



EMERSONS GREEN
TOWN COUNCIL

**Minutes of a Meeting of the Finance Committee
29th November 2018**

Present: Councillors, J Adams, C Johnson, R Nichols, U Shepherd, P Todd (Chairman) & B Wiltshire

Attendees: Cate Davidson (Clerk) & Emily Crane (Youth Works)

Members noted the evacuation procedures.

351 Apologies

Apologies were received from Councillors S Budd and S Hill.

352 Declarations of Interest under the Localism Act 2011

No interests were declared at this time.

353 Youth Works

The Chairman welcomed Emily Crane, Youth Leader who had produced a report which was circulated to members in advance of the meeting. The following points were noted verbally:

- Youth engagement takes place on Monday evenings
- Detached work is engaging with young people in their own space
- When the work started it was hard to find young people as they did not seem to be “hanging around”
- Work now takes place using the URBIE bus (hired from Yate TC), hiring rooms at Lyde Green Community Centre and the occasional use of EGTC offices for film nights
- Facebook is used to let young people know what activities are taking place and where these will be
- Attendance is variable but there is now a core of regulars with new friendships being built
- There is a need for another night to be available for primary school children, aged 7-10
- Various activities have taken place and a recent nature walk proved very popular with both girls and boys

Members advised that the work was commissioned to address perceived problems of anti-social behaviour in area which is why work is targeted at older children. It was suggested that parents could run something for younger children and this could be something the community centre could be involved in coordinating.

The Chairman asked Emily if there is any need that is specific to this area. There is some difficulty because there are two secondary schools covering the area meaning that friendship groups are divided. In total 38 young people have used the service and whilst this is fairly low it is still a new service so it is hoped numbers will increase. It was acknowledged that advertising needs to be improved and Emily was asked to forward information to the Clerk so it can be put out on the EGTC Facebook page.

Members asked if outreach work is still the most appropriate method of engaging and it was acknowledged that engagement would increase if sessions were always in one place. It was noted that the community hall is fine for occasional use but for a number of reasons it is not suitable for a regular youth club. It is still the aim of this Council to work towards providing a dedicated youth space but that this is a long process.

Members were informed that with the darker and colder evenings it would be preferable to hire rooms and the URBIE bus for activities. Emily put together a schedule of additional costs and members approved costs of £388 for September – December and £566 for January to March. These costs include additional hiring and room bookings and additional staff hours for planning and reporting. Members were asked to approve costs for providing a trip to Laserfusion but it was decided that these should be funded by the attendees. Discussion was also had about hiring a yoga teacher for a session but it was suggested that service providers for yoga and other activities are invited in to do taster sessions for the young people.

The Chairman thanked Emily for attending the meeting and it was noted the next feedback will take place in March. Emily left the meeting at 19.40. Further discussion was had about the provision and whether this

could be improved by way of purchasing a sturdy gazebo or investigating a youth shelter, further discussion will take place once the lease on the skatepark is confirmed.

354 To approve Minutes of meeting of 25th October 2018

It was **Resolved** that the minutes are approved and signed as an accurate record of the meeting on 25th October 2018.

355 Payments

Members received the schedule of payments which was considered and it was **Resolved** that the payments are approved.

The Clerk was asked about the payments of £150 per month to South Glos Bus Company. This is an old contract and whilst it was felt this is for the Nightbus members were not certain. The Clerk was asked to investigate and report back at the next meeting.

Members noted the bank charges of £14 per month and the Clerk was asked to contact Barclays as this is an account for non profit making organisations therefore the Council should not be charged.

**Action: Clerk to contact SG Bus Company
Clerk to contact Barclays**

356 Bank Statements & Reconciliations

Members viewed the Banks Statements alongside the Bank Reconciliation to 31st October 2018 and it was **Resolved** that they are accurate and approved for signing by the Chairman.

357 Precept & Budget 2019/20

Members received the Clerks report and budget in advance of the meeting.

It was **Resolved** that a proposal be taken to Full Council for reserves to be held of £450,000 for a Community Project and £98,000 General Reserves which is 40% of the annual budget and within recommended parameters.

The Clerk advised that since preparing the budget she has been advised that election costs are likely to be £20k in 2019 rather than the estimated £10k therefore the elections budget will be increased and the grants budget reduced.

Members **Resolved** that the Precept be kept at £39.40 per band D household. The Clerk advised that the final Band D numbers are due out on the 7th December so she will be able to update the budget at this time and the figures taken to Full Council will reflect this.

Actions: Clerk to prepare final figures to be taken to Full Council

358 Maintenance Services

The Clerk advised that due to the general feeling at the Open Spaces Committee that this was not required she has not undertaken any further work in relation to this matter. Members agreed with this that whilst a dedicated maintenance worker would be useful on occasion generally the Council does not have work to necessitate this.

359 Office Utilities & Maintenance Works

The Clerk informed members that the utilities contracts are due to for renewal early in January therefore quotes have been obtained from other providers. After reviewing the quotes it was **Resolved** that British Gas be appointed to provide a Dual Fuel contract for a period of 2 years.

It was **Resolved** that a quote for £55 per visit from Brandon trust to keep the office grounds maintained is approved for 4 visits per year.

Action: Clerk to implement new utility and maintenance contracts

360 Grants

The following grants were considered:

- Lyde Green Community Association - £600 towards a Christmas event for children at Lyde Green Community hall – members rejected this application on the basis EGTC is holding its own Christmas Event at the community hall.
- Brandon Trust – £250 towards holiday playschemes for children with disabilities (20 children within the EGTC postcodes) – Approved for ratification by Full Council
- Open Spaces Society - £45 subscription to the society – Approved

The Clerk circulated a report from 67th Kingswood Scouts in relation to the building and refurbishment works. It was **Resolved** that the second part of the approved grant be released during the current financial year once a request is received.

Action: Clerk to arrange approval of grants at Full Council

361 Publicity/Advertising

The Clerk asked members if they would like to put a “New Years” message in the Emersons Green Voice. Members agreed to this and the Chairman is to write a message and send it to the Clerk.

**Action: Chairman to prepare a New Years message
Clerk to arrange for information to go to the Voice for publication in January**

362 December Meeting

After some discussion it was **Resolved** that the meeting on 20th December be cancelled and that the Chairman and Clerk are authorised to make regular payments and those pre-authorized at committee level during December.

363 Items to report

No items were raised at this time.

364 Date of next meeting – 24th January 2019, 19.00 Council Chamber, Emersons Green Town Council Offices

The Chairman closed the meeting at 20.40