



EMERSONS GREEN

TOWN COUNCIL

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

Clerk: Kath MacConnachie

Tel: 0117 3026989

30 April 2021

Dear Councillor

Be pleased to take notice that the **Annual Meeting of Emersons Green Town Council** will be held remotely by Zoom on **Thursday 6 May 2021 at 18:30**. 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.

Kath MacConnachie, Town Clerk

AGENDA

Join Zoom Meeting:

<https://zoom.us/j/92585262693>

Meeting ID: 925 8526 2693

By Phone:

+44 208 080 6592

+44 330 088 5830

+44 131 460 1196

+44 203 481 5237

+44 203 481 5240

+44 203 901 7895

+44 208 080 6591

*This meeting will be recorded. The recording will be destroyed once the minutes of the meeting are approved.
If joining with a mobile device, please ensure you have downloaded the Zoom app in advance.*

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**
2. **To receive Declaration of Acceptance of Office by newly elected Chairman/Mayor**
3. **Election of Emersons Green Town Council Vice Chairman**
4. **To received Declaration of Acceptance of Office by newly elected Vice Chairman**
5. **Apologies**
 - Received in advance from Councillors Hill, Palmer and Bassett
6. **Declarations of Interest under the Localism Act 2011**
7. **Public participation** (not to exceed 5 minutes per person)
8. **To approve the Minutes of the Full Council Meeting held on 8 April 2021**
9. **Outstanding items from these minutes**
10. **To approve the Financial Regulations for 2021/22**

- 11. To approve the Standing Orders for 2021/22**
- 12. To appoint Standing Committees and Working Groups**
 - Finance Committee
 - Planning Committee
 - Open Spaces Committee
 - Events Committee
 - Personnel Committee
 - Climate Emergency Working Group
 - Youth Works Working Group
 - Any others as decided
- 13. To approve the Terms of Reference for Standing Committees and Working Groups**
- 14. To appoint members of Standing Committees**
 - Existing Committee membership circulated with this agenda
 - Members to consider requests to stand down/join committees in advance of the meeting
- 15. To appoint members to represent the Town Council on Outstanding Bodies**
 - Community Engagement Forum
 - NALC
 - Bristol East Cycling and Walking Group
 - Town and Parish Council Forum
 - Any other groups
- 16. To review of the Council's and/or staff subscriptions to other bodies**
 - NALC
 - SLCC
- 17. To receive the current Town Council Asset Register**
- 18. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation**
- 19. To approve signing of bank mandate form appointing Councillor Johnson as bank signatory and authoriser on online banking**
- 20. Annual Governance & Accountability Return 2020/21 – Annual Governance Statement**
 - To receive the AGAR Section 1 and to consider and approve response to statements
- 21. Annual Governance & Accountability Return 2020/21 – Accounting Statements**
 - To receive the AGAR Section 2 and consider and approve the Accounting Statement
- 22. Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return 2020/21**
- 23. Correspondence**
 - Letters of thanks from St Peter's Hospice
 - Letter of thanks from Rodway Rubies Women's Institute
- 24. Events Committee update**
 - To receive a verbal report from the Chairman of the last meeting
- 25. Planning Committee update**

- To receive a verbal report from the Chairman
- 26. Finance Committee update**
 - To receive a verbal report from the Chairman
- 27. Open Spaces Committee update**
 - To receive a verbal report from the Chairman
- 28. Climate Emergency Working Group**
 - To receive a verbal update from the group
- 29. Grant applications**
 - St Peter's Hospice (£2,500) as recommended by the Finance Committee (S137)
 - 3rd Kingswood (Lyde Green) Guides (£300)
 - Friends of Emersons Green Park (£2,500)
- 30. Christmas Street Lights 2021-23**
 - To received recommendation from the Finance Committee re. contract for 2021-2023
 - To award contract
 - To consider any, if appropriate, agree additional Christmas lighting requirements
- 31. 2020/21 Community Infrastructure Levy (CIL) allocation**
 - To note allocation and agree earmarking of funds
- 32. High Consequence Infectious Disease Policy**
 - To enact the provisions of the policy until 21 June 2021 (subject to successful progression of the government's timetable for the lifting of Covid-19 restrictions)
- 33. Items from members to report**
- 34. Next Meeting**

To be confirmed