

**MINUTES of the meeting of the Finance and General Purpose Committee  
held on Tuesday 10 October 2023, at the Town Hall**

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Present: Cllr Helen Ball (Chair)  
Cllr Chris Davies  
Cllr Fiona Deas  
Cllr Simon Johnson  
Cllr John Reynolds  
Cllr Jayne Stansfield  
Cllr Chris Woodhouse  
Cllr James Murray (arrived during item 5.1)

Kath MacConnachie (Town Clerk)  
1 member of Council administration staff (minutes)  
5 members of the public were in attendance

Absent: Cllr Maggie Tyrrell

**F&GP2324.36. APOLOGIES FOR ABSENCE**

Apologies were noted from Cllr Maggie Tyrrell.

**F&GP2324.37. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

No members declarations of interest were declared.

**F&GP2324.38. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA**

Members of the public present wished to speak when their organisation came up in item 5.

**F&GP2324.39. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE MEETING HELD ON 18 JULY 2023**

It was **RESOLVED** to approve the minutes of the Finance and General Purpose meeting held on 18 July 2023, which were then signed by the Chair.

**F&GP2324.40. TO CONSIDER AND APPROVE ANY FUNDING AMOUNTS, SPECIFIC CONDITIONS AND PERIOD FOR, THE FOLLOWING SLA FUNDING REQUESTS (1 APRIL 2024 ONWARDS)**

It was **RESOLVED** in enter into a Service Level Agreement for funding of up to £12,000 with the Thornbury and District Heritage Trust, to cover rent and running costs, subject to terms and outcomes to be negotiated by the Clerk to be agreed by council.

It was **RESOLVED** in enter into a Service Level Agreement with Thornbury Christmas Lights Association, for funding of up to £5,000, split between core running costs and additional ring

fenced funds to be drawn down as criteria are met, subject to terms and outcomes to be negotiated by the Clerk and agreed by council.

It was **RESOLVED** in enter into a Service Level Agreement with Thornbury Arts Festival Trust, for funding of up to £5,000, split between core running costs and additional ring fenced funds to be drawn down as events run, subject to terms, outcomes, and weightings of funding for individual events to be negotiated by the Clerk and agreed by council.

It was **RESOLVED** in enter into a Service Level Agreement for funding of up to £5,000 with Phase, to cover running costs, subject to terms and outcomes to be negotiated by the Clerk and agreed by council.

**F&GP2324.41. 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 (13 September - 10 October 2023)</b>		
UNITY TRUST BANK	TOTAL BANK CHARGES - CURRENT ACCOUNT	57.00
UNITY TRUST BANK	TOTAL BANK CHARGES - WAGES ACCOUNT	44.66
THORNBURY TOWN COUNCIL	MONTH 6 PAYROLL	33,362.32
SOUTH GLOS COUNCIL	RATES - CEMETERY - (DD)	351.00
SOUTH GLOS COUNCIL	RATES - MPF CARETAKER FLAT - (DD)	150.00
SOUTH GLOS COUNCIL	RATES - TOWN HALL - (DD)	1,297.00
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	233.88
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	601.02
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	36.06
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	47.40
PITNEY BOWES	QUARTERLY RENTAL IN ADVANCE FOR FRANKING MACHINE (DD)	118.69
PWLB LENDING FACILITY	PUBLIC WORKS LOAN REPAYMENT (DD)	6,037.44
ICO INFO COMM OFFICE	DATA PROTECTION ANNUAL FEE (DD)	55.00
UNITY TRUST BANK	CHAPS PAYMENT FEE - REF CCLA DEPOSIT	28.00
EQUALS MONEY PLC	FUNDS TO TOP UP STAFF PRE-PAID CARD ACCOUNT	500.00
DIRECT365 ONLINE LTD	CC544 - MOUNTED BABY CHANGING BENCH	678.17
NATIONALTOOLHIRE.CO.UK	CC545 - HIRE OF SCARIFIER (WILDFLOWER LAWN)	299.40
EMORSGATE SEEDS	CC546 - WILDFLOWER SEED	207.85

