

**MINUTES of the meeting of the Finance and General Purpose Committee
held on Tuesday 13 June 2023, at the Town Hall**

Present: Cllr Helen Ball (Chair)
Cllr Chris Davies
Cllr Fiona Deas
Cllr Simon Johnson
Cllr John Reynolds
Cllr Jayne Stansfield

Kath MacConnachie (Town Clerk)
1 member of Council administration staff (minutes)
No members of the public were in attendance

Absent: Cllr Maggie Tyrrell
Cllr Chris Woodhouse
Cllr Cheryl Jenkinson

F&GP2324.1. APOLOGIES FOR ABSENCE

Apologies were noted from Cllrs Tyrrell, Woodhouse and Jenkinson.

F&GP2324.2. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

No members declarations of interest were declared.

F&GP2324.3. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were no members of the public in attendance.

**F&GP2324.4. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE
MEETING HELD ON 11 APRIL 2023**

It was **RESOLVED** to approve as an accurate record the minutes of the Finance and General Purpose Committee meeting held on 11 April 2023.

F&GP2324.5. TO ELECT A VICE CHAIR

It was **RESOLVED** to elect Cllr Fiona Deas as Vice Chair of the Finance and General Purpose Committee for 2023/24.

F&GP2324.6. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:

- To approve the Accounts for Payment

It was **RESOLVED** to approve the accounts for payment, and payments made out of meeting were noted.

ACCOUNTS PAID OUT OF MEETING (BETWEEN 17th MAY - 13TH JUNE 2023)		
SOUTH GLOS COUNCIL	RATES – CEMETERY	351.00
SOUTH GLOS COUNCIL	RATES - CARETAKER FLAT - MPF	150.00
SOUTH GLOS COUNCIL	RATES - TOWN HALL	1,297.00
SOUTH GLOS COUNCIL	RATES - R/O 67 BAKERY ANNEX	95.00
SOUTH GLOS COUNCIL	RATES - R/O 67 BAKERY ANNEX (2022/23)	222.00
THORNBURY TOWN COUNCIL	PAYROLL	31,681.86
UNITY TRUST BANK	BANK CHARGES - BACS (WAGES ACCOUNT)	26.52
OCTOPUS ENERGY	ELECTRICITY - MPF (DD) (CREDIT OF £6.31 USED AGAINST INVOICE £302.21)	295.90
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	61.46
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	906.80
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	45.49
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS (PAID USING CREDIT ON ACCOUNT £5.58)	0.00
LLOYDS CREDIT CARD	MONTHLY CREDIT CARD CHARGE (DD)	2,556.08
RELYON GUARDING	ANNUAL KEYHOLDING CHARGE (MPF) April 23 - APRIL 24	180.00
TOTALLY LOCALLY LTD	FIVER FEST MARCH 2023	300.00
LINELA EMBROID	SET UP FEE - NEW TTC LOGO FOR EMBROIDERY (WORKWEAR)	36.00
ANDERSONS WASTE MANAGEMENT	CLEAN SEPTIC TANK - MPF	185.00
PLAYSAFETY LTD	ANNUAL INSPECTION OF ALL TTC PLAY AREAS	712.20
AVON DISPLAYS LTD	NEW GRAPHICS/LOGO INSTALLATION ON TTC VEHICLES	552.00
GLASDON UK LTD	DOG WASTE BINS	971.72
DIRECT IT SERVICES	ANDROID TABLETS (X6 COUNCILLORS)	2,109.60
ZURICH MUNICIPAL	TTC ANNUAL INSURANCE POLICY RENEWAL	12,708.40
SOUTH GLOS COUNCIL	ANNUAL PREMISES LICENCE - MPF	70.00
DIRECT IT SERVICES	ANDROID TABLET (X1 COUNCILLOR)	351.60

