

REPORT of the meeting of the Finance and Policy Committee  
held on Tuesday 28<sup>th</sup> September 2021, at the Town Hall Council Chamber

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Present: Cllr Chris Davies (Chair)  
Cllr Jayne Stansfield (Deputy Chair)  
Cllr Maggie Tyrrell  
Cllr Bob Griffin  
Cllr Benj Emmerson  
Cllr Clive Parkinson

Wendy Sydenham (Deputy Town Clerk and minutes)

Absent: Cllr Eva Fielding

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

Cllr Matt Stringer – another commitment  
Cllr Shirley Holloway – another commitment  
Cllr Guy Rawlinson – out of Thornbury

**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 APPROVE THE MINUTES AND DISCUSS MATTERS ARISING FROM THE FINANCE & POLICY MEETING OF 20.07.21**

Cllr Davies proposed the minutes for approval, seconded by Cllr Emmerson and all were in favour.

**5. TO RECEIVE A PRESENTATION AND REQUEST FROM THORNBURY FOOTBALL CLUB**

Details of a request from Thornbury Town Football Club had been circulated with the meeting papers. A representative of the Club was presented and addressed the Committee to outline the proposal, provide further information and answer questions. The proposal relates to a proposed extension to the Pavilion. The proposal was discussed. The Club representative confirmed that one particular request for grant funding from an external organisation had not been pursued as it involved Council

confirming that an extended Pavilion would be utilised by other community organisations. The Club representative confirmed that South Gloucestershire Council has been approached on its behalf regarding potential s106 funds. It was noted that Council was currently seeking clarification on the legal situation regarding its relationship with the running of the Mundy Playing Fields and this had implications for the Club's request, amongst other matters. It was therefore agreed that an answer could not be given to the Club at this stage, until the legal situation had been clarified. The Committee formally noted the request from the Club and agreed to inform them as soon as possible of when it was in a position to progress this matter. The Chair thanked the Club representative for attending.

**6. TO NOTE DECISIONS MADE OUT MEETING**

The decisions made out of meeting as outlined in the paper circulated were noted by Committee.

**7. TO RECEIVE THE FOLLOWING REPORTS FROM SUB COMMITTEES**

**a) Youth Sub Committee held on 15.07.21**

The report was noted.

**b) Property Management and Compliance held on 31.08.21**

The report was noted however it was also noted by Committee that the minutes would benefit from being more detailed, especially for Councillors who were not at the meeting. It was also noted that more generally, Council reports/minutes should be more detailed in relation to confidential matters, and separate confidential minutes should be used if necessary.

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

**a) To approve the accounts for payment**

<b>ACCOUNTS PAID OUT OF MEETING (Between 6th SEPT - 27th SEPT 2021)</b>		
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - TOWN HALL (DD)	1,115.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - CEMETERY (DD)	334.00
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)(110)	401.93
OCTOPUS ENERGY	ELECTRICITY - BAKERY (DD) (110)	164.61
OCTOPUS ENERGY	ELECTRICITY - MPF (DD) (130)(JULY 2020 - AUGUST 2021)	385.41
AMAZON	PROTECTIVE MOBILE PHONE COVER (CC) (110)	4.99

BRITISH LEGION.ORG.UK	POPPY WREATH (CC) (110)	21.98
SAFETYSIGNS4LESS	WHEELCHAIR ACCESS SIGN (CC) (150)	30.54
WET&FORGET.CO.UK	SPLASH PAD SURFACE CLEANING SOLUTION 5L (CC) (130)	69.98
AMAZON	ESSENTIAL LAW FOR CEMETERY MANAGERS BOOK (CC) (110)	39.00
AMAZON	CORK BOARD (CC)(110)	10.95
HSQE LTD	BUNDLE ONLINE TRAINING COURSES (CC) (110)	96.00
HSQE LTD	SINGLE ONLINE TRAINING COURSE (CC) (110)	18.00
SPIRAMUS	TOWN & PARISH COUNCIL VAT GUIDE(CC)(110)	35.00
	<b>Total Expenditure:</b>	<b>2,727.39</b>
<b>ACCOUNTS NOW DUE FOR PAYMENT - 28th SEPTEMBER 2021</b>		
<b><u>Central Services (110)</u></b>		
THORNBURY TOWN COUNCIL	PETTY CASH	200.00
IRON MAN RECYCLING	METAL RECYCLING	144.00
TOWER LEASING LTD	PHOTOCOPIER - MONTHLY RENTAL	137.60
ACORN RECRUITMENT LTD	TEMPORARY STAFF	85.26
OFFICE TELECOM	PHONE / BROADBAND (SPLIT CODING WITH 130)	125.93
BTE SERVICES LTD	HYGIENE UNITS - RENTAL/SERVICE	46.80
ECOTRICITY.CO.UK	GAS SUPPLY	86.19
ACORN RECRUITMENT LTD	TEMPORARY STAFF	221.68
YATE SUPPLIES	BLACK SACKS	125.06
SAFETY TRAINING LIMITED	PRACTICAL FIRE EXTINGUISHER/FIRE MARSHALL STAFF TRAINING	592.80
CONSORTIUM	STATIONERY	68.89
ACORN RECRUITMENT LTD	TEMPORARY STAFF	204.62
SPHERE LEISURE CENTRE	ROOM BOOKING FOR MEETINGS	598.00
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	130.50

BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	304.51
PKF LITTLEJOHN LLP	ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN YR END 31/3/21	1,920.00
	<b>Total Expenditure:</b>	<b>4,991.84</b>

<b><u>Playing Fields &amp; Cemetery (130)</u></b>		
OFFICE TELECOM	PHONE / BROADBAND (SPLIT CODING WITH 110)	54.00
SULLIVANS	HEDGE CUTTER & PARTS	491.41
ALEXANDRA	STAFF WORKWEAR (CREDIT OF £22.68 USED AGAINST INVOICE)	4.10
G B SPORT & LEISURE	NET SUPPORTS FOR STEEL GOALS	166.42
ALEXANDRA	STAFF WORKWEAR	18.85
ALMONDSBURY GARDEN CENTRE	SUMMER BEDDING PLANTS	729.00
NATIONAL SECURITY GROUP	MPF BARRIER LOCK UP - (1ST - 31ST AUGUST)	576.00
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	459.01
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	115.92
	<b>Total Expenditure:</b>	<b>2,614.71</b>
<b><u>Environment (150)</u></b>		
DAVIS ELECTRICAL	REPLACE DAMAGED LIGHT FITTINGS - PAVILION	265.34
FORD FUELS	GAS OIL	618.36
ALMONDSBURY GARDEN CENTRE	(X170) 2021 HANGING BASKETS	5,712.00
SULLIVANS	CLUTCH CABLE	25.90
	<b>Total Expenditure:</b>	<b>6,621.60</b>
<b><u>Land &amp; Property (160)</u></b>		
NKS CONTRACTORS LTD	VARIOUS MAINTENANCE WORKS TO COUNCIL BUILDINGS	22,081.59
	<b>Total Expenditure:</b>	<b>22,081.59</b>
<b><u>Grants &amp; Contingencies (180)</u></b>		
STEAMERS (WHEATSHEAF)	COMMUNITY TOILET SCHEME - QTR 3 PAYMENT	150.00
THE MALT HOUSE	COMMUNITY TOILET SCHEME - QTR 3 PAYMENT	150.00

THE SWAN	COMMUNITY TOILET SCHEME - QTR 3 PAYMENT	250.00
PAPILIO	COMMUNITY TOILET SCHEME - QTR 3 PAYMENT	250.00
	<b>Total Expenditure:</b>	<b>800.00</b>

The accounts were proposed for payment by Cllr Davies, seconded by Cllr Griffin and unanimously agreed.

**b) To receive and discuss the income and expenditure report and financial report for August 2021**

The report was noted.

**c) To receive and approve the bank reconciliation for August 2021**

Cllr Clive Parkinson confirmed that he had checked the bank reconciliation reports against the bank statements and therefore the Committee approved the bank reconciliation report for August 2021.

**d) To review the Council's Financial Regulations and system of internal control**

The current Financial Regulations were reviewed and it was requested that the section referring to the RFO be amended to reflect the new arrangements in place to cover these duties.

Internal Controls – The current Financial Systems of Internal Controls were reviewed and it was requested that the wording of the system process relating to credit card use be changed to “Purchases should be made by card only where that is the most appropriate form of payment”.

**9. TO REVIEW PROGRESS AGAINST THE COUNCIL'S INTERNAL AUDIT REPORT**

The schedule with updated comments against the recommended actions was noted. The Deputy Clerk confirmed that actions had been completed. The Committee thanked the Council staff for their efforts leading to such a positive audit report.

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

There were no meetings to report on. It was agreed that Council representation on outside bodies should be reviewed in order to assess (a) whether the process actually worked in practice, e.g. were Councillors invited to the meetings of these outside bodies, and (b) was it useful for both Council and the outside bodies. It was agreed that this should be on the agenda for the next Committee meeting.

**11. TO CONSIDER ADOPTION OF THE FOLLOWING DRAFT POLICIES:**

**a) Draft Training and Development Policy**

The policy was proposed for adoption by Cllr Emmerson, seconded by Cllr Stansfield and unanimously agreed.

**b) Draft Risk Management Policy**

The policy was proposed for adoption by Cllr Emmerson, seconded by Cllr Stansfield and unanimously agreed.

**12. TO CONSIDER AND AGREE ANY COMMUNICATIONS TO BE ISSUED FROM THE COMMITTEE**

It was agreed that the successful audit should be communicated.

**13. 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.

**14. TO CONSIDER THE FOLLOWING QUOTATIONS:**

**a) Quotations for changing lights to LED in parts of the Town Hall**

The Deputy Clerk presented two quotes for lights, including an agreement from Tea Room to pay 50% of the costs of changing the lights in their area. Cllr Davies proposed to pursue the lowest quote and pay the works from the Maintenance budget. This was seconded by Cllr Griffin and all were in favour.

**b) Quotation for an extra CCTV camera**

The Deputy Clerk presented a quote for an additional CCTV camera for the Mundy Playing Fields. It was agreed that there was sufficient CCTV coverage at present. Should circumstances recur whereby a further camera should be considered, contributions to the cost would be sought from other parties.