

**THORNBURY TOWN COUNCIL**

**Minutes of the Town Council Meeting  
held on Thursday 19 October 2017 in the Council Chamber**

Present: Cllrs Pam Shipp (Vice Chairman and Deputy Mayor)  
Vincent Costello  
Clare Fardell  
Bob Griffin  
Shirley Holloway  
Clive Parkinson  
Guy Rawlinson  
Jayne Stansfield  
Gail Whitehead

Clare Nelmes (Town Clerk)  
Graham Smith (Responsible Financial Officer)  
Wendy Sydenham (Administrator)

(Cllr Martin Trueman – absent)

(Cllr Lesley Tuck – absent)

1. **To receive any apologies for absence**

Cllr Benj Emmerson (out of Thornbury)  
Cllr Helen Harrison (other commitment)  
Cllr Matthew Stringer (other commitment)  
Cllr Angela Symonds (out of Thornbury)  
Cllr Maggie Tyrrell (other commitment)

2. **To receive any members' declarations of interest**

None.

3. **To receive any Chairman's Announcements**

In the absence of Cllr Helen Harrison, there were no Chairman's announcements.

4. **To receive any representations from the public**

There were no members of the public present.

5. **To consider the following matters related to Council finance**

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

227/17. The following accounts now due for payment were proposed by Cllr Clare Fardell and seconded by Cllr Guy Rawlinson for payment to be approved:-

**ACCOUNTS PAID OUT OF MEETING**

South Gloucestershire Council	Rates (October) – Town Hall	1223.00
South Gloucestershire Council	Rates (October) – Cemetery	301.00
British Telecom	Phone Bill	496.64

## ACCOUNTS NOW DUE FOR PAYMENT

### Central Services

Walker Fire	Fire safety Service	415.80
Thornbury Motors	Petrol	75.69
AED Locator (EU) Ltd	Annual Monitoring – Defib	398.00
Corona Energy	Gas Bill	86.17
SLCC	Website Advertising	210.00
Siemens	Lease Rental – Copier	369.44

### Playing Fields & Cemetery

Advance Grass Solutions	Grass Repair	720.00
Corona Energy	Gas bill	66.05
Complete Weed Control	Chemical Weed Control – Sports Pitches	240.00
Gas Sure Services Ltd	Gas Test & Report	150.00
Glos Playing fields Assoc	Town & Parish Membership	100.00
Murrays Hire Centre	Wetvac Transformer	48.60
Matrix BES Ltd	Electrical Inspections	1310.40
Soils (HS) Limited	Screened Topsoil	540.00
Soils (HS) Limited	Screened Topsoil	108.00
Sportsfields Ltd	Reseeding – Sports Pitches	432.00
Thornbury Surfacing	MPF Car park Resurfacing	57964.14
TH White	Tractor Parts	231.81
TH White	Mower Parts	105.49
Thornbury Motors	Petrol	151.41
Thornbury Motors	Ford Transit Repair – Alternator Assy	301.39
Veolia	Waste Disposal	168.84
Veolia	Waste Disposal	557.02
Yate Supplies	Black Sacks	60.34

### Environment

Almondsbury Garden centre	Persian Flowers	488.88
Hawkins of Thornbury	Repair Materials	30.18

### Grants & Contingencies

Corona Energy	Gas Bill	55.55
Gas Sure service Ltd	Gas Test & Reports	75.00

### Land & Property

Gas Sure Services Ltd	Gas Tests & Reports	225.00
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*(Cllr Gail Whitehead arrived at the meeting.)*

(b) To receive the financial statement for September

228/17. The statement was noted by Council. The RFO reported that the second half of the precept had been received, the Armstrong Hall wages would be balanced at the end of the financial year and the outstanding balance of the PWLB was being double checked.

(c) To receive an update on changes to banking arrangements

229/17. The RFO reported that the switch was progressing and the current account would be the first account to be changed over. Over the counter transactions would be through Nat West Bank and the same financial guarantees would be in place with Unity Bank as we currently have with Barclays Bank.

