

## **Minutes of the Finance & Partnership Committee**

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

**1800hrs on Thursday 5<sup>th</sup> February 2026.**

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

**In attendance:** Jane Wray (Deputy Clerk & RFO).

**Apologies:** Cllr Abi Cohen.

**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\_2025.124 Declaration of Interest – Localism Act 2011.**

No declarations made.

### **FPC\_2025.125 Public Participation.**

No members of the public were present.

### **FPC\_2025.126 Minutes.**

**Resolved:** The *Minutes of the Finance & Partnership Committee meeting held on the 8<sup>th</sup> of January 2026*, copies having been circulated, were approved as a true and accurate record, and signed by the Chair of this meeting.

### **FPC\_2025.127 Outstanding items.**

No outstanding items reported.

## **GRANT & COMMISSIONING APPLICATIONS**

### **FPC\_2025.128 Commissioning and contracts.**

**Resolved:**

- That the contract with Protect Fire Detection for £244.07pa (excluding VAT) for service and maintenance of our fire alarm was approved.
- A reserve funding facility release was approved for £3,931.20 for EGVH to provide Love to Move session for people dementia was approved.

**Noted:**

- A new fixed term contract with Nebula for IT managed services and web site

- Ratified:** maintenance was deferred to the March meeting pending further information.
- d. The payment made to Clear Insurance Management for £4,855.43 (including IPT and Admin Fee) to provide insurance for the Community Hub on Wheels.
  - e. The payment made to Diverse Leisure Ltd for £2,000.00 (excluding VAT) to provide secure storage for the Community Hub on Wheels.

## **POLICIES & PROCEDURES**

### **FPC\_2025.129 Updated documents and policies.**

- Resolved:** To adopt the following updated documents and policies:
- a. Financial Risk Assessment.
  - b. Generic Risk Assessment.
  - c. General Privacy Policy.
  - d. Safeguarding Policy.

## **FINANCE**

### **FPC\_2025.130 Bank Reconciliations.**

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

### **FPC\_2025.131 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 £107,968.04

### **FPC\_2025.132 Budget Monitoring.**

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

## **CORRESPONDENCE**

### **FPC\_2025.133 Correspondence.**

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

## **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, 5<sup>th</sup> March 2026 at 1800hrs in the Emersons Green Town Council Chambers.**

**The meeting closed at 1830 hrs.**