



EMERSONS GREEN
TOWN COUNCIL

Minutes of a Meeting of the Finance Committee

28 November 2019

Present: Councillors: J Adams, S Al-Hassan, S Budd, S Hill, J Hunt, C Johnson, R Nichols (Chairman) & P Todd

Attendees: Donna Simmons (Clerk's Assistant)

The Chairman welcomed all to the meeting and advised of the evacuation procedure.

053. Apologies

None

054. Declarations of interest under the Localism Act 2011

No interests were declared at this time.

055. Minutes of 24th October 2019

It was **Resolved** that the minutes of 24th October 2019 are approved as an accurate record of the meeting.

056. Payments

The list of payments was circulated in advance of the meeting. It was **Resolved** that the payments are approved and authorised for payment by the Chairman and Clerk.

057. Bank Statements and Bank Reconciliation

The Clerk's Assistant presented the bank statements and reconciliations to 31st October 2019; it was **Resolved** that these be approved and signed by the Chairman.

058. Grants

The following grants were considered;

- Blackhorse Sports & Community association - £5000 to purchase a ride-on mower. It was **Resolved** that a recommendation be made to Full Council that a grant of up to £5000 be approved on the proviso that the Association provide a purchase receipt for the mower and if the cost is less than £5000, all remaining monies are to be returned to the Town Council.
- Open Spaces Society - £45 annual subscription to the society. It was **Resolved** that the subscription of £45 is recommended for approval by Full Council.

Action: Clerk to take recommendations to Full Council

059. Internal Audit

Members received the Internal Audit Report from South Gloucestershire Council. It was noted that the audit opinion is of a 'High Standard' with 3 matters arising;

- A letting agreement is not in place with the Royal Pigeon Racing Association for the release of pigeons on Rodway Common, for which the Town Council receive an income. The Auditor recommends that an agreement is drawn up, clearly outlining the Town Council's terms and conditions. The Clerk's Assistant advised that the Town Clerk will be drafting an agreement for consideration by the Open Spaces Committee.

- The Town Council receive an annual Wayleaves payment from Western Power. Currently no information is available as to where the electricity fixtures are, and what, if any, responsibilities the Town Council may have. The Auditor recommends that this information is obtained, and clear records are kept of what is involved. The Clerk's Assistant advised that the Open Spaces Committee Clerk will be writing to Western Power to acquire this information, subsequent records will be implemented and maintained.
- A financial risk assessment and risk assessments on equipment owned by the Town Council are carried out regularly, however, a overall Risk Management Policy is not in operation. The Auditor recommends that a comprehensive policy is adopted and is reviewed annually. The Clerk's Assistant advised that the Town Clerk will be drafting a Risk Management Policy for consideration of Full Council.

060. Training Budget

Members received a report drawn up by the Town Clerk forecasting an overspend on the training budget due to the recent staff changes. The report included cost breakdowns for the training requirements of the new Clerk and an additional option to include first aid and defibrillator training. It was **Resolved** that an overspend be approved and to incorporate the additional cost for first aid and defibrillator training.

Action: Clerk to arrange training

061. Barclays Business Debit Card

Members considered the application of a Business Debit Card for the new Town Clerk to use for business purchases within the approved limits as listed in the Town Council's Financial Regulations.

It was **Resolved** that the application be approved and signed by Cllr S Budd as Chairman and Cllr S Hill as a further signatory.

Action: Clerk to liaise with Bank

062. Items from Members to report

Cllr S Hill enquired how the new Town Clerk was settling in. Cllr R Nichols briefed Members that he had met with the Town Clerk and things were progressing well. The Town Clerk had raised the idea of a Youth Council being formed alongside the new Youth Library. Members felt this would be a great benefit and agreed to support the formation of a Youth Council. Cllr J Hunt proposed that once formed, the Youth Council should be given a devolved budget, Cllr S Al-Hassan seconded the proposal. Members unanimously agreed to the proposal. It was **Resolved** that once building works begin on the new Youth Library, the Town Council will undertake the formation of a Youth Council giving them a devolved budget, the amount of which will be decided at a later date.

The Clerk's Assistant advised that due to a previously arranged commitment, the Town Clerk was unable to attend the next scheduled meeting on 19 December 2019. Members Resolved to hold both the Finance Committee and the Full Council meeting on 11 December 2019, with Finance Committee beginning at 7pm and Full Council beginning at 8pm.

Action: Clerk to inform all Members

063. Next Meeting Wednesday 11th December 2019 at 19.00, Council Chamber

The Chairman closed the meeting at 19.35