

**REPORT** of the Meeting of the Finance and Policy  
Committee held 15<sup>th</sup> December 2016

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*Present:* Cllr: Bob Griffin (Chairman)

Cllrs: Guy Rawlinson  
Shirley Holloway  
Clive Parkinson  
Benj Emmerson  
Maggie Tyrrell  
Helen Harrison  
Angela Symonds

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

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1. **TO RECEIVE ANY APOLOGIES FOR ABSENCE**  
Cllr Matthew Stringer
2. **TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**  
None
3. **TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**  
None
4. To receive a report on policing matters  
PC Sean White and Special Sgt Roland Lock attended the meeting and provided the following update on Policing Matters:  
Young people gathering in the town centre area and some anti-social behaviour continues to cause some concern and police are working with the young people concerned.  
There has been a recent spate of burglaries in the Park Road area and the Police have received numerous calls about suspicious activity.  
Shoplifting in Boots continues to be an ongoing issue due to store layout and security measures.  
There have been a few incidents recently in local pubs and the local pub watch group have banned 4 and more bans are likely to follow.  
The Christmas lights switch on went well and without incident, unauthorised street traders were tackled and the new premises licence for the event worked well.  
Enforcement action has been taken to tackle problems with parking in the high street on an evening. Councillors raised issues about disabled badge parking on double yellow lines in the High Street causing obstructions. The police responded that there was limited action the Police could take.

5. **TO RECEIVE AN UPDATE ON AND CONSIDER MATTERS ARISING FROM THE FINANCE & POLICY MEETING OF 27 OCTOBER 2016**

The Clerk provided the following update on matters arising from the previous meeting:

The council plan would be further discussed and approved at full council in January.

The clerk had submitted a response to the consultation on extending local council tax referendums to town and parish councils. It has since been announced that this will not apply to town and parish councils in 2017/18, but that government would be monitoring the position and the option remains open for future years.

The outstanding gas bill issue remains unpaid as we have yet to receive a settlement invoice from South Gloucestershire Council.

The co-option vacancy has now been advertised and the deadline for applications is 3<sup>rd</sup> January 2017 for consideration at full council on 10 January.

6. **TO CONSIDER THE FOLLOWING MATTERS RELATED TO FINANCE:**

(a) The financial statement for November 2016 was received and noted.

(b) The following accounts were paid out of meeting:-

South Gloucestershire Council	Rates (December) – Town Hall	1305.00
South Gloucestershire Council	Rates (December) – Cemetery	281.00

(c) The following accounts for payment were tabled, approved and cheques signed by two councillors:-

**Central Services**

Danwood Group Ltd	Extra copy charge	61.68
The Consortium	Cleaning Utensils	312.16

**Playing Fields & Cemetery**

Abbey Loos Ltd	Toilet unit hire	105.60
Veolia ES (UK) Ltd	Waste collection	255.38
Veolia ES (UK) Ltd	Waste collection	139.22

**Grants & Contingencies**

The Wheatsheaf	Community Toilet Scheme – December	150.00
The Swan	Community Toilet Scheme – December	250.00
Armstrong Hall	Community Toilet Scheme – December	250.00
Heritage	Community Toilet Scheme – December	250.00
The Malt House	Community Toilet Scheme – December	150.00
Thornbury & District Community Association	Grant 2015/2015	3950.00

7. **TO RECEIVE AN UPDATE ON THE RECENT INTERIM INTERNAL AUDIT**

The Clerk presented the committee with the internal auditor's initial interim findings. The full report would be available in early January and considered at the next Finance & Policy Committee. The internal auditor would come in again at year end to do the ordinary checks. Following discussion, the Clerk was asked to get further advice and information on member involvement in internal checks.

8. **TO DISCUSS OPTIONS RELATING TO COUNCIL'S PAYROLL SYSTEMS AND PROCEDURES**

Picking up on issues raised by the internal auditor and the desire to move to electronic payment of staff, the clerk outlined various options that the council could consider. It was agreed that the Clerk would investigate options for the electronic payment of staff, potential outsourcing of payroll and the necessary safeguarding and authorisation processes for future consideration by the committee.

9. **TO CONSIDER QUOTATIONS FOR THE EXTERNAL REPAIR AND REDECORATION OF THE TOWN HALL**

Unfortunately a third quotation has not yet been received for these works so this item was deferred to a future meeting once three quotations could be considered.

10. **TO CONSIDER COUNCIL'S APPROACH TO THE DEVELOPMENT OF A COMMUNITY INFRASTRUCTURE LEVY (CIL) POLICY**

The Clerk informed the committee that council would receive the first annual CIL payment in April. It was therefore necessary to consider how council would deal with future CIL payments and how it would identify and prioritise suitable projects/schemes for investment. It was agreed to take up an offer from South Gloucestershire Council for a briefing at the next Finance & Policy Committee to which all councillors would be invited.

11. **TO REVIEW RENTS CHARGED TO ORGANISATIONS FOR THE USE OF FACILITIES AT THE TOWN HALL NOT COVERED BY FORMAL LEASE AGREEMENTS.**

The Clerk presented information about all of the council's properties and facilities that are currently rented, the level of rent and the length and type of agreement. These were reviewed by the committee and it was agreed to keep all rents at their existing levels with the exception of the Flat at 67 High Street which would increase by £25 a month from 1<sup>st</sup> August 2017 to reflect rising residential rents.

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

It was necessary to consider a number of planning applications due to consultation deadlines and the Christmas break and the following responses were agreed.

[PT16/6470/F](#) 3 Colin Close

*Demolition of existing garage and conservatory. Erection of a single storey rear and a two storey side extension to provide additional living accommodation.*

No objection to the principle of an extension subject to neighbouring properties amenities not being adversely affected. However, the flat roof design is out of keeping with the area.

[PT16/6574/F](#) Lodge Farm, Cutts Heath Road, Buckover

*Change of use of land from Woodland to Residential (Class C3) and erection of 2 no. wooden holiday lodges with parking and associated works.*

No objection.

[PT16/6701/R3F](#) Christ the King RC School, Easton Hill Road

*Erection of modular classroom with ramped access.*

No objection.

[PT16/6708/F](#) Prospect House, Knapp Road

*Erection of 2 no. detached dwellings with access and associated works.*

No objection.