



EMERSONS GREEN
TOWN COUNCIL

Minutes of the Finance Committee

held in the Council Chamber, Emersons Green Town Council

1900hrs on Thursday 26th May 2022

- Present:** Councillors James Hunt, Christopher Edwardson, Colin Hunt, Sally Hill.
- Absent:** Councillors Caroline Johnson, Richard Nichols, David Somers, Roberta Sunderland.
- In attendance:** Town Clerk, Ian Lyons, and Assistant Clerk, Donna Simmons.
- Public attendance:** None.
- Apologies:** Councillors Johnson, Roberta Sunderland, Richard Nichols, David Somers, and Patricia Morgan.
- Notes:** For procedural reasons, item **FIN_2022.1** was withdrawn.

INTRODUCTION

FIN_2022.2 To appoint a Chairman for the current municipal year.

Motion: It was moved by Cllr Sally Hill, supported by Cllr Christopher Edwardson, and resolved that:

Resolved: Cllr James Hunt is appointed as the Chairman of the Finance Committee for the municipal year.

FIN_2022.3 Apologies for absence.

Minutes: The names of all committee members who made apologies were announced by the Town Clerk.

FIN_2022.5 To receive representations from the press and public.

Minutes: No members of the press or public were present.

FIN_2022.6 To approve the minutes of the 24th February 2022 meeting.

Motion: It was moved by Cllr Sally Hill, supported by Cllr Simon Budd, and resolved that:

Resolved: That the Minutes of the meeting of the Finance Committee held on 24th February 2022 be approved as a correct record and signed by the Chair.

FIN_2022.7 **To discuss any outstanding items from the previous minutes.**

Minutes: The Town Clerk informed the meeting that the Council had renewed its insurance policy and that the Christmas lights had been ordered but not yet invoiced or delivered, this would happen later in the year.

FINANCE

FIN_2022.8 **To receive Bank Statements & Bank Reconciliations for April 2022.**

Minutes: The committee read the circulated document without question or comments. After this, the documents were signed by the Chair.

FIN_2022.9 **To authorise and approve the Council payments for April and May 2022.**

Motion: It was moved by Cllr Sally Hill, supported by Cllr Simon Budd, and resolved that:

Resolved: The Council payments list for April and May 2022 be approved as a correct record and signed by the Chair.

FINANCIAL YEAR-END

FIN_2022.10 **To note the financial position of the Council at year-end 2021/22.**

Minutes: The committee read and noted the circulated document without question or comments.

FIN_2022.11 **To receive and approve the Council's financial year-end documents for the 2021/22 period.**

Motion: It was moved by Cllr Christopher Edwardson, supported by Cllr Sally Hill, and resolved that:

Resolved: The Finance Committee receive and approve the Annual Governance and Accountability Return 2021/22 Form 3 for Emerson's Green Town Council.

FIN_2022.12 **To make a recommendation to Full Council that the year-end accounts are adopted.**

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Sally Hill, and resolved that:

Resolved: The Finance Committee recommend that the year-end accounts are adopted at the next meeting of the Full Council on the 9th of June 2022.

Action: Town Clerk to list the item on the Full Council agenda for 9th June 2022.

GRANT APPLICATIONS

FIN_2022.13 **To consider a grant application from the Community and History Arts Group (CHAP).**

Minutes: The committee discussed a grant application from the Community and History Arts Group (CHAP) for £485 to provide a stall at the Queens's Platinum Jubilee celebration in June.

Upon request, the Town Clerk read aloud the advice and recommendations listed in the Clerk's Report to the Finance Committee dated 25th May 2022, along with the financial implications for the Council. Following this advice. After this:

Motion: It was moved by Cllr Sally Hill, supported by Cllr Christopher Edwardson, and resolved that:

Resolved: The Finance Committee approve a grant payment of £500 to the Community and History Arts Group (CHAP) to provide a stall at the Queens's Platinum Jubilee celebration in June.

Action: Assistant Clerk to contact the group and arrange the payment (Local Government Act 1972, s.145).

FIN_2022.14 **To consider a grant application from The Brightwell (West of England MS Therapy Centre).**

Minutes: The committee discussed a grant application from The Brightwell (West of England MS Therapy Centre) for £400 to continue providing therapeutic services to people with long-term neurological conditions in the parish.

Upon request, the Town Clerk read aloud the advice and recommendations listed in the *Clerk's Report to the Finance Committee* dated 25th May 2022, along with the financial implications for the Council. After this:

Motion: It was moved by Cllr Simon Budd, supported by Cllr Sally Hill, and resolved that:

Resolved: The Finance Committee recommend to Full Council that a grant payment of £400 is paid 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.

Action: Town Clerk to list the item for approval on the Full Council Agenda at the next available opportunity (Local Government Act 1972, s.137).

FIN_2022.15 **To discuss the grant application process.**

Minutes: The committee discussed the grant application process.

Upon request, the Town Clerk read aloud the advice and recommendations listed in the *Clerk's Report to the Finance Committee* dated 25th May 2022, along with the financial implications for the Council. After this:

Motion: It was moved by Cllr James Hunt, supported by Cllr Sally Hill, and resolved that:

Resolved: This matter is discussed further at Full Council.

Action: Town Clerk to list the item for approval on the Full Council Agenda at the next available opportunity.

FIN_2022.16 **To discuss the Council's consultancy requirements and decide on the most appropriate strategy.**

Minutes: The committee discussed the current consultancy arrangements.

Upon request, the Town Clerk read aloud the advice and recommendations listed in the *Clerk's Report to the Finance Committee* dated 25th May 2022, along with the financial implications for the Council. After this:

Motion: It was moved by Cllr Sally Hill, supported by Cllr Christopher Edwardson, and resolved that:

Resolved: The Council delegate authority to the Town Clerk to enter a contract with suitably qualified and experienced consultants, at the Town Clerk's discretion, up to a limit of £500.

Action: Town Clerk to engage with consultants as required.

FIN_2022.17 **To note the date and time of the next Finance Committee meeting.**

Minutes: The date and time of the next Finance Committee meeting was noted as:

Thursday 23rd June at 1900hrs in the Emersons Green Town Council Chamber.

However, it was also noted that Full Council may decide to suspend the Finance Committee meeting in future to increase efficiency.

The formal business of the meeting closed at 1955 hrs.