



EMERSONS GREEN  
TOWN COUNCIL

198 Westerleigh Road, Emersons Green, Bristol, South Gloucestershire, BS16 7AN  
**Town Clerk:** Joanne Bryant **Email:** [clerk@emersonsgreen-tc.gov.uk](mailto:clerk@emersonsgreen-tc.gov.uk) **Tel:** 0117 3026989

28<sup>th</sup> of March 2025

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

Dear Councillors,

You are hereby summoned to a meeting of the **Finance & Partnership Committee** of Emersons Green Town Council to be held in **The Council Chamber of Emersons Green Town Council** on **Thursday 3<sup>rd</sup> of April 2025 commencing at 1800hrs** 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.

Of course, if you cannot attend for any reason then please send me your apologies by letter or email.

*Joanne Bryant*

**Joanne Bryant PSLCC CiLCA  
Town Clerk**

# Emersons 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, Emersons Green Town Council request that all members of the press and public email their questions in advance to [clerk@emersonsgreen-tc.gov.uk](mailto: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. 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
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## **A G E N D A**

### **3<sup>rd</sup> of April 2025**

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**

#### **FPC\_2024.133 Welcome and Introductions.**

To welcome members of the public, introduce all Councillors and guest speakers, describe the emergency procedures, and make any necessary safety announcements.

#### **FPC\_2024.134 Declaration of Interest – Localism Act 2011.**

Under Section 31 of Localism Act 2011 and in accordance with the Councils' Code of Conduct (section 27(6) (d)), any declarations of disclosable pecuniary or personal interests must be declared and Standing Orders followed. Requests for dispensations can be considered if received in advance of the meeting and in writing to the Clerk (Proper Officer) – Localism Act 2011 S33.

#### **FPC\_2024.135 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.

#### **FPC\_2024.136 Minutes.**

To consider that the *Minutes of the Finance & Partnership Committee meeting held on the 6<sup>th</sup> of March 2025*, copies having been circulated, be approved as a correct record, and signed by the Chair.

#### **FPC\_2024.137 Outstanding items.**

Update from RFO.

### **GRANT & COMMISSIONING APPLICATIONS**

#### **FPC\_2024.138 Grants.**

**To consider grant applications from:**

1. Mangotsfield Festival - £5,000.

#### **FPC\_2024.139 Commissioning and contracts.**

**1. To consider:**

- a. Energy Contract – new contract, copies having been circulated.
- b. Appointment of an Internal Auditor, copies having been circulated.
- c. OSR Cyber Plus Insurance – (Clear Councils) yearly renewal - £500 (TBC).

**2. To ratify contracts appointed within delegated authority:**

- a. Initial – new contract paid at the end of March £212.27.
- b. Van Insurance – Existing Insurance top up £657.23, paid.
- c. Clear Councils – now Ecclesiastical offering a Fixed Rate Agreement (FRA) for 3 years for Buildings & Insurance, Public & Employers Liability for a premium of £2303.10, copies having been circulated.

**POLICIES & PROCEDURES**

**FPC\_2024.140 To adopt the following updated documents and policies:**

1. Equality and Diversity Policy
2. High Consequence Infectious Disease Policy.

**FPC\_2024.141 To review the Internal Audit Report 2024/25 and Action Plan.**

**FINANCE**

**FPC\_2024.142 Bank Reconciliations.**

To review the bank reconciliations for February 2025, copies having been circulated.

**FPC\_2024.143 Monthly Transactions & Investments.**

To consider the end of year and April's payments list, copies having been circulated, be approved, and signed by the Chair.

**FPC\_2024.144 Budget Monitoring.**

To review the income, expenditure, and earmarked reserves.

**PLANNING & STRATEGY**

**FPC\_2024.145 Memorial Flag for 8<sup>th</sup> May 2025.**

To receive quotations for a remembrance flag, copies having been circulated.

**CORRESPONDENCE**

**FPC\_2024.146 Correspondence.**

To receive correspondence for the Council, copies having been circulated.

## **DATES & TIMINGS**

### **FPC\_2024.147 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.**

To note the time that the business of this meeting was closed.

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