



EMERSONS GREEN
TOWN COUNCIL

Westerleigh Road, Emersons Green, South Gloucestershire, BS16 7AN
Locum Clerk: Charlotte Starkie Tel: 0117 3026989

4th May 2022

Dear Councillor

Be pleased to take notice that the **Annual Meeting of Emersons Green Town Council** will be held on **Thursday 12 May 2022 at 1900hrs**. All Members of the Council are hereby **summoned** to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Charlotte Starkie
Charlotte Starkie, Locum Town Clerk

A G E N D A

Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity.

1. **Election of Emersons Green Town Council Chairman/Mayor**
To receive and consider nominations for the above position
2. **Declaration of Acceptance of Office by newly elected Chairman/Mayor**
For the newly elected Mayor to sign the Declaration of Acceptance of Office
3. **Apologies**
To receive apologies for absence.
4. **Declarations of Interest under the Localism Act 2011**
To receive declarations of interest in any matter related to items on the agenda
5. **Public Participation (not to exceed five minutes per person)**
6. **To approve the minutes of the full council meeting held on 28th April 2022**
7. **Outstanding matters from these minutes**
8. **To confirm the appointment of Mr Ian Lyons as Town Clerk and Responsible Financial Officer**
9. **Election of Emersons Green Town Council Vice Chairman**
To receive and consider nominations for the above position
10. **Declaration of Acceptance of Office by newly elected Vice Chairman**
For the newly elected Vice Chairman to sign the Declaration of Acceptance of Office
11. **To correct the minutes of a full council meeting held on 13th January 2022 reference 2021.159.**
The need to edit the figure £267,073 to £269,073, being the precept that was agreed in the budget and is a typing mistake in the minutes but needing to be updated.

- 10. Co-option of New Councillors**
To receive the applications from two interested parties to fill the vacancy in Blackhorse Ward and Emersons Green Ward and to invite applicants to address the council (maximum of 5 minutes each)
- 11. To vote on the co-option to the vacant position in Blackhorse Ward**
- 12. To vote on the co-option to the vacant position in Emersons Green Ward**
- 13. For new councillors to sign their declaration of acceptance of office**
- 14. To appoint councillors to the following Standing Committees**
 - Finance Committee (8 councillors)
 - Planning Committee (8 councillors)
 - Open Spaces Committee (9 councillors)
 - Personnel Committee (6 councillors)(Existing Committee membership circulated with this agenda)
(Members to consider requests to stand down/join committees in advance of the meeting)
- 15. To appoint councillors to the following Working Groups**
 - Climate Emergency Working Group (minimum of 3 councillors)
 - Youth Works Working Group (or to determine if this is still needed)
 - Local Action Nature Plan Working Group (minimum of 3 councillors)
- 16. To appoint members to represent the Town Council on External Groups**
 - Community Engagement Forum
 - NALC
 - Bristol East Cycling and Walking Group
 - Town and Parish Council Forum
 - Any other groups
- 17. To approve signing of bank mandate form appointing new town clerk to act in an administrative capacity for on online banking**
- 18. To consider a request from Lyde Green Community Centre of the purchase of a new recycling bin for plastics as a cost of approximately £80**
- 19. Planning Committee update**
 - To receive a verbal report from the Chairman
- 20. Open Spaces Committee update**
 - To receive a verbal report from the Chairman
- 21. Working Group Updates**
 - To receive a verbal update from the Climate Emergency Working Group
 - To receive a verbal update from the Local Action Nature Plan Working Group
- 22. Items from members to report**
- 23. Date of Next Meetings**

Annual Assembly: Thursday 19th May 2022 at 7pm
Thursday 9th June 2022 at 7pm