

Minutes of the Finance & Partnership Committee

held in the Council Chamber, Emersons Green Town Council,

1800hrs on Thursday 7th August 2025.

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

In attendance: Jane Wray (Deputy Clerk & RFO), Jo Bryant (Town Clerk), and Daryl Hembrough (Councillor).

Apologies: Cllr Andrej Turk and Tina Potter.

Public: 3 members of the public attended.

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

FPC_2025.042 Welcome and Introductions.

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

FPC_2025.043 Declaration of Interest – Localism Act 2011.

No Declarations of Interest were made.

FPC_2025.044 Public Participation.

At the invitation of the Chair, 2 members of the public gave a presentation and answered questions about FPC_2025.047a, a grant application from Crunch. At the invitation of the Chair, the other public member gave a presentation and answered questions about FPC_2025.047b, a grant application from Kingswood Community Transport.

FPC_2025.045 Minutes.

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

FPC_2025.046 Outstanding items.

At the invitation of the Chair, the Deputy Clerk provided an update.

GRANT & COMMISSIONING APPLICATIONS

FPC_2025.047 Commissioning and contracts.

Resolved:

- a. That a grant application from Crunch for £3000.00 was approved for Cook 5 Sessions at Mangotsfield Secondary School.
- b. That a grant application from Kingswood Community Transport for £500.00 was approved towards the cost of Driver Training through Midas.
- c. That the three quotations for build costs for a community vehicle to enable delivery of youth and other community services are scrutinised as per referral from the Youth Work Committee. It was confirmed that the budget is available for this project in line with the quotations received and the committee recommended the quotes be referred to Full Council for consideration:-
 - a. Torton Bodies - £142,500.00 ex VAT.
 - b. Masters - £129,115.00, Electric - £154,115.00 ex VAT.
 - c. Neat Vehicles - £119,895.00 ex VAT.

POLICIES & PROCEDURES

FPC_2025.048 To adopt the following updated documents and policies:

- Resolved:** 1. That the Flag Flying Policy be referred to Full Council for consideration.

FINANCE

FPC_2025.049 Bank Reconciliations.

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

FPC_2025.050 Monthly Transactions & Investments.

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

FPC_2025.051 Budget Monitoring.

Income, expenditure, and earmarked reserves, Reserve Funding Facility Balances were reviewed.

CORRESPONDENCE

FPC_2025.052 Correspondence.

Official correspondence to the Council noted, copies having been circulated.

- a. Lyde Green Community Centre Q1 report.
- b. Emersons Green Village Hall Q1 report.
- c. Emersons Library Q1 report.
- d. Creative Youth Network Q1 report.
- e. Citizens Advice Bureau Q1 report.
- f. Friends of Page Park letter.

PLANNING & STRATEGY

FPC_2025.053 Forward Plan.

The Deputy Clerk gave an update on upcoming agenda items and projects.

DATES & TIMINGS

FPC_2025.054 Next Meeting.

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

Thursday, 4th of September 2025 at 1800hrs in the Emersons Green Town Council Chambers.

The meeting closed at 1840 hrs.