

**MINUTES of the meeting of the Finance and General Purpose Committee  
held on Tuesday 18 July 2023, at the Town Hall**

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Present: Cllr Helen Ball (Chair)  
Cllr Chris Davies  
Cllr Fiona Deas  
Cllr Maggie Tyrrell  
Cllr John Reynolds  
Cllr Jayne Stansfield  
Cllr Chris Woodhouse  
Cllr James Murray

Wendy Sydenham (Deputy Town Clerk)  
1 member of Council administration staff (minutes)  
No members of the public were in attendance

Absent: Cllr Simon Johnson

**F&GP2324.21. APOLOGIES FOR ABSENCE**

Apologies were noted from Cllr Simon Johnson.

**F&GP2324.22. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

No members declarations of interest were declared.

**F&GP2324.23. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE MEETING  
HELD ON 13 JUNE 2023**

It was **RESOLVED** to approve the minutes of the Finance and General Purpose Meeting held on 13 June 2023, as an accurate record of proceedings.

**F&GP2324.24. TO CONSIDER A REQUEST FROM THE THORNBURY MUSEUM TO DISPLAY THE  
THORNBURY QUILT IN THE COUNCIL CHAMBER**

A representative from Thornbury Museum attended the meeting to present the request. It was **RESOLVED** to hang the quilt in the Exhibition Room at the Town Hall, subject to investigation of the whether the proposed wall was suitable and could support the quilt.

**F&GP2324.25. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON  
THE AGENDA**

There were no members of the public present.

**F&GP2324.26. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:**

- **To approve the Accounts for Payment and note payments made out of meeting**

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

<b>ACCOUNTS PAID OUT OF MEETING (Between 12 July - 18 July 2023)</b>		
THE METAL STORE	CC513 - FENCING FOR MUNDY PLAYING FIELDS	563.50
AMAZON	CC514 - MAINTENANCE MATERIALS	81.96
DEFIB WAREHOUSE	CC515 - 3D METAL DEFIBRILLATOR WALL SIGN	37.08
HEARTSAFE AED LOCATOR	CC516 - REPLACEMENT DEFIB PADS	142.95
AMAZON	CC517 - BUCKET AND SPADES FOR MUNDY PLAYING FIELDS SAND PIT	59.68
KEDEL ECO FRIENDLY PLASTIC PRODUCTS	CC518 - BENCH SLATS	628.52
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	79.22
RELYON GUARDING & SECURITY	MONTHLY SECURITY SERVICES AT MUNDY PLAYING FIELDS - JUNE 2023	453.60
LINELA	STAFF WORKWEAR WITH NEW TTC LOGO	351.90
PARSONS LANDSCAPES LTD	SURFACING WORKS TO SLIDES AT MUNDY PLAYING FIELDS	5,994.00
PARSONS LANDSCAPES LTD	INSPECTION OF EQUIPMENT AT MUNDY PLAYING FIELDS	600.00
EQUALS PRE-PAYMENT CARDS	TOP UP FUNDS FOR PRE PAYMENT-CARDS	500.00
	<b>Total Expenditure:</b>	<b>9,492.41</b>
<b>ACCOUNTS NOW DUE FOR PAYMENT - 18 JULY 2023</b>		
GOLD STAR MAINTENANCE AND MORE LTD	TEMPORARY SAND PIT IN MUNDY PLAYING FIELDS	7,922.02
PEAR TECHNOLOGY SERVICES LTD	ELECTRONIC CEMETERY MAPPING	3,300.00
CPS GROUNDS LTD	PITCH MAINTENANCE (FERTILISER TO PITCH ONE - FIRST PAYMENT)	180.00
CPS GROUNDS LTD	PITCH MAINTENANCE (FERTILISER TO ALL PITCHES)	1,979.64
CPS GROUNDS LTD	PITCH MAINTENANCE (VERTI DRAIN TO ALL PITCHES)	1,260.00
SOUTH GLOS COUNCIL (PAYROLL)	PAYROLL CHARGES FOR APRIL TO JUNE 2023	184.86
TH WHITE GROUP	VEHICLE PARTS (GREASE ZERKS)	6.77
AVON DISPLAYS LTD	VINYL STICKERS FOR SIGNAGE (WITH NEW LOGO)	108.00
RENTOKIL INITIAL	ANNUAL HIRE OF DRYERS IN MUNDY PLAYING FIELDS PUBLIC TOILETS	886.08

	<b>Total Expenditure:</b>	<b>15,827.37</b>
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CC[N] = credit card payment

