

**REPORT of the meeting of the Finance and Policy Committee
held on Thursday 13 April 2017**

Present: Cllr Bob Griffin (Chair)

Cllrs: Guy Rawlinson
Shirley Holloway
Clive Parkinson
Benj Emmerson
Maggie Tyrrell
Matthew Stringer
Helen Harrison

Special Sergeant Roland Locke
Clare Nelmes (Town Clerk)
Wendy Sydenham (Administrator)

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

Angela Symonds (out of Thornbury)
PC Sean White

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

None

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

None

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

Sgt Roland Locke passed on PC Sean White's apologies for being unable to attend the meeting and provided an update on his behalf. He reported that crime rates generally had settled down in the town, although there were still areas experiencing anti-social behaviour.

(Councillor Matthew Stringer arrived.)

The situation in the St Mary's area had improved, but instances of anti-social behaviour had increased elsewhere, e.g. skate park, hospital and allotments. The Town Clerk reported that work had been done to cut down some of hedges surrounding the skate park which had made it more visible from the leisure centre car park, and it was hoped this would help reduce instances of this behaviour. It was reported that the Fire Service had run a course recently for some local young people

which was a hard-hitting course aiming to highlight the dangers and consequences of arson.

(Councillor Helen Harrison arrived.)

There have been a number of vehicles crimes reported recently including theft of tools from vehicles. Whilst the Beat Team were happy to provide help and advice, the official reporting of crime needed to be done through the 101 phone service (or 211 on a mobile), and also highlighted the important work being done by Crime Stoppers on 0800 555 111. Finally Sgt Locke reported that an additional Special Constable had started work in Thornbury. Councillor Guy Rawlinson highlighted that the Castle Street speed monitoring cameras might be better used during the morning rush hour. The Council thanked Sgt Locke for attending the meeting.

5. **TO RECEIVE AN UPDATE ON AND CONSIDER MATTERS ARISING FROM THE FINANCE AND POLICY MEETING ON 7 MARCH 2017**

The Town Clerk provided an update on the following -

The change to the new accountancy system had gone well with only a few glitches.

The Town Council mandate has now been sorted out.

The re-carpeting of the Council Chamber – the delivery of the red strip carpeting was awaited and would hopefully be fitted in the next couple of weeks.

6. **TO APPROVE THE ACCOUNTS FOR PAYMENT**

ACCOUNTS PAID OUT OF MEETING:

Gail Whitehead	Fairtrade Goods	81.94
C & P Wetrooms & Showers	MPF Flat Bathroom Refurbishment (deposit)	1000.00

ACCOUNTS NOW DUE FOR PAYMENT – 13th April 2017

Central Services

Petty Cash		175.00
Corona Energy	Gas Bill – Town Hall	292.99
Danwood Group Ltd	Extra copy charge	118.90
EDF Energy	Electricity Bill – Town Hall	297.14
Horders Thornbury Press	Letterheads and receipt books	225.00
ICCM	Subscription 2017/18	90.00
OTIS	Yearly maintenance for lift	720.62
SLCC	Course subscription for Wendy Sydenham	150.00
Siemens Financial Services Ltd	Photocopy lease rental	369.44
JCW Window Cleaning	Window Cleaning – TH	55.00

Playing Fields & Cemetery

Abbey Loos Ltd	Hire of toilet unit	110.40
Brass Founders	Brass Plaques	175.30
Corona Energy	Gas Bill – PFC	169.08
Countrywide Stores	Working boots & boiler suit	40.98
Countrywide Stores	Grass seed	385.00

EDF Energy	Electricity Bill – PFC	115.61
EDF Energy	Electricity Bill – Cemetery	18.80
S J & V J Howell	Hedge trimming	480.00
Hawkins of Thornbury	Araldite tubes	8.99
GAP Supplies Ltd	Sand etc	77.40
GAP Supplies Ltd	Masking tape etc	41.09
GAP Supplies Ltd	Coach Bolt	2.88
St Mary's Trust	Re-imbursable for electricity/Waste collection	141.75
Thornbury Tyre Services Ltd	Tyre repair	18.00
Thornbury Tyre Services Ltd	Replacement tyre and balancing	193.08
Thornbury Motors Ltd	Petrol	195.17
Veolia ES (UK) Ltd	Waste collection	321.62
Veolia ES (UK) Ltd	Waste collection	169.03
T H White Ltd	Service	538.28
T H White Ltd	Belts	75.82
Waster2business	Water bill – PFC	137.97
Glasdon UK Ltd	Dog Litter Bin	226.86
Travis Perkins	Zebra Tape	16.82

