

REPORT of the meeting of the Finance and Policy Committee  
held on Thursday 28 April 2021, virtually by Zoom

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

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

Absent: Cllr Eva Fielding

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

Cllr Matt Stringer – another commitment  
Cllr Helen Harrison – out of Thornbury  
PCSO Sheryl Drewitt – another commitment

**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 AND POLICY MEETING OF 11.03.21**

The Clerk reported that a nationally supported court case by a District Council regarding the holding of virtual meetings from 8<sup>th</sup> May had been refused, so Councils from that date would have to hold meetings in person. There was discussion surrounding which alternative venues might be possible, to allow for social distancing, as the council chamber would not accommodate the number needed. The meeting concerning AGAR in June would have to be held in person, as per legal requirement. The decision to do this, and investigate possible venues, was proposed by Cllr Stansfield, seconded by Cllr Tyrrell and unanimously agreed.

**5. TO RECEIVE A REPORT ON POLICING MATTERS**

The police were not able to attend but had sent apologies. Their report had been circulated.

**6. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS (TAKEN OUT OF ORDER)**

(a) To approve the Accounts for Payment

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

<b>ACCOUNTS PAID OUT OF MEETING</b>		
UNITY TRUST BANK	HANDLING CHARGE	3.90
UNITY TRUST BANK	SERVICE CHARGE	42.45
O2 PHONE COMPANY	MOBILE PHONE CHARGE (DD)	19.20
O2 PHONE COMPANY	DEVICE PLAN (DD)	16.75
PITNEY BOWES FINANCE LTD	QUARTELY RENTAL - FRANKING MACHINE (DD)	94.93
LLOYDS BANK PLC	TTC CREDIT CARD PAYMENT (DD)	968.28
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - PAVILION (APRIL DD)	136.66
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - TOWN HALL (APRIL DD)	1,308.75
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES (DD) - CEMETERY (APRIL DD)	337.30
HMRC	TAX PAYMENT	4,213.26
AVON PENSION UK	PENSION PAYMENT	3,734.17
SALARIES	STAFF WAGES	16,526.50
THORNBURY TOWN COUNCIL	PETTY CASH	250.00
THORNBURY ARTS FESTIVAL	REVENUE GRANT	1,250.00
OVER 60'S TEA ROOM	REVENUE GRANT	3,480.00
THORN & DISTRICT COMMUNITY ASSOCIATION	REVENUE GRANT	4,100.00
THORN COMMUNITY COMPOSTING	REVENUE GRANT	1,500.00

THORN CHRISTMAS LIGHTS	REVENUE GRANT	1,546.00
THORNBURY IN BLOOM	REVENUE GRANT	1,500.00
THORN & DISTRICT HERITAGE TRUST	REVENUE GRANT	7,035.00
JIGSAW THORNBURY	REVENUE GRANT	3,120.00
THE INSPIRE ARTS TRUST	REVENUE GRANT	500.00
THORN VOLUNTEER CENTRE	REVENUE GRANT	3,340.00
REKRE8	REVENUE GRANT	2,400.00
CITIZENS ADVICE SOUTH GLOS	REVENUE GRANT	7,260.00
INITIAL RENTOKIL	WASHROOM HYGIENE SERVICE - MPF (130) & A/HALL (170)	425.88
TTC STAFF	EXPENDITURE CLAIM (110)	72.20
OCTOPUS ENERGY	ELETRICITY SUPPLY - TOWN HALL (DD) (110)	337.80
OCTOPUS ENERGY	ELETRICITY SUPPLY - CEMETERY (DD) (130)	30.43
OCTOPUS ENERGY	FIRST PAYMENT ON NEW ACCOUNT - BAKERY(DD) (NO INVOICE)	26.56
RAYS GARDEN SERVICES	CHURCHYARD MAINTENANCE WORK (130)	600.00
MOLE COUNTRY STORES	WORK TOOLS (130)	48.95
THORNBURY MOTORS LTD	COMPANY VEHICLE MAINTENANCE - CP19UHE (130)	305.00
THORNBURY MOTORS LTD	COMPANY VEHICLE MAINTENANCE - CV11KFC (130)	331.00
FALCON NAMEPLATES LTD	BRASS PLAQUE (130)	53.40
FALCON NAMEPLATES LTD	BRASS PLAQUE (130)	100.20
FALCON NAMEPLATES LTD	BRASS PLAQUE (130)	90.60
FALCON NAMEPLATES LTD	BRASS PLAQUE (130)	53.40
**AMAZON	TRIMMER SHOULDER HARNESS (130)	47.97
ADVANCED SECURITY SYSTEMS LTD	INSTALLATION OF CCTV - MPF,CEMETERY,CHAPEL (130)	7,668.00
	<b>Total Expenditure:</b>	<b>74,874.54</b>
<b>ACCOUNTS NOW DUE FOR PAYMENT - 28TH APRIL 2021</b>		

