



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

5th June 2022

To Councillors: Simon Budd (Mayor), David Somers (Deputy Mayor), James Hunt, Rachael Hunt, Sadik Al-Hassan, Roberta Sunderland, Colin Hunt, Stephen Bassett, Caroline Johnson, Patricia Morgan, Matthew Palmer, Christopher Edwardson, Simon Jones, Sally Hill, Richard Nichols.

Dear Councillor,

You are hereby summoned to a meeting of the **Full Council** of Emersons Green Town Council to be held in **The Council Chamber of Emersons Green Town Council** on **Thursday 9th June 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.

Before the meeting, starting **at 1830hrs**, there will be the opportunity to update the official photographs on the Council website, as a group, and take individual head and shoulders photos, if required. I do hope that you can take attend.

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 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, the 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 them 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.

INTRODUCTION

FC_2022.25 Welcome and Introductions.

To welcome members of the public, introduce all Councillors and guest speakers, describe the emergency procedures, and make any necessary safety announcements.

FC_2022.26 Apologies for absence.

FC_2022.27 Declaration of Interest – Localism Act 2011.

Members are reminded of the legal requirements concerning the declaration of interests. Forms held with South Glos should be regularly updated. A Member must declare a disclosable pecuniary interest which he/she has in any item on the agenda. A Member with a disclosable pecuniary interest in any item may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

FC_2022.28 Public Participation.

Members of the public will be given the opportunity to ask questions of the committee for a maximum of five minutes per person in accordance with the guidance notes.

FC_2022.29 Minutes.

Mover: Cllr Simon Budd (Mayor)
Second: Cllr David Somers (Deputy Mayor)

Motion: That the Minutes of the Full Council meeting held on 12th May 2022, copies having been circulated, be approved as a correct record, and signed by the Mayor.

FC_2022.30 Outstanding items from the minutes of the Town Council held on 12th May 2022.

To note the correspondence from Avon and Somerset Police, concerning speed limits in the Parish Boundary.

CO-OPTION OF A NEW COUNCILLOR

- FC_2022.31 Application for Co-option.**
To receive an application from a member of the public to fill the vacancy in the Badminton Ward and to invite the applicant to address the Council for a maximum of 5 mins.
- FC_2022.32 Co-option to the vacant position in Badminton Ward.**
To vote on the co-option.
- FC_2022.33 Declarations of Office.**
To sign the declaration of acceptance of office.
- FC_2022.34 Committee Allocation.**
To allocate committee membership.

FINANCE - YEAR-END

- FC_2022.35 Balance Sheet.**
- Mover:** Cllr Simon Budd (Mayor)
Second: Cllr David Somers (Deputy Mayor)
- Motion:** That the document: *Emersons Green Town Council Current Year Balance Sheet as at 31 March 2022*, copies having been circulated, be approved as a correct record, and signed by the Mayor.

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22 FORM 3

- FC_2022.36 Internal Auditors Report**
- Mover:** Cllr Simon Budd (Mayor)
Second: Cllr David Somers (Deputy Mayor)
- Motion:** That the AGAR document: *Annual Internal Audit Report 2021/22*, copies having been circulated, be accepted by the Council.
- FC_2022.37 Annual Governance Statements**
- Mover:** Cllr Simon Budd (Mayor)
Second: Cllr David Somers (Deputy Mayor)
- Motion:** That the documents: *Section 1 - Annual Governance Statement 2021/22, and Section 2 – Accounting Statements 2021/22 for Emersons Green Town Council*, copies having been circulated, be approved as a correct record, and signed by the Mayor and the Town Clerk.

COMMUNITY & GRANTS

- FC_2022.38** **To consider a grant payment of £400 to The Brightwell (West of England MS Therapy Centre) to continue providing therapeutic services to people with long-term neurological conditions in Emerson's Green parish.**
The Finance Committee requested this payment on the 26th of May 2022 (Local Government Act 1972, s.137).
- FC_2022.39** **To review the grant application process.**
The Finance Committee requested this agenda item on the 26th of May 2022.
- FC_2022.40** **To consider the demand for Community Storage.**
Cllr Simon Budd (Mayor) requested this agenda item on the 30th May 2022.
- FC_2022.41** **To consider the demand for a refugee meeting space.**
Cllr Caroline Johnson requested this agenda item on the 30th May 2022.

COMMITTEE MATTERS

- FC_2022.42** **Finance Committee.**
To consider a resolution to dissolve the Finance Committee and sign the final minutes as a true record.
- FC_2022.43** **To receive any updates from Committees.**
- FC_2022.44** **To receive any updates from Working Groups.**

COUNCIL ADMINISTRATION

- FC_2022.45** **I.T. & Data Security.**
Members are reminded that their Council passwords should be changed on a regular basis, to keep sensitive data secure, and that Council staff are available to provide help and advice if needed.
- FC_2022.46** **Financial Regulations.**
To consider amendments to the Council's Financial Regulations policy.
- FC_2022.47** **Exclusion of the Press and Public.**
To consider passing a resolution to exclude the press and public from the meeting prior to consideration of the following items on the agenda on the grounds that exempt information (as defined by the Local Government (Access to Information) Act, 1985) is likely to be disclosed. Items of a confidential nature may be debated in the absence of the press and public under the Public Bodies (Admission to Meetings) Act 1960.

PERSONNEL MATTERS

FC_2022.48 Annual Leave.

To allocate dates for annual leave during the current municipal year.

FC_2022.49 Staffing Levels.

To consider increasing the human resources available to the Council. Cllr Simon Budd (Mayor) requested this agenda item on the 30th May 2022.

FC_2022.50 Dates and Timings.

To note the next meeting of the Full Town Council is currently scheduled for Thursday 14th July 2022 at 1900hrs in the Emersons Green Town Council Chamber. To note the time that the business of this meeting was closed.