

## Minutes of the Full Council Meeting

Held in The Council Chamber of Emersons Green Town Council

19:00hrs on Thursday 18<sup>th</sup> of December 2025

### INTRODUCTION

**Present:** Cllrs James Hunt (Mayor), Bobbie Sunderland (Deputy Mayor), Graham Hutter, Colin Hunt, Simon Budd, Lynne Paraskeva, and Rachael Hunt.

**In attendance:** Jo Bryant (Town Clerk) and Jane Wray (Deputy Clerk)

**Apologies:** Cllrs Abi Cohen, Kelly Allen, Andrej Turk, Tina Potter, Daryl Hembrough

**Absent:** Cllr Eli Akatwijuka.

**Public:** 1 member of the public were in attendance.

**Notes:** The meeting began at 19:02hrs. All resolutions were passed with a majority vote, by a show of hands, unless otherwise stated.

### Welcome and Introductions.

The Mayor welcomed everyone, described the emergency procedures, and made any necessary safety announcements.

**FC\_2025.060 Declaration of Interest – Localism Act 2011.**  
No declarations made.

**FC\_2025.061 Public Participation.**  
The member of the public was invited to make a presentation on co-option interest for consideration later in the proceedings.

### COUNCIL ADMINISTRATION

**FC\_2025.062 Minutes.**  
**Resolved:** To approve the *Minutes of the Full Council meeting held on the 20<sup>th</sup> of November 2025*, copies having been circulated, as a correct record, and the minutes were signed by the Mayor.

**FC\_2025.063 Outstanding items.**  
The Clerk confirmed no outstanding items.

**FC\_2025.064 Co-option**  
**Resolved:** To co-opt Andrew Cowie to one of the current casual vacancies.

## COMMUNICATIONS

### FC\_2025.065 Correspondence.

The Clerk confirmed no official correspondence to the Council.

## OPERATIONS

### FC\_2025.066 To note reports from:

#### 1. Committees

- a. **Finance & Partnership** – Cllr Graham Hutter reported that funds raised of £70.63 at CAN's most recent clothes swap will be shared 50/50 between Chepstow Clothes Swap and St Peters Hospice. A grant application was approved for 67<sup>th</sup> Kingswood Scouts Group for £2400.00 towards tables, a day trip and a selection of waterproof jackets, shoes and trousers. A quote from Goose Tech to upgrade our building CCTV monitor and relocate into the main offices was approved for £387.00. Our Reserves Policy and Data Protection Policy were both reviewed and adopted. In response to our recent Internal Audit, we agreed that our system of checks and balances is robust and agreed a few minor changes to make even more robust. The latest EGTC budget and precept report was considered and agreed to put before Full Council with a 0% increase to householders.
- b. **Planning** – Cllr Simon Budd reported that there was nothing significant to report although there was one application that we had not received a statutory consultation for in error and we have now been given the opportunity to consider this at our next meeting.
- c. **Open Spaces** – Cllr Bobbie Sunderland that the Smart Bin Pilot has been supported and will go forward to Finance & Partnership Committee for resource consideration. More allotment water troughs were discussed due to the longer dry summers and was raised at the Allotments Evening. This is an expensive thing to do so we are going to ask Allotment Tenants to see if they will support us with fundraising activities to help make this happen. We will be planting wildflowers in the allotment borders and will invite volunteers to help plant them. Ideas were shared for the Watermark Town Project. Our Nature and Climate Action Plan, in effect Open Spaces Strategic Plan for dealing with climate and nature, which in its current form needs more input from other stakeholders in the area who we will be engaging with in the new year. We considered purchasing an extractigator but decided it was not necessary at this current time.
- d. **Personnel Committee** – the Clerk reported that one Lead Youth Worker has been appointed to work with the Youth Liaison Officer in building and delivering youth service in the area. The search for the second appointment continues with interviews taking place this week. A full run down of staffing reviews, with training and performance was also give to the committee. Our Deputy Clerk/RFO was congratulated on passing her CiLCA and our Youth Liaison Officer has completed his probationary period. With an assistant clerk's return from maternity leave anticipated in the spring we continue to work closely to see how this will look for everyone.

- e. **Youth Work Committee** – no Youth Work Committee has taken place since the last meeting of Full Council.

## 2. Working Groups

- a. **Climate & Nature** – Cllr Bobbie Sunderland reported that the Clothes Swap at the end of November was extremely well attended, and the sewing team were extremely busy repairing items and giving advice on repairs. This has started the idea of running a repair shop in the future. Our next event is the Community Nature Reserves 3<sup>rd</sup> birthday celebration will take place at council offices on 20<sup>th</sup> January 2026. We have also invited members of other local Nature Reserves to join us celebrate. We hope to encourage more people to get involved. 21<sup>st</sup> February will see a big event, a combination of our own Spring Gathering and South Glos Common Connections, which does superb work across the area including habitat and connectivity wildlife corridors, and you will have seen this in a recent South Glos Newsletter. They are coming to the end of their current funding period and have asked if they can join with us for our party as they feel we are good at doing things to join people together which is encouraging. This will bring more of their contacts into our event for us. CAN continues meet on the second Tuesday of every month through 2026 except for August. Anyone is welcome to join.
- b. **Strategic Planning** – The Clerk reported that she had met with Kingswood Town Council on behalf of the Strategic Planning working group to understand how they run their community events programme works. It was extremely useful which provided insight into things we had not considered and where resourcing isn't quite as critical as we had previously considered. This will be taken forward when the working group next meet in the new year.

## 3. External Bodies

- a. **Avon Local Councils Association** – The Clerk reported that ALCA are rolling out training programmes that will help Town and Parish Councils comply with Assertion 10, which comes into effect this year. Invitations to suitable courses will be distributed as they become available to ensure compliance and to support a structured approach to achieving and maintaining this standard.

### **FC\_2025.067 Strategic Plan Refresh**

#### **Resolved:**

To approve a Three-Channel Approach to Emersons Green Town Council Strategic Plan Refresh, as circulated. Three interconnected channels - a sustainable and resilient town, a thriving and inclusive community, and a future for our young people - all underpinned by an effective and accountable council.

Next steps will be to reach out to members of the public and community groups and organisations to ensure our Strategic Plan is developed in a meaningful manner and will deliver what we want to achieve as well as what the public want to see.

The Mangotsfield School Community Breakfast is working well in bringing local organisations together. Improved cross-council and local leadership meetings were suggested, as many public-facing meetings can become unfocused. EGTC has been asked to lead the way in supporting other councils, such as D&BHPC and S&MPC, to achieve similar outcomes.

## **FINANCES**

### **FC\_2025.068 Notice of Completion.**

Notice of Completion for 2024/25 Annual Governance and Accountability Review from BDO LLP was received and noted.

### **FC\_2025.069 Budgets and Precept Request for 2026/27.**

#### **Resolved:**

To approve:

1. the Budgets, as circulated, for 2026/27 at anticipated income of £875,784.87 and total expenditure of £1,062,813.97 to enable support and delivery of more community focused events and activities.
2. the Precept submission, for 2026/27 of £816,102 representing a 0% change.

## **PLANNING & STRATEGY**

### **FC\_2025.070 Forward Plan.**

The Clerk presented an update on future agenda items and ongoing projects, highlighting efforts to enhance community engagement, activity, and focus.

## **DATES & TIMINGS**

### **FC\_2025.071 Next Meeting.**

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

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

The business of this meeting was concluded at 19:40hrs.

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