<b><u>Central Services (110)</u></b>		
ACORN RECRUITMENT	TEMP CLEANER	247.26
ALCA ASSOCIATION	ANNUAL SUBSCRIPTION	1,689.46
MSP GROUP LTD	IT SUPPORT	342.24
OFFICE TELECOM	PHONE/BROADBAND - Office (split coding)	125.93
MATRIX BES LTD	POST WINTER CHECKS - TOWN HALL HEATING PLANT	84.00
MATRIX BES LTD	HEATING PROBLEM - CALL OUT TO ACCESS	84.00
ACORN RECRUITMENT	TEMP CLEANER	170.52
SLCC ENTERPRISES	STAFF TRAINING COURSE	42.00
CONSORTIUM	CLEANNG MATERIALS	156.40
ECOTRICITY.CO.UK	ELECTRICITY SUPPLY - BAKERY ANNEX (credit applied £11.70)	258.67
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	57.14
ALCA ASSOCIATION	STAFF TRAINING COURSE	30.00
OTIS	REPAIR TO LIFT	238.80
ICCM	CORPORATE MEMBERSHIP	95.00
PITNEY BOWES	METER RESET CHARGES - FRANKING MACHINE	107.00
GOOD ENERGY	GAS SUPPLY - TOWN HALL	1,321.01
ACORN RECRUITMENT	TEMP CLEANER	272.83
SOUTH GLOS COUNCIL	PAYROLL CHARGES (JAN - MARCH 2021)	180.12
T.HOPKINS	WORKS DONE - OLD BAKERY ROOF	320.00
BIFFA WASTE SERVICES	WASTE DISPOSAL	108.34
CONSORTIUM	STATIONERY	64.52
	<b>Total Expenditure:</b>	<b>5,995.24</b>
<b><u>Playing Fields &amp; Cemetery (130)</u></b>		
OFFICE TELECOM	PHONE/BROADBAND - PAVILION (split coding)	54.00
PROLUDIC	TRAMPOLINE PARTS	93.96
THORNBURY MOTORS LTD	FUEL EXPENDITURE	139.49
MATRIX BES LTD	CHECK HOT WATER HEATER - PAVILION	84.00
ST MARY THE VIRGIN CHURCH	FLOOD LIGHTING - ELECTRICITY SUPPLY COSTS	180.12
PLAYSAFETY LTD	ANNUAL INSPECTION OF ALL PLAY AREAS	1,464.60

SAVARY & SON	PADLOCK & KEYS	52.98
BIFFA WASTE SERVICES	WASTE DISPOSAL	92.74
BIFFA WASTE SERVICES	WASTE DISPOSAL	406.54
FALCON NAMEPLATES LTD	BRASS PLAQUE	53.40
ALEXANDRA	STAFF WORKWEAR	83.76
ALEXANDRA	STAFF WORKWEAR	34.01
	<b>Total Expenditure:</b>	<b>2,739.60</b>
<b><u>Land &amp; Property (160)</u></b>		
ABBEY LIFTS LTD	CALLOUT - ASSIST FIRE ALARM ENGINEERS	222.00
T H WHITE GROUP	IMPROVEMENTS TO FIRE ALARM SYSTEM	1,553.52
	<b>Total Expenditure:</b>	<b>1,775.52</b>
<b><u>Environment (150)</u></b>		
	<b>Total Expenditure:</b>	<b>-</b>
<b><u>Armstrong Hall (170)</u></b>		
ECOTRICITY.CO.UK	ELECTRICITY SUPPLY - MUSEUM	269.26
GOOD ENERGY	GAS SUPPLY - MUSEUM	131.72
	<b>Total Expenditure:</b>	<b>400.98</b>
<b><u>COVID (190)</u></b>		
	<b>Total Expenditure:</b>	<b>-</b>
<b><u>Grants &amp; Contingencies (180)</u></b>		
	<b>Total Expenditure:</b>	<b>-</b>

