

REPORT of the meeting of the Finance and Policy Committee
held on Thursday 4 July 2019

Present: Cllr Jayne Stansfield (Chairman)
Cllr Chris Davies
Cllr Benj Emmerson
Cllr Bob Griffin
Cllr Helen Harrison
Cllr Shirley Holloway
Cllr Clive Parkinson
Cllr Angela Symonds
Cllr Maggie Tyrrell

Louise Powell (Town Clerk)
Wendy Sydenham (Minutes)

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

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

2. TO RECEIVE ANY MEMBER'S DECLARATIONS OF INTEREST

There were no declarations of interest.

3. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

A representative of PHASE was in attendance to address the Committee in relation to item 5.

4. TO RECEIVE AN UPDATE ON AND CONSIDER MATTERS ARISING FROM THE FINANCE & POLICY COMMITTEE MEETING OF 23 MAY 2019 NOT COVERED ELSEWHERE ON THE AGENDA

The report of the Finance and Policy Committee meeting of 23 May 2019 had been circulated and was noted.

5. TO RECEIVE A PRESENTATION FROM PHASE ABOUT THE WORK THEY ARE CARRYING OUT IN THORNBURY

A representative from PHASE addressed the Committee about the work that is being carried out by the organisation in Thornbury.

(Cllr Clive Parkinson arrived at the meeting.)

The organisation provided a free mentoring and counselling service to young people in the town who needed support. They had helped over 50 young people this year, often with very positive outcomes and sometimes referrals onto more specialist care. They were currently training more volunteers and working with other "stakeholders" locally to provide a more joined up service. A number of initiatives were planned for the future including parenting support and resilience buildings workshops. The work of the organisation was discussed by Committee including how problems young people face and how "success" is measured. The Committee confirmed that it felt the organisation made a significant impact on young people in the town and had been happy to support it through the Council's grants system.

(Cllr Maggie Tyrrell and Cllr Chris Davies arrived at the meeting.)

6. TO DISCUSS A PROPOSAL FROM A MEMBER OF THE PUBLIC FOR A “BEFRIENDING SERVICE” IN THORNBURY

The proposal was discussed at length by the Committee and some research done into existing “befriending services” in Thornbury had been circulated. It was noted that these services already existed in a variety of forms in the town and it was agreed that it was outside the remit of Council to become involved in running such a service. It may be able to take on a “signposting” role when necessary.

7. TO DISCUSS AN ISSUE RELATING TO HIGH STREET PREMISES RAISED BY A MEMBER OF THE PUBLIC

The Clerk highlighted concerns that had been raised by a member of the public at the last full Council meeting regarding the closure of a number of branches of a particular shop. This shop has a branch in the High Street in Thornbury. The Clerk confirmed that Council staff had spoken informally to the branch in the town and had been told that for a number of reasons, it was very unlikely to close. It was agreed that the Clerk should write to the member of the public who raised the issue to reassure them.

8. TO RECEIVE A REPORT ON POLICING MATTERS

There was no representative from the police present at the meeting. Crime statistics for May 2019 had been circulated and were noted. The importance of reporting incidents to the police was emphasised. It was agreed that the Clerk would request further information from the police on recent incidents of nuisance moped riding.

9. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:

(a) To approve the Accounts for Payment

The Accounts for Payment were tabled and Cllr Bob Griffin proposed that they be approved for payment. The proposal was seconded by Cllr Helen Harrison and unanimously agreed. Cllr Bob Griffin and Cllr Helen Harrison signed the master copy of the Accounts for Payment.

ACCOUNTS PAID OUT OF MEETING

South Glos Council	Rates (June) – Town Hall	1289.00
South Glos Council	Rates (June) – Cemetery	329.00
Sage UK	Accounts Support (DD)	180.00
BGS&W	Contribution to Community Payback	36.00

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

JCW Window Cleaning	Window Cleaning	55.00
Consortium	COSHH Cabinets	280.79
Pitney Bowes	Postage	113.00
Corona Energy	Energy – Town Hall	163.23
Consortium	Dispenser & Premier Kit	77.97
Consortium	Stationery	44.25

MSP Group Ltd	IT Support	288.00
Ordnance Survey	Laminated Map	8.99
EDF Energy	Electricity – Town Hall	290.98
Sage	Sage Support	180.00
Nina Flint	Locum RFO	803.30
British Telecommunications	Telephone Bill	578.53
Biffa Waste	Recycling Collection	16.15
MSP Group Ltd	Domain Name Renewal (to be t/f to AH)	23.89