DD = direct debit payment

**PRE-PAID DEBIT CARD TRANSACTIONS:**

<b>Owner</b>	<b>Card no</b>	<b>Date</b>	<b>Description</b>	<b>Credit</b>	<b>Debit</b>	<b>Net</b>	<b>Fee</b>
Katherine MacConnachie	5339*****4302	23-07-11	Thornbury Discounts, Bristol		£1.99	£1.99	£0
Site Team	5339*****1450	23-07-11	Lee's Mend-a-shoe, Bristol		£17.50	£17.50	£0
Katherine MacConnachie	5339*****4302	23-07-08	Co-op Group Food Retai, Bristol, GBR		£3.80	£3.80	£0
Site Team	5339*****1450	23-07-06	Card load	£200			
Site Team	5339*****1450	23-07-05	Hawkins of Thornbury Bristol, GBR		£7.65	£7.65	£0
Site Team	5339*****1450	23-07-05	Thornbury Discounts, Bristol, GBR		£1.58	£1.58	£0
Katherine MacConnachie	5339*****4302	23-06-27	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Katherine MacConnachie	5339*****4302	23-06-24	Post Office Counter, Bristol		£2.25	£2.25	£0
Katherine MacConnachie	5339*****4302	23-06-24	Horders Thornbury Pres, Bristol		£4.00	£4.00	£0
Katherine MacConnachie	5339*****4302	23-06-21	Aldi 9 780 Thornbury		£1.55	£1.55	£0
Site Team	5339*****1450	23-06-21	Screwfix, Thornbury		£30.59	£30.59	£0
Katherine MacConnachie	5339*****4302	23-06-16	Aldi 9 780 Thornbury		£1.25	£1.25	£0
Katherine MacConnachie	5339*****4302	23-06-16	Lee's Mend-a-shoe, Bristol		£9.70	£9.70	£0
Katherine MacConnachie	5339*****4302	23-06-16	www.screwfix.com, Yeovil		£55.17	£55.17	£0
Site Team	5339*****1450	23-06-15	GAPS, Bristol		£52.73	£52.73	£0
Site Team	5339*****1450	23-06-14	Hawkins of Thornbury Bristol, GBR		£20.98	£20.98	£0
Site Team	5339*****1450	23-06-14	Screwfix, Thornbury		£49.98	£49.98	£0

**F&GP2324.27. TO NOTE DELEGATED DECISIONS TAKEN OUT OF MEETING**

It was noted that the ice cream pitch licence on the Mundy Playing Fields had been granted to Dom's Super Whips for the value of £2,250.

**F&GP2324.28. TO RECEIVE A REPORT FROM CLLR REYNOLDS ON THE Q1 2023/24 BANK RECONCILIATION**

Cllr Reynolds confirmed that he had visited the Town Hall and noted the bank reconciliation for Q1 2023/24.

**F&GP2324.29. Q1 2023/24 INCOME AND EXPENDITURE REPORT AND BUDGET MONITORING**

The Clerk would circulate the report after the meeting and highlight any points that members should note. She had no concerns over the figures at this stage.

**F&GP2324.30. COMMUNITY DEVELOPMENT GRANT AND SMALL GRANT APPLICATIONS**

- To consider recommendations from the Grant Awarding Working Group
- To agree categorisation of the annual Grant Awards budget between grant categories
- To agree grant awards

The Grant Awarding Working Group met on 13 July 2023 and made recommendations for grant awarding, based on the categories that applications were put forward in. Grants had been scored on Alignment to Council Strategy, Proportionate Benefit Against Project Cost, Consideration of Climate Change, Nature and Biodiversity, Delivery of Something New/Widening Participation and Evidence of Wider Fundraising Efforts for Project. It was **RESOLVED** to accept the Grant Awarding Working Group's recommendations and award grants as follows:

Organisation	Grant Category	Amount Awarded
South Glos Digital Community Interest Company	Community Development Grant Aid	£3000
JIGSAW Thornbury	Community Development Grant Aid	£3474
Thornbury Area Youth Music (TAYM)	Community Development Grant Aid	£1200
The Inspire Arts Trust	Community Development Grant Aid	£3000
Thornbury Arts Festival Trust	Community Development Grant Aid	£3000
Krunch South West	Community Development Grant Aid	£1450
Thornbury & District Community Association (The Chantry)	Community Development Grant Aid	£3000
Phase CIC	Small grants	£750
Sustainable Thornbury	Small grants	£375
Sustainable Thornbury	Small grants	£375
Thornbury and District Sea Cadets	Small grants	£300
Sight Support West of England	Small grants	£650

- F&GP2324.31.** A revised grant application had been received from the Castle School Friends, having previously made an application and had money awarded, but the project had been completed before funds were received. The revised application was for items that should be given by the statutory provider for educational supplies to schools, which

legislation prevents Thornbury Town Council from funding in place of. It was acknowledged by the Committee that they were unable to consider this application and further **RESOLVED** that as a result, funds ear marked for Castle School Friends should be released to the Grants budget line, in order that it can be allocated where most needed. Castle School Friends should be invited to apply again during the next small grant window if they require anything else that would be eligible for Town Council funding.

**F&GP2324.32. PROPOSAL FOR SEATING TO THE NORTH OF THE TOWN HALL**

- To consider proposal for the installation of seating and new planters on Town Council land to the north of the Town Hall.

Cllr Fiona Deas introduced the topic and explained why it would be beneficial. It was **RESOLVED** to allow the Clerk to spend up to £4,000 from the Capital Projects ear marked reserve 342 for benches and planters.

**F&GP2324.33. TO CONSIDER ADOPTION OF THE DRAFT SAFEGUARDING POLICY**

It was **RESOLVED** to adopt the draft Safeguarding Policy.

**F&GP2324.34. COUNCILLOR/OFFICER PROTOCOL**

- To consider any recommendation of the Staffing Committee concerning the introduction of a Councillor/Officer protocol

Staffing Committee had reviewed the draft Councillor/Officer Protocol and recommended it for approval. It was **RESOLVED** to adopt the draft Councillor/Officer Protocol.

**F&GP2324.35. DATE OF THE NEXT MEETING: 7:30pm on 10 October 2023 to be held in the Council Chamber of the Town Hall**

The date of the next meeting was noted to be 7:30pm on 10 October 2023 at the Town Hall