

REPORT of the Meeting of the Finance and Policy
Committee held 22 September 2016

Present: Cllr: Helen Harrison (Chairman)

Cllrs: Benj Emmerson
Matthew Stringer
Guy Rawlinson
Bob Griffin
Clive Parkinson
Shirley Holloway

Clare Nelmes (Town Clerk)
Sandra Richardson (Deputy Town Clerk)

1. APOLOGIES FOR ABSENCE

Cllrs: Angela Symonds (other commitment)
Maggie Tyrrell

Graham Smith, Responsible Financial Officer (out of Thornbury)

2. MEMBERS DECLARATIONS OF INTEREST

None

3. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

None

4. POLICE MATTERS

A written Police report was received and circulated to the committee. The Police were thanked for their report.

It was noted that the Dags Allotment now have CCTV

5. MATTERS ARISING FROM REPORT OF FINANCE & POLICY COMMITTEE OF 7 JULY 2016

Cllr Matthew Stringer reported that the Community Engagement Forum had met and the Clerk was asked to circulate the minutes to all councillors.

Cllr Clive Parkinson reported that three additional dementia friendly training sessions have been arranged. Staff have been booked to attend and it was hoped that as many councillors and other community members could attend as possible.

Cllr Shirley Holloway reported that she was due to attend the Clinical Commissioning Group AGM and would push for the redevelopment of health facilities in Thornbury.

Cllr Helen Harrison reported that a network meeting of groups and organisations providing services for young people was due to meet on 27 September and that this would be a useful forum for developing and coordinating services for young people in the future.

6. TO CONSIDER MATTERS RELATING TO COUNCIL'S FINANCES

- a. The financial statement for August 2016 was received and noted.

The following accounts paid out of meeting were approved:-

South Gloucestershire Council	Rates (September) – Town Hall	1305.00
South Gloucestershire Council	Rates (September) – Cemetery	281.00
British Telecommunications plc	Telephone bill – Town Hall	344.18
British Telecommunications plc	Telephone bill – PFC	68.83

The following accounts for payment were approved:

Central Services

Bristol Water	Water bill – Town Hall	210.03
Corona Energy	Gas Bill – Town Hall	78.06
Cromhall Media Ltd	Text job vacancy on myThornbury.co.uk	20.00
Danwood Group Ltd	Extra copy charge for photocopier	56.44
Danwood Group Ltd	Paper	51.12
Newey & Eyre	Light fittings	34.45
Pitney Bowes Ltd	Top up of franking machine	160.80
Yate Supplies Ltd	Black bin liners	62.18
I C O	Re-issue of cheque	35.00
Mrs J Payne	Professional services	164.22

Playing Fields & Cemetery

AED Locator	Annual Monitoring charge	354.00
AED Locator	Courier Fee	31.92
Bristol Water	Water bill – PFC	1842.75
Brass Founders	Brass Plaque	122.98
Brass Founders	Brass Plaque	169.39
Brass Founders	Brass Plaque	122.98
Brass Founders	Brass Plaque	169.39
Brass Founders	Brass Plaque	122.98
Brass Founders	Brass Plaque	169.39
Countrywide Farmers plc	Multi Sport Renovation	813.75
Countrywide Farmers plc	Patio Magic	15.99
Corona Energy	Gas bill – PFC	62.20
Cromhall Refinishing Ltd	24 ltrs stonechip	237.60
Elex Electrical Ltd	Installation and supply of defibrillator	530.98
Matrix BES Ltd	Additional socket	90.00
Marix BES Ltd	Relocate pump control switch	48.00
Rolawn	Turf	17.93
Sullivans Machinery	Blades	21.54
Sullivans Machinery	Service of John Deere Mower	513.70
Sullivans Machinery	Clutch & cable throttle	46.85
Sullivans Machinery	Battery	81.60

Travis Perkins	Line Marking	12.00
Thornbury	Petrol	220.92
Veolia ES (UK) Ltd	Waste collection	139.42
Veolia ES (UK) Ltd	Waste collection	570.46
Yate Supplies	Black sacks	100.56

Land & Property

Bristol Water	Reimbursable Water Rates – Office 67 HS	69.99
Bristol Water	Reimbursable Water Rates – Flat 67 HS	69.99
Hawkins of Thornbury	Taps and cistern etc	39.36
South Gloucestershire Council	Community Tax – 67 High Street	280.73

Environment

Bristol Water	Water bill	20.05
Thornbury Motors	Petrol	147.28
Thornbury Garden Shop	Plants for T in Bloom	5876.40

Grants & Contingencies

Bristol Water	Reimbursable Water Rates – AH	93.44
Corona Energy	Gas bill – 4 Chapel Street	54.74
The Wheatsheaf	Community Toilet Scheme	150.00
The Swan	Community Toilet Scheme	250.00
Armstrong Hall	Community Toilet Scheme	250.00
Krunch	Grant Aid	12,000.00

- b. The Clerk provided an update on the external audit which has been delayed due to receiving further enquiries and clarification requests from the Auditor. These were in hand and it was hoped that the external audit would be signed off in the next week.
- c. Three quotations for the appointment of an Internal Auditor had not been received in time for the meeting. The item would be placed on the next council agenda for consideration, allowing more time for quotations to be received.
- d. In the RFO's absence, the Clerk provided an update on the work undertaken to date to review the council's accountancy systems. A consultant had been brought in and it was discovered that we are not using all the functionality within the current system. It would take a couple of days of consultancy to tailor the system and reports to our requirements. This would provide benefits for budget setting, monitoring and reporting and prevent the double entry of information onto two systems. Staff training would also be provided. It would cost between £800 and £1000 +VAT to undertake this work. It was AGREED that the Clerk and RFO be authorised to proceed with the changes to the accountancy system.
- e. The benefits of moving utility payments to direct debit was discussed. It was AGREED to proceed to switching regular utility bills to direct debit where we receive knowledge of the amount to be taken in advance so that corrections and queries can be rectified. Direct Debit mandates would be authorised by two councillors and reported to council in the normal way.

7. TO CONSIDER A DRAFT COUNCIL PLAN 2016 TO 2019

The clerk presented an initial draft council plan and talked councillors through its purpose, uses and format. It was AGREED that a council plan would be beneficial and that it would be placed as an agenda item on all committees for the next committee cycle to consider further and populate.

8. TO REVIEW COUNCIL'S GRANTS POLICY AND APPLICATION PROCESS

The clerk presented a revised grant's policy, application form and evaluation form for consideration. The revised policy was considered very helpful to clarifying council's approach to grants and following best practice. There was some discussion about the application and payment timetable and it was AGREED to defer the adoption of the policy to council to allow further time for consideration of these matters.

9. TO CONSIDER MATTERS RELATING TO COUNCIL PROPERTY

- a. The Clerk informed the committee that the Town Hall had been electrically tested and had passed its inspection. PAT testing would be undertaken in the next few weeks.
- b. The Clerk informed the committee that cracks to the front of the building were being investigated so that this could be included in the external redecoration specification for the town hall.
- c. Following issues with the fire alarm, it was found that there were issues with the emergency lighting and emergency exit signage in the town hall. These works were authorised by the clerk out of meeting to ensure that the town hall has a compliant fire safety system. Some internal redecoration would be necessary to patch where lights had been moved.
- d. The clerk informed the committee that the lease for 67 High Street has now been signed and completed.