



EMERSONS GREEN
TOWN COUNCIL

Minutes of a Meeting of the Annual Meeting of the Town Council

6 May 2021

held via Zoom due to COVID-19 restrictions

Present: Councillors S Budd (Chairman), D Somers, P Morgan, R Hunt, C Johnson, J Dowling, R Sunderland, S Al Hassan, S Bassett and J Adams, J Hunt and J Sweeney

Absent: Councillors C Wilkins, S Hill and M Palmer

In attendance: Kath MacConnachie (Town Clerk)

2021.1. Election of Emersons Green Town Council Chairman/Mayor

It was **Resolved** to elect Councillor Budd to the position of Chairman and Town Mayor for the forthcoming year.

2021.2. To receive Declaration of Acceptance of Office by newly elected Chairman/Mayor

It was **Resolved** to accept the signed Acceptance of Office form from Councillor Budd in advance of the next Town Council meeting.

Action: Councillor Budd

2021.3. Election of Emersons Green Town Council Vice Chairman

It was **Resolved** to elect Councillor Al Hassan to the position of Vice Chairman and Deputy Town Mayor for the forthcoming year.

2021.4. To receive Declaration of Acceptance of Office by newly elected Vice Chairman

Councillor Al Hassan signed the Declaration of Acceptance of Office in the presence of the meeting.

2021.5. Apologies

Apologies for absence were received from Councillors Hill and Palmer.

2021.6. Declarations of Interest under the Localism Act 2011

Councillors Sunderland, R Hunt and J Adams declared an interest in relation to the Friends of Emersons Green Park grant application under agenda item 29.

2021.7. Public participation

There were no members of the public present.

2021.8. To approve the Minutes of the Extraordinary Full Council Meeting held on 22 April 2021

It was **Resolved** that the minutes of the meeting held on 22 April were a true and accurate record of the meeting and that these would be signed by the Chairman at the next opportunity.

2021.9. Outstanding Items from these Minutes

There were no outstanding items from these minutes.

2021.10. To approve the Financial Regulations for 2021/22

It was **Resolved** to approve the draft Financial Regulations for 2021/22 as circulated in advance of the meeting.

2021.11. To approve the Standing Orders for 2021/22

It was agreed to amend clause (e) under section 12 'Code of conduct and dispensations', to allow dispensations to be granted by the Proper Officer, where these related to a private and personal matter which members may not want discussed within a meeting setting.

It was **Resolved** to approve the draft Financial Regulations for 2021/22 as circulated in advance of the meeting, subject to the above amendment.

2021.12. To appoint Standing Committees and Working Groups

It was **Resolved** to appoint the following Committees and Working Groups for the forthcoming year:

- Finance Committee
- Planning Committee
- Open Spaces Committee:
- Events Committee
- Personnel Committee
- Climate Emergency Working Group
- Youth Works Working Group

2021.13. To appoint membership of Standing Committees and Working Groups

It was **Resolved** to appoint Councillors J Hunt, Nichols, Somers, Al Hassan, Budd, Hill, Johnson and Sunderland to the Finance Committee for the forthcoming year.

It was **Resolved** to appoint Councillors Somers, Bassett, Budd, R Hunt, Morgan, Nichols and Wilkins to the Planning Committee for the forthcoming year. There was one outstanding vacancy on the Committee.

It was **Resolved** to appoint Councillors Somers, Bassett, Budd, Hill, Sunderland, Morgan, Nichols, Palmer and Wilkins to the Open Spaces Committee.

It was **Resolved** to appoint Councillors Budd, Somers, J Hunt, Morgan, Palmer, Sweeney and Dowling to the Events Committee.

It was **Resolved** to appoint Councillors Johnson, Nichols, Somers, Al Hassan and Dowling to the Personnel Committee.

It was **Resolved** to appoint Councillors Johnson, Sunderland, Palmer, R Hunt, Al Hassan and Bassett to the Climate Emergency Working Group.

It was **Resolved** to appoint Councillors J Hunt, Bassett, Palmer and R Hunt to the Youth Work Working Group.

2021.14. To approve the Terms of Reference for Standing Committees

It was **Resolved** to adopt the Terms of Reference for Standing Committees as circulated in advance of the meeting.

2021.15. To appoint members to represent the Town Council on Outside Bodies

It was **Resolved** to appoint Councillors Wilkins, Somers and Dowling as the Town Council representatives for the Community Engagement Forum (CEF).

It was **Resolved** to appoint Councillors Bassett and Dowling as the Town Council NALC (National Association of Local Councils) representatives.

It was **Resolved** to appoint Councillor Johnson as the Town Council representative on the Bristol East Cycling and Walking Group.

It was **Resolved** to appoint Councillor Budd as the Town Council representative on the Town and Parish Council Forum.

2021.16. To review the Council's and/or staff subscriptions to other bodies

It was **Resolved** to continue to fund the Town Council's subscription to NALC.

It was **Resolved** to continue to fund the Clerk's subscription to the SLCC (Society of Local Council Clerks).

