

**Minutes of the Finance & Partnership Committee**  
**held in the Council Chamber, Emersons Green Town Council,**  
**1800hrs on Thursday 7<sup>th</sup> May 2026.**

**Present:** James Hunt, Tina Potter, Andy Cowie, and Abi Cohen.

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

**Apologies:** Cllrs Graham Hutter (Chair) and Colin Hunt (Deputy Chair).

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

**Welcome and Introductions.**

Jane Wray – Deputy Clerk welcomed everyone present at the meeting and explained the emergency procedures.

**Minutes:** **Appointment of a Chair.**

**Resolved:** Cllr Tina Potter was appointed to chair this meeting.

**FPC\_2026.014 Declaration of Interest – Localism Act 2011.**

No declarations made.

**FPC\_2026.015 Public Participation.**

One member of the public arrived and left at 18.08.

**FPC\_2026.016 Minutes.**

**Resolved:** The *Minutes of the Finance & Partnership Committee meeting held on the 2<sup>nd</sup> April 2026*, copies having been circulated, were approved as a true and accurate record, and signed by the Chair of this meeting.

**Minutes:** **Standing Orders were suspended**

**Resolved:** At 18.32hrs a motion to suspend Standing Orders was carried unanimously for the duration of this discussion to permit full consideration and debate of the correction of the minutes of the meeting held on 5<sup>th</sup> March 2026. The amended minutes to read: “£420.00” in place of “£240.00.”

**Resolved:** That Standing Orders be reinstated at 18:34hrs, following the conclusion of the item for which they were previously suspended.

**FPC\_2026.017 Outstanding items.**

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

**GRANT & COMMISSIONING APPLICATIONS**

**FPC\_2026.018 Grants.**

- Resolved:**
- a. That the grant application from Ham Farm Festival for £5000.00, towards a youth Festival, was approved.
  - b. That the grant application from The Brightwell Group for £500.00, towards therapy and practical support for local people, was approved.
  - c. That the grant application from Royal British Legion for £769.00, to fund a portable speaker system for Mangotsfield Remembrance Day service and future events, was approved.

**FPC\_2026.019 Commissioning and Contracts.**

**Resolved:** To upgrade to Cyber Plus Liability with an annual premium of £1891.21.

**FINANCE**

**FPC\_2026.020 Bank Reconciliations.**

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

**FPC\_2026.021 Monthly Transactions & Investments.**

- Resolved:**
- a. The monthly payment list and accompanying invoices for May 2026, copies having been circulated, were approved and signed by the Chair of the meeting for a total amount of £50,672.21.
  - b. To ratify March's monthly payment list and accompanying documents, copies having been circulated, were signed by the Chair of the meeting for a total amount of £49,108.65.

**FPC\_2026.022 Budget Monitoring.**

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

**FPC\_2026.023 Direct Debits and Standing Order.**

**Resolved:** To refer the full list of ongoing direct debits and standing orders to Full Council for approval.

**CORRESPONDENCE**

**FPC\_2026.024 Correspondence.**

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

**STRATEGY**

**FPC\_2026.025 Special Expenses.**

**Resolved:** To gather comments from the Finance and Partnership Committee and refer them to Full Council for consideration.

**FPC\_2026.026 To establish a working group for EMR allocated monies.**

**Resolved:** To create a Community Cohesion Working Group.

**FPC\_2026.027 Internal Audit Reports.**

The Internal Audit reports for year ended 31 March 2026, dated 15<sup>th</sup> February 2026 and 24<sup>th</sup> April 2026 (draft) were reviewed, with comments and recommendations noted.

**FPC\_2026.028 Forward Plan.**

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

**DATES & TIMINGS**

**FPC\_2026.029 Next Meeting.**

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

**Thursday, 4<sup>th</sup> June 2026 at 1800hrs in the Emersons Green Town Council Chambers.**

**The meeting closed at 1835 hrs.**

DRAFT