

**REPORT** of the meeting of the Finance and Policy Committee  
held on Thursday 21 September 2017

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Present: Cllr Pam Shipp (Chair)  
Cllr Benj Emmerson  
Cllr Shirley Holloway  
Cllr Clive Parkinson  
Cllr Guy Rawlinson

Sandra Richardson (Deputy Town Clerk)  
Wendy Sydenham (Administrator)

(Cllr Martin Trueman – absent)  
(Cllr Maggie Tyrrell – absent)

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1. **TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Cllr Bob Griffin (out of Thornbury)  
Cllr Helen Harrison (out of Thornbury)  
Cllr Matthew Stringer (other commitment)

2. **TO RECEIVE ANY MEMBER'S DECLARATIONS OF INTEREST**

None.

3. **TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**

The Chair welcomed members of the public to the meeting.

- (a) Roger Hall, a local resident, addressed the Committee about the importance of making the large number of new residents feel welcome to the town, and in particular making them aware of what the town offers in terms of clubs, activities, etc, perhaps in the form of a regular event where clubs were represented and to which all residents were invited. The suggestion was welcomed by the Committee and Cllr Clive Parkinson suggested that the Town Centre Partnership may be a good starting place for this. It was agreed that this would be put on the next agenda for the Town Development Committee. The Chair thanked Mr Hall for attending.
- (b) Gill Dunkley, a local resident and speaking on behalf of others members of the public who were in attendance, presented signatures to the Committee asking for a public meeting to discuss the future of the Armstrong Hall/Turnberries Community Centre. It was noted by Committee that there were in excess of the required six signatures from electors.

*In order to allow this issue to be discussed further, it was agreed by the Committee that Item 10 of the agenda would be brought forward.*

There was some discussion about the timing of the public meeting and the decision making process generally. A number of issues were raised by members of the public including the lack of a business plan, who would pay for any deficits, who would own and run any new facility, how vacated sites might be developed and how the public meeting would fit into the consultation process. The Committee noted the signatures presented and noted the comments made by members of the public. Cllr Clive Parkinson proposed that the matter be referred to full Council on 3 October 2017 where a date for the meeting could be considered and set. Cllr Benj Emmerson seconded the proposed and it was unanimously agreed.

4. **TO RECIEVE A REPORT ON POLICING MATTERS**

There were no representatives from the police available to attend the meeting but they had provided a written report on policing matters for July/August which was tabled and discussed. It was noted that PC Malcolm Webley had now started working in Thornbury.

5. **TO RECEIVE AN UPDATE ON AND CONSIDER MATTERS ARISING FROM THE FINANCE AND POLICY MEETING ON 6 JULY 2017**

The report of the meeting on 6 July 2017 had been circulated and was noted. The Committee asked whether any formal response had been received to the Clerk’s letter to the police regarding nuisance youth and ASB incidents. The Deputy Clerk agreed to check with the Clerk.

6. **TO CONSIDER THE FOLLOWING FINANCIAL MATTERS**

(a) *To receive the financial statement for August 2017*

The financial statement for August 2017 had been circulated and was noted. Cllr Clive Parkinson asked for more information on what the main expenses had been in Central Services and Environment. The Deputy Clerk clarified that these were – redecoration of the Town Hall (Central Services) and Thornbury in Bloom, grass cutting, bus shelters and a new bin (Environment) – both the Thornbury in Bloom and bin expenses are reimbursable. Cllr Clive Parkinson requested that future financial statements included comparison between actual and budgets which the new Sage system should now allow.

(b) *To approve the Accounts for Payment*

Cllr Benj Emmerson proposed the accounts for payment be approved. Cllr Pam Shipp seconded and it was unanimously agreed. Cllr Clive Parkinson highlighted that there would be a large invoice to be paid next month following the completion of the tarmacing works to areas of the Mundy Playing Fields. It was noted that these works had been very successful.

**ACCOUNTS PAID OUT OF MEETING**

South Gloucestershire Council	Rates (September) – Town Hall	1223.00
South Gloucestershire Council	Rates (September) – Cemetery	301.00

**ACCOUNTS NOW DUE FOR PAYMENT**

**Central Services**

British Telecommunications plc	Telephone Bill – Town Hall	438.66
Corona Energy	Gas Bill – Town Hall	78.58
The Consortium	Stationery	17.99
The Consortium	Stationery	17.99

EDF Energy	Electricity Bill – Town Hall	550.74
Society of Local Councils Clerks	CPD Delegate Fee – Graham Smith	114.00
Water2Business (Bristol Water)	Water Bill – Town Hall	178.07
Yate Supplies Ltd	Black Sacks	33.24
Yate Supplies Ltd	Black Sacks	124.37
Apogee	Extra copy charge	90.54

