



EMERSONS GREEN  
TOWN COUNCIL

Name: Cllr Tina Potter

Date: 7<sup>th</sup> May 2026

Signed: ORIGINAL SIGNED

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

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

**1800hrs on Thursday 5<sup>th</sup> 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 5<sup>th</sup> 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 ££420.00 – 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, 2<sup>nd</sup> April 2026 at 1800hrs in the Emersons Green Town Council Chambers.**

**The meeting closed at 1830 hrs.**