

**MINUTES of the meeting of the Finance and General Purpose Committee
held on Tuesday 12 December 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
Cllr Maggie Tyrrell
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 Chris Woodhouse

F&GP2324.49. APOLOGIES FOR ABSENCE

There were no apologies for absence.

F&GP2324.50. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest by members.

F&GP2324.51. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were no members of the public present.

F&GP2324.52. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE MEETING HELD ON 10 OCTOBER 2023

It was **RESOLVED** to approve the minutes of the Finance and General Purpose meeting held on 10 October 2023, which were then signed by the Chair.

F&GP2324.53. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:

- **To approve the accounts for payment and note payments made out of meeting:**

Accounts paid out of meeting were noted. It was **RESOLVED** to pay the following accounts now due for payment:

ACCOUNTS PAID OUT OF MEETING (11th October - 12th December 2023)		
UNITY TRUST BANK	BANK CHARGES - WAGES ACCOUNT (SEPT)	26.66

UNITY TRUST BANK	BANK CHARGES - WAGES ACCOUNT (OCT)	26.80
THORNBURY TOWN COUNCIL	MONTH 7 PAYROLL	34,761.50
THORNBURY TOWN COUNCIL	MONTH 8 PAYROLL	31,286.75
THORNBURY TOWN COUNCIL	MONTH 9 PAYROLL	41,569.85
SOUTH GLOS COUNCIL	RATES - CEMETERY - (OCT DD)	351.00
SOUTH GLOS COUNCIL	RATES - MPF FLAT - (OCT DD)	150.00
SOUTH GLOS COUNCIL	RATES - TOWN HALL - (OCT DD)	1,297.00
SOUTH GLOS COUNCIL	RATES - CEMETERY - (NOV DD)	351.00
SOUTH GLOS COUNCIL	RATES - MPF FLAT - (NOV DD)	150.00
SOUTH GLOS COUNCIL	RATES - TOWN HALL - (NOV DD)	1,297.00
OCTOPUS ENERGY	ELECTRICITY - MPF (OCT DD)	271.39
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (OCT DD)	683.99
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (OCT DD)	46.56
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (OCT DD)	43.20
OCTOPUS ENERGY	ELECTRICITY - MPF (NOV DD)	244.24
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (NOV DD)	767.92
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (NOV DD)	79.43
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (NOV DD)	56.74
OCTOPUS ENERGY	ELECTRICITY - MPF (DEC DD)	266.91
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DEC DD)	765.37
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DEC DD)	109.31
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DEC DD)	46.20
AMAZON	CC569 - WHITE LINE PITCH MARKER SPRAY PAINT	50.58
SCREWFIX	CC570 - VARIOUS PROPERTY MAINTENANCE FITTINGS	373.95
FACEBOOK	CC571 - JOB VACANCY ADVERTISING	25.00
AMAZON	CC572 - OUTDOOR SOLID STEEL WAGON CART - MPF	99.99
AMAZON	CC573 - UNDER COUNTER FRIDGE - CEMETERY OFFICE	139.00
AMAZON	CC574 - GARDEN WATER HOSES X2	89.98

