

MINUTES of the meeting of the Finance and Policy Committee
held on Tuesday 22 March 2022, at the Severnside Suite, Thornbury Leisure Centre

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

Kath MacConnachie (Town Clerk)
Wendy Sydenham (Deputy Clerk)
Hannah Cornford (Minutes)

Absent: Cllr Eva Fielding

1. EMERGENCY EVACUATION PROOCEDURE

The procedure was outlined for those present.

2. TO CONSIDER ANY APOLOGIES FOR ABSENCE

Apologies were noted considered and accepted from Cllrs Matt Stringer and Maggie Tyrrell.

3. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

There were none to declare.

4. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There was none present.

5. TO APPROVE THE MINUTES OF THE FINANCE & POLICY MEETING OF 01.02.22

It was **resolved** that the minutes are an accurate record.

6. TO DISCUSS MATTERS ARISING FROM THE FINANCE & POLICY MEETING OF 01.02.22, NOT LISTED ON THIS AGENDA

There was a potential location for the defibrillator to move to, but Council would have to pay installation and maintenance costs.

7. TO RECEIVE THE DRAFT MINUTES OF THE PROPERTY MANAGEMENT AND COMPLIANCE SUB COMMITTEE HELD ON 15.02.22

The draft minutes were received and **resolved** to be an accurate record.

(Cllr Emmerson arrived)

8. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:

- To approve the accounts for payment

| <u>THORNBURY TOWN COUNCIL</u> | | |
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| ACCOUNTS PAID OUT OF MEETING | | |
| SOUTH GLOUCESTERSHIRE COUNCIL | COUNCIL RATES - TOWN HALL (DD) | 1115.00 |
| LLOYDS BANK PLC | CREDIT CARD PAYMENT (DD)(JAN) | 255.30 |
| THORNBURY TOWN COUNCIL | PAYROLL - FEBRUARY 2022 | 22194.20 |
| O2 PHONE COMPANY | MOBILE PHONE TARIFF CHARGE (DD) (110) | 19.46 |
| O2 PHONE COMPANY | O2 DEVICE PLAN (DD) (110) | 16.75 |
| SOUTH GLOUCESTERSHIRE COUNCIL | NON DOMESTIC RATES - R/O 35 HIGH ST (CHARGE PRIOR TO POLICE MOVING IN) | 1258.26 |
| PUBLIC WORKS LOANS | LOAN PAYMENTS (DD) | 6037.35 |
| THORNBURY TOWN COUNCIL | PETTY CASH (CHQ)(110) | 200.00 |
| LLOYDS BANK PLC | CREDIT CARD PAYMENT (DD)(FEB) | 1793.07 |
| OCTOPUS ENERGY | ELECTRICITY - TOWN HALL (DD)(110) | 781.00 |
| OCTOPUS ENERGY | ELECTRICITY - MPF (DD) (130) | 255.73 |
| OCTOPUS ENERGY | ELECTRICITY - CEMETERY (DD) (130) | 105.49 |
| SUREGREEN | MESH AND POSTS (130) | 279.71 |
| DVLA | VEHICLE TAX - 12 MONTHS (CC) (130) | 277.50 |
| AMAZON | FENCE POST HEAVY DUTY RAMMER (CC) (130) | 46.05 |
| AMAZON | STAFF DOCUMENT BAG (CC) (110) | 41.99 |
| AMAZON | COMBINATION KEY CABINET (CC) (130) | 25.99 |
| MYSHRED LIMITED | CONFIDENTIAL PAPER SHREDDING (CC) (110) | 84.00 |
| AMAZON | DEWALT REINFORCER CLEAR SAFETY GLASSES (CC) (130) | 33.91 |
| AMAZON | FENCE POST HEAVY DUTY RAMMER (CC) (130) | 46.05 |
| AMAZON | HAZARDOUS WARNING TAPE (CC) (110) | 9.18 |
| MJN SAFETY SIGNS LTD | A5 FIRE LOG BOOK (CC) (110) | 11.99 |

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| SUREGREEN | MESH AND POSTS (CC) (130) | 472.27 |
| FRIENDS OF MARLWOOD SCHOOL | SMALL GRANT AWARD (180) | 445.44 |
| THORNBURY SURFACING LTD | RESURFACING - CHANTRY ROAD PLAY AREA (130) | 21360.00 |
| PROFESSIONAL FEES | TEMPORARY RFO (110) | 281.40 |
| ELLIS WHITTAM | INSURANCE - (MARCH 2022 - MARCH 2023) (110) | 306.50 |
| ELLIS WHITTAM | HEALTH/SAFETY, HUMAN RESOURCES SUPPORT (110) (MAR 2022-23) | 4437.00 |
| ECOTRICITY.CO.UK | MONTHLY GAS SUPPLY - TOWN HALL (110) | 508.72 |
| ECOTRICITY.CO.UK | MONTHLY GAS SUPPLY - PAVILION (130) | 76.03 |
| WATER2BUSINESS | WATER SERVICES - 67 HIGH STREET (110) | 355.21 |
| SAM SMITH JOINERY-WOODWORK | MANUFACTURE AND FIT DWARF STAIRCASE IN ATTIC / HINDGE (160) | 230.00 |
| BRIGSTOWE MEDIA LTD | ADVERTISING IN VOICE PAPERS - MARCH 2022 (110) | 192.00 |
| ADK UK | INSTALLATION OF DRIVEWAY GATES - CEMETERY (130) | 1194.00 |
| OFCOM | RADIO LICENCE PAYMENT (110) | 112.50 |
| SCREWFIX | DEWALT CORDLESS DRILL (CC) (130) | 204.99 |
| SOUTH GLOS COUNCIL | AUDIT SERVICES FOR FINANCIAL YEAR 2021/22 (110) | 1272.00 |
| KRUNCH UK | YOUTH SLA - THREE YEAR CONTRACT - QUARTER 1 (110) | 9250.00 |
| LANDCARE TREE NURSEY | TREE PLANTING (150) | 565.75 |
| KARCHER.CO.UK | POWER WASHER - SURFACE CLEANER (CC) (130) | 352.97 |
| KARCHER.CO.UK | POWER WASHER - SURFACE CLEANER - ADDITIONAL PARTS (CC) (130) | 74.97 |
| GATES AND FENCES (UK) LTD | ANTI THEFT COLLARS - CEMETERY GATES (130) | 10.00 |
| | Total Expenditure: | 76589.73 |
| ACCOUNTS NOW DUE FOR PAYMENT - 22ND MARCH 2022 | | |
| <u>Central Services (110)</u> | | |
| DIRECT IT SERVICES LTD | PHONE & BROADBAND (JOINT BILLING WITH 130) | 125.93 |
| DIRECT IT SERVICES LTD | IT SUPPORT | 336.00 |
| ACORN | TEMPORARY STAFF - CEMETERY | 120.46 |
| ACORN | TEMPORARY STAFF - CEMETERY | 146.27 |
| THORNBURY TOWN COUNCIL | STAFF EXPENSES | 62.99 |
| ACORN | TEMPORARY STAFF - CEMETERY | 77.44 |
| JCW WINDOW CLEANING | WINDOW CLEANING | 55.00 |

