



EMERSONS GREEN

TOWN COUNCIL

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

Clerk: Kath MacConnachie

Tel: 0117 3026989

16 July 2021

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 22 July 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.

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Kath MacConnachie, 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

AGENDA

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. **Deactivation High Consequence Infectious Disease Policy**
 - To confirm that following the government removal or remaining Covid-19 restrictions, and the subsequent ability to meet safely and legally in person, the High Consequence Infectious Disease Policy is deactivated
2. **Apologies**
 - Received in advance from Councillor Johnson
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 Annual Meeting of the Town Council held on 6 May 2021**
6. **Outstanding items from these minutes**
7. **Correspondence**
 - Email from resident dated 5 July 2021 concerning abandoned shopping trollies
 - Letter of thanks from St Peter's Hospice in response to grant funding
 - Email of thanks from 3rd Kingswood Brownies in respect of funding
 - Invitation to ALCA Annual General Meeting 9 October 2021, by Zoom (to elect two representatives)
8. **Planning Committee update**
 - To receive a verbal report from the Chairman

- 9. Finance Committee update**
 - To receive a verbal report from the Chairman
- 10. Open Spaces Committee update**
 - To receive a verbal report from the Chairman
- 11. Climate Emergency Working Group update**
 - To receive a verbal update from the group
- 12. Mangotsfield Old Station/Pavilion Arts Project**
 - To receive update on ACE funding bid
 - To approve ongoing support for the project and continued commitment to match funding
- 13. To review the Risk Register**
- 14. To review the Annual Plan 2021/22**
- 15. Draft Staff Appraisal Scheme**
 - To consider the Personnel Committee recommendation to adopt the draft Appraisal Scheme
- 16. Personnel Committee Terms of Reference**
 - To consider adopting the revised Personnel Committee Terms of Reference
- 17. A4174 Junction Improvement Scheme consultation response**
 - To receive a proposal from Councillor Dowling to object to South Gloucestershire Council's plans for the A4174 Junction Improvement Scheme
- 18. Free UWE IT consultancy opportunity**
 - To consider applying for student placement to conduct review of Town Council website
- 19. Tree planting budget**
 - To receive a proposal from Councillor Sunderland to increase the Trees budget (260/4352) by £3,550 (new total £5,300 from original £1,750)
- 20. To consider quote from NSG for key-holding and call out service for the Town Council office**
 - To consider approving budget overspend to budget 140/4215 (Alarm Monitor and Maintenance) in order to proceed
- 21. To consider Officer report on Communications and Engagement**
 - To consider the recommendations of the report, in particular
 - i. Whether to adopt the Communications and Engagement Aims
 - ii. Whether to adopt the Communications Action Plan
- 22. Lack of road markings following resurfacing in Emersons Green**
 - To note multiple reports concerning this issue and consider potential action
- 23. Three Greens Festival - Town Council stand**
 - To agree volunteers to man the Town Council stand
 - Suggestions for display (also for consideration at Open Spaces Committee on 27 July 2021)
- 24. Items from members to report**
- 25. Next Meeting**

19:00 16 September 2021