



GENERAL INFORMATION

POWERS AND DUTIES

Councils have many powers, duties and responsibilities bestowed upon them and all their actions must comply with the many Acts of Parliament that have altered the course of local government over the years. It is imperative that the law is followed at all times and accordingly councillors will from time to time be reminded of the law to prevent them acting beyond the law or “Ultra Vires”. This is to ensure that the council acts lawfully and with the best interests of the local electorate in mind at all times. In addition the council is an employer and must comply with all the rules and regulations that cover employment law as well as being responsible for the Health and Safety of the electorate that enjoy the open spaces in the town. The budget for the council comes primarily from the council tax payers in the town (the Precept), with the remainder from rent, grants and small income. The council is audited every year and the audit goes far beyond just a financial audit. Councillors are unpaid but there are opportunities to attend training courses, seminars and networking events. Reasonable expenses will be paid.

TOWN COUNCIL OFFICE

The Office is in the Village Hall and is usually staffed by the Clerk, Beverley Ewens, Monday, Tuesday & Thursday from 9.30am – 5.00pm and Wednesday from 1.00pm to 5.00pm. The Clerk’s Assistants are normally available Monday to Friday from 9.30am to 5.00pm and handle various matters. The ‘phone number is 01454 862180 and the email address, clerk@emersonsgreen-tc.gov.uk The web address is www.emersonsgreen-tc.gov.uk

The postal address is:

Emersons Green Town Council, Village Hall, Emerson Way, Emersons Green, Bristol BS16 7AP. Correspondence should be addressed to the Clerk.

If you wish to use the office for the purpose of meeting with locals or any town business please ask the Clerk. There is a conference table that seats 8. In addition councillors are welcome to visit the office to use the resources.

NEWSLETTER and WEBSITE

We produce a newsletter with councillors’ names and ‘phone numbers on the back page. Material for inclusion is welcome. The council website is updated on a regular basis by the Clerk. Contributions and suggestions are always welcome. Links to public information are well received and we welcome feedback.

SCHEDULE OF MEETINGS

Councillors are expected to attend all council meetings. If unable to attend, councillors are asked to tender their apologies which must be approved by the Council. If a councillor fails to attend meetings for a 6 month period without a valid reason being approved by council the councillor may forfeit his/her entitlement to remaining as a councillor.

Full Council meets on the second Thursday of every month, apart from August, at 7pm in the Jefferies Room at the Village Hall. The agenda and accompanying paperwork are emailed out to members one week before the meeting. The agenda also appears on the website and the notice boards throughout the town. Minutes are available on the website. Draft minutes are also available but these may sometimes be amended at the next appropriate meeting before being signed.

In addition to the monthly town council meeting there are also several committee meetings which may be subject to change. Current committee meetings are as follow;

Planning Committee meets twice a month on a Monday at 10.30am.

Open Spaces & Allotments Committee meets six times each year on a Tuesday at 7.00pm.

Finance Committee meets on the last Thursday of every month at 7.00pm.

There is also an Events Working Party which meets on an ad hoc basis.

We have representatives on the following; Public Transport group, Town & Parish Council forum, Emersons Green Library and Downend Library user groups, Avon Local Council Association, and the South Glos Heritage Forum. We also have a Tree Warden and Pigeon Liberation Warden.