

**REPORT of the Meeting of the Finance and Policy  
Committee held on Tuesday 7<sup>th</sup> March 2017**

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*Present:* Cllr Bob Griffin (Chair)

Cllrs: Guy Rawlinson  
Shirley Holloway  
Clive Parkinson  
Benj Emmerson  
Maggie Tyrrell (*late arrival*)  
Matthew Stringer  
Angela Symonds  
Helen Harrison

Clare Nelmes (Town Clerk)  
Wendy Sydenham (Administrator)

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1. **TO RECEIVE ANY APOLOGIES FOR ABSENCE**  
None
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**  
A written report from the Police was tabled. Concern was raised about how youth issues being tackled and overall policing levels. Cllr Harrison is hoping to meet shortly with PC Sean White to discuss these issues further.
5. **TO RECEIVE AN UPDATE ON AND CONSIDER MATTERS ARISING FROM THE FINANCE & POLICY MEETING OF 26 JANUARY 2017**  
The Clerk provided an update on the following matters:  
  
Progress on electronic payments of both salaries and bills is ongoing but has been hampered by difficulties with the bank mandates. A meeting with the Business Relationship Manager is due to take place next week to discuss this further and move this forward.  
  
The financial specialist has set up the new accountancy system which will be used from the next financial year and the old system will be used until then. Staff training will take place at the end of the month.

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

- (a) To approve the Accounts for Payment

The following accounts were paid out of meeting:-

Post Office Ltd	Vehicle Road Tax	230.00
Petty Cash		150.00
Post Office Ltd	Vehicle Road Tax CV11 KFC	230.00

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

**Central Services**

ALCA	Annual Subscription 2017/18	1262.96
British Telecommunications plc	Telephone bill – Town Hall	413.63
Customcard Ltd	Identify cards, lanyards & holders	258.95
Customcard Ltd	Holder	3.96
Customcard ltd	Identify card	11.40
The Consortium	Cleaning utensils & equipment	128.88
Corona	Gas Bill – TH	363.31
Dunkley's	Set Up Company on Sage / Reports	960.00
Danwood Group Ltd	Paper	89.99
Danwood Group Ltd	Extra photocopy charge January	181.13
Danwood Group Ltd	Extra photocopy charge February	100.79
EDF Energy	Electricity bill – Town Hall	327.05
Hawkins of Thornbury	Stock items	13.98
Pitney Bowes Ltd	Franking machine top-up	176.81
Suez Recycling & Recovery	Waste collection	249.80
Water 2business	Water Bill – Town Hall	179.33

**Playing Fields & Cemetery**

Abbey Loos Ltd	Toilet Unit Hire	96.00
British Telecommunication plc	Telephone bill – PFC	52.47
Brass Founders	Brass Plaque	114.58
Brass Founders	Brass Plaque	137.14
Brass Founders	Brass Plaque	114.58
Brass Founders	Brass Plaque	169.39
Countrywide Farmers plc	Boots	19.99
Corona	Gas Bill – Cemetery	206.47
EDF Energy	Electricity Bill – PFC	118.06
EDF Energy	Electricity Bill – Cemetery	20.20
GAP Supplies Ltd	Repair Materials – Cemetery	187.87
GAP Supplies Ltd	Slabs, edging etc for cemetery	441.38
Mount Pleasant Trees	Box Hedging	470.40
Swainston Training	NPTC training for City & Guilds Chainsaw User	580.00
Travis Perkins	Paving slabs	775.20
Travis Perkins	Lock	4.29

Wicksteed Leisure Ltd	Cradle Seat for Swing	325.50
Veolia ES (UK) Ltd	Waste collection – cemetery	80.18
Veolia ES (UK) Ltd	Waste collection – Playing Fields	144.79
Yate Supplies Ltd	Black waste sacks	90.08
Water2business	Water Bill – PFC	179.33

### **Environment**

Days Fleet	Ford Transit – RFL Recharge	30.00
Landcare	Tree Planting	1716.00
South Glos Council	Localism Charges	10172.45
Water 2business	Water Bill – The Fountain	17.13
Water 2business	Water Bill – Playing Fields	493.27

### **Grants & Contingencies**

Corona	Gas Bill – Chapel Street	102.99
EDF Energy	Electricity Bill – Chapel Street	538.77

Cllr Emmerson requested that the “Localism Charges” under Environment be renamed as “Grounds Maintenance”.

