EMERSONS GREEN
TOWN COUNCIL

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

30th October 2026

To Councillors: Andy Cowie, Graham Hutter, Colin Hunt, James Hunt, Abi Cohen, and Ashlea Etches.

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 5th November 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.

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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

EMERSONS GREEN
TOWN COUNCIL

A G E N D A

5th November 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_2026.092 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_2026.093 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_2026.094 Minutes.

To consider that the *Minutes of the Finance & Partnership Committee meetings held on the 1st October 2026*, copies having been circulated, be approved as correct records, and signed by the Chair.

FPC_2026.095 Outstanding items.

To receive an update from RFO.

GRANTS, COMMUNITY FUNDING, CONTRACTS AND PARTNERSHIPS

FPC_2026.096 Grants.

To consider:

a. A grant application from Emersons Green Village Hall for £4182.00 (Including VAT) for a Rebranding Project.

FPC_2026.097 Strategic Partnership Funding Facilities

To consider a request from Lyde Green Community Association for £2200.00 utilising the Strategic Partnership Funding Facility to support Christmas for Kids.

POLICIES & PROCEDURES

FPC_2026.098 To consider, adopt (or ratify) the following updated documents, policies or procedures:

a. Emersons Green Town Council's Internal Audit Policy.

b. Emersons Green Town Council Data Audit Questionnaire.
c. South Gloucestershire Christmas Tree Licence.

FINANCE

FPC_2026.099 2026/27 Draft Budget.
To Review the second draft budget V0.1.1 for 2026/27.

FPC_2026.100 Bank Reconciliations.
To review the bank reconciliations for September 2026, copies having been circulated.

FPC_2026.101 Monthly Transactions & Investments.
To consider November's 2026 payment list, copies having been circulated, be approved and signed by the Chair.

FPC_2026.102 Budget Monitoring.
To review the income, expenditure, earmarked reserves, Strategic Community Facility Balances.

CORRESPONDENCE

FPC_2026.103 Correspondence.
To receive correspondence for the Council, copies having been circulated.

STRATEGY

FPC_2026.104 Forward Plan.
To note upcoming agenda items and projects.

DATES & TIMINGS

FPC_2026.105 Next Meeting.
To note the next Finance & Partnership Committee meeting date is scheduled for:

Thursday 3rd December 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.