

REPORT of the meeting of the Finance and Policy Committee  
held on Thursday 23 May 2019

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Present: Cllr Jayne Stansfield (Chairman)  
Cllr Benj Emmerson  
Cllr Bob Griffin  
Cllr Helen Harrison  
Cllr Shirley Holloway  
Cllr Guy Rawlinson  
Cllr Maggie Tyrrell  
Cllr Chris Davies  
Cllr Clive Parkinson  
Cllr Matt Stringer

Louise Powell (Town Clerk)  
Hannah Cornford (Minutes)

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**1. TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Cllr Ashley Bijster (work commitment)

**2. TO RECEIVE ANY MEMBER'S DECLARATIONS OF INTEREST**

None.

**3. TO ELECT A VICE CHAIRMAN OF THE FINANCE AND POLICY COMMITTEE**

Cllr Shirley Holloway nominated and proposed Cllr Angela Symonds as vice chairman. Cllr Matt Stringer seconded this and in the absence of any other nominations, it was unanimously agreed.

**4. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**

None.

**5. TO RECEIVE AN UPDATE ON AND CONSIDER MATTERS ARISING FROM THE FINANCE AND POLICY MEETING OF 7<sup>TH</sup> MARCH 2019 NOT COVERED ELSEWHERE IN THE AGENDA**

The clerk was waiting for a response to her query on a GDPR issue.

**6. TO DISCUSS AN INTEREST IN LAND ADJACENT TO ASHGROVE, THORNBURY**

A resident with property adjacent to the land, explained he had been maintaining this area for the last few years. He sought a more permanent arrangement to allow him to continue to care for this land so that the community could use and enjoy it. Council discussed the most appropriate committee for the issue to be referred to for further discussion. Cllr Maggie Tyrell raised a query as to whether this piece of land had previously been considered by Council for development. The Clerk would investigate this and refer it to the most appropriate committee.

**7. TO RECEIVE A PRESENTATION FROM GRACE CARE CENTRE**

Three representatives of the centre spoke regarding the history and future plans for the care centre. They highlighted various aspects of their work and the care given to residents. The schedule of regular events was highlighted and explained how they wished to involve the community.

Cllr Shirley Holloway noted that she was aware of residents being happy in the home and the move of the Henderson Ward to run alongside the home appears to have been a great success. The representatives answered brief questions and were thanked by Cllr Jayne Stansfield for their time.

**8. TO RECEIVE A REPORT ON POLICING MATTERS**

The police were not present, but an email had been received from Neighbourhood Police Sergeant Adrian Fallows with further information on anti-social behaviour and school holiday planning.

A letter had been received regarding anti-social behaviour on the pathway near Castle Court. This was discussed and the clerk will reply to the residents concerned and will also raise the issue with South Glos Council to see if they can help at all.

Cllr Matt Stringer stated concerns regarding anti-social behaviour at the site behind Dominos at night. Cllr Clive Parkinson replied that the police were involved and making progress.

**9. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:**

**a) To review spend against budget for 2018/19**

The Clerk gave a minor correction to the figures that had been circulated. Cllr Clive Parkinson stated the figures were reassuring and thanked the Clerk and the temporary RFO for all their work on them.

**b) To approve the Accounts for Payment (tabled)**

**ACCOUNTS PAID OUT OF MEETING**

Sage (UK) Ltd	Accounts Support (DD)	222.00
Pitney Bowes Finance Ltd	Leasing Agreement – franking machine (DD)	94.93

**ACCOUNTS NOW DUE FOR PAYMENT – 23<sup>rd</sup> MAY 2019**

**Central Services**

*Petty Cash	Petty Cash	200.00
Consortium	Office Chair	219.47
Thorn Community Building Trust	Rental for Youth Area	941.00
Pitney Bowes (Purchase Power)	Franking machine reset	114.24
Corona Energy	Gas Bill	417.56

**Playing Fields & Cemetery**

Sullivans	Axel, bearings, cups	96.08
Sullivans	180m 2.4mm Line	40.80
Sullivans	Shield, bearings, gears	44.78

Abbey Loos	Portable WC Hire	51.60
Thornbury Motors Ltd	Fuel	71.45
Thornbury Motors Ltd	Fuel	68.51
Matrix BES Ltd	Install Double Socket - Pavillion	135.04
Rio Pool Construction Ltd	Summerise Splash Pad	162.60
Hurst Commercials	Vehicle Repairs	749.64
Consortium	Lockers for staff at MPF (-£124.76)	280.59
**Response Vehicle Lighting	Lighting for - MPF	112.52
Corona Energy	Gas Bill	129.48