Playing Fields & Cemetery

Corona Energy	Energy – PF&C	87.57
Alexandra	Workwear	37.80
Sportfields Ltd	Seeding Works – MPF	840.00
Almondsbury Garden Centre	Bedding Plants	729.00
Travis Perkins	Paint Brushes	8.58
Raycox Turf Ltd	Rolawn	21.96
Maxwell Amenity	Spray Record Books	119.10
DCS 2 Way Radio Ltd	Motorola 2 Way Radio	1232.40
Alexandra	Workwear	45.36
Sullivans	Maintenance Parts	38.96
KSS CRC Ltd	Community Placements	144.00
Brass Founders	Brass Plaque	128.09
Brass Founders	Brass Plaque	128.09
Brass Founders	Brass Plaque	128.09
Thornbury Motors	Fuel	157.86
Gaps Supplies Ltd	Maintenance Materials	39.90
Alexandra	Workwear	47.94
SUEZ	Recycling	271.73
Thornbury Motors	Replace Rear Brake Pads	223.20
Hawkins of Thornbury	Slug Pellets	31.45
Wicksteed	x2 Cradle Seats for Streamleaze Play Area	325.50
Wicksteed	x2 M8 Pent Key	27.00
Murray Hire Centre Ltd	Mini Digger Hire	141.00
DWR Services Ltd	Garage Door Repair	222.00
EDF Energy	Electricity – Cemetery	16.77
British Telecommunications	Telephone Bill	44.96
Biffa Waste Services	General Waste -Cemetery	74.78
Biffa Waste Services	General Waste – MPF	340.37
Sport & Play	MPF – Annual Inspection	114.00
Advance Grass Solutions	Grass Seed	101.90

Grants & Contingencies

Corona Energy	Energy – 4 Chapel Street	85.79
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Environment

Thornbury Motors	Fuel	99.01
Thornbury Motors	Fuel	24.80
Hawkins of Thornbury	Hanging Basket Maintenance	20.97
GAP Supplies Ltd	Sleeve Anchor	11.52

(b) To consider a request for funding from the Environment Committee

A summary of costs and savings involved in moving from annual bedding planting to perennial planting in the Morton Way/Grovesend roundabout and the Rock Street/Gillingstool raised bed had been circulated. There would be an initial increase in costs in year one of £1244.69 with significant savings in following years (over £10,000 per year). The Environment Committee had agreed to this change in principle and was requesting that the Finance and Policy Committee agree to cover the year one additional costs either from CIL funds or from reserves. Cllr Clive Parkinson proposed that the Committee agree to cover the additional costs and that this should come from reserves rather than CIL funds. The proposal was seconded by Cllr Maggie Tyrrell and unanimously agreed.

(c) To receive an update on progress to get a new financial system in place

The Clerk reported that an order had been placed for the RBS Omega system which was due to be installed on 29 July 2019 with training on 30 July 2019, 31 July 2019 and 1 August 2019, during which time the Town Hall office would be closed. The Clerk confirmed that data from Sage would need to be transferred across to RBS Omega. The Clerk would be asking the RFO if he had the capacity to carry out this work and if not, some additional temporary resource may be needed. The Committee confirmed that it was very supportive of this change to the new system and Cllr Clive Parkinson proposed that expenditure of up to £5000 be agreed by the Committee if needed. The proposal seconded by Cllr Bob Griffin and unanimously agreed.

The Clerk confirmed that no financial reports had been produced yet for the this financial year and that the plan was to produce a quarterly report which would be presented to full Council at the its meeting on 30 July 2019. The internal auditor was happy with this reporting schedule. The Clerk also reported that there would be a number of other issues to discuss at the meeting on 30 July 2019 relating to closing down the last financial year, including a list of debtors. The Committee asked that the Clerk report back in due course on the impact the new system was having on office staff workload.

10. **TO RESOLVE UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THAT THE PUBLIC AND PRESS BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE REMAINING ITEMS OF BUSINESS AS PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED.**

This was proposed and unanimously agreed.

11. **TO DISCUSS A LEASING ISSUE WITHIN THE TOWN HALL**

The Clerk updated the Committee on two leasing issues within the Town Hall premises and confirmed that she would keep them informed of progress.