

REPORT of the meeting of the Finance and Policy Committee
held on Tuesday 30th November 2021, at the Town Hall Council Chamber

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

Louise Powell (Town Clerk)
Hannah Cornford (Minutes)
Neil Thorogood (Youth Awards Judge)

Absent: Cllr Eva Fielding

1. TO CONSIDER ANY APOLOGIES FOR ABSENCE

Cllr Matt Stringer - accepted.

2. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

None declared

3. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were none.

4. TO AWARD THE MAYOR'S YOUTH AWARD CERTIFICATES

Cllr Stansfield and Neil Thorogood presented the awards in the categories of 'Wider Community Change', 'Unsung Hero', 'Team' and the Overall Winner. Winners had provided outstanding services to the community over the last year and received recognition and congratulations on the work they had done.

(Neil Thorogood left)

5. TO APPROVE THE MINUTES AND DISCUSS MATTERS ARISING FROM THE FINANCE & POLICY MEETING OF 28.09.21

Cllr Parkinson who is now Secretary to the Mundy Recreational Park and Pleasure Ground Trust reported that at the Trust's recent meeting, it was agreed that in principle the Trust had no objection to the proposals to extend the Pavilion on the Mundy Fields provided that the Town Council ensured that the implementation and use of the facility was carried out in accordance with the Trust documents and the Management Agreement.

Two bulbs in the Council Chamber had been changed to LED. The rest would be replaced when the bulbs went.

6. TO NOTE DECISIONS MADE OUT MEETING

The committee noted decisions made out of meeting which were:

- a) Decoration of the Council Chamber
- b) Services from RBS for end of year support for three years
- c) A new staff laptop.

7. TO RECEIVE THE FOLLOWING REPORTS FROM SUB COMMITTEES

a) Youth Sub Committee held on 11.11.21

A satisfactory meeting had been held with the current deliverers of the Youth Service Level Agreement. There were no issues of concern.

8. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:

a) To approve the accounts for payment

ACCOUNTS PAID OUT OF MEETING (Between 19th OCTOBER - 29th NOVEMBER 2021)		
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES (OCTOBER) - TOWN HALL (DD)	1115.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES (OCTOBER) CEMETERY (DD)	334.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES (NOVEMBER) - TOWN HALL (DD)	1115.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES (NOVEMBER) CEMETERY (DD)	334.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES (OCTOBER) - PAVILION (DD)	139.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES (NOVEMBER) - PAVILION (DD)	139.00
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)(110)	152.01
OCTOPUS ENERGY	ELECTRICITY - MPF (DD) (130) (REFUND APPLIED - £84.64)	74.70
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD) (130)	7.06
O2 PHONE COMPANY	MOBILE PHONE TARIFF CHARGE (DD) (110)	19.46
O2 PHONE COMPANY	O2 DEVICE PLAN (DD) (110)	16.75

LLOYDS BANK PLC	CREDIT CARD PAYMENT- (DD)	564.71
SALARIES	STAFF WAGES	15905.74
HMRC	TAX PAYMENT	4674.07
AVON PENSION UK	PENSION PAYMENT	3397.39
AMAZON.CO.UK	CARPET DETERGENT (CC)(110)	33.98
AMAZON.CO.UK	BATTERIES (12 PACK)(CC) (110)	6.93
AMAZON.CO.UK	WORKWEAR (CC) (130)	83.86
AMAZON.CO.UK	LED BULBS (CC) (110)	15.79
AMAZON.CO.UK	LIGHT BULBS	4.40
THE CONFLICT TRAINING COMPANY	PERSONAL SAFETY COURSE FOR STAFF (CC) (110)	210.00
COMMERCIAL WASHROOMS	SOAP DISPENSER (CC)(110)	73.20
VANESSA TREASURE DESIGNS	BLACK ARMBANDS (X40)(CC)(180)	279.50
VICTORIA REGALIA	MOURNING BLACK ROSETTE (CC) (180)	5.50
OFFICAL IMAGES LTD	OFFICIAL IMAGE OF HM THE QUEEN (CC) (180)	139.21
AMAZON.CO.UK	OXFORD TABLECLOTH (CC) (180)	15.98
AMAZON.CO.UK	MOURNING FLAG (CC) (180)	9.89
AMAZON.CO.UK	CONDOLENCE BOOK (CC) (180)	7.99
AMAZON.CO.UK	MICROWAVE OVEN (CC)(110)	159.00
AMAZON.CO.UK	WEED KILLER (CC) (130)	10.00
AMAZON.CO.UK	GEL LIGHT FILTER OVERLAY (CC)(180)	23.96
MSP GROUP LTD	OFFICE LAPTOP/MONITOR/DOCKING STATION (110)	1567.24
AVON DYNAMIC	PORTABLE APPLIANCE TESTER ((110)	106.80
SPHERE LEISURE THORNBURY	CONFERENCE HALL BOOKING (110)	441.00
GREENWAYS GROUND MAINTENANCE	WEED TREATMENT TO POLTERBROOK (150)	275.29
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY (110)	206.84
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY (130)	92.74
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION (130)	406.51
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN COUNCIL (110)	108.34
GB SPORT & LEISURE	REPLACEMENT SOCKET CAPS - GOALS (130)	65.47
GB SPORT & LEISURE	SUPPLY/INSTALL STEEL FOOTBALL GOALS (130)	1533.37
GB SPORT & LEISURE	SAFETY NET HOOKS FOR FOOTBALL GOALS (130)	31.20

