



EMERSONS GREEN  
TOWN COUNCIL

Name:

Date:

Signed:

**Minutes of the Finance & Partnership Committee**

**held in the Council Chamber, Emersons Green Town Council,**

**1800hrs on Thursday 8<sup>th</sup> January 2026.**

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

**In attendance:** Jane Wray (Deputy Clerk & RFO), Cllrs Kelly Allen, Daryl Hembrough and Andrew Cowie.

**Absent:** Cllr Andrej Turk.

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

**Welcome and Introductions.**

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

**FPC\_2025.112 Declaration of Interest – Localism Act 2011.**

No declarations made.

**FPC\_2025.113 Public Participation.**

No members of the public were present.

**FPC\_2025.114 Minutes.**

**Resolved:** The *Minutes of the Finance & Partnership Committee meeting held on the 4<sup>th</sup> December 2025*, copies having been circulated, were approved as a true and accurate record, and signed by the Chair of this meeting.

**FPC\_2025.115 Outstanding items.**

No outstanding items reported.

**GRANT & COMMISSIONING APPLICATIONS**

**FPC\_2025.116 Commissioning and contracts.**

**Resolved:**

- a. That the Janus Project for a Smart Bin Pilot request using 10 hours assistance from the Environmental Services Manager was approved.
- b. A drawdown request was approved for £1198.00 for EGVH to provide tickets for the community to enjoy Cartoon Circus live show to be held in March 2026 was approved.

- c. A new contract with Nebula for IT managed services and web site maintenance and support for a monthly total of £1507.75 plus VAT be referred to Full Council for review and consideration.
- d. To hold a Volunteers party in conjunction with annual electorate meeting March/April, date TBC with an approved budget spend of £200.00.
- e. A grant request from Music Train (adopted by Pauls Place) for £1,500 towards a music event at Resound aimed at integrating people with special needs into their local community was approved.

## **POLICIES & PROCEDURES**

### **FPC\_2025.117 To adopt the following updated documents and policies:**

- Resolved:**
- a. Allotment Tenancy Agreement (revised)
  - b. Allotment Tenancy Advisory Note (revised)
  - c. Land Hire Agreement Terms and Conditions for the Hire of Public Open Space 2026 (revised)
  - d. Public Space Event application (updated)
  - e. EGTC Scheme of Delegation (revised)

## **FINANCE**

### **FPC\_2025.118 Bank Reconciliations.**

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

### **FPC\_2025.119 Monthly Transactions & Investments.**

The monthly payments list and accompanying invoices, copies having been circulated, were approved and signed by the Chair of this meeting for a total amount of £84893.57.

### **FPC\_2025.120 Budget Monitoring.**

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

## **CORRESPONDENCE**

### **FPC\_2025.121 Correspondence.**

Official correspondence to the Council noted an updated from Green Community Travel grant copies having been circulated, and a grant application from Emersons Green Village Hall for £10,323 (plus VAT) towards a health and safety upgrade: replacement of 4 fire doors and repairs to a total of 20 fire doors be referred to Full Council for consideration.

## **PLANNING & STRATEGY**

### **FPC\_2025.122 Forward Plan.**

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

## **DATES & TIMINGS**

### **FPC\_2025.123 Next Meeting.**

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

**Thursday, 8<sup>th</sup> January 2026 at 1800hrs in the Emersons Green Town Council Chambers.**

**The meeting closed at 1843 hrs.**

**DRAFT**