

## Minutes of the Finance & Partnership Committee

held in the Council Chamber, Emersons Green Town Council,

1800hrs on Thursday 6<sup>th</sup> of March 2025.

**Present:** Councillors, Graham Hutter (Chair), Colin Hunt (Deputy Chair), James Hunt, Abi Cohen, Tina Potter, and Andrej Turk.

**In attendance:** Jane Wray (Deputy Clerk & RFO) and Joanne Bryant (Town Clerk).

**Public:** One member of the public was present.

**Notes:** The meeting began at 1800hrs. All resolutions are passed with a majority vote, by a show of hands, unless otherwise stated.

### **FPC\_2024.119 Welcome and Introductions.**

The Chair welcomed everyone present at the meeting and explained the emergency procedures.

### **FPC\_2024.120 Declaration of Interest – Localism Act 2011.**

None Declared

### **FPC\_2024.121 Public Participation.**

At the invitation of the Chair, the member of public gave a presentation and answered questions about FPC\_2024.112, a grant application from Friends of Emersons Green Park.

### **FPC\_2024.122 Minutes.**

**Resolved:** The *Minutes of the Finance & Partnership Committee, held on the 6<sup>th</sup> of February 2025* copies having been circulated, be approved as a correct record, and signed by the Chair.

### **FPC\_2024.123 Outstanding items.**

At the invitation of the Chair, the RFO provided an update.

### **FPC\_2024.124 Grants.**

**Resolved:**

1. A grant application from Friends of Emersons Green Park for £5000.00 was approved.
2. A grant application from South Gloucestershire Council (replacement swing for Westons Hill Junior Play Area) for £4596.21 was approved.

**FPC\_2024.125 Commissioning and contracts.**

**Resolved:**

1. Emersons Green Village Hall – Memorandum of Understanding.
2. James Harris' (my friend who died) film – awarded £200 for room hire (approved by the majority 4 to 2) – Cllr C Hunt requested this be recorded.
3. Secom-New 3 yrs Contract at £338.81 plus VAT.
4. Protect-New 1 yr Contract at £234.68 plus VAT.
5. CAB-SLA was supported and agreed to be ratified by Full Council.

**POLICIES & PROCEDURES**

**FPC\_2024.126 To adopt the following new documents and policies:**

**Resolved:**

- a. EGTC Code of Conduct.
- a. EGTC Financial Risk Assessment.
- b. Risk Management.

**FINANCE**

**FPC\_2024.127 Bank Reconciliations.**

The bank reconciliations for January 2025, copies having been circulated, were reviewed, and signed by the Chair.

**FPC\_2024.128 Monthly Transactions & Investments.**

**Resolved:**

The monthly payments list, copies having been circulated, were approved, and signed by the Chair.

**FPC\_2024.129 Budget Monitoring.**

Income, expenditure, and earmarked reserves were reviewed.

**PLANNING & STRATEGY**

**FPC\_2024.130 Memorial bench and flagpole.**

**Resolved:**

£2000.00 was approved for the purchase of a memorial bench and flagpole at "The Green" at Lyde Green.

**FPC\_2024.131 Correspondence.**

An article from Lyde Green Community Centre and NALC's The Good Councillor Guide to Finance were reviewed. The meeting in May was moved from 1<sup>st</sup> of May to the 8<sup>th</sup> of May due to elections being held in the office Chambers.

**FPC\_2024.132 Next Meeting.**

To note the next Finance & Partnership Committee meeting date is scheduled for: -

**Thursday 8<sup>th</sup> of May 2025 at 1800hrs in the Emersons Green Town Council Chambers.**

**The meeting closed at 18.50hrs.**