

Minutes of the Finance & Partnership Committee

held in the Council Chamber, Emersons Green Town Council,

1800hrs on Thursday 1st October 2026.

Present: Cllrs Andy Cowie (Chair), Colin Hunt (Deputy Chair), Tina Potter, Abi Cohen, Catherine Lombardo and Graham Hutter.

In attendance: Jo Bryant (Town Clerk).

Apologies: Cllr James 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.

Cllr Andy Cowie (Chair) welcomed everyone present at the meeting, introductions were made and the emergency procedures explained.

FPC_2026.075 Declaration of Interest – Localism Act 2011.

No Declarations were made.

FPC_2026.076 Public Participation.

One member of the public was present.

FPC_2026.077 Minutes.

Resolved: The *Minutes of the Finance & Partnership Committee meeting held on the 3rd of September 2026*, copies having been circulated, were approved following agreed amendments, as a true and accurate records, and signed by the Chair of this meeting.

FPC_2026.078 Outstanding items.

The Clerk reported that Jane Wray (Deputy Clerk) is waiting on information from South Gloucestershire Council in relation to the flagpole.

COMMUNITY FUNDING, CONTRACTS AND PARTNERSHIPS

FPC_2026.079 Grants

Resolved: A grant was approved for One Planet Matters for £2854.00 for equipment to support Friends of Black Hors Meadows.

Minuted: Cllr Abi Cohen arrived at 18.07 hrs

FPC_2026.080 Donations.

Resolved: That donations received through CAN events were to be donated to as follows:

- a. Repair Café of £6.50
- b. Clothes Swap est £30-40 - St Peters Hospice (new Mangotsfield shop)
- c. Autumn Gathering est £100 be split 50/50 between Friends of Emersons Green Park and Friends of Black Horse Meadow.

FPC_2026.081 Van Insurance.

Resolved: The provision of Fully Comprehensive Van Insurance – Ageas – annual premium of £1254.06 (Excess £700.00) was approved.

FPC_2026.082 Christmas Hamper.

Resolved: £1500.00 towards giving Christmas Hampers to our local food bank, school food bank and Bromford Housing association was approved.

POLICIES & PROCEDURES

FPC_2026.083 To consider, adopt (or ratify) the following updated documents, policies or procedure:

Resolved: a. Emersons Green Town Council Communication Policy was approved subject to the agreed alterations.

FINANCE

FPC_2026.084 Notice of Completion.

The Notice of Conclusion of Audit issued by BDO LLP following completion of the external audit of the Council's Annual Governance and Accountability Return (AGAR) for the financial year ended 31 March 2026, copies having been circulated, was received and noted.

FPC_2026.085 2026/27 Draft Budget.

Resolved: First draft of the Budget and Special Expenses was presented to the committee and is still work in progress.

FPC_2026.086 Bank Reconciliations.

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

FPC_2026.087 Monthly Transactions & Investments.

Resolved: The monthly payment list and accompanying invoices for October 2026, copies having been circulated, were approved and signed by the Chair of the meeting for a total amount of £49,513.77.

FPC_2026.088 Budget Monitoring.

Income, expenditure, and earmarked reserves, Strategic Community Facility Balances, and month 5 trial balance and annual report were reviewed and noted.

CORRESPONDENCE

FPC_2026.089 Correspondence.

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

STRATEGY

FPC_2026.090 Forward Plan.

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

DATES & TIMINGS

FPC_2026.091 Next Meeting.

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

Thursday, 5th November 2026 at 1800hrs in the Emersons Green Town Council Chambers.

The meeting closed at 1835 hrs.

Minuted:

It was noted that Cllrs Catherine Lombardo and Tina Potter have stepped down from the Finance & Partnership Committee with immediate effect – 1st October 2026.