

**REPORT of the meeting of the Finance and Policy Committee  
held on Thursday 14 December 2017**

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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 Maggie Tyrrell

Clare Nelmes (Town Clerk)  
Wendy Sydenham (Administrator)

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

Cllr Guy Rawlinson (out of Thornbury)  
Cllr Matthew Stringer (work commitment)

**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 and there was no written report provided. The Clerk reported that it was hoped that a senior representative from the police would attend either a Council or Finance and Policy Committee meeting in January.

*(Maggie Tyrrell arrived at the meeting.)*

The Clerk reported that she and Cllr Maggie Tyrrell had met with the police and the South Gloucestershire Council Anti-social Behaviour Team to discuss the problems in the Crossways Road area and it had been agreed that both the bench and the bin would be moved further up the slope to an area of increased visibility. The Clerk reported on other instances of anti-social behaviour and measures that were being taken to address them. Barriers were being installed on the pathway running behind the Castle School field towards the hospital to prevent mopeds being ridden along there. It was hoped to clear undergrowth around the Streamleaze play area and nearby houses to increase visibility in the area to discourage anti-social behaviour including graffiti. Issues in and around Turnberries were being addressed with increased CCTV and police advice to Turnberries Trustees.

*(Cllr Helen Harrison arrived at the meeting.)*

5. **TO RECEIVE AN UPDATE ON AND CONSIDER MATTERS ARISING FROM THE FINANCE AND POLICY MEETING ON 26 OCTOBER 2017**

The report of the meeting on 26 October 2017 had been circulated and was noted. The Clerk provided an update on a number of issues. The RFO had provided a written report on the advice that he had obtained regarding VAT reimbursements for community groups and this report would be emailed to Councillors. It was agreed that the Audit Working Group should consider the financial regulations at their next meeting. A date for the internal audit had been booked for mid April. The electrical works at the Cemetery were currently being carried out. The Clerk was in the process of setting up a meeting with South Gloucestershire Council and Prezzo to discuss the town clock and Council asked for this meeting to be arranged as soon as possible.

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

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

The accounts for payment were tabled and approved for payment.

**ACCOUNTS NOW DUE FOR PAYMENT**

**Central Services**

Swainston Training	City & Guilds Training Day	986.00
Apogee	Copier – extra copies	83.86

**Playing Fields & Cemetery**

Avon Displays	Signage for public open spaces	2397.60
Avon Displays	Toilet sign	96.00
Avon Displays	No Dogs sign	312.00
Thornbury MOT Centre	MOT – CV11 KFC	50.00
Veolia ES (UK) Ltd	Bin rental	11.52
Veolia ES (UK) Ltd	Bin rental	5.76
Veolia ES (UK) Ltd	Waste collection/lift	250.78
Veolia ES (UK) Ltd	Waste collection/lift	133.46

**Environment**

Travis Perkins	Pack Ballast	28.80
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**Grants & Contingencies**

Northavon Youth Theatre Company	Small Grant	500.00
Brandon Trust	Small Grant	500.00
Thornbury Lipreaders	Small Grant	250.00
Jigsaw Thornbury	Small Grant	500.00
Thorn Duke of Edinburgh Award	Small Grant	480.00
Thornbury Chamber of Trade	Small Grant	550.00

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

The Clerk reported we were in the process of transferring funds from the old bank to Unity Trust Bank. The Clerk emphasised the importance of all Councillors completing the online registration process as soon as possible.

- (c) To receive the financial statements for Council for October and November 2017

The financial statements had been circulated and were noted. The Clerk confirmed that the larger than usual transfer of funds from the Higher Interest Business Account to the Current Account was to cover Council during the changeover from Barclays Bank to Unity Trust Bank.

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

The Clerk advised that she had received the Legionella risk assessment reports and had circulated a prioritised summary of the actions that needed to be carried out in order to comply with regulations. These include a written records/maintenance scheme, identification and training of a competent person (the new Clerk would be the most appropriate person), as well as actual physical works. The Clerk confirmed that many of the actions could be carried out in house but it would be necessary to bring in some outside expertise to carry out some of the actions/works and some items would need to be purchased e.g. new shower heads. The Clerk estimated that £2000 would be needed for outside expertise and essential purchases and asked Council to approve this expenditure. Cllr Benj Emmerson proposed that this expenditure be approved. The proposal was seconded by Cllr Bob Griffin and unanimously agreed.

8. **TO REVIEW THE COUNCIL'S RENTAL ARRANGEMENTS FOR ITS PROPERTIES**

Details of the current rental arrangements had been circulated and were discussed. It was agreed that the grant aided rents for 2018/19 should increased by 3% and the 2018/19 budget adjusted accordingly. The remaining rental arrangements would not be changed. The Clerk confirmed that once the final adjustments had been made to the draft budget, it would be circulated to Councillors.

9. **TO CONSIDER THE IMPLICATIONS FOR COUNCIL OF THE NEW GENERAL DATA PROTECTION REGULATIONS (GDPR)**

The Clerk advised that the new General Data Protection Regulations were due to take effect from May 2018 but that we are still awaiting more detailed advice regarding how this will affect parish councils. The changes were discussed including the need for a competent person to be identified and trained, and changes that will need to be made to the IT systems including email addresses. The option of buying in expertise advice and having an external competent person were also discussed, as well as the need to have provisional sum in next year's budget to cover any necessary costs. Council thanked the Clerk for highlighting the issues involved with the new regulations and it was agreed that this issue would be considered further when more detailed advice was available from the SLCC.

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

- (a) The Clerk reported that the Chamber of Trade was progressing Thornbury's participation in the Wallace and Grommet trail in 2018 and was looking to obtain the necessary funding from various sources. It was agreed that Council would consider a grant application from the Chamber of Trade towards this funding.

- (b) The Clerk reported that some re-charges between Armstrong Hall and the Town Council needed to be carried out shortly and asked for Council's authorisation up to £750 to cover these re-charges. Councillor Benj Emmerson proposed that this be authorised. The proposal was seconded by Council Bob Griffin and unanimously agreed.