ONLINE PLAYGROUNDS	CC547 - GATE BUFFERS FOR PLAY AREA	53.20
AMAZON	CC548 - FOOTBALL GOAL NETS/CLEANING MATERIALS	67.46
ARGOS	CC549 - MICROWAVE OVEN FOR STAFF KITCHEN	73.95
SOUTH GLOS COUNCIL	CC550 - REMOVAL OF WASP NEST	164.00
AMAZON	CC551 - CLEANING MATERIALS/WEED KILLER/ STATIONERY	121.26
ONLINE PLAYGROUNDS	CC552 - SPRINGS FOR PLAY AREA GATES	82.00
AMAZON	CC554 - WHITE NOTICE BOARD	18.98
GIFFGAFF	CC555 - STAFF MOBILE PHONE TOP UP	10.00
WORKTOP EXPRESS	CC556 - LAMINATE WORKTOPS FOR BABY CHANGING UNITS	265.99
SOUTH GLOS COUNCIL	CC557 - TRANSFER OF MPF PREMISES LICENCE TO THORNBURY ROUND TABLE	23.00
AMAZON	CC558 - MAGNETIC WEEKLY PLANNER	11.95
AMAZON	CC559 - OFFICE CHAIR	94.99
GIFFGAFF	CC560 - DATA TOP UP STAFF TABLET	8.00
MARK HARROD	CC562 - REPLACEMENT WHEEL FOR GOAL	45.62
AMAZON	CC564 - AMAZON PRIME MONTHLY MEMBERSHIP	8.99
HSQE VITAL SKILLS	CC565 - STAFF ONLINE TRAINING COURSES	72.00
HSQE VITAL SKILLS	CC566 - STAFF ONLINE TRAINING COURSES	510.00
PROPERTY REGISTRY	CC567 - PROPERTY BOUNDARY SEARCH	14.00
THE METAL STORE	CC568 - GALVANISED RAILINGS	93.36
PEAR TECHNOLOGY SERVICES LTD	CEMETERY MAP MAINTENANCE ANNUAL FEE	108.00
SULLIVANS	HEDGE CUTTER WITH PARTS	512.06
BIFFA WASTE SERVICES	WASTE DISPOSAL – MUNDY PLAYING FIELD	247.25
SOCIETY OF LOCAL COUNCIL CLERKS SLCC	ANNUAL MEMBERSHIP FEE	403.00
THE SAFETY CHAIR	SAFETY EVACUATION CHAIR FOR TOWN HALL	830.64
THORNBURY MOTORS	MONTHLY FUEL EXPENDITURE	145.48
ABBEY LOOS LTD	RENTAL - PORTABLE TOILETS LOCATED AT CHANTRY FIELD	264.00
HORDERS THORNBURY PRESS	A4 WOODLANDS TRUST COPY PAPER	34.75
FALON NAMEPLATES LTD	BRONZE PLAQUE	133.99