(b) To receive an update and discuss the CIL programme

There had been an error by South Glos Council with allocation of CIL between Thornbury and Alveston, which had now been resolved. Councillors were reminded that CIL money needed to be spent within 5 years, otherwise it would be returned to South Glos Council. It was agreed the CIL programme would be considered when developing the Council plan.

(c) To receive an update on any further financial matters

The RFO had finished employment today, but would be coming back for a day to assist with year end. A locum RFO would then be covering one day a week, until a way forward with the post was agreed. Cllr Parkinson would come in to sign the accounts again, the Clerk would advise when they are ready.

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

Cllr Parkinson had attended a meeting of the Town Trust but there was nothing significant to report. A number of Cllrs had attended a focus group for Councillors run by South Glos Council about the High Street. The High Street Closure consultation would be going to the South Glos Council cabinet on 06.06.21. A working group of Councillors had met with South Glos Council and raised a range of concerns from the Public. The concerns surrounding the flow of traffic on Rock Street and throughout the Centre and the positioning of bus stops will be considered as part of the consultation process which we await the results of.

**8. TO CONSIDER EMAIL CAPACITY FOR COUNCILLORS**

Many Councillor inboxes were reaching full capacity and either needed emptying or the space available upgrading. There would be an additional cost per inbox that would be involved to upgrade. Cllrs agreed that there was no need to spend this additional money and that Councillors should instead do some housekeeping on their emails.

**9. TO CONSIDER ADOPTION OF THE FOLLOWING DRAFT POLICY:**

a) Complaints Policy/Procedure

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

**10. TO REVIEW THE FOLLOWING POLICIES:**

a) Information and Data Protection Policy

The officer responsible for ensuring compliance was currently the Clerk, as there was nobody more suitable to do the job. This is not ideal however, as the officer should be independent from everyday operations and may need to spend a significant amount of time on this job. The Clerk had been investigating what other councils do, some use the Clerk, some use the RFO, some use external people. She would continue investigating the best way forward for Thornbury Town Council and would report back to a future meeting.

b) Retention and Disposal Policy with appendix A

Staff had cleared through a lot of old documents, but there was more work still to do. At present, anything of historic value gets offered to Thornbury Museum before being disposed of and the Council keep a copy. The Clerk would check whether old minutes should be archived with South Glos Council.

**11. 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.

**12. TO DISCUSS AND AGREE WAY FORWARD WITH LEASING MATTERS**

One lease was due for renewal but the tenant had made a request for different terms moving forward. Councillors unanimously agreed that the Clerk should arrange for these changes to be made with a solicitor.

**13. TO AGREE THE TERMS OF A LOAN**

A letter would be sent by the Clerk with the terms of repayment stated. The majority of Councillors were in favour, with one abstention.

**14. TO AGREE THE RECOMMENDATION FROM THE SUB-COMMITTEE TO ISSUE THE TENDER SPECIFICATION FOR THE NEW YOUTH SLA CONTRACT**

The tender and clauses in it were discussed, with a final version agreed unanimously.

**15. TO CONSIDER THE FOLLOWING QUOTATIONS**

a) Quotations for locking the Playing Fields car park

The Clerk gave a background to the problems being faced at the car park. Cllr Griffin proposed to go with the cheapest quote, seconded by Cllr Stansfield and the majority were in favour, with one against.

b) Quotations for the sanitary provision at the Town Hall

Three quotes had been sought, but one had not been given from the current provider, who the Clerk was aware there were problems with. She would investigate further the nature of these problems and recommended that the Council either re-sign a contract with them or go with cheapest of the three new quotes given. All were in favour of this course of action.

c) Quotations for works to be carried out in the Cemetery and discussion on related budget issues

The cemetery is currently short staffed and there is a need to seek external help until existing staff return and a new person is recruited. Quotes had been sought for contract work to maintain the site on a temporary basis if required. Cllr Rawlinson proposed to accept the best quote, with all in favour.