DIRECT IT SERVICES	IT SUPPORT SERVICES	721.72
GIFFGAFF	STAFF MOBILE PHONE TOP UP - CC480	10.00
HSS HIRE SERVICE GROUP	STEPLADDER TRAINING - CC481	335.04
AAA TRAINNG CO LTD	ASBESTOS TRAINING - CC482	714.00
HYDRO-X TRAINING	LEGIONELLA TRAINING - CC483	234.00
AMAZON	MICROPHONES, CABLES, PINBOARD - CC484	562.85
GIFFGAFF	STAFF TABLET TOP UP - CC485	8.00
AMAZON	HAND PAPER TOWELS, TOILET ROLL - CC486	72.99
AMAZON	WIRELESS KEYBOARDS AND MICE X2 - CC487	39.90
AMAZON	WIRELESS KEYBOARDS AND MICE X4 - CC488	79.80
SLCC ENTERPRISES	AGENDA & MINUTES TRAINING - CC489	84.00
AMAZON	WASP POWDER & CEMETERY VASES - CC490	152.02
AMAZON PRIME	AMAZON PRIME MEMBERSHIP - MAY 23 - CC491	8.99
FACEBOOK	FACEBOOK ADVERTISING CHARGE - REF CORONATION EVENT - CC492	22.86
AMAZON	PRIDE FLAG - CC493	5.95
SCREWFIX	CUPRINOL ANTI-SLIP DECKING STAIN - CC494	350.93
	Total Expenditure:	59,268.68
ACCOUNTS NOW DUE FOR PAYMENT - 13TH JUNE 2023		
EDGE IT SERVICES	NEW CEMETERY SOFTWARE - ADDITIONAL LICENSE USER	152.40
T H WHITE	ANNUAL SOLAR PANEL SERVICE - PAVILION FLAT	264.00
T H WHITE	WHEEL AND TYRE ASSY - RANSOMES MOWER	428.00
ABBAY LOOS	PORTABLE TOILET HIRE - CHANTRY FIELDS	240.00
SIMPLY CLEANING	MONTHLY CLEANING CONTRACT - TOWN HALL	1,176.00
PROLUDIC LTD	PLAY EQUIPMENT MAINTENANCE PARTS	55.44
RIO POOLS LTD	SUMMER-ISE SPLASH PADS AND CLEAN TANK	750.48
ETB AUTOCENTRE	CUSTOMER TUBE FITTING CHARGE	10.00
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	109.49
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	477.70
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	131.86

BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION (CORONATION EVENT)	280.80
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	142.13
FALON NAMEPLATES	BRONZE PLAQUE	64.00
COMPLETE WEED CONTROL	SUPPLY & APPLICATION OF FERTILISERS ETC - MPF PITCHES	900.00
AQUABLAST DRAIN SERVICE	CLEAR MULTIPLE DRAIN BLOCKAGES AT TOWN HALL	276.00
HORDERS THORNBURY PRESS	A4 WOODLANDS TRUST COPIER PAPER	69.50
ECOTRICITY	MONTHLY GAS SUPPLY - MPF PAVILION	39.89
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	131.42
THORNBURY MOTORS	MONTHLY FUEL EXPENDITURE - MAY 23	191.21
FALON NAMEPLATES LTD	BRONZE PLAQUE	64.00
FALON NAMEPLATES LTD	BRONZE PLAQUE	119.59
RELYON GUARDING & SECURITY LTD	MONTHLY - SECURITY SERVICES AT MPF	550.80
T H WHITE - FIRE & SECURITY	EMERGENCY LIGHTS SYSTEM - ROUTINE SERVICE – CEMETERY	79.20
T H WHITE - FIRE & SECURITY	ANNUAL SOLAR PANEL SERVICE - TOWN HALL	264.00
SOUTH GLOS COUNCIL	MONTHLY RATES - BAKERY ANNEX (BACS)	95.00
FALON NAMEPLATES	BRONZE PLAQUE	64.00
FALON NAMEPLATES	BRONZE PLAQUE	64.00
SULLIVANS	X2 MASPORT LAWNMOWERS	1,398.00
TOWER LEASING LTD	PHOTOCOPIER LEASE - QUARTERLY RENTAL	137.61
CLIVEDEN CONSERVATION	SURVEY OF ST MARY'S CHURCHYARD - MONUMENTS & BOUNDARY WALLS	7,824.00
EDGE IT SERVICES	NEW CEMETERY SOFTWARE - ADDITIONAL LICENSE USER	152.40
	Total Expenditure:	16,702.92

CC[N] = credit card payment

DD = direct debit payment

PRE-PAID DEBIT CARD TRANSACTIONS:

Owner	Card no	Date	Description	Credit	Debit	Net	Fee
Katherine MacConnachie	5339*****4302	23-06-09	Card transfer		£150	£150	£0

Site Team	5339*****1450	23-06-09	Card transfer	£150			
Katherine MacConnachie	5339*****4302	23-06-03	Co-op Group Food Retail, Bristol, GBR		£3.80	£3.80	£0
Site Team	5339*****1450	23-05-31	Card load	£50			
Site Team	5339*****1450	23-05-26	Hawkins of Thornbury Bristol, GBR		£11.99	£11.99	£0
Site Team	5339*****1450	23-05-26	Thornbury Discounts, Bristol, GBR		£9.88	£9.88	£0
Site Team	5339*****1450	23-05-26	Amazon UK Retail, www.amazon.co.uk		£39.99	£39.99	£0
Katherine MacConnachie	5339*****4302	23-05-25	Horders Thornbury Pres, Bristol, BS35, GBR		£3.65	£3.65	£0
Katherine MacConnachie	5339*****4302	23-05-25	Greggs, Thornbury, GBR		£21.90	£21.90	£0
Site Team	5339*****1450	23-05-22	Amznmrkplace, amazon.co.uk, GBR		£60.52	£60.52	£0
Katherine MacConnachie	5339*****4302	23-05-19	Co-op Group Food retail, Bristol, GBR		£3.80	£3.80	£0
Katherine MacConnachie	5339*****4302	23-05-17	www.screwfix.com, yeovil, GBR		£8.73	£8.73	£0

F&GP2324.7. To approve the schedule of regular payments, direct debits and standing orders for 2023/24

It was **RESOLVED** to approve the schedule of regular payments, direct debits and standing orders for 2023/24 as presented and appended to these minutes.