- (d) To approve quotations for the supply of Council photocopier and printing services
- 230/17. The Clerk tabled three quotations which were discussed. Council agreed that we should go with the least expensive quotation from Midshire Communications Limited, subject to double checking the figures quoted.
- (e) To approve quotations for cemetery electrical works
- 231/17. The Clerk reported that this item would be deferred to the next Finance and Policy Committee meeting on 26 October 2017, as the potential contractors needed more time to provide their quotations.

6. **To consider the following matters to begin preparations for setting a Council budget for 2018/19**

- (a) Review Council and Committee spend to date against the 2017/18 budget and estimated year end position
- 232/17. The Clerk and the RFO talked through the Budget and Variance reports for Council and each of the budget departments. It was noted that the structure of the reports produced through Sage were still a “work in progress” and therefore did not provide all of the detail that Council would prefer. The RFO thanked Council for their feedback on the report structure and advised that this would continue to be worked on. In the meantime, it was agreed that short explanations of variances would be useful.
- 233/17. The Clerk and the RFO talked through each page of the reports, highlighting any areas where an overspend or underspend was predicted. It was noted that “Wages” were showing as an overspend as the adjustment for Armstrong Hall wages would not be made until year end.
- 234/17. *Environment* – on track except for overspend on bus shelters, seasonal issues with hanging basket payments.
- 235/17. *Playing Fields and Cemetery* - on track except for overspend on courts and pitches, paddling pool maintenance and portable toilet.
- 236/17. *Central Services* – on track except for overspend on insurance (which would be adjusted at year end), printing costs and cleaning costs.
- 237/17. *Land and Property* – on track except for overspend on repairs to property. It was also noted that clarification needed to be sought with regard to the remaining payment period on PWLB loans.
- 238/17. *Grants and Contingencies* – on track except for an underspend on Town Hall hire grants.
- (b) To consider the allocation of Council reserves
- 239/17. The Clerk talked through the Reserve Allocations. All reserves will be put into a central fund, rather than under separate Committees, with some reserves earmarked for specific purposes. Therefore if a Committee would like to use some of the reserves, they will need to request this through the Finance and Policy Committee.
- 240/17. It was agreed that the Clerk would find out more about the £3000 that was allocated in PF&C for Machinery Maintenance. It was also agreed that a CIL priority list would need to be looked at in the future, probably involving a community consultation exercise.

(c) To consider budget pressures and Council priorities for 2018/19

241/17. The Clerk and the RFO talked through their initial recommendations when considering the 2018/19 budget. There were some changes proposed to the budget structure and presentation related to wages/National Insurance/pensions, land and property costs, insurance costs and vehicles costs, specifically that these could be centralised in a single budget rather than split between separate Committees. Following discussion it was agreed that the Finance and Policy Audit Sub-Committee would consider these proposals further.

*(Cllr Vincent Costello left the meeting.)*

242/17. The Clerk and RFO talked through the spending pressures and priorities for the 2018/19 budget that they had identified at this point. The Clerk asked for any other items to be passed on to them for inclusion. Cllr Shirley Holloway requested that improvements to the water supply to the splash pad be included. The Clerk confirmed that work would continue on the 2018/19 budget which would be tabled at future meetings. It was also agreed that the Finance and Policy Audit Sub-Committee would work with the Clerk and the RFO on the budget.

243/17. The costs associated with the redevelopment of community facilities were discussed and it was noted that this issue would be on the agenda for the next Trust meeting so that the Trust can indicate to Council the resources required.

7. **To consider Council's response to the following consultations:**

(a) 2018/19 Local Government Finance Settlement (particularly the issue of imposing referendum principles on parish and town councils when agreeing the precept)

244/17. The consultation was noted and it was agreed that the Clerk would reiterate Council's previous comments.

(b) South Gloucestershire Council consultation on the future location of Thornbury Library

245/17. The future of the Library was discussed by Council. It was agreed that the Clerk would initially feedback Council's concerns regarding any relocation of the Library, including access issues, reduced footfall and moving from a central location. Council will await the results of the public consultation and decide on representation at the future South Gloucestershire Council Cabinet meeting.

8. **To receive any correspondence and notices not referred to specific Committees or to be dealt with on the grounds of urgency**

None.