



Name: Graham Hutter
(Chair)

Date: 5th February 2026

Signed: ORIGINAL SIGNED

Minutes of the Finance & Partnership Committee

held in the Council Chamber, Emersons Green Town Council,

1800hrs on Thursday 8th 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 4th 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, 8th January 2026 at 1800hrs in the Emersons Green Town Council Chambers.

The meeting closed at 1843 hrs.