

Minutes of the Finance & Partnership Committee

held in the Council Chamber, Emersons Green Town Council,

1800hrs on Thursday 18th June 2026.

Present: James Hunt, Tina Potter, Andy Cowie, and Graham Huttter.

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

Apologies: Cllrs Abi Cohen, and Colin Hunt.

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.

FPC_2026.030 Election of Mayor

Resolved: To elect Andy Cowie as the Chair

FPC_2026.031 Election of Deputy Mayor.

Resolved: To elect Colin Hunt as the Deputy Chair.

FPC_2026.032 Declaration of Interest – Localism Act 2011.

Cllr Andy Cowie declared a personal interest in agenda item FPC_2026.036a – a grant application from EGBC.

FPC_2026.033 Public Participation.

No members of the public were present.

FPC_2026.034 Minutes.

Resolved: The *Minutes of the Finance & Partnership Committee meeting held on the 7th of May 2026 and the 4th of June 2026*, copies having been circulated, were approved as true and accurate records, and signed by the Chair of this meeting.

FPC_2026.035 Outstanding items.

No outstanding items.

GRANT & COMMISSIONING APPLICATIONS

FPC_2026.036 Grants.

- Resolved:**
- a. That the grant application from EGBC for £500.00, to hold a community carol service was approved.
 - b. That the grant application from Downend Men in Sheds for £600.00, towards a quality benchtop wood thickness planer with helical cutterhead, was approved.

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

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

FINANCE

FPC_2026.038 Bank Reconciliations.

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

FPC_2026.039 Monthly Transactions & Investments.

- Resolved:** The monthly payment list and accompanying invoices for June 2026, copies having been circulated, were approved and signed by the Chair of the meeting for a total amount of £72,186.08.

FPC_2026.040 Budget Monitoring.

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

FPC_2026.041 Boiler Maintenance.

- Resolved:** To continue with the annual contract with Domestic and General for boiler maintenance at £45.84 per month.

FPC_2026.042 Annual Governance and Accountability Return 2025/26

- Resolved:** To recommend a – j be presented to Full Council for approval.
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.

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

STRATEGY

FPC_2026.044 Forward Plan.

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

DATES & TIMINGS

FPC_2026.045 Next Meeting.

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

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

The meeting closed at 1833 hrs.