F&GP2324.8. TO NOMINATE A COUNCILLOR TO UNDERTAKE BANK RECONCILIATION CHECKS ON A QUARTERLY BASIS IN LINE WITH THE FINANCIAL REGULATIONS

It was **RESOLVED** that Cllr Reynolds would undertake the quarterly bank reconciliation checks in accordance with the financial regulations.

F&GP2324.9. FEES AND CHARGING: To consider and approve charges for sports hiring facilities

It was noted that the schedule of charges had been re-formatted/presented to take into account recent VAT changes for sports bookings.

It was **RESOLVED** to approve the proposed schedule of sporting facility hire charges as presented..

F&GP2324.10. FEES AND CHARGING: To agree fees for memorial benches and trees

It was **RESOLVED** to approve the proposed fees for memorial benches and trees as presented.

F&GP2324.11. TO APPROVE A REQUEST TO INCREASE THE MONTHLY SPENDING LIMIT ON THE TOWN COUNCIL CREDIT CARD

It was **RESOLVED** to increase the monthly spending limit to £4500.

F&GP2324.12. TO CONSIDER AND APPROVE THE DRAFT VOLUNTEER POLICY

It was **RESOLVED** to approve the draft Volunteer Policy.

F&GP2324.13. TO CONSIDER A REQUEST FROM THE POLICE TO HOLD A 'MEET US' BEAT SURGERY AT THE FRONT RECEPTION OF THE TOWN HALL AND CONSIDER APPLICABLE CHARGES

It was **RESOLVED** to accept this and future dates requested, subject to the agreement of the party whom part of the room is licenced to, at a rate of £15 per hour and a minimum 3 hour booking.

F&GP2324.14. TO CONSIDER PROPOSAL TO INVESTIGATE OPTIONS FOR IMPROVEMENTS/BETTER USE OF THE SPACE TO THE NORTH SIDE OF THE TOWN HALL

It was **RESOLVED** to support in principle the proposal of purchasing tables and chairs/benches for this space, to be used by the Over 60's Tea Room during opening hours, and available to the general public at other times. Details concerning bins and planters etc would need to be explored. The Clerk should continue to look at options and report back to the Finance and General Purpose Committee.

F&GP2324.15. TO PASS A RESOLUTION TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS FOR AGENDA ITEMS 14 AND 15 ONLY DUE TO THE COMMERCIALLY CONFIDENTIAL AND SENSITIVE NATURE OF THE BUSINESS TO BE TRANSACTED

It was **RESOLVED** to pass a resolution to exclude members of the public and press for agenda items 14 and 15 only, due to the commercially confidential and sensitive nature of the business to be transacted.

F&GP2324.16. TO REVIEW COMMERCIAL RENTS IN LINE WITH TENANCY AGREEMENTS

It was **RESOLVED** to make the changes proposed by the Clerk.

F&GP2324.17. TO CONSIDER CONFIDENTIAL AND SENSITIVE REPRESENTATIONS FROM THE PUBLIC CONCERNING TENNIS FACILITIES

The Clerk outlined the nature of correspondence received concerning tennis facilities. She would respond appropriately to these individuals.

F&GP2324.18. READMITTANCE OF PUBLIC AND PRESS

It was **RESOLVED** to re-open the meeting to members of the public and press (there were none present).

F&GP2324.19. TO CONSIDER RECOMMENDATIONS OF THE OPEN SPACES COMMITTEE AND APPROVE CHARGES FOR THE TENNIS PAY-AND-PLAY SYSTEM ON THE MUNDY PLAYING FIELDS PUBLIC TENNIS COURTS

The Committee considered the recommendations from Open Spaces and **RESOLVED** to adopt the following proposed charges:

- The standard fee would be £5 per court per hour

- The reduced fee for users with a lower income would be £3 per court per hour (criteria = recognised benefit, staff will need to see evidence of receipt of benefit)
- There would not be an annual membership/subscription option

F&GP2324.20. DATE OF THE NEXT MEETING: 7:30PM ON 18 JULY 2023 TO BE HELD IN THE COUNCIL CHAMBER OF THE TOWN HALL

The date of the next meeting was noted.