AMAZON	CC575 - GARDEN WATER HOSE X1	29.99
DIRECT 365	CC576 - BABY CHANGING UNIT - MPF	158.64
SCREW FIX	CC577 - STEPLADDERS	166.98
AMAZON	CC578 - CLEANING MATERIALS	222.93
AMAZON	CC579 - PRIME MONTHLY MEMBERSHIP (OCT) - REF FREE POSTAGE	8.99
EMORSGATE SEEDS	CC580 - WILDFLOWER SEEDS (ST MARYS CHURCHYARD)	117.00
FACEBOOK	CC581 - JOB VACANCY ADVERTISNG	7.14
FACEBOOK	CC582 - JOB VACANCY ADVERTISING	25.00
FACEBOOK	CC583 - JOB VACANCY ADVERTISING	2.71
GIFFGAFF	CC584 - STAFF MOBILE PHONE TOP UP (OCT)	10.00
GIFFGAFF	CC585 - STAFF MOBILE DATA TOP UP (OCT)	8.00
NWFLAGS.CO.UK	CC586 - UNION JACK FLAG	47.98
SILENT FLYING LTD	CC587 - RECHARGEABLE LIGHTS FOR COUNCIL EVENT	33.98
PREMIER INN	CC588 - STAFF EXPENSES	271.58
AMAZON	CC589 - CLEANING MATERIALS	104.64
DONALD MACINTYRE T/A EMORSGATE SEEDS	CC590 - WILDFLOWER SEEDS (ST MARY'S CHURCH)	124.80
AMAZON	CC591 - GAZEBO SAND WEIGHTS	29.88
AMAZON	CC592 - STATIONERY	25.98
AMAZON	CC593 - PAPER HAND TOWELS	80.00
HSQE - MY VITAL SKILLS	CC594 - ONLINE SAFETY COURSE	18.00
HSQE - MY VITAL SKILLS	CC595 - ONLINE SAFETY COURSES	66.00
GIFFGAFF	CC596 - MONTHLY STAFF PHONE TOP UP (NOV)	10.00
JT ATKINSON BUILDING MERCHANT	CC597 - ELECTRIC PIPE FREEZER KIT	784.61
AMAZON	CC599 - HI-VIS VEST WAISTCOATS X5 (REF GREEN PROJECT)	17.25
AMAZON	CC600 - FIRST AID REFILL PACKS X6	99.18
GOV.UK	CC601 - DBS CHECK FOR NEW STARTER	18.00
GIFFGAFF	CC602 - STAFF MOBILE DATA TOP UP (NOV)	8.00

AMAZON	CC603 - ROOTING POWDER & STAFF PHONE CASE	43.38
VP BRANDON HIRE STATION	CC604 - WEED BRUSH HIRE	181.13
AMAZON	CC605 - PROTECTIVE FOOTWEAR FOR STAFF	38.28
AMAZON	CC606 - PRIME MONTHLY MEMBERSHIP (NOV) - REF FREE POSTAGE	8.99
AMAZON	CC607 - TREE PLANTING SPACERS	22.99
FACEBOOK	CC608 - JOB VACANCY ADVERTISING FEE	40.00
FACEBOOK	CC609 - JOB VACANCY ADVERTISING FEE	39.75
AMAZON	CC610 - MOP HEADS	29.00
MARK HARROD	CC611 - SPARE WHEELS FOR GOAL POSTS	45.62
AMAZON	CC612 - MICROWAVE PLATE COVERS	5.99
GARAGE DOOR PARTS	CC163 - GARAGE DOOR ROLLER REMOTE CONTROL SYSTEM - MPF	202.52
AMAZON	CC614 - CLEANING MATERIALS & SAND BAGS	113.48
AMAZON	CC615 - SAFETY GLASSES	31.45
SCREWFIX	CC616 - STAFF SAFETY BOOTS AND WELLIES	80.98
LAMP SHOP ONLINE LTD	CC617 - MULTIPACK OF LED TUBE LIGHTING	155.47
CNM ONLINE.CO.UK	CC618 - X3 HEATER ELEMENTS	135.59
AMAZON	CC619 - STAFF WORKWEAR & SAND BAGS	109.01
ANDERSONS WASTE MANAGEMENT LTD	EMPTY SEPTIC TANK - MPF SITE	195.00
ANDERSONS WASTE MANAGEMENT LTD	EMPTY SEPTIC TANK - CEMETERY SITE	195.00
UNITY TRUST BANK	FUNDS TO TOP UP EQUALS PRE-PAY CARD ACCOUNT	500.00
PHASE CIC	GRANT AWARD 23/24	750.00
THE CONFLICT TRAINING	ON SITE STAFF TRAINING	1,074.00
SOUTH GLOS COUNCIL	OCTOBER RATES - R/O 67 HIGH STREET (BACS)	95.00
SOUTH GLOS COUNCIL	JOB VACANCY ADVERTISING	150.00
SOUTH GLOS COUNCIL	QUARTERLY PAYROLL CHARGES	199.08
RELYON GUARDING & SECURITY SERVICES LTD	MONTHLY SECURITY SERVICES AT MPF - SEPT	486.00