ECOTRICITY.CO.UK	GAS SUPPLY - PAVILION (130)	49.96
ALMONDSBURY GARDEN CENTRE	WALL FLOWERS (130)	399.60
OFFICE TELECOM	PHONE & BROADBAND (110/130)	179.93
PROFESSIONAL FEES	TEMPORARY RFO (110)	372.60
MSP GROUP	IT SUPPORT (110)	374.40
ACORN RECRUITMENT	TEMPORARY STAFF (110)	399.20
FALON NAMEPLATES LTD	BRONZE PLAQUE (130)	54.00
FALON NAMEPLATES LTD	BRONZE PLAQUE (130)	54.00
ALEXANDRA	STAFF WORKWEAR (130)	30.46
T H WHITE GROUP	EMERGENCY FIRE & SECURITY MAINTENANCE (160)	2800.80
T H WHITE GROUP	EMERGENCY FIRE & SECURITY MAINTENANCE (160)	1079.70
BATH & NORTH EAST SOMERSET COUNCIL	PENSION FUND PAYMENT(110)	18682.92
EASTON BEVINS	REFURBISHMENT WORK - TTC (160)	1820.22
	Total Expenditure:	60199.67

ACCOUNTS NOW DUE FOR PAYMENT - 30TH NOVEMBER 2021

<u>Central Services (110)</u>		
TOWN COUNCIL	PETTY CASH	200.00
ALCA	FINANCE FOR COUNCILLORS COURSE	30.00
ACORN RECRUITMENT	TEMPORARY STAFF	213.16
HORDERS THORNBURY PRESS	PRINTED CHRISTMAS CARD	104.00
MATRIX BES LTD	PRE - WINTER HEATER/ BOILER CHECK	42.00
SLCC	OPERATION LONDON BRIDGE COURSE	42.00
ACORN RECRUITMENT	TEMPORARY STAFF	162.00
ACORN RECRUITMENT	TEMPORARY STAFF	255.78
ECOTRICITY.CO.UK	GAS SUPPLY - TOWN HALL	276.68
ACORN RECRUITMENT	TEMPORARY STAFF	215.10
PITNEY BOWES LTD	FRANKING MACHINE CHARGES	107.88
GRAVE DIGGER	GRAVE DIGGING	720.00
GRAVE DIGGER	GRAVE DIGGING	1440.00
SLCC	ANNUAL MEMBERSHIP FEE	327.00
DAVIS ELECTRICAL	REPLACED LIGHTING FITTINGS IN OVER 60'S TEA ROOM	688.80
BIFFA WASTE SERVICES	WASTE DISPOSAL - T/HALL	108.34

