



Name: Cllr Graham Hutter
(Chair)

Date: 3rd of April 2025

Signed: Original Signed.

Minutes of the Finance & Partnership Committee

held in the Council Chamber, Emersons Green Town Council,

1800hrs on Thursday 6th 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 6th 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 1st of May to the 8th 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 8th of May 2025 at 1800hrs in the Emersons Green Town Council Chambers.

The meeting closed at 18.50hrs.