

Minutes of the Finance & Partnership Committee

held in the Council Chamber, Emersons Green Town Council,

1800hrs on Thursday 5th March 2026.

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

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

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_2025.136 Declaration of Interest – Localism Act 2011.

No declarations made.

FPC_2025.137 Public Participation.

No members of the public were present.

FPC_2025.138 Minutes.

Resolved: The *Minutes of the Finance & Partnership Committee meeting held on the 5th of February 2026*, copies having been circulated, were approved as a true and accurate record, and signed by the Chair of this meeting.

FPC_2025.139 Outstanding items.

At the invitation of the Chair, The RFO provided an update.

GRANT & COMMISSIONING APPLICATIONS

FPC_2025.140 Commissioning and contracts.

Resolved:

- That the grant application from Great Western Ambulance for £2200.00 was approved.
- That the donations raised by CAN Spring Gathering of £209.90 be donated to Friends of Blackhorse Meadow was approved.
- That the grant application from Lyde Green Community Association for £10000.00 be referred to Full Council for debate.
- That the Grant application from Friends of Emersons Green Park for £6000.00 towards Earthfest events and activities be recommended to Full Council.

- e. That the grant application from Ham Farm Festival for £6580.00 to hold their summer festival plus £240.00 – flute workshop to 180 year 2 children in 6 local classes be recommended to Full Council.

FPC_2025.141 Commissioning and contracts.

Resolved: a. That a 3-year contract for the current Internal Auditor, at the following annual fees: 2026-27 - £960.00, 2027-28 - £1000.00 and 2028-29 - £1050.00, was approved.

POLICIES & PROCEDURES

FPC_2025.142 Updated documents and policies.

Resolved: To adopt the following updated documents and policies:
a. Emersons Green Town Council Menopause Policy.
b. Emersons Green Town Council Homeworking Policy.

FINANCE

FPC_2025.143 Bank Reconciliations.

The bank reconciliations and accompanying documents for January 2026, copies having been circulated, were reviewed, and signed by the Chair of this meeting.

FPC_2025.144 Monthly Transactions & Investments.

Resolved: 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 £74,189.97

FPC_2025.145 Budget Monitoring.

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

CORRESPONDENCE

FPC_2025.146 Correspondence.

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

PLANNING & STRATEGY

FPC_2025.147 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, 2nd April 2026 at 1800hrs in the Emersons Green Town Council Chambers.

The meeting closed at 1830 hrs.