



EMERSONS GREEN
TOWN COUNCIL

Minutes of a Meeting of the Finance Committee

30 September 2021

Held in the Council Chamber at the Town Council office

Present: Councillors C Johnson (Chairman), R Nichols, R Sunderland and S Hill

Absent: Councillors S Al Hassan, J Hunt, S Budd and D Somers

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

Fin_2021.18. Apologies

Apologies for absence were received from Councillors Budd and Hunt.

Fin_2021.19. Declarations of interest under the Localism Act 2011

There were no declarations of interest.

Fin_2021.20. Public Participation

There were no members of the public present.

Fin_2021.21. Minutes of 29 July 2021

It was **Resolved** that the minutes of 29 July were an accurate record of the meeting and these were signed by the Chairman.

Fin_2021.22. Outstanding items from these minutes

There were no outstanding actions from these minutes.

Fin_2021.23. Bank Statements and Bank Reconciliations for July and August 2021

This was carried forwards to the next meeting, as information was missing from the file.

Action: Clerk

Fin_2021.24. To authorise July payments as per the circulated schedule

It was **Resolved** to approve the payments schedule for September.

Action: Clerk and Councillor Johnson/Nichols

Members noted the schedule of August payments, which had been approved under delegated arrangements.

OS 28/10/21

Fin_2021.25. Grant applications

Members considered the application from **Emersons Green Village Hall (£11,700)** for a grant to fund a replacement boiler/heating system. It was **Resolved** to support 50% of this amount (£5,850). As this amount was over the delegated approval remit for the Finance Committee, this would be presented to the next Full Council meeting for approval. *(Powers: S19 of the Local Government (Miscellaneous Provisions Act 1976)*

Action: Clerk

Members considered the application from **Green Community Travel (£583)** to fund a newsletter to their users. It was **Resolved** to support 50% of this amount (£291.50). *(Powers: S26-29 of the Local Government and Rating Act 1997)*

Action: Clerk

Members considered the application from **Lyde Green Community Association (£800)** to fund resin to preserve the 'Rona the Rattlesnake' community installation. It was **Resolved** to fund the full amount (£800). *(Powers: S145 of the Local Government Act 1972, s19 of the Local Government (Miscellaneous Provisions Act 1976)*

Action: Clerk

Fin_2021.26. Christmas Light Competition event

It was **Resolved** to incur expenditure for alternative prizes for the 2021 competition winners, which were to include a full-page cover wrap in the Emersons Green Voice publication for December, and family tickets (up to 5 individuals) for the Avon Valley Railway Santa Special for both winners.

Action: Clerk

The manufacture of the winning designs was still to proceed in time for 2022 display.

Fin_2021.27. External audit 2020/21

Members noted the conclusion of the 2020/21 external audit, which found that the information in sections 1 and 2 of the AGAR were in accordance with Proper Practices and that there were no other matters that came to their attention to give cause for concern that relevant legislation and regulatory requirements had not been met.

It was noted that the AGAR figures had to be amended before submission for review.

Fin_2021.28. Items to report from members

There were no items to report.

Fin_2021.29. Date of next meeting: 7.00pm on Thursday 28 October, to be held in the Council Chamber at the Town Council offices

CS
28/10/21



EMERSONS GREEN

TOWN COUNCIL

September 2021 Payments

| Supplier | Details | Amount | Invoice/Ref | Paid by D/D | Paid by Debit card |
|------------------------|--|-------------------|-------------|-------------|--------------------|
| Above & Beyond | Grant application | £300.00 | | | |
| Allotment Tenants | Plot 10W & Plot 43W - refund key deposits | £33.00 | | | |
| Avon Pension Scheme | Staff pension contributions | £1,216.36 | | | |
| Barclays | Bank charges 13/07-12/08/21 | £6.50 | | ✓ | |
| Berry King | Cut Emersons Green common | £684.00 | 2021448 | | |
| Brandon Trust | Office grounds maintenance - Aug | £66.00 | 87899 | | |
| BT | Office telephone & broadband | £70.49 | | ✓ | |
| Co-op Group | Toilet paper for the office | £5.25 | | | ✓ |
| Dataquest | Photocopy print charges 01/07 - 01/08/21 | £15.76 | | ✓ | |
| Extreme Clean | Office/bus shelter clean and sanitise - Aug 2021 | £260.40 | 1245 | | |
| Fireshield | Annual service office fire extinguishers | £69.06 | 27707 | | |
| HMRC | Staff Income Tax & NI contributions | £1,063.46 | | | |
| Nebula | Monthly website support, Acronis back up, Microsoft business basic and standard. | £150.12 | | ✓ | |
| Octopus Energy | Office electricity/gas - Aug | £100.63 | | ✓ | |
| PKF Littlejohn LLP | AGAR 2021 | £720.00 | SB20211909 | | |
| Hard Hull | Expenses reimbursement - office equipment £1.60 | £1.60 | | | |
| SALARIES | | £3,455.62 | | | |
| TC Group | Payroll costs Jul-Aug 21 | £154.44 | 210496 | | |
| Voice News & Media Ltd | Article in October edition | £591.60 | 7651 | | |
| Water2business | Allot water trough 06/08- 02/09/21 | £289.69 | 2058606221 | | |
| Youth in Sodbury | Youth Services Sept & Oct | £1,200.00 | YIS038 | | |
| Zoom | monthly charges | 14.39 | | | ✓ |
| | | £10,468.37 | | | |

CJ
30/9/21