



EMERSONS GREEN
TOWN COUNCIL

Minutes of a Meeting of the Finance Committee

27 January 2022

Held in the Council Chamber at the Town Council office

Present: Councillor C Johnson (Chairman), S Budd, R Sunderland and S Hill

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

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

Fin_2021.61. Apologies

Apologies for absence were received from Councillor Somers

Fin_2021.62. Declarations of interest under the Localism Act 2011

There were no declarations of interest.

Fin_2021.63. Public Participation

There was one member of the public present.

Fin_2021.64. Minutes of the meeting held on 16 December 2021

It was **Resolved** that the minutes of 16 December were an accurate record of the meeting, and these were signed by the Chairman.

Fin_2021.65. Bank Statements and Bank Reconciliations for December 2021

Members inspected the bank statements and account reconciliations.

It was **Resolved** to approve the bank reconciliations for December 2021. These were signed by the Chairman.

Fin_2021.66. Q3 M9 2021/22 Budget Monitoring

The meeting considered and discussed the Q3 M9 budget monitoring report.

Fin_2021.67. To authorise January payments as per the circulated schedule

It was **Resolved** to approve the payments schedule for January 2022 as circulated.

Action: Clerk and Councillor Johnson/Nichols

sd
24/2/22

Fin_2021.68. EGTC email spam protection

The meeting considered the suggestion of the Town Council's IT provider to subscribe to additional spam filtering software, in light of increased phishing emails. It was decided not to proceed with this.

Fin_2021.69. To pass a resolution to exclude members of the public and press

It was **Resolved** to exclude members of the public and press for the following item (procurement of youth service provision) due to the commercially confidential nature of the business to be transacted.

Fin_2021.70. Procurement of youth service provision from 1 June 2022 to 31 March 2024

Three local providers had been directly invited to tender. The tender opportunity had also been advertised on the Government's Contracts Finder Portal. One of the providers invited to tender had notified that they would not be submitting a bid. Two tenders were received. The sealed tenders were opened by the Chairman of the Council and the Town Clerk in advance of the meeting.

Those present considered the tenders received and scored the tenders in line with the tender scoring matrix provided to tenderers and the criteria stated in the invitation to tender documentation.

The tenderer with the highest score overall was Creative Youth Network.

It was **Resolved** to award the contract for youth service provision from 1 June 2022 to 31 March 2024 to Creative Youth Network.


Action: Clerk

Fin_2021.71. Items to report from members

There were no items to report.

Fin_2021.72. Date of next meeting:

7.00pm on 24 February 2022 in the Council Chamber of Emersons Green Town Council


24/2/22,



January 2022 Payments

Supplier	Details	Amount	Invoice/Ref	Paid by D/D	Paid by Debit card	Approved under delegated authority	Cost Centre	Nominal Code	NOTES
ALCA	Essential Councillor course Chris Edwardson	£40.00	21981				As PO	As PO	
Allotment Tenant	Key refund - Plot 1	£15.00						530	
Artel-31 Cooperative	Grant for Mangotsfield old station arts project	£15,000.00						333	From EMR
Avon Pension Scheme	Staff pension contributions	£1,216.36					110	Employer cont: 4050 / Staff cont: 4020	
Barclays	Bank charges 13/10-14/11/21	£10.00		✓			130	4260	
Bristol Tree Services	Fell 2x trees & works to hedges	£2,628.00	441, 442 & 443				As POs	As POs	
BT	Office telephone & broadband	£49.79		✓			140	4210	
CR Belcher	Replace 20 supplied bollards to Emersons Green Common	£672.00	EGTC25				As PO	As PO	
Dataquest	Copier print charges 13/12 - 12/01/22	£15.76		✓			130	4200	
Extreme Clean	Dec 2021 office/bus shelter clean and materials	£265.86	1285			Y	Office: 140 / Street furniture: 225	4362	
HMRC	Staff Income Tax & NI contributions	£1,063.66					110	Employer cont: 4040 / Staff cont: 4030	
Kath MacConnachie	Mileage expense claim	£9.00					130	4075	
Nebula	Monthly service agreement	£150.12		✓			130	4270	
NSG Security Group	Office keyholding subscription 23/11 - 31/03/22	£104.00	49				As PO	As PO	
Octopus Energy	Office electricity/gas - Dec	£163.77		✓			140	Gas: 4231 / Elec: 4232	
PATA Payroll	Jan payroll	£23.60	593				As PO	As PO	
Salaries	Salaries	£3,455.42					110	Clerk: 4000 / Assts: 4005	
South Glos Council	Internal audit services	£954.00	3804861863				As PO	As PO	
Water2business	Allot trough 02/12-04/01/22 £87.24 & Office 18/06 - 21/12/21 £6.12	£93.36	2059323394 2059405457				Allotment: 260 / Office: 140	Allotment: 4230 / Office: 4233	
Youth in Sodbury	Jan & Feb Youth Services	£1,352.50	40				250	4420	
TOTAL		£27,282.20							

JS
21/1/22

