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

11th of December 2025

To Councillors: James Hunt (Mayor), Bobbie Sunderland (Deputy Mayor), Simon Budd, Rachael Hunt, Colin Hunt, Graham Hutter, Tina Potter, Kelly Allen, Lynne Paraskeva, Eli Akatwijuka, Abi Cohen, Andrej Turk, and Daryl Hembrough.

Dear Councillors,

You are hereby summoned to attend the Annual Meeting of the **Full Council** of Emersons Green Town Council to be held in **The Council Chamber of Emersons Green Town Council** on **Thursday, 18th of December 2025 commencing at 1900hrs** 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, please apologise by letter or email.

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

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

A G E N D A[1]

18th of 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

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.

FC_2025.060 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.

FC_2025.061 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.

COUNCIL ADMINISTRATION

FC_2025.062 Minutes.
To consider the *Minutes of the Full Council meeting held on the 20th of November 2025*, copies having been circulated, be approved as a correct record, and signed by the Mayor.

FC_2025.063 Outstanding items.
To receive an update from the Clerk.

FC_2025.064 Co-option
To consider co-option of candidate(s) to current casual vacancies.

COMMUNICATIONS

FC_2025.065 Correspondence.
To note official correspondence to the Council, copies having been circulated.

OPERATIONS

FC_2025.066 To note reports from:

1. Committees
2. Working Groups
3. External Bodies

FC_2025.067 Strategic Plan Refresh

To consider a Three-Channel Approach to Emersons Green Town Council Strategic Plan Refresh, as circulated.

FINANCES

FC_2025.068 Notice of Completion.

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

FC_2025.069 Budgets and Precept Request for 2026/27.

To consider the Budgets, as circulated, for 2026/27 and the Precept submission.

PLANNING & STRATEGY

FC_2025.070 Forward Plan.

To note upcoming agenda items and projects.

DATES & TIMINGS

FC_2025.071 Next Meeting.

To note the next meeting of the Full Council, currently scheduled for:

Thursday 15th of January 2026 at 1900hrs in the Emersons Green Town Council Chambers.

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

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