

REPORT of the Meeting of the Finance and Policy
Committee held 26th January 2017

Present: Cllr Helen Harrison

Cllrs: Guy Rawlinson
Shirley Holloway
Clive Parkinson
Benj Emmerson
Maggie Tyrrell
Matthew Stringer
Angela Symonds

Clare Nelmes (Town Clerk)
Sandra Richardson (Deputy Town Clerk)
Graham Smith (Responsible Financial Officer)

1. **TO RECEIVE ANY APOLOGIES FOR ABSENCE**
Cllr: Bob Griffin (family commitment)
2. **TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**
None
3. **TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**
None
4. **TO RECEIVE A PRESENTATION FROM SOUTH GLOUCESTERSHIRE COUNCIL ON THE COMMUNITY INFRASTRUCTURE LEVY (CIL) AND ITS IMPLICATIONS FOR THORNBURY**

Greg Evans from South Gloucestershire Council Corporate Finance team provided a presentation and took questions from councillors on the CIL process, conditions and how it could be utilised in Thornbury. The difference in contributions if thornbury had a Neighbourhood Plan in place was noted.

It was agreed that as part of the development of the NDP then a local CIL policy and list would be developed in readiness for when contributions payments start to commence.

A copy of the presentation would be provided to the Clerk so that this could be circulated to Cllrs.

5. **TO RECEIVE A REPORT ON POLICING MATTERS**
A written report from the Police was tabled. Concern was raised about how incidents of anti-social behaviour in the town centre was being reported and dealt with.

6. **TO RECEIVE AN UPDATE ON AND CONSIDER MATTERS ARISING FROM THE FINANCE & POLICY MEETING OF 15 DECEMBER 2016**

The Clerk provided an update on the following matters:

Progress on electronic payments of both salaries and bills is dependent on resolving the bank mandate issues.

A financial specialist on the accountancy system is coming in to advise us and set up the new accountancy system and reporting at the next week.

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

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

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

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

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

Central Services

Corona Energy	Gas Bill – Town Hall	309.49
Cromhall Media Ltd	Job advertisement	20.00
Danwood	Extra copy charge	102.73
Hawkins of Thornbury	Waste paper baskets	13.25
Matrix BES Ltd	To carry out PAT testing at Town Hall	333.47
Postage by Phone – Pitney Bowes	Reset of meter	10.80
Sandra Richardson (re-imbursable)	Courier charge to return faulty swing seat	39.91
South Gloucestershire Council	Internal Audit	1374.00

Playing Fields & Cemetery

Abbey Loos	Hire of toilet block	105.60
Bowcom Ltd	Grass seed	281.23
Corona Energy	Gas Bill – PFC	179.86
Silvey Oil Specialists	Gas Oil	459.90
Veolia ES (UK) Ltd	Waste collection	312.98
Veolia ES (UK) Ltd	Waste collection	169.03

Environment

Landcare	Trees	860.22
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Grants & Contingencies

Corona Energy	Gas Bill – Museum	93.44
Thornbury Heritage Trust	Tea towels	28.50

8. **TO RECEIVE THE INTERNAL AUDITORS REPORT AND RECOMMENDATIONS**

The Internal Auditors report and recommendations were discussed. It was agreed that a working group be formed to review standing orders and financial regulations using the model ones as the basis. Cllrs Parkinson and Emmerson agreed to assist the Clerk so that this could be brought to the next F&P meeting.

Other matters have either been dealt with or will happen as we introduce electronic payments and salaries.

There was some concern about the amount of work involved and in staff availability to complete them within the timescales outlined in the report, which may need to be revised.

9. **TO CONSIDER NOMINATING A COUNCILLOR TO ATTEND THE ROYAL GARDEN PARTY**

It was agreed to nominate Cllr Claire Fardell and if unavailable Cllr Bob Griffin to the lottery for attending the Royal Garden Party

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

It has been agreed to move the Finance & Policy meeting from 2nd March to 7th March
A letter of thanks from Thornbury Musical Theatre Group for their recent grant was noted.