

**REPORT of the meeting of the Finance and Policy Committee
held on Thursday 26 October 2017**

Present: Cllr Pam Shipp (Chair)
Cllr Benj Emmerson
Cllr Bob Griffin
Cllr Helen Harrison
Cllr Shirley Holloway
Cllr Clive Parkinson
Cllr Guy Rawlinson
Cllr Maggie Tyrrell

Clare Nelmes (Town Clerk)
Wendy Sydenham (Administrator)

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Cllr Matthew Stringer (other commitments)

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.

(Cllr Maggie Tyrrell arrived at the meeting)

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 which was tabled and discussed. In addition to this report, a number of emails were tabled regarding anti-social behaviour in the Crossways Road area. The nature of the anti-social behaviour was discussed in some detail including the benefits of moving the bench located in the area (owned by South Gloucestershire Council). It was agreed that the Clerk would contact the local police and the South Gloucestershire Council Anti-social Behaviour Team with a view to organising a meeting with Councillors to discuss co-ordinated action against this behaviour and would also contact Dan Potter to establish any involvement he may have with tackling the problem.

(Cllr Helen Harrison arrived at the meeting)

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 Clerk agreed to add the issue of making new residents feel welcome to the town to the next Town Partnership agenda.

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

(a) **To approve the Accounts for Payment**

The Accounts for Payment were tabled and approved for payment. The Clerk agreed to confirm the locations of the three benches.

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

Siemens (Represented)	Lease Rental – Copier	369.44
Pitney Bowes / Purchase Power	Franking Machine Top Up	107.00

Playing Fields & Cemetery

Complete Weed Control	Chemical Weed Control – Sports Pitches	240.00
Abbey Loos	Portable Toilet Hire	100.80

Environment

Tony & Sue's Flower's	Miracle Grow Plant Food	14.16
Thornleigh Camphill Comm.	x3 Outdoor 3-Seater Benches	440.00

Grants & Contingencies

Thorn Community Building Trust	Quarterly Rental for Youth Area	2750.00
The Poppy Appeal	Donation For Remembrance Wreath	70.00

(b) **To receive an update from the Clerk regarding Council's banking arrangements**

The Clerk reported that the change in banking arrangements was progressing, and the information requested for random ID checks was being sent off shortly.

(c) **To consider future arrangements for reimbursement of VAT for community groups**

The Clerk confirmed that following advice received from the RFO regarding best practices with regard to VAT reimbursements for community groups, Council would need to confirm to Thornbury in Bloom and Thornbury Christmas Lights that we would no longer be able to make reimbursements on their behalf. It was agreed that the Clerk would write to the organisations to set out their options with regard to VAT – they could VAT registrar themselves in order to claim back VAT, they could increase their fundraising to cover the additional VAT costs or they could run their activities through the Council which would involve operating under our financial regulations. It was also agreed that the RFO should provide a short written report on the advice that had been provided with regard to this issue.

7. **TO CONSIDER COUNCIL'S ARRANGEMENTS FOR AUDIT**

(a) **Review progress on work identified in the internal auditor report**

The Clerk talked through progress made so far on the items identified in the internal auditor report. It was agreed that it was important for the Audit Working Group to be set up and meet as soon as possible to ensure progress continues. It was proposed by Cllr Shirley Holloway and seconded by Cllr Guy Rawlinson that the Clerk should obtain quotes from specialist companies for risk assessments packages which could then be fed into the budgeting process for 2018/19. The Clerk further suggested setting up a monthly rota of Councillors to do audit checks picked randomly from a list. This was considered best practice. The suggestion was welcomed by Council.

(b) **Agree the composition and terms of reference for an Audit Working Group**

It was agreed that the Audit Working Group would comprise of Cllr Clive Parkinson, Cllr Benj Emmerson, Cllr Bob Griffin, Cllr Guy Rawlinson, the Town Clerk and the RFO. The RFO will arrange a meeting as soon as possible. This will also enable development of Council's budget.

(c) **To confirm arrangements for the appointment of an internal auditor for 2017/18**

The Clerk outlined details of South Gloucestershire Council's prices and arrangements for internal audit for 2017/18. Cllr Clive Parkinson proposed that we use their services again for 2017/18, this was seconded by Cllr Benj Emmerson and unanimously agreed.

8. **TO RECEIVE AN UPDATE ON REPAIRS AND MAINTENANCE ARRANGEMENTS FOR THE TOWN CLOCK AND CONSIDER ANY QUOTATIONS FOR WORKS IDENTIFIED**

The Clerk tabled a summary of a report/quotation from Smiths of Derby. Their recommendations and indications of costs were discussed by Council. We are awaiting a report/quotation from a second company. In the meantime, it was agreed that the Clerk would seek advice from the South Gloucestershire Council Conservation Officer before seeking to arrange a meeting with the building owner to resolve the issue.

9. **TO CONSIDER QUOTATIONS FOR THE ELECTRICAL WORKS NECESSARY AT THE CEMETERY**

The Clerk reported that the quotations were not yet ready, so this item would be deferred to a future meeting.

10. **TO CONSIDER THE IMPLICATIONS OF THE RECENT LEGIONELLA RISK ASSESSMENTS UNDERTAKEN AT ALL COUNCIL PROPERTIES**

The Clerk reported that not all of the risk assessments had yet been received (we are still awaiting reports on the Pavilion and Splash Pad), so this item would be deferred to a future meeting.

11. **TO CONSIDER AND APPROVE ARRANGEMENTS FOR THIS YEAR'S MAYOR'S YOUTH AWARDS**

Details of the arrangements for this year's Mayor's Youth Awards were tabled and noted. Cllr Helen Harrison proposed that an additional £50 be put towards the prize money to allow for a "team" award. Cllr Clive Parkinson seconded the proposal and it was unanimously agreed.

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

Cllr Benj Emmerson reported that the Library User Group of which he was a member, had been disbanded.