



**EMERSONS GREEN**  
TOWN COUNCIL

**Minutes of a Meeting of the Finance Committee**

**28 October 2021**

**Held in the Council Chamber at the Town Council office**

**Present:** Councillors C Johnson (Chairman), R Sunderland, S Hill, S Al Hassan, J Hunt, S Budd and D Somers

**Absent:** Councillor R Nichols

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

**Fin\_2021.30. Apologies**

Apologies for absence were received from Councillor Nichols.

**Fin\_2021.31. Declarations of interest under the Localism Act 2011**

There were no declarations of interest.

**Fin\_2021.32. Public Participation**

There were no members of the public present.

**Fin\_2021.33. Minutes of the meeting held on 30 September 2021**

It was **Resolved** that the minutes of 30 September were an accurate record of the meeting, and these were signed by the Chairman.

**Fin\_2021.34. Outstanding items from these minutes**

There were no outstanding actions from these minutes.

**Fin\_2021.35. Bank Statements and Bank Reconciliations for July, August and September 2021**

Members inspected the bank statements and account reconciliations.

It was **Resolved** to approve the bank reconciliations for July, August and September 2021. These were signed by the Chairman.

**Fin\_2021.36. To authorise October payments as per the circulated schedule**

It was Resolved to approve the payments schedule for October.

**Action:** Clerk and Councillor Johnson/Nichols

Fin\_2021.37. **Annual Investment strategy 2021/22**

It was **Resolved** to approve the Annual Investment Strategy for 2021 for recommendation to Full Council for adoption.

**Action:** Clerk

Fin\_2021.38. **To agree bank accounts/investments for 2021/22**

Members reviewed the comparison of savings account options circulated in advance by the Clerk and Responsible Finance Officer.

It was **Resolved** to approve the investment of council reserves as per the options paper, with delegation to the clerk to make necessary amendments where rates/account availability changes before account opening.

*[This item is subject to Full Council approval of bank mandates for account opening]*

Fin\_2021.39. **Budget Monitoring**

Members reviewed the budget monitoring report for Q2/month 6.

Fin\_2021.40. **Items to report from members**

There were no items to report.

Fin\_2021.41. **Date of next meeting:** 7.00pm on Thursday 25 November, to be held in the Council Chamber at the Town Council offices.



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**October 2021 Payments**

<u>Supplier</u>	<u>Details</u>	<u>Amount</u>
Avon Valley Railway	Tickets for Xmas lights competition winner	£80.00
Avon Pension Scheme	Staff pension contributions	£1,216.36
Barclays	Bank charges 13/08-12/09/21	£8.50
BNP Paribas	Officer copier rental 01/11/11 - m31/02/2022	£113.81
Batemans Skips	Allot site	£312.00
Brandon Trust	Sept office grounds maintenance	£66.00
BT	Office telephone & broadband	£61.09
Dataquest	Photocopy print charges 01/08 - 01/09/21	£15.76
Emersons Green Village Hall	Grant app	£5,850.00
Extreme Clean	Office/bus shelter/notice board/cleaning materials - Sept 2021	£272.52
Green Community Travel	Grant app	£291.50
HMRC	Staff Income Tax & NI contributions	£1,063.46
Lyde Green Community Centre	Ronas Resin grant app £800.00 & hall hire for Youth Service £45.00	£845.00
<b>SALARIES</b>	Salaries	£3,455.62
Nebula	Monthly webiste support, Acronis back up, Microsoft business basic and standard £150.12. Remote support £46.80	£196.92
Octopus Energy	Office electricity/gas - Sept	£78.12
PATA Payroll	Oct payroll & set up fee	£63.60
Richard Hull	Expenses - engraving for allot trophies £13.98, refresh allot even £8.20	£22.18
Sally Hill	Expenses - Garden vouchers - allot awards prizes	£90.00
Simply Safe	Office key safe	£180.00
South Gloucestershire Council	Installation bin - Emersons Green	£567.90
South Gloucestershire Council	Grass cutting	£5,327.96
Water2business	Allot water trough 03/09- 01/10/21	£138.42
Whitehall Printing	Vinney Green No Parking signs x3	£75.60



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## TOWN COUNCIL

<b>Youth in Sodbury</b>	Youth services	£1,422.50
<b>Zoom</b>	monthly charges	14.39
		<b>£21,829.21</b>