

REPORT of the meeting of the Finance and Policy Committee  
held on Thursday 8 March 2018

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

Louise Powell (Town Clerk)  
Wendy Sydenham (Administrator)

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

None.

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 but a written report had been provided and was tabled. The report was discussed by the Committee and it was noted in particular that very few incidents had occurred in the new developments in Thornbury.

5. **TO RECEIVE AN UPDATE ON AND CONSIDER MATTERS ARISING FROM THE FINANCE AND POLICY MEETING ON 25 JANUARY 2018**

The report of the meeting on 25 January 2018 had been circulated and was noted. The following matters arising were discussed:-

- (a) It was noted that there were GDPR workshops being set up by several external organisations, but the Clerk reported that the SLCC were emphasising that the new regulations had not been passed yet so it would be better to continue to await their guidance on the new regulations.
- (b) The audit sub-committee has not yet met, and a date for this would be arranged as soon as possible.

- (c) The Clerk agreed to check if a letter had been sent to South Gloucestershire Council regarding their undertaking to carry out a parish review in light of the housing developments which would affect the size of the wards.

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

- (a) To approve the Accounts for Payment

The accounts for payment were tabled and discussed. Cllr Benj Emmerson proposed they be approved for payment. The proposal was seconded by Cllr Pam Shipp and unanimously agreed. The Financial Statement for February 2018 was tabled and noted.

**ACCOUNTS PAID OUT OF MEETING**

Rexel UK Limited	Light Fittings	52.80
TV Licensing	TV License	147.00

**ACCOUNTS NOW DUE FOR PAYMENT**

**Central Services**

Apogee	A4 Paper	72.95
Corona Energy	Gas Bill	342.05
Consortium	Stationery	5.50
Consortium	Stationery	173.61
EDF Energy	Electric Bill	399.56
Lemon Gazelle	Neighbourhood Plan Work	900.00
MCL House	Photocopier Charges	25.22
Pitney Bowes	Franking Machine Charges	214.00
Yate Supplies	Bin Liners	65.21
British Telecommunications	Telephone Bill	472.97
ALCA	Annual Subscription	1234.70
Clare Nelmes	Annual Survey Software	372.00

**Playing Fields & Cemetery**

Corona Energy	Gas Bill	176.23
EDF Energy	Electric Bill	96.54
EDF Energy	Electric Bill	20.88
GAP Supplies	Graffiti Remover Spray	80.08
Hardtrack Ltd	Vehicle Repair	540.00
Hawkins Of Thornbury	Evo Stick & Silicone	11.23
Thornbury MOT Centre	MOT Service	50.00
SUEZ	Waste Disposal	271.73
Yate Supplies	Bin Liners	186.69
British Telecommunications	Telephone Bill	42.97
Thornbury Motors Ltd	Vehicle Repairs & Fuel	401.28
Savery & Son	Rim Lock & Door Handle Set	9.73
Hardtrack	Vehicle Service, Defects & Repairs	1306.75
Alexandra Workwear	Trousers and Shorts	31.49
Veolia	Waste Collection	417.07

### **Environment**

Avon Display	Plaque	60.00
Water Business	Water Bill	18.16

### **Land & Property**

Water Business	Water Bill	246.94
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### **Grants & Contingencies**

Corona Energy	Gas Bill	97.86
EDF Energy	Electric Bill	448.61
Water Business	Water Bill	164.63
Thornbury Chamber Of Commerce	Donation – Gromit Sculpture	400.00
Thornbury Castle N’hood Watch	Grant	300.00

(b) To receive an updated from the Clerk regarding Council’s banking arrangements

The Clerk reported that the Town Council’s current account with Barclays was being kept open for a period of approximately six months to avoid any problems with uncleared cheques, etc.

(c) To receive an update on the internal audit undertaken w/c 26 February 2018

The Clerk reported that the audit was complete and we are awaiting the final report, but that verbal feedback from the auditor implied that there was an improvement on last year’s audit.

7. **TO CONSIDER QUOTATIONS RECEIVED FOR THE PATHWORKS AT THE MUNDY PLAYING FIELDS**

The Clerk tabled a summary of the quotes received for the pathworks at the Mundy Playing Fields. This included two quotes as a third quote had not been forthcoming. The Clerk reported that more clarification was needed with regard to the VAT status of the works. The Clerk recommended that the quote from Thornbury Resurfacing be accepted as it was priced on a lump sum basis which was a lower risk for Council. The Clerk further recommended that we ask Thornbury Town Football Club to provide confirmation in writing that it has sufficient funds available to cover the contract sum and make allowance for a potential 10% contingency fund. Cllr Benj Emmerson proposed that these recommendation be accepted. The proposal was seconded by Cllr Shirley Holloway and unanimously agreed.

8. **TO CONSIDER TENDERS AND THE RESULTS OF INTERVIEWS WITH SHORTLISTED PLAY EQUIPMENT SUPPLIERS IN ORDER TO APPOINT A PREFERRED SUPPLIER TO UPGRADE THE MUNDY PLAYING FIELDS PLAY AREA**

The Clerk tabled a summary of the interviews with the shortlisted play equipment suppliers including comments on price, consultation, design, references, timescale and aftercare, as well as proposals of what the play areas may look like. The summary was discussed and the Clerk recommended accepting the quotation from Proludic. Cllr Clive Parkinson proposed that this recommendation be accepted. The proposal was seconded by Cllr Benj Emmerson and unanimously agreed. It was further agreed that the Clerk would proceed

with organising the consultation, including after-school and Saturday consultation sessions, and would welcome volunteers to help with these events.

9. **TO RECEIVE AN UPDATE FROM THE CLERK ON REPAIRS TO THE TOWN CLOCK**

The Clerk reported that the Conservation Officer was happy with the proposed work to the clock, including an electric winding mechanism being installed, and that listed buildings consent was not required. The Committee expressed its dissatisfaction that it was not possible to restore the original mechanism but the Clerk confirmed that it had not been possible to find a company who would be able to do this, and that the Conservation Officer had requested the original mechanism should be kept in situ. The Clerk agreed to find out more about the timescales involved for the repairs.

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

- (a) The Clerk reported that the Playing Fields and Cemetery Committee were seeking approval for £7000 to be taken from reserves for repairs to the splash pad. The Clerk briefly outlined the background to this, including the reason for using a different company to carry out these repairs from the company who installed the splash pad. Cllr Clive Parkinson proposed that this expenditure from reserves be authorised. Cllr Benj Emmerson seconded the proposal and it was unanimously agreed.
- (b) The Clerk recommended that the Committee approve a one-off fee from reserves for Ellis Whittam (our Health and Safety partner) to carry out fire and asbestos assessments at the cost of £1930. Cllr Benj Emmerson proposed that this recommendation is accepted. Cllr Matt Stringer seconded the proposal and it was unanimously agreed.
- (c) The Clerk raised the issue of the likely decrease in funding for youth services from South Gloucestershire Council and recommended that Council form a working group to explore this further, including the potential need for Council to move towards commissioning youth services themselves and also to keep Thornbury residents aware of these changes. It was agreed that Cllr Maggie Tyrrell, Cllr Helen Harrison, Cllr Clive Parkinson, Cllr Shirley Holloway and the Clerk would form the working group.