



EMERSONS GREEN
TOWN COUNCIL

Minutes of a Meeting of the Finance Committee

30 January 2020

in the Council Chamber, Emersons Green Town Council

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

Attendees: Kath MacConnachie (Town Clerk), Emily Crane (Youthworker)

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

74. Apologies

There were no apologies for absence.

75. Declarations of interest under the Localism Act 2011

No interests were declared.

76. Youth Works

The meeting received a verbal report from the Youth Worker, Emily Crane (EC).

There had been an increase in young people attending sessions overall, although this tailed off slightly over the winter period, as was to be expected. There were around 10-15 of these young people attending each week, but not all attended all weeks. There had been 12 new attendees over the last quarter. EC noted that the new schedule had been posted on Facebook pages and welcomed any ideas for future events or sessions.

RN enquired as to the detached youth work. EC explained that this had not been taking place over the winter months due to the weather and that this would be reviewed when the weather improves.

RN asked how the alternative venues were working. EC explained that both Emersons Green Village Hall and Lyde Green Community Centre attracted similar numbers of attendees and that the young people appeared to attend both sessions regardless of the venue. EC noted that there was a yoga in the adjacent room at Emersons Green Village Hall, which the young people had to be mindful of in terms of noise.

It was noted that some young people from Kingswood and Downend were attending some sessions, as they attended the same schools and were in the same social groups.

EC noted that all members had completed membership forms. EC noted a planned quiz evening in March, to raise funds which would fund an additional trip or event. EC thanked

the EGTC for supporting the pizza night event, which the young people had really enjoyed.

EC noted there had been a few friendship issues within the group, involving unkind text messages, which had been raised by a parent. EC had dealt with this and the issue appeared to be resolved.

EC said the friendship bonds between attendees from Lyde Green and Emersons Green were strong, especially those that have been coming a long time.

It was noted that Christian, the other Youth Worker, was leaving for another role. Interviews had taken place and they were looking to appoint a new Youth Worker with a probationary period. An overlap period was planned with the new member of staff and Christian, which would not incur any additional cost to the Town Council.

Councillor Nichols asked when outreach would recommence and EC suggested possibly after. RN suggested that there a higher incidence of antisocial behaviour with the lighter evenings. It was reported that there had been no recent reports of antisocial behaviour lately within the area. EC said she would be publishing the outreach programme more widely, and suggested it was easier for new young people to join in outside rather than by having to enter a building.

It was agreed to invite the local neighbourhood police team to attend a Full Council meeting to give an update on antisocial behaviour in the area. The Clerk undertook to contact Rob Walsh Clerk at South Gloucestershire Council to obtain the latest log of antisocial behaviour incidents.

Action: Clerk

77. Minutes of 11 December 2019

It was **Resolved** that the minutes of 11 December 2019 were approved as an accurate record of the meeting and these were signed by the Chairman.

78. Payments

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

Councillor Hunt noted that he was now set up for online banking for the Town Council account. Councillor Al Hassan was still to arrange his access.

Action: Councillor Al Hassan

79. Bank Statements & Bank Reconciliations

The Clerk presented the bank statements and reconciliations to 30 November 2019; it was **Resolved** that these be approved and they were signed by the Chairman.

80. Quarter 3 2019/20 Budget Report

The Clerk talked talk through the quarter 3 budget report. The Clerk explained that she had added a 'forecast year end' column, which combined knowledge of committed expenditure and assumptions

to forecast the predicted year end position. All members were happy with the report and members reported that they liked the clear format. There was some discussion around the value against the South Glos grass/maintenance line, and the Clerk clarified that this included the Brandon Trust spend for maintenance of paths etc. The Clerk noted that the codes would be amended for the 2020/21 budget to more clearly categorise and identify expenditure.

81. Rialtas Business Systems additional modules

Councillors received the proposal from the Town Clerk for the purchase of the Purchase Ledger and Purchase Order modules of the Omega accounting suite.

It was **Resolved** to approve the expenditure of £1,076 for the initial installation, training and first year subscription and £286 per annum ongoing for the annual subscription charge.

82. Grants

The Committee considered, and **Resolved** to recommend the funding of the following grant applications to Full Council, using the Council's powers under sections 137 and 139 of the Local Government Act 1972:

- Avon & Somerset Constabulary - £7,138.38 for purchase of three electric cycles and associated cycle kit.
- St Peters Hospice - £2,500 towards cost of care provided by Community Nurse Specialists.

Action: Clerk

83. 2020/21 Budget

The members considered the draft budget for 2020/21 as prepared by the Clerk and Responsible Finance Officer. The Clerk explained that she had considered each budget line individually, looking at projected 2019/20 expenditure and knowledge of 2020/21 plans. The Clerk talked through the revised codes, for example around rationalisation of Open Spaces cost centres, which would allow for more flexible allocation of spending across the various common lands. It was noted that the rationalised codes would also make it simpler for the Assistant Clerks to raise purchase orders against the correct codes.

The Committee **Resolved** to recommend the approval of the 2020/21 budget to Full Council.

Action: Clerk

84. Professional services - Legal / HR

The Clerk noted that the recent HR Dept expenditure had not been authorized through the usual channels in line with the Emersons Green Town Council Financial Regulations. This was due to the urgent nature of the requirement and the absence of a Town Clerk and Responsible Financial Officer at the time.

The Committee **Resolved** to retrospectively approve the HR Dept expenditure for the record.

It was noted that there were occasions where urgent expenditure, sometimes with short timescales set out by statutory requirement, where it would not be practicable to wait for the usual schedule of Town Council meetings. It was considered whether there should be delegated budget in place from

the Finance Committee to the Personnel Committee to authorize such urgent expenditure in the future. It was agreed to take this proposal to the next Full Council meeting.

Action: Clerk

85. Items to report from members

Councillor Todd noted that Lloyds bank had announced it would be closing its Downend branch.

There were no other items to report from members.

Councillor Al-Hassan thanked the Clerk for her assistance with the recent HR case.

86. Date of next meeting: Thursday 26 February 2020, 19.00, in the Council Chamber

The Chairman closed the meeting at 8.15pm

DRAFT