OLDOWN TREE SURGEONS	WORKS AT KINGTON LANE CEMETERY	370.00
RELYON GUARDING	MONTHLY SECURITY SERVICES FOR MPF - AUGUST 23	518.40
T H WHITE GROUP	BATTERY FOR TTC VEHICLE	138.00
TOWER LEASING LTD	QUARTERLY RENTAL INSTALMENT FOR PHOTOCOPIER	137.61
ECOTRICITY	MONTHLY GAS SUPPLY -TOWN HALL	135.68
ECOTRICITY	MONTHLY GAS SUPPLY – PAVILION	68.03
PROLUDIC	PLAY EQUIPMENT - TANGO SEAT	905.52
HELYN GULLEY	SIGN WRITING FOR TOWN COUNCIL	125.00
WATER2BUSINESS	WATER AND SEWAGE - TOWN HALL & MUNDY PLAYING FIELD	767.02
WATER2BUSINESS	WATER AND SEWAGE - 67 HIGH STREET	448.19
DIRECT IT SERVICES	IT SUPPORT, PHONE & BROADBAND - TOWN HALL & PAVILION	721.72
SIMPLY CLEANING	MONTHLY CLEANING CONTRACT - TOWN HALL	1,470.00
WHEATSHEAF (STEAMERS)	COMMUNITY TOILET SCHEME - 1ST & 2ND QUARTER	300.00
THE MALT HOUSE	COMMUNITY TOILET SCHEME	150.00
THE SWAN	COMMUNITY TOILET SCHEME	250.00
AVON DISPLAYS LTD	VARIOUS SIGNAGE FOR TTC OUTSIDE LOCATIONS	376.80
TURNBERRIES COMMUNITY CENTRE	ROOM HIRE FOR YOUTH FUNCTION - 5.09.2023	46.00
SOUTH GLOS COUNCIL	COUNCIL RATES - BAKERY ANNEX (BACS)	95.00
KRUNCH SOUTHWEST UK	YOUTH SLA (QUARTER 3)	9,250.00
FIRST AID BRISTOL	FIRST AID AT WORK - 3 DAY COURSE FOR STAFF	468.00
SUMMERS MEMORIALS	LAY DOWN 16 UNSAFE (LARGE) MEMORIALS AT CEMETERY	2,400.00
FLOW PLATES LTD	REPLACEMENT HEIGHT BARRIER – MUNDY PLAYING FIELD	2,760.00
AVON DISPLAYS LTD	SIGNAGE FOR TOWN COUNCIL SITES	378.00
	<b>Total Expenditure:</b>	<b>70,801.78</b>
<b>ACCOUNTS NOW DUE FOR PAYMENT - 10 OCTOBER 2023</b>		
BROXAP	GALVANISED LITTER BIN INCLUDING FIXINGS	465.54
FORD FUELS	ULTRA LOW SULPHUR DIESEL	1,559.40

FALON NAMEPLATES LTD	BRONZE PLAQUE	119.59
YATE SUPPLIES	COMPACTOR BLACK SACKS	474.07
IHASCO LTD	ACCIDENT REPORTING COURSES FOR TTC STAFF	288.00
SOUTH WEST HYGIENE	MUNDY PLAYING FIELD - SANITARY & NAPPY BINS - QUARTERLY RENTAL/SERVICE	186.58
SOUTH WEST HYGIENE	TOWN HALL - SANITARY BINS DISPOSAL UNITS - QUARTERLY RENTAL/SERVICE	78.87
ALCA	ESSENTIAL COUNCILLOR COURSE	40.00
ALCA	E-LEARNING COURSE	14.00
HORDERS THORNBURY PRESS	WOODLAND TRUST COPIER PAPER	208.50
GLASDON UK LTD	BENCH AND X2 WHEELCHAIR PICNIC TABLES – MUNDY PLAYING FIELD	2,141.15
BDO LLP	(AGAR) EXTERNAL AUDIT - YEAR ENDED 31.03.2023	2,520.00
DIRECT IT SERVICES	PHONE, BROADBAND, & IT SUPPORT	740.92
HORDERS THORNBURY PRESS	THORNBURY MAP PRINT	9.95
BIFFA WASTE SERVICES	WASTE DISPOSAL – MUNDY PLAYING FIELD	597.12
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	183.46
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	134.54
BIFFA WASTE SERVICES	WASTE DISPOSAL – CEMETERY	136.86
FALON NAMEPLATES LTD	BRONZE PLAQUE	119.59
FASTFIX DRAINAGE	DRAINAGE WORKS AT TOWN HALL	969.54
ABBEYLOOS LTD	RENTAL - PORTABLE TOILETS LOCATED AT CHANTRY FIELD	252.00
PROLUDIC	PLAY EQUIPMENT MAINTENANCE	352.06
SLCC ENTERPRISES LTD	CAPITAL STRATEGY DEVELOPMENT - STAGE 2	2,637.60
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	80.91
ECOTRICITY	MONTHLY GAS SUPPLY - PAVILION	32.11
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	88.00
SLCC ENTERPRISES LTD	STAFF TRAINING COURSE	42.00
	<b>Total Expenditure:</b>	<b>14,472.36</b>