### **Grants & Contingencies**

Glasdon UK Ltd	Memorial Bench (reimbursed)	567.00
Jigsaw Thornbury	Extra Day to Complete Fire Safety Rating	410.00
Corona Energy	Gas Bill	115.59

### **Environment**

Yate Supplies (Disposables) Ltd	Black Sacks	114.19
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\*Cheque Payment

\*\*Credit Card Payment

#### **c) To receive an update on progress against the internal audit report**

Part of the follow-up actions will be carried out by the Audit Sub-Committee, the current Sub Committee members, namely Cllrs Clive Parkinson, Benj Emmerson and Bob Griffin confirmed they were still happy to continue, and no other councillors wished to nominate themselves.

The clerk recommended referring point 2.5 to the staffing committee. This was agreed; however it was acknowledged that there is little that can be done to cover critical posts in a small organisation. The clerk stated that there had been a need to improve communications, so that all were aware of items such as statutory deadlines, if a staff member is absent. This was already being carried out.

Cllr Chris Davies expressed concern at the infrequency with which the budget against spend was reviewed. The Clerk agreed and stated that this is a key reason for the recommendation to introduce a new financial software system. The two systems being reviewed can both provide this as a report on a monthly basis.

#### **d) To receive an update on progress to get a new financial system in place**

The clerk, office staff and RFO had seen a demonstration of one of the potential software systems, this had highlighted problems with aspects of the system which would require significantly more manual inputting by the office staff than the present system. There would be a similar demonstration of the alternative system next week.

### **10. TO CONSIDER AND AGREE THE MONITORING PROCESS FOR THE SERVICE LEVEL AGREEMENT WITH KRUNCH UK FOR YOUTH SERVICES PROVISION**

The clerk tabled a paper with eight proposed monitoring methods that were in line with the Service Level Specification that had been signed. Cllr Bob Griffin volunteered as a nominated alternative for the Youth SLA Sub-Committee. Item 8 would be carried out by Cllr Helen Harrison. The monitoring system was proposed by Cllr Guy Rawlinson, seconded by Cllr Matt Stringer and unanimously agreed.

11. **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.**

Resolved.

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

The issue was discussed, with the outcome that the clerk would arrange a meeting with the affected party to progress. This item would be referred to full council on 11.06.19

13. **TO CONSIDER AND APPROVE THE COUNCIL'S INSURANCE POLICY**

The Clerk had attended a meeting with an alternative insurance provider and was waiting for final proposals that should arrive the next day. As the renewal date was the end of the month, the Clerk sought permission to accept the quote which represented the best value for the Council. Cllr Benj Emmerson proposed to give this authority, which was seconded by Cllr Guy Rawlinson and unanimously agreed.

14. **TO RECEIVE AN UPDATE ON ACTIONS REQUIRED FROM THE GENERAL RISK ASSESSMENT AND FIRE RISK ASSESSMENT REPORTS TO APPROVE ANY PAYMENTS TO ADDRESS THE ACTIONS**

Two papers were tabled with actions completed and those still to do. The clerk noted that much progress had been made, but there was an amount still to do. It was being completed in order of priority.

15. **TO CONSIDER QUOTES FOR THE FOLLOWING MATTERS:**

a) **Asbestos management**

Three quotes had been given to encapsulate asbestos that cannot be removed as it's structural. It was agreed that the Clerk would accept the lowest quote.

b) **Plumbing works**

The staff had contacted a number of plumbers, but were finding it difficult to get three quotes. It was agreed that the Clerk would go ahead with the cheapest of the two quotes as the works are a priority requirement for health and safety.

c) **PAT testing**

Quotes had been obtained and considered. It was proposed that a better investment would be to invest in training and equipment for council staff to do this going forward. This option was proposed and unanimously agreed.

d) **Tree Works**

Three quotes had been obtained, the lowest of which was slightly over budget. It was agreed that the Clerk was to proceed and the costs above budget could come from reserves.

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

The clerk had received a query from the Carnival organisers, who in appreciation of the grant they receive from us, wished to put signage on their marquee to state it was sponsored by Thornbury Town Council. The council were happy in principle with a sign, but determined that “supported” was preferable to “sponsored”.

The councillors were given the option to opt out of receiving paper copies in the post for each committee and council meeting. At present, they are both posted and emailed. If councillors were happy to go paperless, they should let the clerk know.