SMITH OF DERBY CLOCKMAKERS	SERVICE VISIT - REF THORNBURY TOWN CLOCK	232.80
EVERYTHING BRANDED	REUSABLE STRAW KIT - CLLR STALL (FIREWORKS EVENT)	184.92
EQUALS MONEYPLC	TOP UP FUNDS FOR PRE-PAID CARDS	500.00
LINELA	STAFF OUTDOOR WORKWEAR	158.40
RBL POPPY APPEAL	REMEMBRANCE WREATH DONATION	70.00
SIMPLY CLEANING	MONTHLY TOWN HALL CLEANING CONTRACT - SEPT	1,176.00
LINELA	STAFF OUTDOOR WORKWEAR	58.20
ALAN PRICE	GRAVE DIGGING	675.00
H.J.JEfferies LTD	REFUND OF INCORRECT MEMORIAL PAYMENT	84.00
SOUTH GLOS COUNCIL	NOVEMBER RATES - BAKERY ANNEX (BACS)	95.00
TRAINING AT WORK	MANAGING CONFLICT - STAFF COURSE	33.60
THORNBURY TOWN COUNCIL STAFF	STAFF EXPENSES - UTV VIEWING	244.48
ALCA	ESSENTIAL COUNCILLOR COURSE (X1)	40.00
ALCA	FINANCE FOR COUNCILLORS COURSE (X2)	60.00
ABBAY LIFTS LTD	TOWN HALL LIFT - REPLACE TAPE HEAD	2,090.40
BOWCOM	MPF - FOOTBALL PITCH BOWGRASS SUPREME PLUS LINER PAINT	825.00
P&S TIMBRELL DECORATORS LTD	WORKS TO THORNBURY PUMP AND SURROUNDING STRUCTURE	3,156.00
SOUTH GLOS COUNCIL	RECHARGES FOR THE THORNBURY TOWN COUNCIL POLL - 4TH MAY 23	17,536.55
T H WHITE GROUP	WORKS TO NEW HOLLAND TRACTOR - REF BATTERY	253.50
FALON NAMEPLATE	BRONZE PLAQUES	189.59
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	109.49
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	477.70
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	104.83
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	142.13
FALON NAMEPLATE	BRONZE PLAQUE	64.00

ECOTRICITY	MONTHLY GAS SUPPLY - MPF PAVILION	43.96
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	146.31
RAYS GARDEN SERVICES	WORKS AT ST MARY'S CHURCHYARD	756.00
THORNBURY MOTORS	MONTHLY FUEL EXPENDITURE	27.55
HAWKINS OF THORNBURY	BUCKET & LID	8.85
OFCOM	RADIO ANNUAL LICENCE FEE	112.50
MATRIX BES LTD	ANNUAL BOILER SERVICES - X4 SITES	522.00
RELYON	SECURITY SERVICES FOR OCTOBER - MPF	502.20
ABBAY LOOS LTD	RENTAL OF PORTIBLE TOILETS - CHANTRY FIELD	264.00
BLAZE FIRE PROTECTION	FIRE RISK ASSESSMENT - CEMETERY	300.00
BLAZE FIRE PROTECTION	FIRE RISK ASSESSMENT - BAKERY ANNEX	300.00
BLAZE FIRE PROTECTION	FIRE RISK ASSESSMENT - MPF	300.00
DIRECT IT SERVICES LTD	MONTHLY IT SUPPORT, BROADBAND & PHONES	731.32
SOUTH GLOS COUNCIL	LOCALISM SERVICE CHARGES FOR OCT, NOV AND DEC 2023	6,483.50
SLCC ENTERPRISES	STAFF TRAINING COURSE	252.00
SLCC ENTERPRISES	STAFF TRAINING COURSE	72.00
AVON DISPLAYS LTD	SIGNS FOR MPF	240.00
EQUALS MONEYPLC	TOP UP FUNDS FOR PRE-PAID CARDS	500.00
THORNBURY TOWN COUNCIL STAFF	STAFF EXPENSES - REF LIGHTS SWITCH ON EVENT	19.11
BLAZE FIRE PROTECTION	FIRE RISK ASSESSMENT – CHAPEL, 67 & 67A	480.00
BLAZE FIRE PROTECTION	FIRE RISK ASSESSMENT - TOWN HALL	360.00
SOUTH GLOS COUNCIL	BASIC JOB ADVERT - CLERK	150.00
JIGSAW THORNBURY	GRANT FOR FUNDING	2,291.40
SEVERN WYE ENERGY AGENCY LTD	THERMAL IMAGING SURVEY	1,080.00
G T DOVEY	REFUND FOR CEMETERY PLOT	1,048.00
SIMPLY CLEANING	MONTHLY TOWN HALL CLEANING CONTRACT - OCT	1,176.00
LINELA	STAFF WORKWEAR	79.20

