

**REPORT of the meeting of the Finance and Policy Committee
held on Thursday 6 July 2017**

Present: Cllr Helen Harrison (Vice Chair)
Cllr Benj Emmerson
Cllr Bob Griffin
Cllr Shirley Holloway
Cllr Clive Parkinson
Cllr Matt Stringer
Cllr Maggie Tyrrell

(Cllr Gail Whitehead – absent)

Clare Nelmes (Town Clerk)
Wendy Sydenham (Administrator)

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Cllr Guy Rawlinson (out of Thornbury)

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

There were no representatives from the police available to attend the meeting but they had provided a written report on policing matters for June/July which was tabled and discussed. The number and nature of nuisance youth and ASB incidents was noted in particular and it was agreed that the Clerk should write to PC Sean White and PC Natalie Draper, copied to their Sergeants, to express Council's concerns regarding these ongoing incidents, and to invite them to attend the next Committee meeting.

5. TO RECEIVE AN UPDATE ON AND CONSIDER MATTERS ARISING FROM THE FINANCE AND POLICY MEETING ON 25 MAY 2017

The Clerk reported that the Council's insurance policy had been paid and the Council's response to the Local Government Boundary Commission consultation had been fed back.

6. TO RECEIVE THE FINANCIAL STATEMENT FOR MAY 2017

The financial statement for May 2017 was noted. Cllr Clive Parkinson asked whether Council had examined the department underspends yet, and the Clerk confirmed that this

would need to be reported to the next full Council meeting.

7. TO APPROVE THE ACCOUNTS FOR PAYMENT

Cllr Helen Harrison proposed the following accounts for payment, Cllr Matt Stringer seconded and it was unanimously agreed. Cllr Benj Emmerson asked that the description of “South Gloucestershire – Dog Waste Collection/Localism Service” be changed to “Grounds Maintenance” as it is not an accurate description.

ACCOUNTS PAID OUT OF MEETING:

South Gloucestershire Council	Rates (June) – Town Hall	1223.00
South Gloucestershire Council	Rates (June) – Cemetery	301.00
Zurich Municipal	Town Council Insurance Policy	13790.26

ACCOUNTS NOW DUE FOR PAYMENT – 6th July 2017

Central Services

Access Displays Ltd	Folding Display Kit	511.20
Thornbury Carnival	Pitch Fee	45.00
Corona Energy	Gas Bill – Town Hall	114.22
The Consortium	Cleaning utensils/equipment	203.04
Gas Sure Service Ltd	Attend and repair boiler & fit radiator valves	348.00
Lemon Gazelle	Consultancy Fee	400.00
Argos (C Nelmes)	Gazebo	338.92
Pitney Bowes	Franking machine top up	107.00
South Gloucestershire Council	Energy bills	16,228.72
Siemens Financial Services Ltd	Lease rental for photocopier	369.44
Viking Ltd	Toners	197.96
British Telecommunications Plc	Telephone Bill	1283.75

Playing Fields & Cemetery

Andersons Waste Management Ltd	Empty drainage system	145.00
Countrywide Stores	Gun starter multi-spray kit	29.98
Corona Energy	Gas Bill – PFC	80.40
Pitch Spray	Supply and apply herbicide fee	850.00
The Ramp People	Non folding ramps	702.00
Silvey Oil Fuel Specialists	Gas Oil	419.58
Sullivans Machinery	Blades	71.35
Sullivans Machinery	Belt	14.11
Travis Perkins Trading Co Ltd	Carpet Spray adhesive	17.18
Veolia ES (UK) Ltd	Waste collection	439.51
Veolia ES (UK) Ltd	Waste Collection	139.42
T H White Ltd	Repair broken door glass on tractor	586.47
T H White Ltd	Mower spares	305.21
Zurich Municipal	Insurance for Kawasaki Mule for carnival	56.00
Sullivans	Clutch Cable	62.70
EDF Energy	Electricity Bill – MPF	94.56
EDF Energy	Electricity Bill – Chapel	16.77
EDF Energy	Electricity Bill – TH	327.42

Thornbury Motors	Petrol	194.99
Amicus AHS	Tree Work at Cemetery	170.00
British Telecom Plc	Telephone Bill	117.13

Environment

Broxap Ltd	Seat	607.20
South Gloucestershire Council	Dog Waste Collection/Localism Service	4234.79
Travis Perkins Trading Co Ltd	Cement for seats	37.80
Almondsbury Garden Centre	6 Pack Bedding	672.30
Thornbury Motors	Petrol	129.99
Thornbury Tyres	Tyres & Balancing	193.08

Grants & Contingencies

Armstrong Hall	Hall hire for Youth Forum	120.00
Corona Energy	Gas Bill – Museum	62.93

8. TO CONSIDER COUNCIL’S RESPONSE TO THE CONSULTATION ON SOUTH GLOUCESTERSHIRE’S HEALTH & WELLBEING STRATEGY

The strategy was discussed. It was agreed that Council’s response should be that it noted the content of the strategy but would like more information on where the necessary funds would come from to ensure delivery.

9. TO RECEIVE AN UPDATE FROM THE CLERK REGARDING COUNCIL’S BANKING ARRANGEMENTS

The Clerk outlined draft proposals for new banking arrangements. There continue to be problems with our current bank, in particular with regard to the Armstrong Hall mandates, setting up online banking and arranging a Council credit card. The Clerk had sought advice from other parish councils and Unity Trust Bank had been recommended as a bank that specialised in working with charities, local government and not-for-profit organisations. The change would also be a good opportunity to rationalise and simplify the number of accounts we held. Online authorisation of payments/invoices would be set up which would involve administrative staff setting up the payments and Councillors signing in to approve them. SAGE could be linked to the online accounts to break them down further and allow for more visibility of expenditure against budget. Consideration would need to be given to the level of funds that would be put into an interest bearing account. We would also plan to arrange for Council to be able to accept card payments.

The proposal was discussed in detail. Cllr Benj Emmerson queried whether the wages account would need to be separate from the current account. A number of advantages to keeping them separate were raised and it was agreed that they could be kept separate for the time being. Cllr Clive Parkinson raised concerns about security issues with online banking. This was discussed but it was felt that the “dual authorisation” process gave us more protection than normal personal online banking and the bank themselves were responsible for having safe and secure systems in place. Following the discussion, it was agreed that the Clerk could pursue the change to Council’s banking arrangements and should continue to update Council on progress.

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

- (a) The Clerk reported that we had received a Notice of Proposal to make a Traffic Order with regards to double yellow lines on Church Road outside St Mary's School up to the junction with Castle Street, as well as a new disabled parking bay in Church Road outside the school. The proposal had previously been consulted on and Council was in favour of the changes.

- (b) Awarding of Small Grants – the Clerk reported that the small grants applications would be considered at the next full Council meeting on 1 August 2017 and confirmed that applicants would be informed of this date.