

REPORT of the meeting of the Finance and Policy Committee
held on Tuesday 20th July 2021, at the Town Hall Council Chamber

Present: Cllr Chris Davies (Chair)
Cllr Jayne Stansfield (Deputy Chair)
Cllr Maggie Tyrrell
Cllr Guy Rawlinson
Cllr Benj Emmerson
Cllr Shirley Holloway

Louise Powell (Town Clerk and minutes)

Absent: Cllr Eva Fielding

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Cllr Matt Stringer – another commitment
Cllr Clive Parkinson- due to the increasing levels of COVID did not feel able to meet in Town Hall
Cllr Bob Griffin- Indisposed

2. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

There were none to declare.

3. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were no members of the public present.

4. TO APPOINT A VICE CHAIR FOR THE FINANCE AND POLICY COMMITTEE

Cllr Emmerson proposed Cllr Stansfield for Vice Chair, this was seconded by Cllr Rawlinson, and all were in favour.

5. TO APPOINT COUNCILLORS AND A CHAIR TO THE PROPERTY MANAGEMENT AND COMPLIANCE SUB-COMMITTEE

Cllrs Stansfield, Davies, Tyrrell, and Holloway were nominated for the Sub-Committee. Cllr Emmerson proposed that Cllr Stansfield was Chair, this was seconded by Cllr Tyrrell, and all were in favour. It was agreed that an email would

be sent inviting all Councillors to put themselves forward for the Sub-Committee should they wish to be on it.

6. TO APPOINT COUNCILLORS AND A CHAIR TO THE YOUTH SUB COMMITTEE

Cllrs Harrison, Stansfield, Parkinson, and Tyrrell were nominated for the Sub-Committee. Cllr Tyrrell proposed Cllr Harrison be Chair, this was seconded by Cllr Rawlinson, and all were in favour. It was agreed that an email would be sent inviting all Councillors to put themselves forward for the Sub-Committee should they wish to be on it.

7. TO APPROVE THE MINUTES AND DISCUSS MATTERS ARISING FROM THE FINANCE AND POLICY MEETING OF 28.04.21

The minutes were proposed for approval by Cllr Emmerson, seconded by Cllr Tyrrell and all were in favour to approve them. There were no matters arising.

8. TO NOTE DECISIONS MADE OUT OF MEETING

These were discussed for clarification and noted by the Committee.

9. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS

(a) To approve the Accounts for Payment

Cllr Davies proposed the accounts for payment, seconded by Cllr Stansfield and all were in favour.

Accounts paid out of meeting:

ACCOUNTS PAID OUT OF MEETING (Between 22nd June - 20th July)		
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - PAVILION (DD)	139.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - CEMETERY (DD)	334.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - TOWN HALL (DD)	110.51
SALARIES	STAFF WAGES	15,472.88
HMRC	TAX PAYMENT	4,219.14
AVON PENSION UK	PENSION PAYMENT	3,247.33
LLOYDS BANK PLC	CREDIT CARD PAYMENT- (DD)	255.21
O2 PHONE COMPANY	MOBILE PHONE CHARGE (DD) (110)	19.46
O2 PHONE COMPANY	O2 DEVICE PLAN (DD) (110)	16.75
UNITYTRUST BANK	SERVICE CHARGE	54.45
UNITYTRUST BANK	HANDLING CHARGE	11.80
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (JULY) (DD) (110)	280.64
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD) (130)	29.61
OCTOPUS ENERGY	ELECTRICTY - BAKERY ANNEX (DD) (110)	165.48
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (JUNE) (DD) (110)	561.99
PITNEY BOWES FINANCE LTD	QUARTERLY RENTAL -- FRANKING MACHINE (DD) (110)	94.93
ECOTRICITY.CO.UK	FINAL GAS BILL (2020-21) - MUSEUM (110)	12.60
GB SPORT & LEISURE	REMOVAL OF SWINGS - CHANTRY ROAD PLAY AREA (130)	390.00
THORN TOWN COUNCIL CUSTOMER	INVOICE REFUND (130)	70.00
THORNBURY MOTORS LTD	FUEL EXPENSES (130)	244.97
PROFESSIONAL FEES	RFO (110)	535.20
AMAZON ORDER	BRASS WATER PUMP STRAINER (CC)(130)	15.99
AMAZON ORDER	SAFETY SIGNAGE (CC) (160)	12.83
SHAW & SONS LTD	DISINTERMENT BOOK (CC) (110)	211.20
SCREWFIX	FORESTRY HELMET AND EAR DEFENDERS/VISOR (CC)(130)	24.99
AMAZON ORDER	GLOW IN DARK SAFETY SIGNAGE (CC) (160)	14.27
AMAZON ORDER	DUST SHEETS (CC) (160)	9.98
AMAZON ORDER	CLEAR REFUSE SACKS (CC) (110)	9.99
ARMSTRONG HALL	REIMBERSEMENT - REF: SGC RATES FOR BAKERY	113.92
	Total Expenditure:	26,679.12