EQUALS MONEYPLC	TOP UP FUNDS FOR PRE-PAID CARDS	500.00
LINELA	STAFF WORKWEAR	138.24
	Total Expenditure:	170,298.02
ACCOUNTS NOW DUE FOR PAYMENT - 12TH DECEMBER 2023		
SLCC ENTERPRISES LTD	CAPITAL STRATEGY DEVELOPMENT - FINAL PART 3 PAYMENT	1,920.00
RIO POOLS LTD	WINTERISE SPLASH PAD - MPF	223.20
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	18.79
GAP SUPPLIES LTD	ORNAMENTAL BARK	171.79
GLASDON UK LTD	DOG WASTE LITTER BIN	218.26
JCW WINDOW CLEANING	TOWN HALL WINDOW CLEANING	55.00
ECOTRICITY	MONTHLY GAS SUPPLY - PAVILION	58.80
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	423.94
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	58.60
PROLUDIC	SWING SEAT AND FIXINGS FOR OSPREY PARK PLAY AREA	583.26
PROLUDIC	SWING SEATS FOR OSPREY PARK & STREAMLEAZE PLAY AREAS	748.42
PROLUDIC	WELDING REPAIR JOB	810.00
GAP SUPPLIES LTD	ORNAMENTAL BARK	171.79
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	142.13
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	131.86
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	477.70
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	109.49
SLCC ENTERPRISES LTD	JOB VACANCY ADVERTISING FOR PERIOD OF 6 WEEKS	669.60
ABBEY LOOS LTD	RENTAL OF TOILETS AT CHANTRY FIELD	264.00
DIRECT IT SERVICES	IT SUPPORT, PHONE & BROADBAND	731.32
ALEXANDRA	STAFF WORKWEAR	40.24
LANDCARE TREE NURSERY LTD	TREES FOR PLANTING	1,113.40
RELYON GUARDING & SECURITY SERVICES LTD	SECURITY SERVICES AT MPF SITE - NOVEMBER 2023	486.00

PREMIER GROUP RECYCLING LTD	CONFIDENTIAL WASTE - COLLECT & SHREDDING CHARGE	102.00
FALON NAMEPLATES LTD	BRONZE PLAQUE	64.00
LANDCARE TREE NURSERY LTD	TREE FOR PLANTING	174.87
SOUTH GLOS COUNCIL	OCTOBER RATES - R/O 67 HIGH STREET (BACS)	95.00
	Total Expenditure:	10,063.46

CC[n] = credit card payment

DD = direct debit

Equals card payments 1/9/23 – 30/9/23			
1/9/23	Post Office	2.25	Signed for postage
4/9/23	Hawkins of Thornbury	26.97	Tamperproof bit clip
5/9/23	Lees Mend A Shoe	11.98	Key cutting
7/9/23	Screwfix	103.96	Socket set
7/9/23	Amazon Marketplace	11.95	Ref: Credit Card CC553
8/9/23	Horders	3.15	Stationery
11/9/23	Co-op	1.90	Milk
18/9/23	Co-op	1.90	Milk
21/9/23	Hawkins of Thornbury	6.37	Rawplugs
21/9/23	Lees Mend A Shoe	49.98	Key cutting
22/9/23	Co-op	1.90	Milk
25/9/23	Amazon Marketplace	34.49	Ref: Credit Card CC561
25/9/23	Horders	8.00	Stationery
27/9/23	Co-op	1.90	Milk
27/9/23	Amazon Marketplace	219.87	Ref: Credit Card CC563
28/9/23	Papilio (Heritage)	6.85	Signed for post
30/9/23	News 4 U	17.40	Paper and Delivery
		510.82	

Equals card payments 1/10/23 – 31/10/23			
2/10/23	Thornbury Motors	60.08	Oil

3/10/23	Co-op	3.80	Milk
4/10/23	Screwfix	117.98	Dewalt Hadley Boots
6/10/23	GAP Supplies Ltd	72.23	Jack Saw, Washers, Bits
6/10/23	Co-op	3.55	Cleaning supplies
10/10/23	Amazon	16.24	Heavy duty ground pegs
16/16/23	Co-op	3.80	Milk
17/10/23	Amazon	14.99	Socket set
17/10/23	The Poppy Shop	254.75	12 Poppy for High Street
24/10/23	Thornbury Discounts	1.69	Maintenance Supplies
24/10/23	Hawkins of Thornbury	5.49	Maintenance Supplies
24/10/23	Screwfix	187.50	Stepladder, cement, silicone
25/10/23	Hawkins of Thornbury	9.14	Double sided tape
27/10/23	Co-op	1.90	Milk
27/10/23	Horders	10.35	Stationery
30/10/23	Thornbury Discounts	2.00	Batteries
		765.49	

