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

8th of October 2026

To Councillors: Simon Budd, Abi Cohen, Lynne Paraskeva, James Hunt, Tina Potter, Catherine Lombardo and Daryl Hembrough.

Dear Councillors

You are hereby summoned to a meeting of the **Youth & Community Services Committee** of Emersons Green Town Council to be held in **The Council Chamber of Emersons Green Town Council** on **Thursday the 15th of October 2026 commencing at 18:00hrs** 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, out of courtesy and for practical reasons, we kindly request that visitors who wish to record our meetings provide us with as much notice as possible. For example, our Council Chamber has limited space. Nevertheless, we will do our best to accommodate the media requirements of visitors, on a first-come-first-served basis.

Distractions

In all cases, please *do not* cause a distraction, or you may be asked to leave by the Chair. For clarity, the definition of a distraction is entirely at the Chair's discretion.

As a minimum, please avoid using flash photography or any equipment that creates a loud noise, without prior approval.

Public Participation

During the meeting, public participation will take place *only* during this item. For practical reasons, this will be limited to a maximum of 30 minutes. During this item, the public are welcome to make representations, ask questions, and give evidence, regarding the business on the agenda.

To aid the meeting process, Emersons Green Town Council request that all members of the press and public email their questions in advance to clerk@emersonsgreen-tc.gov.uk, no later than 1200hrs on the day before the meeting. In this email, the public are asked to confirm whether they will be in physical attendance or require an officer to read out the question on their behalf.

Furthermore, the priority of physical attendance at a Council meeting will be given to the press and those who have sent their public questions in advance, particularly if they are willing to read them out themselves. After that, the remaining seats will be allocated on a first-come-first served basis.

At the Chair's discretion, all individual representations will be limited to no more than 5 minutes. During the meeting, the Chair will call for representations from visitors who have indicated that they wish to speak. Similarly, it is also possible for written representations to be received at this point.

Standing Orders

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

https://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

A G E N D A[1]

15th of October 2026

INTRODUCTION

Welcome and Introductions.

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

YWC_2026.033 **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.

YWC_2026.034 **Public Participation.**
Members of the press and 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.

COUNCIL ADMINISTRATION

YWC_2026.035 **Minutes.**
To consider the Minutes of the Youth Work Committee meeting held on the 17th of September 2026, copies having been circulated, be approved as a correct record, and signed by the Chair.

YWC_2026.036 **Outstanding items.**
To receive an update from the Committee Clerk.

COMMUNICATIONS

YWC_2026.037 **Correspondence.**
To note official correspondence to the Council, copies having been circulated.

PLANNING AND STRATEGY

YWC_2026.038 **To Note Reports from:**
1. Committee Clerk
2. EGTC delivery and Youth Engagement Statistics
3. External bodies or Commissioned Services
4. Neighbouring Parish Collaborations

[1] All items are routine business, at the discretion of the Chair, unless otherwise stated.

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YWC_2026.039 **Youth Club Centre Project.**
To consider the Youth Club Centre project based at Emersons Green Village Hall**.**

YWC_2026.040 **CHOW Collaboration and Events.**
To ratify Officer Decision for attendance at Downend Roundtable firework display.

YWC_2026.041 **Developing Community Engagement Events.**
To consider projects for Community Engagement, details having been circulated.

YWC_2026.042 **Budget Monitoring and Expenditure.**
To receive a report of current budgets, incomes and expenditure for Youth and Community Services.

YWC_2026.043 **Forward Planning.**
To note upcoming agenda items and projects.

DATES & TIMINGS

YWC_2026.044 **Next Meeting.**
To consider the date of the next meeting of the Youth Committee, currently scheduled for:

Thursday 19th of November 2026 at 18:00hrs in the Emersons Green Town Council Chambers

however, an earlier meeting may be convened if required in accordance with the provisions of the Local Government Act 1972

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.