CC[N] = credit card payment

DD = direct debit payment

**PRE-PAID DEBIT CARD TRANSACTIONS 13.09.23 – 10.10.23:**

Owner	Card no	Date	Description	Credit	Debit	Net	Fee
Katherine MacConnachie	5339*****4302	23-10-07	Co-op Group Food Retai, Bristol, GBR		£3.55	£3.55	£0
Site Team	5339*****1450	23-10-07	GAP Supplies LTD, Bristol, GBR		£72.23	£72.23	£0
Site Team	5339*****1450	23-10-05	Screwfix, Thornbury		£117.98	£117.98	£0
Katherine MacConnachie	5339*****4302	23-10-04	Co-op Group Food Retai, Bristol, GBR		£3.80	£3.80	£0
Site Team	5339*****1450	23-10-03	Thornbury Motors LTD Bristol		£60.08	£60.08	£0
Site Team	5339*****1450	23-10-03	Card load	£200			
Site Team	5339*****1450	23-10-01	Amazon Market Place		£219.87	£219.87	£0
Katherine MacConnachie	5339*****4302	23-09-29	Post Office Counter, Bristol		£6.85	£6.85	£0
Katherine MacConnachie	5339*****4302	23-09-28	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Site Team	5339*****1450	23-09-27	Card load	£200			
Katherine MacConnachie	5339*****4302	23-09-26	Horders Thornbury		£8.00	£8.00	£0
Site Team	5339*****1450	23-09-26	Amazon Market Place		£34.49	£34.49	£0
Katherine MacConnachie	5339*****4302	23-09-23	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Site Team	5339*****1450	23-09-22	Hawkins of Thornbury Bristol, GBR		£6.37	£6.37	£0
Site Team	5339*****1450	23-09-22	Lees Mend-A-Shoe, Bristol		£49.98	£49.98	£0
Katherine MacConnachie	5339*****4302	23-09-19	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Site Team	5339*****1450	23-09-13	Card load	£200			

**PRE-PAID DEBIT CARD TRANSACTIONS 18.07.23 – 12.09.23:**

Owner	Card no	Date	Description	Credit	Debit	Net	Fee
Katherine MacConnachie	5339*****4302	23-09-12	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Katherine MacConnachie	5339*****4302	23-09-09	Horders Thornbury Pres, Bristol		£3.15	£3.15	£0
Site Team	5339*****1450	23-09-08	Amazon Market Place		£11.95	£11.95	£0
Site Team	5339*****1450	23-09-08	Screwfix, Thornbury Bristol		£103.96	£103.96	£0
Katherine MacConnachie	5339*****4302	23-09-06	Lees Mend-A-Shoe, Bristol		£11.98	£11.98	£0
Site Team	5339*****1450	23-09-05	Hawkins of Thornbury, Bristol		£26.97	£26.97	£0
Katherine MacConnachie	5339*****4302	23-09-02	Post Office Counter, Bristol		£2.25	£2.25	£0
Katherine MacConnachie	5339*****4302	23-09-02	Aldi 9 780 Thornbury		£2.67	£2.67	£0

