

Minutes of the Finance & Partnership Committee

held in the Council Chamber, Emersons Green Town Council,

1800hrs on Thursday 3rd of April 2025.

Present: Councillors, Graham Hutter (Chair), Colin Hunt (Deputy Chair), James Hunt, and Abi Cohen.

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

Apologies: Cllr Tina Potter.

Absent: Cllr Andrej Turk.

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_2024.133 Welcome and Introductions.

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

FPC_2024.134 Declaration of Interest – Localism Act 2011.

None Declared

FPC_2024.135 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_2024.136 Minutes.

Resolved: The *Minutes of the Finance & Partnership Committee, held on the 6th of March 2025* copies having been circulated, were approved as a correct record, and signed by the Chair.

FPC_2024.137 Outstanding items.

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

FPC_2024.138 Grants.

Resolved: A grant application from Mangotsfield Festival for £5000.00 was approved towards their 2025 event.

FPC_2024.139 Commissioning and contracts.

Resolved:

- 1a.** To renew the Octopus Gas and Electric contract for a further 24 months with a monthly estimate of £139.97.
- 1b.** To appoint Bridget Bowen as the Council's new Internal Auditor for 12 months for an annual fee of £930.
- 1c.** To renew the OSR Cyber Plus Insurance – last year's price £345.25 plus RPI..

- 2a.** To renew the Initial yearly contract for £212.27.
- 2b.** To ratify the new van insurance – update insurance for a new van for an additional £657.23.
- 2c.** To ratify the Buildings, Contents, Public and Employers Liability Insurance with Clear Councils, now Ecclesiastical, offering a Fixed Rate Agreement (FRA) for 3 years for a premium of £2303.10.

POLICIES & PROCEDURES

FPC_2024.140 To adopt the following new documents and policies:

- Resolved:**
- 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.

Resolved: The Council approves the Internal Audit Report provided by South Gloucestershire Internal Audit Department and the RFO's Action Plan.

FINANCE

FPC_2024.142 Bank Reconciliations.

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

FPC_2024.143 Monthly Transactions & Investments.

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

FPC_2024.144 Budget Monitoring.

Income, expenditure, and earmarked reserves were reviewed.

PLANNING & STRATEGY

FPC_2024.145 Memorial Flag for 8th May 2025.

Resolved: The Council purchases a VE Day 80 Large Flag for £19.99 and a Remembrance "Lest We Forget Large Flag" for £15.99 – total cost (VAT Inclusive) £39.97

FPC_2024.146 Correspondence.

A thank you letter summarising how the grant had benefited service users from Paul's Place was presented.

FPC_2024.147 Next Meeting.

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

Thursday 8th of May 2025 at 1800hrs in the Emersons Green Town Council Chambers.

The meeting closed at 1835hrs.

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