



Name: Cllr Graham Hutter
(Chair)

Date: 2nd October 2025

Signed: Original Signed

Minutes of the Finance & Partnership Committee

held in the Council Chamber, Emersons Green Town Council,

1800hrs on Thursday 4th September 2025.

Present: Councillors Graham Hutter (Chair), Colin Hunt, James Hunt, and Tina Potter.

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

Apologies: Cllr Abi Cohen.

Absent: Cllr Andrej Turk.

Public: None.

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.

No public in attendance.

FPC_2025.045 Minutes.

The *Minutes of the Finance & Partnership Committee meeting held on the 7th August 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 Men In Sheds for £200.00 was awarded towards the cost of building materials to build a covered area and mud kitchen for Lyde Green Primary School.
- b. That a reserve fund release request from EGVH was approved for £1546.13 for Home School Baking classes.
- c. That a reserve fund release request from EGVH was approved for £224.20 for Christmas Card making for kids.
- d. That a reserve fund release request from EGVH was approved for £1174.83 for an inclusive Halloween Disco, including sensory bags for every child to take home.

POLICIES & PROCEDURES

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

Resolved:

1. Health and Safety Policy.
2. Surveillance Camera System Policy (Formerly known as CCTV Policy).

FINANCE

FPC_2025.049 Bank Reconciliations.

The bank reconciliations for July 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.

PLANNING & STRATEGY

FPC_2025.053 Forward Plan.

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

Minutes:

Cllr Daryl Hembough arrived at 1818hrs.

DATES & TIMINGS

FPC_2025.054 Next Meeting.

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

Thursday, 2nd October 2025 at 1800hrs in the Emersons Green Town Council Chambers.

The meeting closed at 1827 hrs.