T H WHITE GROUP	EMERGENCY FIRE DOOR MAGNET INSTALLATION	599.98
ACORN RECRUITMENT	TEMPORARY STAFF	533.78
SLCC ENTERPRICES	STAFF TRAINING COURSE	42.00
ELLIS WHITTAM	EW HR CONSULTANCY - JOB EVALUATION	3537.60
ECOTRICITY.CO.UK	GAS SUPPLY - TOWN HALL	314.34
	Total Expenditure:	9960.44
<u>Playing Fields & Cemetery (130)</u>		
YATE SUPPLIES	BLACK SACKS	45.18
ALEXANDRA	STAFF WORKWEAR	18.85
ALEXANDRA	STAFF WORKWEAR	36.40
ABBAY LOOS	PORTABLE TOILET - CHANTRY PLAYING FIELDS	39.60
WICKSTEED LEISURE LTD	SWING CHAIN	79.80
SULLIVANS	VEHICLE MAINTENANCE MATERIALS	72.00
YATE SUPPLIES	COMPACTOR BLACK SACKS	180.71
THE CDS GROUP	GROUTING OF BOREHOLES - CEMETERY	1200.00
CONSORTIUM	CLEANING MATERIALS	98.53
ALEXANDRA	WORKWEAR	21.13
ALEXANDRA	WORKWEAR	20.27
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	92.74
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	406.51
AVON DISPLAYS	CCTV SIGNAGE FOR CEMETERY	86.40
	Total Expenditure:	2398.12
<u>Environment (150)</u>		
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	86.47
MATRIX BES LTD	ANNUAL SERVICE OF DOMESTIC WATER HEATER - PAVILION	144.00
AQUARIUS WASTE MANAGEMENT LTD	SUPPLY & INSTALL DRAINAGE COVER - MPF	288.00
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	12.78
THORNBURY MOTORS	FUEL EXPENDITURE - (OCTOBER)	188.89
SOUTH GLOS COUNCIL	CHARGES FOR: BIN COLLECTIONS, GRASS CUTTING, PERENNIAL SITES (OCT-DEC)	5474.38
	Total Expenditure:	6194.52
<u>Grants & Contingencies (180)</u>		

THE FINE ART PRINTING COMPANY LTD	MAYOR PHOTO MOUNTED WITH LETTERING	213.40
	Total Expenditure:	213.40
<u>Land & Property (160)</u>		
NKS LIMITED	MAINTENANCE WORKS TO COUNCIL OWNED BUILDINGS	30993.00
	Total Expenditure:	30993.00

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

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

The report was received.

c) To receive and approve the bank reconciliation for October 2021

The bank reconciliation was received and approved.

d) To consider a request from Open Spaces to allocate reserves

The Open Spaces Committee wanted an additional £16,000 from reserves to carry out path works in the Chantry Road play area. This was unanimously agreed.

e) To receive an update from the Budget Working Group on the proposed budget for next year

Cllr Davies reported on a number of changes and suggestions put forward, including the staffing budget, grants, and building works. It was the first time an external job evaluation and review of the staff pay structure had been carried out. It was noted that the Clerk's assessment and report of the requirements had been remarkably accurate.

f) To note the CIL report on expenditure 2019-2020 as submitted to South Gloucestershire Council

The report was noted. The Clerk had checked the criteria on timescales for CIL spending and found that providing that preparations for the project were well underway, funds could be considered committed.

9. TO CONSIDER ADOPTION OF THE FOLLOWING DRAFT POLICIES:

a) Draft Fire Policy

The policy was unanimously adopted.

b) Draft Social Media Policy

A minor formatting error was flagged and it was suggested to include the support and counselling service available for staff if they are affected negatively by offensive material online. With these two changes in place, the draft policy was adopted.

10. TO NOTE THE RIGHTS OF A COUNCILLOR ATTENDING A COMMITTEE TO WHICH THEY ARE NOT A MEMBER

This had been raised by a Councillor in relation to the Staffing Committee. It was confirmed that legislation requires that non-committee members should be treated the same as a member of the general public.

11. TO REVIEW THE LIST OF OUTSIDE BODIES THE COUNCIL IS REPRESENTED ON

This item had come from the last meeting where it was agreed this should be reviewed. Committee removed those groups no longer meeting from the list and would contact some that we were unsure about. They would be grouped into organisations where Councillor attendance was compulsory, those we have an interest in, and those where groups have asked for Councillor representatives.

12. TO CONSIDER A REQUEST FROM A “MEDIA PARTNER”

The majority were in favour of rejecting the request and advising the organisation to apply for financial support through the Council’s grant system.

13. TO CONSIDER OPTIONS FOR THE DEFIBRILLATOR THAT IS CURRENTLY ON THE ARMSTRONG HALL BUILDING

It was agreed to contact a number of other organisations to see if they could provide a location for it.

14. TO MONITOR AND REVIEW THE ACTION PLAN FOR THE COMMITTEE FROM THE COUNCIL’S BUSINESS PLAN

It was agreed to move the date on the item regarding an earmarked reserves policy, to February 2022.

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

The presentation of the Mayor’s Youth Awards would be communicated.