Katherine MacConnachie	5339*****4302	23-08-30	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Site Team	5339*****1450	23-08-25	GAPS Bristol		£61.81	£61.81	£0
Katherine MacConnachie	5339*****4302	23-08-25	Post Office Counter, Bristol		£2.65	£2.65	£0
Katherine MacConnachie	5339*****4302	23-08-24	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Site Team	5339*****1450	23-08-24	Card load	£100			
Site Team	5339*****1450	23-08-15	Hawkins of Thornbury Bristol		£1.98	£1.98	£0
Site Team	5339*****1450	23-08-15	Hawkins of Thornbury Bristol		£4.65	£4.65	£0
Site Team	5339*****1450	23-08-15	Screwfix Thornbury Bristol		£79.97	£79.97	£0
Katherine MacConnachie	5339*****4302	23-08-13	Aldi Stores Limited Thornbury		£1.75	£1.75	£0
Katherine MacConnachie	5339*****4302	23-08-08	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Katherine MacConnachie	5339*****4302	23-08-04	Boots 0491, Thornbury		£2.00	£2.00	£0
Katherine MacConnachie	5339*****4302	23-08-03	Post Office Counter, Bristol		£2.25	£2.25	£0
Katherine MacConnachie	5339*****4302	23-08-03	Horders Thornbury Pres		£2.75	£2.75	£0
Katherine MacConnachie	5339*****4302	23-07-29	Co-op Group Food Retai, Bristol, GBR		£1.85	£1.85	£0
Katherine MacConnachie	5339*****4302	23-07-28	Post Office Counter, Bristol		£2.25	£2.25	£0
Site Team	5339*****1450	23-07-26	Hawkins of Thornbury Bristol		£7.79	£7.79	£0

- **To receive a report from Cllr Reynolds on the Q3 2023/24 bank reconciliation**

Cllr Reynolds confirmed that he had been into the Town Hall to check the bank reconciliation and all was in order.

- **Q1 2023/24 Income & Expenditure report and budget monitoring**

The Q1 2023/24 Income and Expenditure report against the budget was noted, with attention brought to the considerable amount of interest being gained on money now

invested by the council in the CCLA investment fund and increased income as a result of commercial rental agreement reviews undertaken by the Clerk.

**F&GP2324.42. TO NOTE DELEGATED DECISIONS TAKEN OUT OF MEETING**

Decisions taken under delegated authority where the expenditure/commitment was greater than £1,500 were noted, including the creation of the sandpit on the Mundy Playing Fields, mower servicing and replacement of a damaged height barrier at the Mundy Playing Fields.

**F&GP2324.43. TO CONSIDER REPORT FROM THE TOWN CLERK ON PROPOSED TRANSITION TO ELECTRIC VEHICLES, FOR RECOMMENDATION TO FULL COUNCIL**

It was **RESOLVED** to recommend to Full Council that Council:

- Support the transition from diesel to electric vehicles at Thornbury Town Council
- Support the investment in line with option (A) on the Clerk's report for inclusion in the 2023/24 budget development
- Recommend to Council CIL expenditure to purchase an electric UTV in 2023/24

**F&GP2324.44. SOAPERS LANE CYCLE RACKS**

- To consider the opportunity to relocate these to the north side of the Town Hall
- If agreed, to grant permission to South Gloucestershire Council to relocate to this location

It was **RESOLVED** to liaise with South Gloucestershire Council to relocate the existing cycle racks on the north side of the Town Hall.

**F&GP2324.45. BUDGET 2024/25 CONSIDERATIONS:**

- To consider request from Open Spaces to include £7k for additional benches around Thornbury (non-Town Council land) for 2024/25 budget inclusion (potentially CIL funded)
- To consider any items for inclusion in the 2024/25 budget (above and beyond existing/planned)

It was **RESOLVED** to increase the budget for benches to £10k, for all locations which could include South Glos Council land.

There were no other new items that the Finance & General Purpose Committee wished to be included in the 2024/25 budget.

**F&GP2324.46. TO CONSIDER QUOTES AND AWARD THREE YEAR CONTRACT FOR THE TOWN HALL PRINTER/PHOTOCOPIER**

It was **RESOLVED** to award the contract to KN Office, for a value of £2853.46 over three years.

**F&GP2324.47. TO CONSIDER AND APPROVE THE COMPLAINTS POLICY AND PROCEDURE**

With minor amendments for clarity made at the meeting it was **RESOLVED** to adopt the revised Complaints Policy and Procedure.



**F&GP2324.48.      DATE OF THE NEXT MEETING:** 7:30PM ON 12 DECEMBER 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 12 December at the Town Hall.