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| CONSORTIUM | STATIONERY | 88.13 |
| SW HYGIENE | SANITARY UNIT RENTAL/SERVICE | 46.80 |
| WATER2BUSINESS | WATER AND SEWAGE SERVICES (JOINT BILLING WITH 130) | 224.65 |
| | Total Expenditure: | 1283.67 |
| <u>Playing Fields & Cemetery (130)</u> | | |
| DIRECT IT | PHONE & BROADBAND (JOINT BILLING WITH 110) | 54.00 |
| ABBEY LOOS | RENTAL OF PORTIBLE TOILETS - CHANTRY FIELDS | 216.00 |
| FALON NAMEPLATES LTD | BRONZE PLAQUE | 110.76 |
| HAWKINS OF THORNBURY | MAINTENANCE MATERIALS | 46.45 |
| GAP SUPPLIES LTD | MAINTENANCE SUPPLIES | 86.44 |
| FALON NAMEPLATES LTD | BRONZE PLAQUE | 59.28 |
| THORNBURY MOTORS | MONTHLY FUEL EXPENSES | 120.83 |
| FALON NAMEPLATES LTD | BRONZE PLAQUE | 110.76 |
| BIN SHOP | GALVANISED STEEL DOG WASTE BINS | 934.62 |
| CONSORTIUM | CLEANING MATERIALS | 114.54 |
| WATER2BUSINESS | WATER AND SEWAGE SERVICES (JOINT BILLING WITH CS 110) | 505.38 |
| ALEXANDRA | STAFF WORKWEAR | 57.53 |
| | Total Expenditure: | 2416.59 |
| <u>Environment (150)</u> | | |
| WYBONE LTD | GALVANISED & METAL SLATTED BINS | 1979.93 |
| WYBONE LTD | GALVANISED STEEL ECO RECYCLING BIN | 593.99 |
| | Total Expenditure: | 2573.92 |
| <u>Land & Property (160)</u> | | |
| HOUSE OF FLAGS | SUPPLY/INSTALL NEW FLAG POSTS & BRACKETS | 2442.00 |
| T H WHITE GROUP | INSTALLATION & COMMISSIONING OF 2 NEW FIRE EXTINGUISHERS | 246.01 |
| | Total Expenditure: | 2688.01 |

It was **resolved** to pay the accounts due.

- To receive and discuss the income and expenditure reports for January and February 2022

The reports were received.

- To receive the bank reconciliations for January and February 2022

The reconciliations were received.

9. TO RECEIVE THE INTENAL AUDIT IN-YEAR ASSURANCE REPORT 2021/22 AND ADDRESS ACTIONS

- To consider procedures for Mayoral allowance payment

With a minor amendment to the draft Mayoral Allowance Policy circulated, it was **resolved** to adopt the policy.

10. TO NOTE DECISIONS MADE UNDER DELEGATED AUTHORITY

Emergency tree surgery works had been agreed. An issue concerning removal of fallen trees would be referred to the Open Spaces Committee.

11. TO CONSIDER AND AGREE A RESPONSE TO THE PARLIAMENTARY BOUNDARY REVIEW CONSULTATION FOR THORNBURY AND YATE

Cllr Parkinson presented the item, giving background and a suggested response. It was **resolved** to support the Boundary Commission for England's proposal with Cllr Parkinson's drafted response to be submitted in response to the consultation.

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.

It was **resolved** to make the standard review period three years.

13. TO REVIEW AND APPROVE THE DRAFT REVISED PETTY CASH POLICY

It was **resolved** to adopt the policy.

14. TO CONSIDER AN URGENT GRANT APPLICATION FROM TURNBERRIES COMMUNITY CENTRE TO FUND A QUEEN'S PLATINUM JUBILEE EVENT

It was **resolved** to grant £1800 for the event.

15. TO CONSIDER QUOTATIONS FOR A REPLACEMENT SECURITY COMPANY

It was **resolved** to go with the company providing the cheapest quote, who could offer a like for like service.

16. TO CONSIDER THE FOLLOWING REQUESTS FROM THE OPEN SPACES COMMITTEE FOR FUNDS FROM EARMARKED RESERVES FOR LAND AND PROPERTY MANAGEMENT (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

It was **resolved** to pay these costs.