-option Policy for May 2023*, and adopts the *Co-Opting Application Form* and *Co-Option Campaign* copies having been circulated.

INTEL & CURRENT AFFAIRS

FC_2024.014 **Crime Update.**
To receive a report from Avon and Somerset Police, copies having been circulated.

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

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.

Minutes: At the invitation of the Mayor, Andrew King, Chairman of Carsons and Mangotsfield CC, explained the reasons for the club applying for a grant.

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

Resolved: The Council approves a grant to Carsons and Mangotsfield CC for £2,200 toward smaller elements of their grant application.

COMMUNICATIONS

FC_2024.016 Correspondence.

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

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

Resolved: The Council signs the lease from South Gloucestershire Council for part of the allotment site at Dibden Lane.

OPERATIONS

FC_2024.017 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.

FC_2024.018 To note any updates from Working Groups.

Climate and Nature (CAN).

Minutes: At the invitation of the Mayor, Cllr Bobbie Sunderland provided a verbal report on the work of the Climate and Nature Working Group.

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.

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

Resolved: The Council approves the Annual Internal Audit Report 23/24.

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

Resolved: The Council approves the explanation of variances.

FINANCE

FC_2024.020 Internal Audit

To consider the effectiveness of internal audit for the Council.

To appoint South Gloucestershire Council as the Council's internal auditor for 2024/25.

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

Resolved: The Council appoints South Gloucestershire Council as the Council's internal auditor for 2024/25.

FC_2024.021 Creative Youth Network (CYN)

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

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

Resolved: The Council approves the MOU and commissioning of services for a three-year contract with CYN.

FC_2024.022 Bank Reconciliations.

To review the latest bank reconciliations.

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

Resolved: The Council agrees the latest bank reconciliations.

FC_2024.023 Monthly Payments & Investments.

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

To consider a new investment strategy.

Minutes: The monthly payments lists were approved and signed.

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.

Minutes: At the invitation of the Mayor the Clerk of Fawley Parish Council reported on the budget.

FC_2024.025 Direct Debits and Standing Orders.

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

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

Resolved: The Council approves the accounts settled by Direct Debits and Standing Orders.

FC_2024.026 Financial Regulations.

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

Minutes: Stephanie Bennett, Clerk of Fawley Parish Council, explained that this month NALC had released new financial regulations and that she would be reviewing these with the Deputy Town Clerk.

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 Centre 4320, copies having been circulated.

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

Resolved: The Council approves a budget of £500 to be spent on uniforms and PPE.

FC_2024.028 Dates and Timings.

Minutes: The Mayor announced that the next meetings would take place as follows:

Finance and Partnerships Committee on Thursday 6th June 2024 at 1900hrs in the Emersons Green Town Council Chamber.

Full Council on Thursday 20th June 2024 at 1900hrs in the Emersons Green Town Council Chamber.

Cllr James Hunt (Mayor) concluded the formal business of the meeting at 2015hrs and announced that an informal 'roundtable' discussion would take place afterward.