- (b) The financial statement for January 2017 was received the total in the Council’s accounts was noted.

*(Cllr Tyrrell arrived at this point of the meeting)*

- (c) To consider quotations for re-carpeting the Town Hall – the Clerk provided a summary of quotations which were discussed. The carpet will be a different colour which will show marks less easily. The quotations were discussed and it was proposed by Cllr Griffin that we go with Prestige Flooring with the condition that the Clerk discuss a reduction with them for re-carpeting just the red tiles in the Council Chamber. This should hopefully bring the quote to just slightly over the budget of £3000. The proposal was seconded by Cllr Emmerson and agreed by the Committee.
- (d) To consider appointing an approved contractor for the external redecoration of the Town Hall – the Clerk provided a summary of quotations and asked for a preferred contractor to be selected to allow time to prepare for this major project, to undertake a survey and to book in works to suit our timescales. The quotations were discussed, especially what work may need to be done to the upper levels of the building. Cllr Parkinson proposed that we go with County Contractors subject to clarifying with them what is included and not included in their quote. The Clerk confirmed that she had been impressed with their approach to the process so far. The proposal was seconded by Cllr Rawlinson and agreed by the Committee.
- (e) To consider quotations for play equipment on the Mundy Playing Fields – the Clerk confirmed that she was still in the process of collating the quotations but hoped that this would be progressed quickly by the working group in order to get the equipment in as soon as possible.

7. **TO RECEIVE THE FOLLOWING MATTERS RELATED TO COUNCIL POLICIES AND PROCEDURES**

- (a) To receive an update on revising standing order and financial regulations – the Clerk confirmed that more work had been done on this and asked for consideration to be given to obtaining a Corporate Purchasing Card as this was now allowed legally. The plan would be for use of this card to be limited to the Town Clerk, Deputy Town Clerk and Responsible Financial Officer, for a limited amount only and for itemised statements to be provided for authorisation at Committee meetings. It was agreed that this should go ahead and the Clerk will take this forward within the set parameters with Cllrs Emmerson and Parkinson. The Clerk also confirmed that work is continuing on standing orders but that the current situation was not as different from the model situation as first thought.
- (b) To consider the implications of the Transparency Code – the Clerk confirmed that this Code outlined what information Councils must publish. The new financial system would hopefully satisfy some of the requirements and an asset register is being worked on also. Cllr Parkinson suggested that as the list was so exhaustive, we focus initially on information that must be published and not on that which was recommended be published. The website needs to be worked on further to facilitate the publishing of this information.

8. **TO CONSIDER A PROPOSAL FROM TURNBERRIES TO SECURE A BASE FOR YOUTH WORK AT THE SITE**

The tabled proposal was discussed. The Clerk explained that the tabled proposal for £14,000 included the use of the office 7 days a week, but that it had been agreed with Turnberries that they would reduce this to £11,000 if the office was used only for 5 days. Penny Baker had confirmed that she could work with this arrangement as it was effectively “like for like” with the current arrangements. The remaining £2000 of the grant would be provided to Krunch. The Committee agreed to this proposal.

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

- (a) A letter had been received about a Memory Cafe asking for a Councillor to attend a meeting on Friday 17 March 2017 at 10.30am to work on setting up the cafe, and possibly attend further meetings. The Clerk will send the details to Cllrs Harrison and Parkinson with a view to sharing this commitment between them. Cllr Parkinson outlined the work of the Thornbury Dementia Friends.
- (b) Letters of thanks for grants had been received from Four Towns, Thornbury Area Music and Jigsaw. There was some discussion about the use of the Bakery Annexe property by Jigsaw and the Clerk confirmed that they are aware of health and safety and risk assessment issues.