



EMERSONS GREEN  
TOWN COUNCIL

## Minutes of a Meeting of the Finance Committee

25 March 2021

Held via Zoom due to COVID-19 restrictions

**Present:** Councillors J Hunt (Chairman), S Budd, S Hill, C Johnson, D Somers and R Sunderland

**Absent:** Councillors S Al Hassan and R Nichols

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

177. **Apologies**

No apologies for absence were received.

178. **Declarations of interest under the Localism Act 2011**

There were no declarations of interest.

179. **Public Participation**

There were no members of the public present.

180. **Minutes of 25 February 2021**

It was **Resolved** that the minutes of 25 February 2021 were an accurate record of the meeting.

181. **Outstanding items from these minutes**

There were no outstanding actions from these minutes.

182. **Bank Statements & Bank Reconciliations**

Members considered the bank statements and reconciliations which were circulated in advance of the meeting.

It was **Resolved** to approve the bank reconciliations for January and February 2021.

The Clerk checked that members has received the link to the OneDrive folder which contained all invoices. Members had received the link and a number had successful viewed the invoices. The Clerk asked members to contact her if they had any issues with accessing these.

183. **EGTC insurance 2021/22**

The Clerk noted that the Town Council had a three year agreement with the broker Came & Co, who had recommended renewal with Hiscox. The Clerk had reviewed insurance cover to ensure it was adequate, and had added some items, such as the staff laptops and some fencing.

It was **Resolved** to purchase insurance for 2021/22 from Hiscox, via Came & Co, for £2,074.45.

184. **Training Budget**

Members **Resolved** to fund the South Gloucestershire Council Declaration of Interests training for all councillors who wished to attend, at £50 per delegate.

185. **Youth Works**

Members noted that Youth Works were back up and running and that Covid-19 Supplier Relief payments would cease, and normal invoicing arrangements would recommence.

The Clerk noted that both Youth Works and Extreme Clean had both indicated how grateful they were for the Covid-19 Supplier Relief payments, and that both had indicated that they would not be uplifting their prices for the 2021/22 financial year.

It was noted that with the Summer months approaching, and the ongoing Covid-19 restrictions, Youth Works weren't likely to use Emersons Green Village Hall until the winter months. It was agreed to advise Emersons Green Village Hall that the Covid-19 Supplier Relief would cease at the appropriate point in the future.

**Action:** Clerk

The Clerk noted that she would carry out balancing calculations at year end to ensure that no financial benefit, above and beyond what would normally have been received, would occur to suppliers as a result of Covid-19 Supplier Relief payments.

186. **Draft High Consequence Infectious Disease Policy**

Members considered the financial provisions of the draft policy.

Members were supportive of the draft policy and **Resolved** to recommend the adoption of the policy to Full Council.

187. **Payments**

It was **Resolved** to approve the March payments schedule and for payment of these to be actioned by Councillor Nichols and Clerk.

**Action:** Councillor Nichols and Clerk

188. **To authorise the regular payments for 2021/22**

It was **Resolved** to approve the regular suppliers and payments for 2021/22 as per the circulated schedule.

189. **Items to report from members**

Councillor Budd raised for discussion whether the Town Council should have the office loft boarded, and a proper ladder installed, to allow for storage. A request had been received for a location to store the Mangotsfield nativity figures. It was noted that the storage was not required for the Town Council purposes. Councillor Somers suggested that Emersons Green Village Hall might be a potential space for storage of the nativity figures, as they would soon be relieved of the Town Council bollards they had in storage.

190. **Date of next meeting:** 1900 on Thursday 29 April 2021, by Zoom. Apologies were given in advance from Councillor Hill.