



EMERSONS GREEN

TOWN COUNCIL

Westerleigh Road, Emersons Green, South Gloucestershire, BS16 7AN

Tel: 0117 3026989

6th April 2022

Dear Councillor

Be pleased to take notice a **Full Council meeting of Emersons Green Town Council** will be held in **The Council Chamber of Emersons Green Town Council** on **Thursday 14th April 2022 at 19:00**. 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

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Charlotte Starkie, Locum Town Clerk

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 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. **Apologies**
2. **To agree that the Locum Clerk, Charlotte Starkie, acts as the Clerk and Proper Officer on a temporary basis until the permanent employment of a new Town Clerk**
3. **Declarations of Interest under the Localism Act 2011**
4. **Public participation** (not to exceed 5 minutes per person)
5. **To approve the minutes of the Full Council meeting held on 10th March 2022**
6. **NALC Briefing on Ukraine** (circulated to councillors)
For councillors to note that NALC has made a statement of support to Ukraine, and for this council to agree if it expresses solidarity for condemning the attacks and violations in Ukraine
7. **Outstanding items from these minutes on 10th March 2022**
8. **Chairman update**
 - To receive a verbal update from the Chairman on the recent strategy workshop
9. **Planning Committee update**
 - To receive a verbal report from the Committee Chairman
10. **Finance Committee update**
 - To receive a verbal report from the Committee Chairman

- 11. Open Spaces Committee update**
 - To receive a verbal report from the Committee Chairman
- 12. Local Action Nature Plan Working Group update (as agreed 10 Feb 2022)**
 - To receive a verbal update from the group
- 13. To authorise March and April 2022 payments as per circulated schedule**
- 14. To receive the bank statement and bank reconciliation to end of March 2022**
- 15. To consider and agree the use of the professional services of RBS business solutions (accounts package provider) to close down the accounts package as one element of the year end process**
- 16. To consider the award of a grant to the Lyde Green Open Spaces Community Group (based on a previous decision at the Open Spaces Committee in September 2018) for the provision of community information boards** (report circulated only to councillors)
- 17. To consider and agree the following grant applications** (applications circulated to councillors only, in advance of meeting)
 - a. From 1st Mangotsfield Rainbows requesting £210 towards a Jubilee event, to cover age range of 5 to 16, including young leaders
 - b. Emersons Ladies Group (formerly WI) requesting £250 towards a Jubilee event, and a further £500 towards running costs to reduce impact on individual membership fees
 - c. Ham Farm Festival requesting £3,000, towards the costs of hosting a community summer music festival
- 18. To consider and agree payments to Youth in Sodbury**

To consider and agree their invoice where costs have increased (invoice circulated to members in advance of meeting) and to agree an upper limit (ie £600) for additional hours and costs to support a handover to the new contractor (Creative Youth Network) in June 2022.
- 19. Hedgehog houses**

To agree that officers be delegated authority to distribute appropriately to the community, the five remaining hedgehog houses
- 20. Items from members to report**
- 21. Clerk's update: to note that 2 councillor vacancies have been advertised for co-option**
- 21. To consider excluding the public and press**

To resolve to exclude the public and press to consider the next item due to the confidential nature of the business to be transacted
- 22. Confidential: To receive an update on the Recruitment of Town Clerk/RFO**
 - a. To receive a verbal update from the Chair of the Personnel Committee
 - b. To consider and agree a relocation package for the new town clerk
- 23. Confidential: Security services**
- 24. Next Meetings**

19:00 28th April 2022, to receive a recommendation from Personnel Committee regarding recruitment
19:00 12 May 2022, Annual Council Meeting (and co-option of new councillors)