

**Minutes of the Finance & Partnership Committee**  
**held in the Council Chamber, Emersons Green Town Council,**  
**1800hrs on Thursday 8<sup>th</sup> of May 2025.**

**Present:** Councillors Colin Hunt, James Hunt, Abi Cohen, and Tina Potter.

**In attendance:** Jane Wray (Deputy Clerk & RFO).

**Apologies:** Cllr Graham Hutter.

**Absent:** Cllr Andrej Turk.

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

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

**Welcome and Introductions.**

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

**FPC\_2025.001 Election of Chairman.**

**Resolved:** Cllr Graham Hutter appointed to be the Chairman.

**FPC\_2025.002 Election of Deputy Chair.**

**Resolved:** Cllr Colin Hunt appointed to be the Deputy Chair.

Cllr Colin Hunt appointed to chair the meeting in the absence of the Chairman.

**FPC\_2025.003 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\_2025.004 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\_2025.005 Minutes.**

The *Minutes of the Finance & Partnership Committee meeting held on the 3<sup>rd</sup> of April 2025*, copies having been circulated, be approved as a correct record, and signed by the Chair.

**FPC\_2025.006 Outstanding items.**

No update.

**GRANT & COMMISSIONING APPLICATIONS**

**FPC\_2025.007 Commissioning and contracts.**

**Resolved:**

- a. The SumUp card payment facility be purchased for £39.00.
- b. Views Package software Options for Youth Team be referred to the Youth Work Committee meeting being held on 15<sup>th</sup> May 2025.
- c. Reserve Funding Release for EGVH, £5,715.47 for youth led Podcast production sessions be recommended to Full Council.

**FPC\_2025.008 To adopt the following updated documents and policies:**

**Resolved:** 1. IT Cyber Security Policy 2025.

**FINANCE**

**FPC\_2025.009 Bank Reconciliations.**

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

**FPC\_2025.010 Monthly Transactions & Investments.**

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

**FPC\_2025.011 Budget Monitoring.**

Income, expenditure, and earmarked reserves were reviewed.

**FPC\_2025.012 Direct Debits and Standing Orders.**

The accounts settled by Direct Debits and Standing Orders were reviewed.

**FPC\_2025.013 Saving Account.**

**Resolved:** The surplus precept of £216,887.00 be invested into the CCLA account.

**CORRESPONDENCE**

**FPC\_2025.014 Correspondence.**

A report from CAB and EGVH was presented.

**DATES & TIMINGS**

**FPC\_2025.015 Next Meeting.**

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

Thursday 5<sup>th</sup> of June 2025 at 1800hrs in the Emersons Green Town Council Chambers.

**The meeting closed at 18 02 hrs**