

THORBURY TOWN COUNCIL

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Town Clerk: Kath MacConnachie



Town Hall
35 High Street
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16 March 2022

To Councillors: C Davies, B Emmerson, B Griffin, C Davies, C Parkinson, E Fielding, G Rawlinson, J Stansfield, M Tyrrell, M Stringer and S Holloway

Please take notice that a meeting of the **Finance & Policy Committee** of Thornbury Town Council will be held in the **Sevenside Suite at Thornbury Leisure Centre** on **Tuesday 22 March 2022 at 7.30pm**.

Committee members are here by **summoned** to attend the above meeting for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

A handwritten signature in black ink, appearing to read 'Kath', followed by a dotted line.

Kath MacConnachie, Town Clerk

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity.

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. **Emergency evacuation procedure**
2. **To consider any apologies for absence**
3. **To receive any members declarations of interest**
4. **To receive any representations from the public (up to 10 minutes per person)**
5. **To approve the minutes of the Finance & Policy meeting of 01.02.22**
6. **To discuss matters arising from the Finance & Policy meeting of 01.02.22, not listed on this agenda**
7. **To receive the draft minutes of the Property Management and Compliance Sub Committee held on 15.02.22**
8. **To consider the following financial matters:**
 - To approve the Accounts for Payment (to be circulated electronically in advance and tabled at the meeting)
 - To receive and discuss the income and expenditure reports for January and February 2022 (attached)
 - To receive the bank reconciliations for January and February 2022 (attached)

9. **To receive the internal audit In-year Assurance Report 2021/22 and address actions**
 - To consider procedures for Mayoral allowance payment
10. **To note decisions made under delegated authority (attached)**
11. **To consider and agree a response to the Parliamentary Boundary Review consultation for Thornbury and Yate**
 - Consultation website: [South West | Boundary Commission for England \(independent.gov.uk\)](https://www.independent.gov.uk/south-west/)
12. **Policy review periods**
 - To consider the recommendation of the Town Clerk to make the standard review period of Town Council Policies every three years, or earlier where there are changes to legislation or any other material which would impact policy
13. **To review and approve the draft revised Petty Cash Policy (attached)**
14. **To consider urgent grant application from Turnberries Community Centre to fund a Queen's Platinum Jubilee event (application to follow)**
15. **To consider quotations for a replacement security company**
16. **To consider the following requests from Open Spaces Committee for funds from Earmarked Reserves for Land and Property Maintenance (code 329):**
 - To cut back a laurel hedge on the Mundy Playing Fields (£500)
 - To deal with storm damage to trees (£1000)
 - Hedging plants in the Cemetery to mark out new sections needed (£780)
 - To lay down a large memorial stone/unable to trace owner (£700)

ASSOCIATED PAPERS

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

- Draft minutes of Finance & Policy Committee meeting 01.02.22
- Minutes of the Property Management and Compliance Sub Committee held on 15.02.22
- Accounts for Payment (to be emailed in advance/tabled)
- Income and expenditure report for January 2022
- Income and expenditure report for February 2022
- Bank Reconciliation report for January 2022
- Bank Reconciliation report for February 2022
- Internal Audit In-Year Assurance Report 2021/22
- Delegated decisions made out of meeting
- Parliamentary Boundary Review 2023 South West Region Summary Sheet
- Parliamentary Boundary Review 2023 proposed boundary map for Yate and Thornbury
- Draft Petty Cash Policy