Environment

ALCA	Annual Subscription 2017/18	1262.96
Earth Anchors Ltd	Seat	799.20

Grants & Contingencies

Corona Energy	Gas Bill – Museum	86.75
Thornbury In Bloom	Grant	1500.00
Thornbury Carnival Committee	Grant	1250.00
South Glos Citizens Advice Bureau	Grant	2000.00
Thornbury & Dist.Community Assoc	Grant	3950.00
Thornbury Arts Festival	Grant	950.00
Jigsaw, Thornbury	Grant	1500.00
Thornbury Xmas lights	Grant	2000.00
Four Towns & Vale Link	Grant	1000.00
Thornbury Area Youth Music	Grant	1260.00
Thornbury Community Composting	Grant	1000.00

7. TO RECEIVE AN UPDATE ON THE REDECORATION OF THE TOWN HALL

The Town Clerk reported that the approved contractor could do the work on the Town Hall much sooner than expected, in mid-May to the end of June which would mean the costs would have to be met from last year's and this year's budgets. The plan would be for them to start by erecting scaffolding to carry out a full survey of works that needed to be done and to report back on this. It was acknowledged that although the full extent of the works, and therefore the cost, was unknown at this stage, any repairs that were essential would have to be done at some point, and it was likely that this may be more costly if left for another year. Councillor Bob Griffin proposed that we go ahead with the plan, Councillor Shirley Holloway seconded and the Committee unanimously agreed.

8. **TO RECEIVE AN UPDATE ON REVISING STANDING ORDERS AND FINANCIAL REGULATIONS**

The Town Clerk reported that the draft Standing Orders and Financial Regulations were nearing completion and she would shortly be arranging a meeting with Councillors Benj Emmerson and Clive Parkinson to progress this. Councillor Parkinson highlighted the need for the Neighbourhood Development Plan (NDP) to be included in this process. Councillor Parkinson reported that the recent NDP launch meeting had been an excellent event and passed on his thanks to the Town Clerk. The Town Clerk confirmed the ideal level of participation of Councillors in the NDP process, which would be three/four Councillors on the Steering Group and one on each Working Group. The frequency and pattern of meetings needed to be agreed and the Town Clerk reported that they had a volunteer in mind who might be able to act as secretary to the NDP process.

9. **TO RECEIVE AN UPDATE ON THE USE OF TURNBERRIES AS A BASE FOR FUTURE YOUTH WORK**

The Town Clerk reported that there would be a meeting next week with Krunch, representatives from the Town Council and Turnberries to iron out outstanding issues and hopefully sign a regular user agreement.

(Councillor Maggie Tyrrell arrived)

10. **TO CONSIDER ARRANGEMENTS FOR THE FUTURE OPERATION OF THE TOWN CLOCK**

Councillor Bob Griffin reported that a number of residents have expressed the importance of ensuring that the town clock was wound and kept in working order, and it was agreed that the clock was an important part of the town's history and heritage. There is uncertainty about how the clock will be looked after during the building works and also once Prezzo is open. It was agreed that the Town Clerk should look into this and perhaps carry out a survey once Prezzo is open.

11. **TO CONSIDER THE ARRANGEMENT FOR SERVING REFRESHMENTS AT COUNCIL MEETINGS (REFERRED FROM ENVIRONMENT COMMITTEE)**

The issue of reinstating the serving of refreshments at Council meetings had been raised at a recent Environment Committee meeting, partly because it was an opportunity to serve Fair Trade products. The Town Clerk reported that Fair Trade products are served at all Town Council functions and at the Armstrong Hall. After some discussion about the benefits of reinstating this practise and also the best time to serve them during the Trust/Council meetings, it was agreed to trial this at the next full Council meeting in June but to limit the refreshment break to 10 minutes.

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

The Town Clerk reported that a new consumer unit/fuse box was needed in the building used by Age Concern and that the Town Council had landlord responsibility to pay for this work. The existing electrics were very dated and the cost of updating them was being looked in to.