ACCOUNTS NOW DUE FOR PAYMENT - 20TH JULY 2021		
Central Services (110)		
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	113.40
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	109.26
SPHERE LEISURE LTD	ROOM BOOKING 22.06.21	149.50
SPHERE LEISURE LTD	ROOM BOOKING 29.06.21	149.50
ABBEY LIFTS LTD	LIFT - SERVICE & MAINTENANCE	312.00
ACORN RECRUITMENT LTD	TEMP CLEANING STAFF	221.68
ACORN RECRUITMENT LTD	TEMP CLEANING STAFF	85.26
AVON LOCAL COUNCILS ASSOCIATION	TRAINING COURSE	30.00
AVON LOCAL COUNCILS ASSOCIATION	TRAINING COURSE	30.00
T H WHITE GROUP	MAINTENANCE PARTS	1.95
KRUNCH UK	YOUTH SLA-QUARTER 2 PAYMENT	8,750.00
THORN TOWN COUNCIL	PETTY CASH (CHEQUE PAYMENT)	200.00
EDF ENERGY	FINAL ELECTRICITY BILL -- TOWN HALL	0.01
ICCM	ICCM COTS 1 & 2 (CEMETERY OPERATIONS TRAINING SCHEME)	4,200.00
MSP GROUP LTD	IT SUPPORT	342.24
ACORN RECRUITMENT LTD	TEMP CLEANING STAFF	416.26
ACORN RECRUITMENT LTD	TEMP CLEANING STAFF	85.26
DANTEK ENVIRONMENTAL SERVICES	LEGIONELLA SAMPLES	120.30
OFFICE TELECOM	PHONE/BROADBAND (SPLIT CODING WITH 130)	125.93
ECOTRICITY.CO.UK	FINAL ELECTRICITY BILL (ADJUSTMENT) - MUSEUM	0.62
ECOTRICITY.CO.UK	GAS SUPPLY - TOWN HALL	92.99
ACORN RECRUITMENT LTD	TEMP CLEANING STAFF	221.68
AVON LOCAL COUNCILS ASSOCIATION	TRAINING COURSE	30.00
AVON LOCAL COUNCILS ASSOCIATION	TRAINING COURSE	30.00
CONSORTIUM	CLEANING MATERIALS	199.32
	Total Expenditure:	16,017.16
Playing Fields & Cemetery (130)		
OFFICE TELECOM	PHONE/BROADBAND (SPLIT CODING WITH 110)	54.00
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	557.28
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	93.66
T H WHITE GROUP	DECK MOTOR PROTECTOR	28.08
FALON NAMEPLATES LTD	BRASS PLAQUE	100.80
ALEXANDRA	STAFF WORKWEAR	20.27
YATE SUPPLIES/DISPOSABLES LTD	REFUSE SACKS	190.32
NATIONAL SECURITY GROUP	CAR PARK GATE SECURITY/LOCKING (monthly) (INCL SETUP FEE £25)	534.00
ADVANCE GRASS SOLUTIONS	GRASS MAINTENANCE	873.60
COMPLETE WEED CONTROL LTD	CHEMICAL WEED CONTROL ON FOOTBALL PITCHES	810.00
HAWKINS OF THORNBURY	BOLTS/WASHERS	3.99
FALON NAMEPLATES LTD	BRASS PLATE	54.00
FALON NAMEPLATES LTD	BRASS PLATE	54.00
FALON NAMEPLATES LTD	BRASS PLATE	100.80
INITIAL WASHROOM HYGIENE	X3 HAND DRYERS	810.00
	Total Expenditure:	4,284.80
Land & Property (160)		
INNOPULSE ENVIRONMENT LTD	ASBESTOS RE-INSPECTION SURVEYS	1,512.00

(b) To receive the income and expenditure report for May 2021

This was received and accepted by Committee.

