

REPORT of the meeting of the Finance and Policy Committee  
held on Thursday 24 January 2019

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Present: Cllr Angela Symonds (Chairman)  
Cllr Bob Griffin  
Cllr Shirley Holloway  
Cllr Clive Parkinson  
Cllr Guy Rawlinson  
Cllr Matthew Stringer  
Cllr Maggie Tyrrell

Louise Powell (Town Clerk)  
Wendy Sydenham (Administrator)

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

Cllr Benj Emmerson (out of Thornbury)  
Cllr Helen Harrison (another commitment)

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

Cllr Guy Rawlinson, Cllr Shirley Holloway, Cllr Angela Symonds and Cllr Clive Parkinson declared an interest in matters relating to Thornbury Hospital as Trustees of the League of Friends. Cllr Clive Parkinson also declared an interest in matters relating to the Town Trust as Chairman of the Trust.

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

There were no members of the public present.

**4. TO RECEIVE AN UPDATE ON AND CONSIDER MATTERS ARISING FROM THE FINANCE & POLICY COMMITTEE MEETING OF 13 DECEMBER 2018 NOT COVERED ELSEWHERE ON THE AGENDA**

The report of the Finance and Policy Committee meeting of 13 December 2018 had been circulated and was noted.

**5. TO RECEIVE AN UPDATE FROM DAVID JARRETT, BNSSG CCG AREA DIRECTOR – SOUTH GLOUCESTERSHIRE, ON REHABILITATION, REABLEMENT AND RECOVERY (3 Rs PROGRAMME) IN SOUTH GLOUCESTERSHIRE**

David Jarrett was in attendance to update the Committee on the 3 Rs programme in South Gloucestershire. He confirmed that the North Bristol NHS Trust were continuing to work to ensure that outpatient services remained in Thornbury with options including a modular building at the front of the hospital site or alternative accommodation in the town centre. The Henderson Ward had moved to the Grace Care Home and the physiotherapy had moved to the Leisure Centre. Mr Jarrett confirmed that the bidding process for inpatient services was in progress now and would be for a 10 year contract.

Mr Jarrett confirmed that the bid for capital funding for new health facilities had been turned down by the Department of Health which had been very disappointing. As yet there had been no feedback from the DoH as to why the bid had been unsuccessful, but it was hoped that this would be forthcoming soon. Mr Jarrett stressed that the CCG remained committed to developing these facilities in Thornbury and was actively engaged in looking at other funding options. Mr Jarrett confirmed that it was unclear as to whether there would be a similar bidding process next year, but clarification on this was being sought.

Cllr Clive Parkinson stressed that for Thornbury residents the failure of the bid was devastating news and it is imperative that existing services stay in the town.

Mr Jarrett confirmed that he would keep the Committee updated on these issues including attending a future meeting.

## **6. TO RECEIVE A REPORT ON POLICING MATTERS**

The local Thornbury Sergeant was in attendance to provide an update on policing matters in the town. Crime statistics for November 2018 had been circulated and those for December 2018 were tabled. The Sergeant also referred to two articles regarding police funding that had been circulated by the Clerk to Councillors in advance of the meeting. The Sergeant reported that instances of criminal damage were up by 40% on last year, but that burglaries and vehicle offences were both down by around 40%. Reports of anti-social behaviour had increased with the main areas being around Park Road, Castle School and Bath Road. These patterns were against the general South Gloucestershire trend which showed crime rates as down by 10%. The Sergeant outlined the recent arson attacks (Daggs allotments, Castle School Sixth Form and Castle School) and confirmed that arrests had been made in relation to the Castle School Sixth Form arson attack. Arrests had also been made in relation to the recent criminal damage at the Castle School. The Sergeant also outlined crime prevention measures that were taking place or planned both with allotment holders in relation to their sheds and also at the Castle School. Incidents at the old hospital site had decreased following a number of security measures that had been put in place and incidents of anti-social behaviour around Turnberries had also decreased. However, Committee members did highlight that there were still concerns about security around the hospital, but it was noted that these incidents may not have been reported to the police.

The cuts to the number of officers covering Thornbury were discussed, in particular the response officers covering Thornbury. The Chairman confirmed that the Committee had invited the Police and Crime Commissioner to attend a future meeting to discuss community policing in the town, the recent increase in incidents of arson and criminal damage, and the impact that cuts to the number of officers was having. It was noted that the next Community Engagement Forum was on 19 March 2019 which clashed with a Council meeting and that Councillors would follow this up as it would be useful for some of them to attend. The Chairman thanked the Sergeant for attending.

