



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

28th November 2025

To Councillors: Graham Hutter (Chair), Colin Hunt (Deputy Chair), James Hunt, Abi Cohen, Tina Potter, and Andrej Turk.

Dear Councillors,

You are hereby summoned to a meeting of the **Finance & Partnership Committee** of Emersons Green Town Council to be held in **The Council Chamber of Emersons Green Town Council** on **Thursday 4th December 2025 commencing at 1800hrs** 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.

Joanne Bryant

**Joanne Bryant PSLCC CiLCA
Town Clerk**

Emersons Green Town Council Meetings

Guidance Notes

Recording of Council Meetings

To comply with The Openness of Local Government Bodies Regulations 2014, all our Council meetings are open to the public and may be recorded.

For clarity, all types of recording, and use of social media, *are* permitted at our Council meetings, which are always open to the public.

However, out of courtesy, and for practical reasons, we request that visitors who wish to record our meetings provide us with as much notice as possible. For example, our Council Chamber has limited space. Nevertheless, we will do our best to accommodate the media requirements of visitors, on a first-come-first-served basis.

Distractions

In all cases, please *do not* cause a distraction, or you may be asked to leave by the Chair. For clarity, the definition of a distraction is entirely at the Chair's discretion.

As a minimum, please avoid using flash photography or any equipment that creates a loud noise, without prior approval.

Public Participation

During the meeting, public participation will take place *only* during this item. For practical reasons, this will be limited to a maximum of 30 minutes. During this item, the public are welcome to make representations, ask questions, and give evidence, regarding the business on the agenda.

To aid the meeting process, Emersons Green Town Council request that all members of the press and public email their questions in advance to clerk@emersonsgreen-tc.gov.uk, no later than 1200hrs on the day before the meeting. In this email, the public are asked to confirm whether they will be in physical attendance or require an officer to read out the question on their behalf.

Furthermore, the priority of physical attendance at a Council meeting will be given to the press and those who have sent their public questions in advance, particularly if they are willing to read them out themselves. After that, the remaining seats will be allocated on a first-come-first-served basis.

At the Chair's discretion, all individual representations will be limited to no more than 5 minutes. During the meeting, the Chair will call for representations from visitors who have indicated that they wish to speak. It is also possible for written representations to be received at this point.

Standing Orders

For your convenience, a copy of our Council's standing orders, and all other policy documents, that govern the conduct of our meetings can be found on our website at:

<https://www.emersonsgreen-tc.gov.uk/town-council/council-policies/>

Emergency evacuation procedure: Leave via the Emergency Exit within the Council Chamber or out of the Main Entrance and convene in the Town Council Parking Spaces within the Car Park
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A G E N D A

4th December 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

FPC_2025.095 Welcome and Introductions.

To welcome members of the public, introduce all Councillors and guest speakers, describe the emergency procedures, and make any necessary safety announcements.

FPC_2025.096 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_2025.097 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_2025.098 Minutes.

To consider that the *Minutes of the Finance & Partnership Committee meeting held on the 6th of November 2025*, copies having been circulated, be approved as a correct record, and signed by the Chair.

FPC_2025.099 Outstanding items.

To receive an update from RFO.

GRANT & COMMISSIONING APPLICATIONS

FPC_2025.100 Commissioning and contracts.

To consider:

- a. That the funds raised of £70.63 at CAN's Clothes Swap be donated 50/50 between Chepstow Clothes Swap and St Peter's Hospice
- b. A grant application from 67th Kingswood Scout Group for £2400.00 towards, tables, a day trip and a selection of waterproof jackets, shoes and trousers.
- c. A quote to upgrade the CCTV monitor and relocate into the main offices for £387.00.

POLICIES & PROCEDURES

FPC_2025.101 To adopt the following updated documents and policies:

- a. Reserves Policy.
- b. Data Protection Policy.

FINANCE

FPC_2025.102 Internal Audit – first review 25/25

To receive the first IA report from BDB following visit 21.11.25.

FPC_2025.103 Notice of Completion.

To receive the notice of Completion for 2024/25 Annual Governance and Accountability Review from BDO LLP.

FPC_2025.104 Bank Reconciliations.

To review the bank reconciliations for October 2025, copies having been circulated.

FPC_2025.106 Monthly Transactions & Investments.

To consider December's payments list, copies having been circulated, be approved and/or ratified, and signed by the Chair.

FPC_2025.107 Budget Monitoring.

To review the income, expenditure, earmarked reserves, Strategic Community Facility Balances.

FPC_2025.108 Budget and Precept Request for 2026/27.

To review the latest version of the draft budget and Precept Request for 2026/27 before submission to full Council.

CORRESPONDENCE

FPC_2025.109 Correspondence.

To receive correspondence for the Council, copies having been circulated.

STRATEGY

FPC_2025.110 Forward Plan.

To note upcoming agenda items and projects.

DATES & TIMINGS

FPC_2025.111 Next Meeting.

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

Thursday 8th January 2026 at 1800hrs in the Emersons Green Town Council Chambers.

To note the time that the business of this meeting was closed.

At the discretion of the Chair, Councillors may be invited to make Parish announcements and take part in a general discussion after the meeting.