

REPORT of the meeting of the Finance and Policy Committee
held on Thursday 29 October 2020, virtually by Zoom

Present: Cllr Chris Davies (Chairman)
Cllr Jayne Stansfield
Cllr Clive Parkinson
Cllr Matthew Stringer
Cllr Maggie Tyrrell
Cllr Bob Griffin
Cllr Benj Emmerson (arrived late)
Cllr Guy Rawlinson
Cllr Shirley Holloway

Louise Powell (Town Clerk)
Minutes done from recording by Hannah Cornford

(Cllr Eva Fielding – absent)
(Cllr Helen Harrison – absent)

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

None received.

2. TO RECEIVE ANY MEMBER'S DECLARATIONS OF INTEREST

Cllr Parkinson declared an interest in one of the organisations to be discussed in item 11.

3. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were no members of the public present.

4. TO RECEIVE THE MINUTES AND DISCUSS MATTERS ARISING FROM THE FINANCE & POLICY COMMITTEE MEETING OF 10.09.20 NOT COVERED ELSEWHERE ON THE AGENDA

The report of the Finance and Policy Committee meeting of 4 August 2020 had been circulated. The Clerk updated Councillors that in relation to Krunch's rent, South Glos Council had found the difference required and a small amount for the following year.

5. TO RECEIVE A REPORT ON POLICING MATTERS:

Cllr Stansfield reported that there was still a problem with planters in the High Street being tipped over but police had CCTV and were following up. There was a lack of communication between the police and South Glos Council with regards to Covid Marshalls. A business owner had been reported by St Mary's Centre for causing disruption and had their licence revoked, but it had now been reinstated.

Sergeant Craig Doyle then joined the meeting to give a more detailed summary of policing issues in the area. Their work was being dominated by Covid issues, with a couple of spots in the town drawing trouble. He highlighted also the antisocial behaviour concerning the planters and damage caused to some of the neighbouring properties. They had been given

extra money and resources to deal with Covid issues. He discussed problems caused by pubs serving a lot of alcohol before closing time. He was thanked for his attendance and left.

(Benj Emmerson arrived)

6. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS

(a) To approve the Accounts for Payment

The Accounts for Payment were discussed. There were various queries which were clarified. Cllr Bob Griffin proposed that the accounts be approved for payment. The proposal was seconded by Cllr Guy Rawlinson and unanimously agreed.

ACCOUNTS PAID OUT OF MEETING

Octopus Energy	Electricity – Chapel (DD)	28.43
TTC Staff	Expenditure Reimbursement	31.88

ACCOUNTS NOW DUE FOR PAYMENT – 29th OCTOBER 2020

Central Services

MSP Group Ltd	Wi-Fi Upgrade – Council Chambers	469.20
Matrix BES Ltd	Service Radiators	84.00
Avon Local Councils	Essential Councillors Course	60.00
RBL Poppy Appeal	Donation – Remembrance Wreath	70.00
Pitney Bowes	Meter Reset – Franking Machine	107.00
Biffa Waste Services	Waste Disposal- T/Hall	88.61

Playing Fields & Cemetery

Brass Founders	Brass Plaque	126.41
Alexandra	Workwear	34.01
Biffa Waste Services	Waste Disposal-Cemetery	84.24
Biffa Waste Services	Waste Disposal – MPF	282.06
Professional Fees	Grave Digger	1440.00

Land & Property

Consortium	Folding Tread Steps	313.54
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Grants & Contingencies

Environment

All Tree Services Ltd	Decay Assessment – Hybrid Black Poplar	360.00
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- (b) To receive the income and expenditure report for September 2020 and any matters arising

The income and expenditure report for September 2020 had been circulated and was noted by the Committee. There were a few queries which the Clerk could answer; the professional fees expenditure was high due to the ongoing requirement for services from a locum RFO, the PFC maintenance budget was overspent because of works to the pavilion. These had actually come from earmarked reserves, but this didn't show on the report. There were also additional budgets underspent as a result of Covid, either the money hadn't been spent or invoicing for works was delayed. Hanging basket costs had been miscoded but had since been changed. The reported was proposed for acceptance by Cllr Emmerson, seconded by Cllr Stringer and unanimously adopted.

- (c) To receive and approve the reconciliation report for September 2020

The report was approved.

- (d) To review the Council's financial regulations and system of internal control

Cllr Emmerson noted a minor change needed, which affected the meaning of the statement. Once amended, he proposed the documents for adoption, seconded by Cllr Stringer and all were in favour.

- (e) To consider a request from Playing Fields Committee to fund a survey on the Cemetery Field

It was explained that the cemetery had approx. 5-6 years left before it reached capacity and a solution would have to be found to accommodate more interments. An option would be to use the field next to the cemetery which the Council also owns. It would need extensive works to see if it met the legalities for using this ground for burial. £5000 would be required for the initial surveys, with the total for the works estimated near £50,000. Cllr Parkinson proposed that Council spent the initial £5000 on surveying works. This was seconded by Cllr Holloway and all were in favour.

The Clerk would query whether CIL funds could be spent on this, but if not, the money would come from reserves.

- (f) To receive an update on any further financial matters

The Clerk, along with Cllrs Davies and Rawlinson would be interviewing 4 candidates for the RFO position next week.

7. TO RECEIVE THE REPORT FROM THE LEGIONELLA RISK ASSESSMENTS AND DRAFT POLICY

The Clerk explained that the titles in the policy would have to be confirmed at a later date, as there were issues with naming an individual. Legal advice was being sought on this.

8. TO CONSIDER COUNCIL'S RESPONSE TO THE FOLLOWING CONSULTATIONS:

- a) South Gloucestershire Council's budget for 2020-2021 closing date 20th December 2020

Deferred to the next meeting.

- b) South Gloucestershire Council's 'Greener Places Engagement' closing date 8th November 2020

Some Councillors had completed it individually, but Cllr Tyrrell felt a response had more weight coming from the Council as a whole. Cllr Stringer would draft a response.

9. TO CONSIDER ANY MATTERS ON THE GROUNDS OF URGENCY

There were none.

- 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 resolved.

11. TO DISCUSS LEASING ISSUES

The Clerk reported that Council had signed a lease but were chasing the other party for other documents and were continuing to have issues with the use of the premises.

Another organisation had been presented with a setback, as their application to become a CIO had been refused. They had needed this status to sign their lease and were now considering their options.

A third lease would be discussed shortly at the other party's next meeting and would come back to Council after that.

12. TO CONSIDER THE FOLLOWING QUOTATIONS:

- a) Town Hall Boiler

The Clerk had circulated a comprehensive explanation of the situation with the boiler. There was discussion about the nature of the works and why they were needed. Three quotes were presented and it was agreed the works would be carried out by Matrix.

- b) Fire risk assessments

We had received two quotes, but the third company was slow in getting back to us, so this item would have to be deferred.