

**REPORT of the meeting of the Finance and Policy Committee  
held on Thursday 25 January 2018**

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Present: Cllr Pam Shipp (Chair)  
Cllr Benj Emmerson  
Cllr Shirley Holloway  
Cllr Clive Parkinson  
Cllr Matthew Stringer  
Cllr Maggie Tyrrell

Clare Nelmes (Town Clerk)  
Louise Powell (Town Clerk)  
Wendy Sydenham (Administrator)

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*Before the meeting started, a minutes silence was observed in memory of Bernard Fennell and the service and commitment he has given to the town.*

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

Cllr Bob Griffin (indisposed)  
Cllr Helen Harrison (out of Thornbury)  
Cllr Guy Rawlinson (out of Thornbury)

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

None.

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

There were no members of the public present.

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

There were no representatives from the police available to attend the meeting and there was no written report provided.

**5. TO RECEIVE AN UPDATE ON AND CONSIDER MATTERS ARISING FROM THE FINANCE AND POLICY MEETING ON 26 OCTOBER 2017**

The report of the meeting on 26 October 2017 had been circulated and was noted. The Clerk reported that she was in the process of sorting out a date for the meeting to discuss the town clock.

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

(a) To approve the Accounts for Payment

The accounts for payment were tabled and discussed. Cllr Matt Stringer proposed they be approved for payment. The proposal was seconded by Cllr Benj Emmerson

and unanimously agreed. The Clerk reported that repairs had been carried out this week to the Armstrong Hall roof at a cost of around £400-500.

### **ACCOUNTS PAID OUT OF MEETING**

South Gloucestershire Council	Rates (January)	1223.00
South Gloucestershire Council	Rates (January)	301.00

### **ACCOUNTS NOW DUE FOR PAYMENT**

#### **Central Services**

Petty Cash		150.00
ALCA	Clerk's Course for Louise Powell	60.00
BiG Interactive	Emergency call to fix workstation issue	150.00
DomainNameShop (Nexus)	Domain Renewal "thornburytowncouncil.gov.uk"	84.00
Apogee	Sharp Copier – Copies	49.28
Corona Energy	Gas Bill	316.54
Consortium	Stationery	123.68
ICCM	Cemetery Management Course – Clerk	156.00
Pitney Bowes	Franking Machine Invoice Balance	3.99

#### **Playing Fields & Cemetery**

Abbey Loos	Portable Toilet Hire	100.80
Travis Perkins	Supplies (Postcrete & Ballast)	153.72
Veolia	Waste Disposal (The Pavilion & Cemetery)	490.65
Brass Founders	Brass Plaque	128.09
Corona Energy	Gas Bill	138.94
Countrywide Farmers	Waterproof Trousers	18.99
South Glos Council	Admin Fee Inspect Dropped Kerb Application	115.70
Thornbury MOT Centre	Welding Work completed on Council Truck	660.00

#### **Environment**

Avon Displays	Thornbury in Bloom Plaque	312.00
Thorn & District Heritage	Heritage Trail Guides TIC	30.00

#### **Land & Property**

T Hopkins Roofing	Roof Repairs on Flat 67A	125.00
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#### **Grants & Contingencies**

Corona Energy	Gas Bill	95.04
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- (b) To receive the financial statement for December 2017

The financial statement had been circulated and was noted. The Clerk confirmed that the current account had been transferred to Unity Trust Bank. The wages account would be transferred next, followed by the remaining Council accounts and then the Armstrong Hall accounts. As part of this process the strategy for the interest bearing account would need to be considered.

- (c) To consider the format of budget monitoring reports to committees and council

A set of budget monitoring reports were tabled and discussed. The reports were discussed and the Clerk confirmed that updated versions would be tabled at each meeting of the relevant Committee. It was agreed that a meeting of the audit sub-committee would be arranged to discuss them in more detail and any changes that needed to be made to them.

- (d) To receive an update from the Clerk regarding Council's banking arrangements

The Clerk confirmed that the application for the corporate credit card was being completed, and we would be moving towards BACS payment of invoices and salaries as soon as possible.

7. **TO CONSIDER A REQUEST TO CHANGE THE CONDITION OF A PREVIOUSLY AWARDED GRANT**

The Clerk requested that Council consider a request from Krunch to re-proportion the grant awarded to it in the 2018/19 financial year. The original award of £13,000 had been proportioned as £11,000 for rental costs and £2000 for other costs, but because of another award received by Krunch from another funder, they would like to change it to £9000 for rent and £4000 for other costs. Cllr Clive Parkinson proposed this change be accepted, subject to arrangements being made with the other funder regarding payment of rent. Cllr Matt Stringer seconded the proposal and it was unanimously agreed.

The Clerk also reported that we would be continuing with the Krunch annual rental agreement with Turnberries with the proviso that we would review the situation next year. The Clerk updated the Committee on the incidents of anti-social behaviour at Turnberries. The police had given advice on dealing with the issue including improvements to CCTV. Turnberries had been asked to provide details of incidents, timings and costs to the Council.

8. **TO CONSIDER THE IMPLICATIONS FOR COUNCIL OF THE NEW GENERAL DATA PROTECTION REGULATIONS (GDPR)**

The Clerk advised that there was no more guidance available at this time, and there was still some confusion around who could act as the Responsible Officer. It was agreed that some Councillor training may be useful nearer the time of implementation of the new regulations and this situation would be kept under review.

9. **TO RECEIVE THE FINAL RECOMMENDATIONS OF THE BOUNDARY COMMISSION REVIEW OF SOUTH GLOUCESTERSHIRE COUNCIL**

The Clerk confirmed that the final recommendations had been circulated and were unchanged for this area from previous drafts, with three members for Thornbury. The Clerk has more information and a map if required. Cllr Clive Parkinson requested that the Clerk write to South Gloucestershire Council to remind them of their undertaking to carry out a parish review as soon as possible in light of the housing developments in Thornbury which will make the wards unequal.

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

The Clerk reported that we had received a thank you letter from Thornbury Lip Readers following the award of their grant.