



EMERSONS GREEN
TOWN COUNCIL

Minutes of a Meeting of the Finance Committee

29 April 2021

Held via Zoom due to COVID-19 restrictions

Present: Councillors J Hunt (Chairman), R Nichols, S Budd, D Somers, C Johnson and R Sunderland

Absent: Councillors S Al Hassan and S Hill

Attendees: Kath MacConnachie (Town Clerk and Responsible Finance Officer)

191. **Apologies**

Apologies for absence were received from Councillor Hill.

192. **Declarations of interest under the Localism Act 2011**

There were no declarations of interest.

193. **Public Participation**

There were no members of the public present.

194. **Minutes of 25 March 2021**

It was **Resolved** that the minutes of 25 March 2021 were an accurate record of the meeting.

195. **Outstanding items from these minutes**

There were no outstanding actions from these minutes.

196. **Christmas Lights Contract 2021-23**

It was **Resolved** to enter a recommend to Full Council that council enters a contract with Festive Lighting for the provision of existing stock Christmas streetlights from 2021-2023 for the total cost (3 year term) of £7,554.60 (quote ref: RH-250421).

Action: Clerk

197. **Bank Statements & Bank Reconciliations**

Members considered the bank statements and reconciliations which were circulated in advance of the meeting.

It was **Resolved** to approve the bank reconciliations for March 2021.

198. **Grant applications**

29-7-21

It was **Resolved** to fund a grant of £100 to the 3rd Kingswood (Lyde) Brownies for equipment to facilitate Covid-safe outdoor meetings.

It was **Resolved** to recommend to Full Council that a grant of £2,500 be awarded to St Peter's Hospice using powers under S137 of the Local Government Act 1972.

199. **2020/21 Year End Accounts**

Members considered the year end accounting statements for 2020/21 and the year-end balance sheet setting out earmarked reserves, presented by the Responsible Finance Officer.

It was **Resolved** to approve the 2020/21 year-end accounting statements.

200. **Draft EGTC Financial Regulations**

Members considered the draft Financial Scheme of Delegation for 2020/21, which the Responsible Finance Officer recommended as an appendix to the Financial Regulations for 2021/22. An amendment was made to the Financial Scheme of Delegation. Subject to this amendment, members were happy with the proposal.

201. **Payments**

It was **Resolved** to approve the April payments as per the circulated schedule and for payment of these to be actioned by Councillor Nichols and the Clerk.

Action: Councillor Nichols and Clerk

202. **May and June payments**

Councillors noted that the High Consequence Infectious Disease Policy was to be considered at the next meeting of the Full Council.

In case this was not approved for any reason, it was **Resolved** to delegate authorisation of May and June payments, by way of email authorisation from both Councillors J Hunt and Budd.

203. **Items to report from members**

There were no items to report.

204. **Date of next meeting:** TBC



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April 2021 Payments

Supplier	Details	Amount
Allotment Tenants	Key deposit refunds; Plot 17W - £16.50 Plot 29 - £15.00	£31.50
Avon Pension Scheme	Staff pension contributions	£1,200.95
Barclays	Bank charges 15/02 -14/03/21	£6.50
BNP Paribas	Photocopier rental charge 01/05-31/07/21	£161.81
Brigadoon Book-keeping Services	Payroll costs Jan - March 2021	£150.66
BT	Office telephone & broadband	£76.84
Voice publications	Advert in April editions	£291.60
Voice publications	Advert in May editions	£591.60
Emersons Green Village Hall	Covid-19 relief payment - April 21	£124.80
Extreme Clean	Office/bus/noticeboards clean and sanitise & cleaning supplies - March 2021	£273.42
HMRC	Staff Income Tax & NI contributions	£927.53
SALARIES	Salary	£3,553.28
Masters Facilities Management Services	Installation of valve & trough insulation to allot site	£1,194.00
Nebula	Microsoft business basic & standard, website and remote support	£374.52
Octopus Energy	Office gas and electric	£120.88
Ridgemaill	Photocopier print charges 01/02-01/03/21	£14.33
Water2business	Allot site water	£39.77
Youth in Sodbury	May and June services	£1,442.50
Third Kingswood Brownies	Grant payment	£100.00
		£10,676.49