(c) To receive and approve the bank reconciliation for May 2021

This was received and proposed for acceptance by Cllr Tyrrell, seconded by Cllr Rawlinson and all were in favour to accept it.

(d) To receive the May financial report

The Clerk presented the report, and it was received by Committee.

10. TO CONSIDER AN URGENT GRANT APPLICATION

The Committee discussed the grant application from the Armstrong Arts Group in detail, and it was decided that part- funding would be awarded to the group with some conditions to be sent in a letter. This was proposed by Cllr Stansfield, seconded by Cllr Tyrrell and all were in favour.

11. TO CONSIDER REQUESTS FOR USE OF COUNCIL PROPERTY

- a) The Council considered the first letter which was from the Thornbury Museum, it was agreed that this could be discussed further, and clarification sought on any requirements from staff, insurance, facilities etc.
- b) This was again from the Thornbury Museum and was discussed and agreed that a letter to be sent to request further details
- c) This was from Thornbury Football Club. It was discussed and Committee felt a letter should be sent stating a business plan and further discussions would be required with Council before any decision could be made.

12. TO CONSIDER RECOMMENDATIONS FROM OPEN SPACES COMMITTEE TO APPROVE EXPENDITURE FROM RESERVES FOR REPLACEMENT FOOTBALL AND RUGBY POSTS

The amount required was confirmed and then it was proposed that this was agreed by Cllr Rawlinson, seconded by Cllr Tyrrell and all were in favour.

13. TO RECEIVE A REPORT FROM COUNCILLORS ON MEETINGS ATTENDED ON BEHALF OF THE COUNCIL

Some of the Councillors had attended the Town Centre Partnership, an email update had been circulated by the Clerk on the issues discussed.

14. TO CONSIDER ADOPTION OF THE FOLLOWING DRAFT POLICY:

a) Vexatious Customers

Cllr Emmerson proposed the policy for adoption, seconded by Cllr Stansfield and all were in favour.

b) Management of Contractors' Policy

Cllr Emmerson queried a matter which was answered by the Clerk, this was then proposed for adoption by Cllr Emmerson, seconded by Cllr Rawlinson and all were in favour.

15. TO CONSIDER AND AGREE ANY COMMUNICATIONS TO BE ISSUED FROM THE COMMITTEE:

It was agreed the Committee would communicate about the following:

- a) Setting up of a Youth Sub Committee
- b) Purchase of new Rugby and Football posts
- c) Support through a grant to an Arts organisation

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.

Resolved.

17. TO RECEIVE AN UPDATE ON PROGRESS WITH:

- a) Legionella risk assessment and outstanding works and any quotes associated.
The Clerk updated the Committee who noted the progress and outstanding issues.
- b) Fire risk assessment and outstanding works and any quotes associated.
The Clerk updated the Committee who noted the progress and outstanding issues.
- c) General risk assessment and outstanding works and any quotes associated.
The Clerk updated the Committee who noted the progress and outstanding issues.
- d) Asbestos reinspection reports and associated works and any quotes associated.
The Clerk reported that only one area required further work which was on site this week. There are further management reports to be carried out.
- e) Condition Survey works contract
The Contract had been awarded for these works, there was a pre-start meeting scheduled for tomorrow with the Contractor and Project Manager and works should start with the Town Hall roof on the 2nd of August.

18. TO CONSIDER THE FEASIBILITY REPORT FOR RELOCATION OF COUNCIL WORKSHOP AND AGREE A WAY FORWARD

The Committee discussed the report and recommendations, and an agreed way forward was established. This would be recommended to Full Council for consideration at their next meeting. This was proposed by Cllr Stansfield, seconded by Cllr Emmerson and all were in favour.

19. TO CONSIDER THE FOLLOWING QUOTATIONS

a) Quotations for a new boiler for the Town Hall

The Clerk explained that the old boiler was very inefficient and needed replacing. Investigations on other systems had been carried out but a new replacement boiler appears to be the only affordable and realistic alternative at this time as other cost-effective systems for the type of building do not yet exist. It was proposed to go with the lowest quote by Cllr Tyrrell, seconded by Cllr Davies and all were in favour.

b) Quotations for electricity supply for Town Hall, Pavilion and Cemetery

Three quotes had been sought, but only two had replied in time, both were 'greener' suppliers. It was agreed to continue with the existing supplier for a 24-month period. This was proposed by Cllr Emmerson, seconded by Cllr Rawlinson and all were in favour.