



EMERSONS GREEN
TOWN COUNCIL

198 Westerleigh Road, Emersons Green, Bristol, South Gloucestershire, BS16 7AN
Clerk: Ian Lyons **Email:** clerk@emersonsgreen-tc.gov.uk **Tel:** 0117 3026989

19th May 2022

To Councillors: Christopher Edwardson, Colin Hunt, James Hunt, Sally Hill, Caroline Johnson, Richard Nichols, David Somers, Roberta Sunderland.

Dear Councillor,

You are hereby summoned to a meeting of the **Finance Committee** of Emersons Green Town Council to be held in **The Council Chamber of Emersons Green Town Council** on **Thursday 26th May 2022 commencing at 1900hrs** for the transaction of the business on the **agenda attached**.

For your convenience, I have attached some useful guidance notes should any of your constituents wish to attend the meeting.

Yours faithfully,

A handwritten signature in black ink that reads "I J Lyons". The signature is written in a cursive style.

Ian Lyons BA (Hons) HSC RP
Town Clerk and Responsible Finance Officer

Emerson's Green Town Council Meetings

Guidance Notes

Recording of Council Meetings

To comply with The Openness of Local Government Bodies Regulations 2014, all of our Council meetings are open to the public and may be recorded.

For clarity, all types of recording, and use of social media, *are* permitted at our Council meetings, which are always open to the public.

However, out of courtesy, and for practical reasons, we request that visitors who wish to record our meetings provide us with as much notice as possible. For example, our Council Chamber has limited space. Nevertheless, we will do our best to accommodate the media requirements of visitors, on a first come first served basis.

Distractions

In all cases, please *do not* cause a distraction, or you may be asked to leave by the Chair. For clarity, the definition of a distraction is entirely at the Chair's discretion.

As a minimum, please avoid using flash photography or any equipment that creates a loud noise, without prior approval.

Public Participation

During the meeting, public participation will take place *only* during item 5. For practical reasons, this will be limited to a maximum of 30 minutes. During this item, the public are welcome to make representations, ask questions, and give evidence, regarding the business on the agenda.

To aid the meeting process, Emerson's Green Town Council request that all members of the press and public email their questions in advance to clerk@emersonsgreen-tc.gov.uk, no later than 1200hrs on the day before the meeting. In this email, the public are asked to confirm whether they will be in physical attendance or require an officer to read out the question on their behalf.

Furthermore, priority of physical attendance at a Council meeting will be given to the press and those who have sent their public questions in advance, particularly if they are willing to read it out themselves. After that, the remaining seats will be allocated on a first come first served basis.

At the Chair's discretion, all individual representations will be limited to no more than 5 minutes. During the meeting, the Chair will call for representations from visitors who have indicated that they wish to speak. Similarly, it is also possible for written representations to be received at this point.

Standing Orders

For your convenience, a copy of our Council's standing orders, and all other policy documents, that govern the conduct of our meetings can be found on our website at:

<https://www.emersonsgreen-tc.gov.uk/town-council/council-policies/>

Emergency evacuation procedure: Leave via the Emergency Exit within the Council Chamber or out of the Main Entrance and convene in the Town Council Parking Spaces within the Car Park

A G E N D A

Members are reminded that this Council has a legal *duty* to consider the following legislation in the exercise of all its functions: The Freedom of Information Act 2000, The Data Protection Act 1998 & The Equality Act 2010. In addition, the Council has a *duty* to comply with the Local Government Transparency Code (2015). Furthermore, in carrying out the Council's functions, this Council *must* consider the impact of all decisions on reducing crime and disorder in the area and have regard to the protection of biodiversity. Finally, a Code of Conduct has been adopted by this Council for members to follow.

- FIN_2022.1 To welcome members of the public and introduce all Councillors and guest speakers.**
The Chair, or a delegated officer, will be asked to describe the emergency procedures and make any necessary safety announcements.
- FIN_2022.2 To appoint a Chairman for the current municipal year.**
- FIN_2022.3 Apologies for absence.**
- FIN_2022.4 Declaration of Interests under the Localism Act 2011.**
- FIN_2022.5 To receive representations from the press and public.**
Members of the press and public will be given the opportunity to ask questions of the committee for a maximum of five minutes per person.
- FIN_2022.6 To approve the minutes of 24th February 2022 meeting.**
The Chair will be asked to sign the minutes. The committee will be asked to note that meetings for March and April 2022 were absorbed within Full Council meetings.
- FIN_2022.7 To discuss any outstanding items from the previous minutes.**
- FIN_2022.8 To receive Bank Statements & Bank Reconciliations for April 2022.**
The committee will be asked to read a circulated document.
- FIN_2022.9 To authorise and approve the Council payments for April and May 2022.**
The committee will be asked to approve a circulated document.
- FIN_2022.10 To note the financial position of the Council at year end 2021/22.**
The committee will be asked to read and note the year end summary report for income, expenditure and movements into the reserve accounts.
- Financial Year-End**
- FIN_2022.11 To receive and approve the Council's financial year-end documents for the 2021/2022 period.**
The committee will be asked to read and approve a circulated document.

- FIN_2022.12 To make a recommendation to Full Council that the year-end accounts are adopted.**
The committee will be asked to make a formal request for consideration at the next Full Council meeting.
- FIN_2022.13 To consider a grant application from the Community and History Arts Group (CHAP).**
The committee will be asked to read a circulated grant application and make a decision.
- FIN_2022.14 To consider a grant application from The Brightwell (West of England MS Therapy Centre).**
The committee will be asked to read a circulated grant application and make a decision.
- FIN_2022.15 To discuss the grant application process.**
The committee will be asked to consider the efficiency of the current system and make suggestions for streamlining the process.
- FIN_2022.16 To discuss the Council's consultancy requirements and decide on the most appropriate strategy.**
The committee will be asked to discuss the current provision of expert professional advice available to the Town Clerk and agree on the appropriate budget for any future arrangements.
- FIN_2022.17 To note the date and time of the next Finance Committee meeting.**
Currently scheduled for Thursday 23rd June at 1900hrs in the Emersons Green Town Council Chamber.