2021.17. To receive the current Town council Asset Register

It was **Resolved** to accept the current Town Council Asset Register.

2021.18. Review of the Council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation

It was **Resolved** to adopt the Information & Data Protection Policy, General Privacy Notice, Privacy Notice for Staff, Councillors and Role Holders, and the Publication Scheme, as circulated in advance of the meeting.

2021.19. To approve band mandate form appointing Councillor Johnson as bank signatory and authoriser on online banking

It was **Resolved** to add Councillor Johnson as a signatory on the Town Council bank accounts, including as an authoriser for online banking. It was **Resolved** for Councillor Budd to sign the bank mandate accordingly on behalf of the Town Council.

Action: Councillor Budd and Clerk

2021.20. Annual Governance and Accountability Return 2020/21 – Annual Governance Statement

It was **Resolved** to approve the Annual Governance Statement (Section 1) of the AGAR for the 2020/21 financial year, answering ‘Yes’ in boxes 1-8 and ‘n/a’ in box 9. It was **Resolved** for the Chairman to sign this on behalf of the Town Council.

Action: Councillor Budd

2021.21. Annual Governance and Accountability Return 2020/21 – Accounting Statements

It was noted that the year end accounts for 2020/21 had been circulated in advance of the meeting along with the Accounting Statements (Section 2) of the AGAR for 2021, which had been signed in advance by the Responsible Finance Officer. It was noted that the annual accounts had also been considered and approved by the Finance Committee.

It was **Resolved** to approve the Accounting Statements (Section 2) of the AGAR. It was **Resolved** for the Chairman to sign this on behalf of the Town Council.

Action: Councillor Budd

2021.22. Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return 2020/21

It was noted that the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return 2020/21 would be displayed on the Town Council website and the Town Council noticeboard outside the office on Monday 10 May and that it would remain on display until Monday 19 July.

Action: Clerk

2021.23. Correspondence

Letters of thanks for grants awarded were noted from St Peter’s Hospice and Rodway Rubies Women’s Institute.

2021.24. Events Committee Update

A verbal update was received from Councillor Budd who Chaired the last Events Committee.

2021.25. Planning Committee update

A verbal update was received from the Chairman of the Planning Committee.

2021.26. Finance Committee update

A verbal update was received from the Chairman of the Finance Committee.

2021.27. Open Spaces Committee update

A verbal update was received from the Chairman of the Open Spaces Committee.

2021.28. Climate Emergency Working Group update

A verbal update was received from Councillor Johnson on behalf of the Climate Emergency Working Group.

2021.29. **Grant applications**

A grant application from St Peter's Hospice was considered by members, having been recommended for funding by the Finance Committee.

Having considered that the proposed expenditure was in the interests of residents, and likely to benefit residents in a manner commensurate with the expenditure, it was **Resolved** to fund a grant of £2,500 to St Peter's Hospice using powers under sections 137 and 139 of the Local Government Act 1972.

It was **Resolved** to fund a grant of £300 to the 3rd Kingswood (Lyde Green) Guides (£300) using powers under section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

Having declared an interest in the following grant application, Councillors R Hunt, J Adams and R Sunderland left the meeting.

It was **Resolved** to fund a grant of £2,500 to the Friends of Emersons Green Park towards the running of the Three Greens Festival using powers under section 145 of the Local Government Act 1972.

Councillors R Hunt, J Adams and R Sunderland were readmitted to the meeting.

2021.30. **Christmas Street Lights 2021-23**

Having received the recommendation from the Finance Committee, it was **Resolved** to enter a contract for Christmas Street lighting for the next three years with Festive Lighting for stock lights at an annual cost of £2,518.20 per annum.

It was **Resolved** to instruct South Gloucestershire Council for the installation of the Christmas Street lights for the next three years at an annual cost of £3,696.00 per annum.

Members considered the potential to extend the provision of Christmas lighting to Emersons Green Village Hall (replacing existing faulty council owned icicle lights) and to Lyde Green Community Centre. In light of the introduction of this discussion, Councillor Al Hassan declared an interest and left the meeting.

It was **Resolved** to hire Christmas Lights for the outside of Emersons Green Village Hall and Lyde Green Community Centre within the annual budget allocation, in discussion and agreement with the two organisations.

Action: Town Clerk

Councillor Al Hassan was readmitted to the meeting.

2021.31. **2020/21 Community Infrastructure Levy (CIL) allocation**

It was noted that the Town Council had been allocated a total of £24,799.26 in Community Infrastructure Levy (CIL) funding for 2020/21. It was **Resolved** to earmark these funds against the Earmarked Reserves for the Community Project.

Action: Town Clerk

2021.32. **High Consequence Infectious Disease Policy activation**

In consideration that virtual Council meetings would become illegal from 7 May and given the ongoing Covid-19 government restrictions and the impact on the ability to hold face-to-face meetings, it was **Resolved** to enact the provisions of the High Consequence Infectious Disease Policy.

2021.33. Items from members to report

Councillor Sunderland noted that St James's Church hall had indicated that they would be able to host youth works on a Tuesday evening.

2021.34. Next Meeting

TBC