

# THORNBURY TOWN COUNCIL

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Town Hall  
35 High Street  
Thornbury  
Bristol BS352AR

Town Clerk: Louise Powell

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**MEETING OF:** Finance & Policy Committee  
**TO BE HELD ON:** Tuesday 20<sup>th</sup> July 2021  
**COMMENCING AT:** 7.30 pm at the Council Chamber, Town Hall

*Please note that this meeting is open to the public, who are welcome to attend.  
Public participation will be taken at the beginning of the meeting and/or at the calling of an agenda item at the discretion of the Chairman.*

## AGENDA

1. To receive any apologies for absence
2. To receive any members declarations of interest
3. To receive any representations from the public
4. To appoint a Vice Chair for the Finance and Policy Committee
5. To appoint Councillors and a Chair to the Property Management and Compliance Sub Committee
6. To appoint Councillors and a Chair to the Youth Sub Committee
7. To approve the minutes and discuss matters arising from the Finance & Policy meeting of 28.04.21.
8. To note decisions made out of meeting (List attached)
9. To consider the following financial matters:
  - a) To approve the Accounts for Payment (to be tabled)
  - b) To receive the income and expenditure report for May 2021 (attached)
  - c) To receive and approve the bank reconciliation for May 2021 (attached)
  - d) To receive the May financial report (attached).
10. To consider an urgent grant application. (Application attached)
11. To consider requests for use of Council property (3 x letters of request attached)
12. To consider recommendations from Open Spaces Committee to approve expenditure from reserves for replacement Football and Rugby Posts
13. To receive a report from Councillors on meetings attended on behalf of the Council.
14. To consider adoption of the following draft policies:
  - a) Vexatious customers
  - b) Management of contractors' policy

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15. To consider and agree any communications to be issued from the Committee
16. *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 following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
17. To receive an update on progress with:
  - a) Legionella risk assessment and outstanding works and any quotes associated.
  - b) Fire risk assessment and outstanding works and any quotes associated
  - c) General risk assessment and outstanding works and any quotes associated
  - d) Asbestos reinspection reports and associated works and any quotes associated
  - e) Condition survey works contract
18. To consider the feasibility report for relocation of Council workshop and agree a way forward
19. To consider the following quotations:
  - a) Quotations for a new boiler for the Town Hall
  - b) Electricity renewal for Town Hall, Pavilion and Cemetery

Signed: 

Louise Powell  
Town Clerk

## BACKGROUND PAPERS

The following are circulated with or have been previously circulated and form part of this agenda: -

- (a) Report of meeting of Committee of 11.03.2021 (previously circulated)
- (b) List of decisions made out of meeting with Chair of F&P
- (c) Accounts for Payment (to be tabled)
- (d) Income and expenditure report for May
- (e) Bank Reconciliation report for May
- (f) Financial report for May
- (g) Urgent Grant Application
- (h) Two Letters from the Thornbury and District Heritage Trust
- (i) Request from Thornbury Town Football Club
- (j) Draft Vexatious Customer Policy
- (k) Draft Management of Contractors Policy
- (l) Legionella Risk monitoring
- (m) Fire Risk monitoring
- (n) General risk assessment monitoring
- (o) Feasibility report for relocation of Council workshop (confidential)
- (p) Table of quotes for boiler (confidential)