



198 Westerleigh Road, Emersons Green, Bristol, South Gloucestershire, BS16 7AN
Town Clerk: Joanne Bryant **Email:** clerk@emersonsgreen-tc.gov.uk **Tel:** 0117 3026989

12th June 2026

To Councillors: Graham Hutter, Colin Hunt, James Hunt, Abi Cohen, Tina Potter, and Andy Cowie,

Dear Councillors,

You are hereby summoned to a meeting of the **Finance & Partnership Committee** of Emersons Green Town Council to be held in **The Council Chamber of Emersons Green Town Council** on **Thursday 18th June 2026 commencing at 1800hrs** for the transaction of the business on the **agenda attached**.

For your convenience, I have attached some useful guidance notes should any of your constituents wish to attend the meeting.

After the meeting, there will be the usual opportunity to share parish notices and other useful information with colleagues.

Of course, if you cannot attend for any reason then please send me your apologies by letter or email.

Joanne Bryant

Joanne Bryant PSLCC CiLCA
Town Clerk

Members are reminded that this Council has a legal *duty* to consider the following legislation in the exercise of all its functions: The Freedom of Information Act 2000, The Data Protection Act 1998 & The Equality Act 2010. In addition, the Council has a *duty* to comply with the Local Government Transparency Code (2015). Furthermore, in carrying out the Council's functions, this Council *must* consider the impact of all decisions on reducing crime and disorder in the area and have regard to the protection of biodiversity. Finally, a Code of Conduct has been adopted by this Council for members to follow.



Emersons Green Town Council Meetings

Guidance Notes

Recording of Council Meetings

In accordance with The Openness of Local Government Bodies Regulations 2014, all Emersons Green Town Council meetings are open to the public and may be recorded.

All forms of recording and use of social media are permitted during our meetings, which are always open to the public.

However, as a matter of courtesy and practicality, we kindly request that visitors wishing to record a meeting provide as much advance notice as possible. Our Council Chamber has limited space, but we will do our best to accommodate media and recording requirements on a first-come, first-served basis.

Distractions

Attendees are asked not to cause any distraction during meetings. The definition of a distraction is determined entirely at the Chair's discretion.

As a minimum, please avoid using flash photography or equipment that produces loud noise without prior approval. Failure to comply may result in being asked to leave by the Chair.

Public Participation

Public participation will take place only during the designated agenda item, which will be limited to a maximum of 30 minutes. During this time, members of the public are welcome to make representations, ask questions, or provide evidence relating to items on the agenda.

To assist with meeting administration, Emersons Green Town Council requests that members of the press and public email their questions in advance to clerk@emersonsgreen-tc.gov.uk no later than 12:00 noon on the day before the meeting.

In the email, please confirm whether you will attend in person or would like an officer to read your question on your behalf.

Priority for physical attendance will be given to members of the press and individuals who have submitted questions in advance—especially those wishing to present their questions personally. Remaining seats will then be allocated on a first-come, first-served basis.

At the Chair's discretion, each individual representation will be limited to no more than five minutes. During the meeting, the Chair will invite speakers who have indicated a wish to participate. Written representations may also be accepted at this time.

Standing Orders

For reference, copies of the Council's Standing Orders and all other policy documents governing meeting conduct are available on our website:

www.emersonsgreen-tc.gov.uk/town-council/council-policies

Emergency evacuation procedure: Leave via the Emergency Exit within the Council Chamber or out of the Main Entrance and convene in the Town Council Parking Spaces within the Car Park
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A G E N D A

18th June 2026

WELCOME AND INTRODUCTIONS

To welcome members of the public, introduce all Councillors and guest speakers, describe the emergency procedures, and make any necessary safety announcements.

FPC_2026.030 Appointment of Committee Chair

To elect a Chair

FPC_2026.031 Appointment of Committee Deputy Chair

To elect a Deputy Chair

FPC_2026.032 Declaration of Interest – Localism Act 2011.

Under Section 31 of Localism Act 2011 and in accordance with the Councils' Code of Conduct (section 27(6) (d)), any declarations of disclosable pecuniary or personal interests must be declared and Standing Orders followed. Requests for dispensations can be considered if received in advance of the meeting and in writing to the Clerk (Proper Officer) – Localism Act 2011 S33.

FPC_2026.033 Public Participation.

Members of the public will be given the opportunity to ask questions of the committee for a maximum of five minutes per person in accordance with the guidance notes.

FPC_2026.034 Minutes.

To consider that the *Minutes of the Finance & Partnership Committee meetings held on the 7th May and the 4th June 2026*, copies having been circulated, be approved as correct records, and signed by the Chair.

FPC_2026.035 Outstanding items.

To receive an update from RFO.

GRANT & COMMISSIONING APPLICATIONS

FPC_2026.036 Grants.

To consider:

- a. A grant application from Emersons Green Baptist Church for £500.00, to hold a carol service outside Emersons Green Village Hall to be held on 19th December 2026.
- b. A grant application from Downend Men in Sheds for £600.00, towards a quality Benchtop Wood Thickness Planer with Helical Cutterhead, for use to deliver community projects.

POLICIES & PROCEDURES

FPC_2026.037 To adopt (or ratify) the following updated documents and policies:

- a. Emersons Green Town Council Events & Activities Code of Conduct.
- b. Data Protection Policy.

FINANCE

FPC_2026.038 Bank Reconciliations.

To review the bank reconciliations for April 2026, copies having been circulated.

FPC_2026.039 Monthly Transactions & Investments.

To consider June 2026 payment list, copies having been circulated, be approved and signed by the Chair.

FPC_2026.040 Budget Monitoring.

To review the income, expenditure, earmarked reserves, Strategic Community Facility Balances.

FPC_2026.041 Boiler Maintenance.

To consider renewal of the annual contract with Domestic & General for boiler maintenance at £45.84 per month.

FPC_2026.042 Annual Governance and Accountability Return 2025/26

To receive and consider prior to referral to Full Council:

- a. Annual Internal Audit Report 2025/26, confirm independence of the Internal Auditor, review comments and acknowledge any recommendations made.
- b. Explanation of Restatement of Accounts for 2024/25.
- c. Annual Governance Statement 2025/26.
- d. Annual Accounting Statements 2025/26.
- e. Bank Reconciliations for year ended 31st March 2026 are accurate and agree with the AGAR presented.
- f. Explanation of significant variances.
- g. Reconciliation between box 7 and 8 2025/26
- h. Asset Register as of 31st March 2026.
- i. Confirm there are no Trust Funds held.
- j. Dates for the exercise of public rights (between Monday 22nd of June 2026 and Friday 31st of July 2026).

CORRESPONDENCE

FPC_2026.043 Correspondence.

To receive correspondence for the Council, copies having been circulated.



STRATEGY

FPC_2026.044 Forward Plan.

To note upcoming agenda items and projects.

Commented [JB1]: Memorial Space....bench at village, solution for flag pole?

DATES & TIMINGS

FPC_2026.045 Next Meeting.

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

Thursday 2nd July 2026 at 1800hrs in the Emersons Green Town Council Chambers.

To note the time that the business of this meeting was closed.

At the discretion of the Chair, Councillors may be invited to make Parish announcements and take part in a general discussion after the meeting.