## **7. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:**

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

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

## **ACCOUNTS PAID OUT OF MEETING**

South Gloucestershire Council	Rates (December) – Town Hall	1260.00
South Gloucestershire Council	Rates (December) – Cemetery	322.00

## **ACCOUNTS NOW DUE FOR PAYMENT**

### **Central Services**

Corona Energy	Gas Bill	352.66
Seton	Signage	20.38
Pitney Bowes	Franking Machine Charges	115.11
The Consortium	Stationery & Cleaning Products	96.10
The Consortium	Stationery	14.11
MCL House	Photocopier Charges	58.92
MCL House	Photocopier Charges	53.33
Matrix BES Ltd	Replace Faulty Light Fitting	109.92
Matrix BES Ltd	Install 3x 5A Fused Connection Units	403.20
Siemens	Photocopier Rental	181.20

### **Playing Fields & Cemetery**

Mole Country Stores	Chainsaw Chain	17.40
Thornbury Motors	Fuel	44.88
Thornbury Motors	Fuel	50.00
Thornbury Motors	Fuel	41.87
Thornbury Motors	Fuel	21.26
Thornbury Motors	Fuel	53.17
Thornbury Motors	Fuel	37.65
Thornbury Motors	Fuel	36.56
Thornbury Motors	Fuel	40.53
Abbey Loos	Portable Toilet Rental	100.80
Corona Energy	Gas Bill	186.73
Bowcom	Grass Seed	477.00
Seton	Signage	299.47
Yate Disposables/Supplies	Black Sacks	152.26
Gaps Supplies Ltd	Maintenance Materials	56.02
RTC Safety Surfaces Ltd	Mulch & Resin	180.00

### **Grants & Contingencies**

Corona Energy	Gas Bill	104.00
NYTC	Small Grant	600.00
Brandon Trust	Small Grant	500.00
Thornbury Lipreaders	Small Grant	500.00
Jigsaw Thornbury	Small Grant	1000.00
Christmas Lights	Small Grant	500.00
Duke of Edinburgh Award Centre	Small Grant	780.00
Thornbury Community Composting	Small Grant	300.00
Four Towns & Vale Link	Small Grant	500.00
Krunch South West	Small Grant	720.00
Chamber of Commerce (Maps)	Small Grant	300.00
Chamber of Commerce (Postcards)	Small Grant	300.00

## Environment

Landcare Tree Nursery	Supply and Plant Quercus Robur	198.00
Travis Perkins	Blue Circle Postcrete	51.55
GAP Supplies Ltd	Maintenance Materials	9.45

### (b) To consider changes to the Standing Orders

The Clerk had circulated copies of draft new Standing Orders based on the NALC template. The document was discussed in detail and a number of changes requested by the Committee. The Clerk confirmed that she would amend the document in line with the requested changes and bring it back to the next full Council meeting for adoption.

The Clerk tabled a document from ALCA (entitled "In Short") which included advice from a NALC Finance Advisor that Councillors should make all payments, rather than the Clerk or Council staff making them. This advice was discussed and the Committee confirmed that it was happy to continue with the new procedure whereby Councillors authorised payments at Council or Finance and Policy Committee meetings, and then the Clerk/Council staff would make the actual payments. The Clerk confirmed that this procedure was in line with other parish/town Councils in the area and their auditors had been happy with this way of working. The Clerk confirmed that she would check with our internal auditor that she was happy with payments being made this way.

### (c) To consider changes to the Financial Regulations

The Clerk had circulated copies of draft new Financial Regulations based on the NALC template. It was agreed that any requests for changes should be fed back to the Clerk who would amend the document as required and bring it back to the next full Council meeting for adoption.

### (d) To note the internal audit for 2018/19 will take place on 4-6 February 2019

The Committee noted the arrangements for the internal audit.

## **8. TO CONSIDER THE COUNCIL'S APPROACH TO MANAGING RISK**

The Clerk tabled copies of a draft Broad Risk Assessment Table and requested that the Committee feed back any changes or additions to her. The aim would be to table a final version for adoption at the next full Council meeting. The Clerk confirmed that controls in bold/italics were areas where we could look at improving mitigations to reduce risks. It was noted that it would be useful for the table to include another column showing the new risk level once controls were in place. The Clerk agreed to make this amendment.

## **9. TO RECEIVE AN UPDATE IN RELATION TO ACTIONS TO COMPLY WITH THE CHANGES IN DATA PROTECTION LAWS (GDPR)**

The Clerk reported that a significant amount of work had been done towards ensuring the Council was compliant with new legislation in this area. The Clerk tabled a number of policies relating to GDPR and confirmed that these would be discussed further at the next Committee meeting with the recommendation that they be adopted.

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

- (a) The Clerk provided details of quotes received for safety surfacing under the swings in the Streamleaze play area, and recommended proceeding with the second cheapest quote of £605.00 inc VAT as this company had a good recommendation and was only slightly more expensive than the cheapest quote. The cost would be funded partly from s106 funds (£353.80) and the rest from the maintenance budget (£251.20). Cllr Guy Rawlinson proposed that the Clerk proceed with this quote. Cllr Bob Griffin seconded the proposal and it was unanimously agreed.
- (b) The Clerk provided details of a three day First Aid at Work course which it was hoped six staff would attend at a cost of £1198.80. Cllr Matthew Stringer proposed that the Clerk proceed with arranging the course as long that number of staff could be released from their work. The proposal was seconded by Cllr Bob Griffin and unanimously agreed.

12. **TO CONSIDER THE FINANCIAL IMPLICATIONS OF A STAFFING MATTER**

The Clerk requested approval to proceed with investigating the costs of employing a locum RFO. Cllr Guy Rawlinson proposed that the Clerk proceed with this. Cllr Maggie Tyrrell seconded the proposal and it was unanimously agreed.

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

None.