

Name:

Date:

Signed:

Minutes of the Finance & Partnership Committee

held in the Council Chamber, Emersons Green Town Council,

1800hrs on Thursday 6th November 2025.

Present: Councillors Colin Hunt (Deputy Chair), James Hunt, Abi Cohen and Tina Potter.

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

Apologies: Cllr Graham Hutter (Chairman).

Absent: Cllr Andrej Turk.

Public: One member of the public was present.

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

FPC_2025.081 Welcome and Introductions.

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

FPC_2025.082 Declaration of Interest – Localism Act 2011.

Cllr Abi Cohen declared an interest in agenda item FPC_2025.086c

FPC_2025.083 Public Participation.

At the invitation of the Deputy Chair, the member of public gave a presentation and answered questions about FPC_2025.086f, a grant application from 2nd Mangotsfield Guides and Brownies.

FPC_2025.084 Minutes.

Resolved: The *Minutes of the Finance & Partnership Committee meeting held on the 2nd October 2025*, copies having been circulated, were approved as a true and accurate record, and signed by the Chair of this meeting.

FPC_2025.085 Outstanding items.

No outstanding items reported.

GRANT & COMMISSIONING APPLICATIONS

FPC_2025.086 Commissioning and contracts.

Resolved:

- a. That a grant application from St Peters Hospice was approved for £3500.00 to purchase a rise recline chair for their inpatient's unit.
- b. That a grant application from Ham Farm Festival was approved for £602.00 towards the Resound Concert Project.
- c. Delegating power to the Town Clerk to sign and apply for a grant jointly with the Janus Project CIC was not approved in its presented format.
- d. That drawdown requests from LGCC were approved for:
 1. £326.70 to provide free room hire for 12 weeks of community yoga sessions,
 2. £495.30 to provide room hire and equipment for sewing skills course,
 3. £700.00 to provide free room hire for STAR and Breath Easy Group.
- e. That a drawdown request from EGVH was approved for £2112.00 to provide free room hire and refreshments to allow Men's Talk to run weekly from Nov 25 – April 26
- f. That a grant application from 2nd Mangotsfield Guides and Brownies was approved for £3000.00 towards the cost of the two units attending County Camp at Foxlease.
- g. Goose Tech be appointed for the installation of CCTV equipment for the office at a cost of £2690.00 ex VAT.
- h. That a grant application from South Glos Armed Forces Day was approved for £500.00 to host an annual event aligned with national AFD.
- i. That a drawdown request from EGVH was approved for £70.08 for free room hire for the Christmas Carol Singing.

POLICIES & PROCEDURES

FPC_2025.087

Minutes:

None to adopt.

FINANCE

FPC_2025.088 Bank Reconciliations.

The bank reconciliations for September 2025, copies having been circulated, were reviewed, and signed by the Chair of this meeting.

FPC_2025.089 Monthly Transactions & Investments.

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

FPC_2025.090 Budget Monitoring.

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

FPC_2025.091 2026/27 Budgets.

The second draft of the budget for 2026/27 was reviewed.

CORRESPONDENCE

FPC_2025.092 Correspondence.

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

- a. Lyde Green Community Centre Q2 report.
- b. Emersons Green Village Hall Q2 Report.

PLANNING & STRATEGY

FPC_2025.093 Forward Plan.

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

DATES & TIMINGS

FPC_2025.094 Next Meeting.

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

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

The meeting closed at 1845 hrs.

DRAFT