Name Cllr Andy Cowie

Date: 1st of October 2026

Signed: ORIGINAL SIGNED

Minutes of the Finance & Partnership Committee

held in the Council Chamber, Emersons Green Town Council,

1800hrs on Thursday 3rd September 2026.

Present: Cllrs James Hunt, Colin Hunt (Deputy Chair), Tina Potter, and Graham Hutter.

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

Apologies: Cllrs Andy Cowie (Chair), Catherine Lombardo, and Abi Cohen.

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 and RFO) welcomed everyone present at the meeting, introductions were made and the emergency procedures explained.

In the absence of the Chair and imposition on the Deputy Chair, Cllr Graham Hutter was elected to chair the meeting.

FPC_2026.075 Declaration of Interest – Localism Act 2011.
No Declarations were made.

FPC_2026.076 Public Participation.
No members of the public were present.

FPC_2026.077 Minutes.
Resolved: The *Minutes of the Finance & Partnership Committee meeting held on the 6th August 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 Deputy Clerk reported that previous queries received from Cllr Abi Cohen had all been addressed.

COMMUNITY FUNDING, CONTRACTS AND PARTNERSHIPS

FPC_2026.079 Youth Provision Tender – October 2026 onwards

Resolved: That a budget of £75,000.00 be approved in principle for recommendation to the Youth & Community Services Committee and Full Council, with the Youth & Community Services Committee requested to review delivery arrangements to minimise costs and rationalise services for future years.

FPC_2026.080 Flag Pole.

Resolved: To delegate authority to the Clerk to liaise with South Gloucestershire Council to consider locating the flag pole in between the library and Emersons Green Village Hall.

POLICIES & PROCEDURES

FPC_2026.081 To consider, adopt (or ratify) the following updated documents, policies or procedure:

Resolved:

a. Emersons Green Town Council Co-Option policy and Training Statement of Intent was approved subject to the agreed alterations.

b. Emersons Green Town Council Communication plan be redrafted as a policy and addendum (how to).

c. Emersons Green Town Council Missing Young Persons Policy was approved.

FINANCE

FPC_2026.082 Bank Reconciliations.

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

FPC_2026.083 Monthly Transactions & Investments.

Resolved: The monthly payment list and accompanying invoices for September 2026, copies having been circulated, were approved and signed by the Chair of the meeting for a total amount of £64,143.79.

FPC_2026.084 Budget Monitoring.

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

FPC_2026.085 AI Training Package.

Resolved: That option D be selected as the preferred training provider – 5Mins.ai, with an annual cost of £2400.00.

CORRESPONDENCE

FPC_2026.086 Correspondence.

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

STRATEGY

FPC_2026.087 Forward Plan.

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

DATES & TIMINGS

FPC_2026.088 Next Meeting.

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

Thursday, 1st October 2026 at 1800hrs in the Emersons Green Town Council Chambers.

The meeting closed at 1845 hrs.