### **Playing Fields & Cemetery**

Abbey Loos Ltd	Toilet unit hire	32.40
Alexandra (MWUK Ltd)	Workwear	112.68
British Telecommunications plc	Telephone Bill – PFC	50.13
Corona Energy	Gas Bill – PFC	63.16
EDF Energy	Electricity Bill – Cemetery	16.47
Hawkins of Thornbury	Coach bolts & connectors	15.76
Newey & Eyre Ltd (Rexel)	Light fittings	50.40
Proludic Ltd	Play equipment	14,639.99
The Play Inspection Company	Equipment inspection	354.00
Raycox Turf Ltd	Turf	9.36
Silvey Oil Specialists	Gas oil	456.54
Thornbury Motors Ltd	Petrol	143.52
Thornbury Tyre Services Ltd	Tube repair	18.00
Veolia ES (UK) Ltd	Waste collection	139.42
Veolia ES (UK) Ltd	Waste collection	498.46
Water2Business (Bristol Water)	Water Bill – PFC	1623.91
Yate Supplies Ltd	Black sacks	40.22
Brass Founders	Brass plaque	126.41
Brass Founders	Brass plaque	126.41
GAP Supplies Ltd	Drills etc	29.39

### **Environment**

Thornbury Motors ltd	Petrol	143.52
Travis Perkins Co Ltd	Cement	33.34
Thornbury & District Heritage Trust	Tea towels	30.00
Water2Busienss (Bristol Water)	Water Bill – Fountain	21.20

### **Grants & Contingencies**

Armstrong Hall	Community Toilet Scheme – September	250.00
Corona Energy	Gas Bill – 4 Chapel Street	54.99
Heritage	Community Toilet Scheme – September	250.00
The Malt House	Community Toilet Scheme – September	150.00
The Swan	Community Toilet Scheme – September	250.00
Steamers Ltd (The Wheatsheaf)	Community Toilet Scheme – September	150.00

### **Land & Property**

Walker Fire (UK) Ltd	Fire extinguisher maintenance – 4CS	39.96
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- (c) *To consider the allocation of Council reserves*  
Information on Council's reserves allocation had been circulated and the options were discussed by Committee. It was agreed that Cllr Clive Parkinson would discuss this further with the RFO, including moving maintenance allocations back into reserves, and come back to Committee.

Cllr Clive Parkinson asked for the Clerk to report back at the next meeting on progress to date with actions from the internal audit report and raised the possibility of an audit sub-committee which could focus specifically on this, rather than letting too much time lapse before actions are progressed.

- (d) *To receive an update from the Deputy Clerk regarding Council's banking arrangements*  
The Deputy Clerk reported that progress was being made and we now had a mandate form for collecting signatures.
- (e) *To consider future arrangements for reimbursement of VAT for community groups*  
The Deputy Clerk reported that the Clerk had raised some concerns regarding whether we are following best practice for the reimbursement of invoices and VAT implications for community groups. The RFO will shortly be attending a VAT training seminar and will report back with regard to this issue.

7. **TO CONSIDER COUNCIL'S RESPONSE TO THE CONSULTATION ON THE PROPOSED MOTORWAY JUNCTION 18A OF THE M4**

The proposals were discussed by Committee and it was agreed that Council would wish to raise concerns regarding both options as they would both increase congestion at the Almondsbury junction which would affect Thornbury residents.

8. **TO RECEIVE AN UPDATE ON REPAIRS AND MAINTENANCE ARRANGEMENTS FOR THE TOWN CLOCK**

The Deputy Clerk reported that an expert in turret clocks had looked at the town clock and highlighted work needed to return the clock to working order including taking it away to be cleaned, replacing cogs, sealing and maintenance of the cupboard, reinforcing the floor, etc. He will provide a report/quote to Council shortly. The link with the recent building work was discussed and it was agreed to wait for the expert's report before making any further decisions. Cllr Benj Emmerson stressed the importance of the Town Clock to Thornbury's heritage and the need for it to be working.

9. **TO CONSIDER ARRANGEMENTS FOR REMEMBRANCE SUNDAY**

The Deputy Clerk reported that an email would be sent out shortly to Councillors as usual regarding seating in the church, and tea would also be arranged as usual.

10. **TO RECEIVE ANY CORRESPONDENCE AND NOTICES TO BE DEALT WITH ON GROUNDS OF URGENCY**

*See Item 3 (b) of minutes which was covered under Item 10.*

- (a) The Deputy Clerk reported that the legislation regarding Data Protection would be changing in May 2018 and further information would be reported to the Committee in due course.
- (b) The Deputy Clerk reported that further information and costings would be provided to the Committee in the near future regarding mapping software.