Equals card payments 1/11/23 – 30/11/23

1/11/23	Hawkins of Thornbury	13.50	Maintenance supplies
1/11/23	Hawkins of Thornbury	40.12	Maintenance Supplies
7/11/23	GAP Supplies Ltd	60.38	Plywood, screws etc
8/11/23	GAP Supplies Ltd	29.16	Maintenance Supplies
9/11/23	Co-op	3.80	Milk
9/11/23	Co-op (adjustment)	-3.80	Milk
13/11/23	WH Smith	10.99	Stationery
13/11/23	Hawkins of Thornbury	7.29	Maintenance Supplies
13/11/23	Horders	5.00	Stationery
13/11/23	Horders	10.00	Stationery
14/11/23	Hawkins of Thornbury	19.41	Drill bits, washers, maintenance
14/11/23	Almondsbury Garden Centre	36.00	Multipurpose compost
14/11/23	Almondsbury Garden Centre	8.99	Maintenance supplies

14/11/23	Screwfix	236.31	Smoke detection
14/11/23	Co-op	1.90	Milk
17/11/23	Amazon Marketplace	78.91	Maintenance supplies
20/11/23	Co-op	3.80	Milk
22/11/23	Almondsbury Garden Centre	18.00	Multipurpose compost
23/11/23	Amazon Marketplace	64.99	Heavy Duty Lawn Roller
24/11/23	Hawkins of Thornbury	96.20	Maintenance supplies
28/11/23	Hawkins of Thornbury	17.92	Maintenance supplies
29.11.23	Gardiner Haskins	12.00	Car parking – ref training
	Total payments	770.87	

- **To approve the setting up of a direct debit to Grenke (on behalf of KN Office) for a photocopier contract**

It was **RESOLVED** to set up a direct debit payment to Grenke, to pay for the photocopier contract.

F&GP2324.54. TO NOTE OFFICER DECISIONS MADE UNDER DELEGATED POWERS

Officer decisions made under delegated powers were noted (as circulated with meeting papers – rotten floor joists at the Pavilion).

F&GP2324.55. TO CONSIDER A QUOTE FOR REPAIRS TO THE TOWN CLOCK

It was **RESOLVED** to accept a quote of £1107+VAT from Smith of Derby Clockmakers to repair the Town Clock.

F&GP2324.56. SMALL GRANT APPLICATIONS

- **To consider grant applications and recommendations from the Grant Awarding Working Group**
- **To agree grant awards**

It was **RESOLVED** to award the following grants:

Organisation	Grant Awarded
Thornbury In Bloom	£750
Thornbury Christmas Lights Association	£750
St Mary's C of E Primary School Parent Teacher Friends Association	£750
Jigsaw Thornbury	£750
Thornbury and District Heritage Trust	£3450
Thornbury Community Permaculture Project (TCPP)/Sustainable Thornbury	£750
Thornbury Town Football Club (Thornbury Town Tigers – Girls Team)	£656.11
Great Western Air Ambulance Charity	£750
Thornbury Duke of Edinburgh Award Open Award Centre (DofE)	£750

F&GP2324.57. DRAFT BUDGET 2024/2025:

- **To consider the draft Budget for 2024/2025**
- **To agree any recommendations to be made to Full Council on 9 January 2024**

The draft budget (version 1.2) was considered. It was **RESOLVED** to request a number of adjustments to be made by the Clerk/RFO in order to develop a final draft version.

Assuming that those adjustments would be made, it was **RESOLVED** to recommend that final draft version for approval to Full Council on 9 January 2024.

F&GP2324.58. DATE OF THE NEXT MEETING: 7:30PM ON 13 FEBRUARY 2024 TO HELD IN THE COUNCIL CHAMBER OF THE TOWN HALL

The date of the next meeting was noted to be 7:30pm on 13 February 2024 at the Town Hall.