



EMERSONS GREEN
TOWN COUNCIL

198 Westerleigh Road, Emersons Green, Bristol, South Gloucestershire, BS16 7AN

Town Clerk: Joanne Bryant **Email:** clerk@emersonsgreen-tc.gov.uk **Tel:** 0117 3026989

21st October 2025

To Councillors: Colin Hunt, Rachael Hunt, Graham Hutter, and Tina Potter

Dear Councillors,

You are hereby summoned to a meeting of the **Personnel Committee** of Emersons Green Town Council to be held in **The Council Chamber of Emersons Green Town Council** on **Monday 27th of October 2025 commencing immediately after the Planning Committee meeting of the same day which starts at 1030hrs** 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.

Yours Sincerely,

Joanne Bryant

Joanne Bryant PSLCC CiLCA
Town Clerk

Emersons Green Town Council Meetings

Guidance Notes

Recording of Council Meetings

In accordance with The Openness of Local Government Bodies Regulations 2014, all Emersons Green Town Council meetings are open to the public and may be recorded.

All forms of recording and use of social media are permitted during our meetings, which are always open to the public.

However, as a matter of courtesy and practicality, we kindly request that visitors wishing to record a meeting provide as much advance notice as possible. Our Council Chamber has limited space, but we will do our best to accommodate media and recording requirements on a first-come, first-served basis.

Distractions

Attendees are asked not to cause any distraction during meetings. The definition of a distraction is determined entirely at the Chair's discretion.

As a minimum, please avoid using flash photography or equipment that produces loud noise without prior approval. Failure to comply may result in being asked to leave by the Chair.

Public Participation

Public participation will take place only during the designated agenda item, which will be limited to a maximum of 30 minutes. During this time, members of the public are welcome to make representations, ask questions, or provide evidence relating to items on the agenda.

To assist with meeting administration, Emersons Green Town Council requests that members of the press and public email their questions in advance to clerk@emersonsgreen-tc.gov.uk no later than 12:00 noon on the day before the meeting.

In the email, please confirm whether you will attend in person or would like an officer to read your question on your behalf.

Priority for physical attendance will be given to members of the press and individuals who have submitted questions in advance—especially those wishing to present their questions personally. Remaining seats will then be allocated on a first-come, first-served basis.

At the Chair's discretion, each individual representation will be limited to no more than five minutes. During the meeting, the Chair will invite speakers who have indicated a wish to participate. Written representations may also be accepted at this time.

Standing Orders

For reference, copies of the Council's Standing Orders and all other policy documents governing meeting conduct are available on our website:

www.emersonsgreen-tc.gov.uk/town-council/council-policies



Name:

Date:

Signed:

A G E N D A¹

27th of October 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

Welcome and Introductions.

Welcome attendees, introduce all Councillors and guest speakers, provide safety and emergency information, and record the start time.

PER_2025.088 Declaration of Interests under the Localism Act 2011.

In accordance with Section 31 of the Localism Act 2011 and the Council's Code of Conduct (Section 27(6)(d)), any disclosable pecuniary or personal interests must be declared, and Standing Orders followed. Requests for dispensations may be considered if submitted in writing to the Clerk (Proper Officer) in advance of the meeting, in accordance with Section 33 of the Localism Act 2011.

PER_2025.089 Minutes.

That the *Minutes of the Personnel Committee meeting held on 9th of June 2025*, copies having been circulated, be approved as a correct record, and signed by the Chair.

PER_2025.090 Youth Work Program Staff Structure

To receive an update on the evolution of staffing for the youth work programme, review job descriptions for mobile staff, and consider a progressive staffing structure.

PER_2025.091 EGTC Organisation Chart

To receive a draft organisational chart for Emersons Green Town Council as part of the Strategic Plan Refresh.

PER_2025.092 Dates and Timings.

- To schedule the next meeting of the Personnel Committee.
- To note the time that the business of this meeting was closed.

¹ All items are routine business, at the discretion of the Chair, unless otherwise stated.