

MINUTES of the meeting of the Finance and General Purpose Committee  
held on Tuesday 11 April 2023, at the Town Hall

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Present: Cllr James Murray (Chair)  
Cllr Chris Davies  
Cllr Benj Emmerson  
Cllr Helen Ball  
Cllr Bob Griffin  
Cllr Clive Parkinson  
Cllr Jayne Stansfield  
Cllr Matt Stringer

Kath MacConnachie (Town Clerk)  
1 member of Council administration staff (minutes)  
3 members of the public

Absent: Cllr Maggie Tyrrell  
Cllr Guy Rawlinson  
Cllr Angela Symonds

**F&GP2223.71. APOLOGIES FOR ABSENCE**

Apologies were noted from Cllrs Rawlinson, Symonds & Tyrrell

**F&GP2223.72. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

No members declarations of interest were declared.

**F&GP2223.73. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**

Three members of the public spoke concerning leaflets in the Town Hall reception area.

**F&GP2223.74. TO RECEIVE A PROPOSAL FROM CLLR EMMERSON THAT THE COUNCIL PROVIDES A NOTICEBOARD IN THE TOWN HALL FOYER ON WHICH LOCAL COMMUNITY GROUPS CAN DISPLAY POSTERS ABOUT FUTURE EVENTS. IN ADDITION, THAT THE COUNCIL PROVIDES A FACILITY BY WHICH LOCAL COMMUNITY GROUPS CAN LEAVE BROCHURES AND LEAFLETS FOR THE GENERAL PUBLIC TO TAKE AWAY**

The item was introduced by Cllr Emmerson. It was **RESOLVED** that the Council, on a three month trial basis, provides a table in the Town Hall foyer on which local groups can display leaflets about future events, subject to the agreement of the party who have a licence agreement on part of the foyer.

**F&GP2223.75. TO APPROVE THE MINUTES OF THE FINANCE & GENERAL PURPOSE COMMITTEE MEETING HELD ON 14 FEBRUARY 2023**

It was **RESOLVED** to approve the minutes of the Finance & General Purpose Committee meeting held on 14 February 2023.

**F&GP2223.76. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:**

- To approve the Accounts for Payment

It was **RESOLVED** to approve the accounts for payment as tabled.

<b>ACCOUNTS PAID OUT OF MEETING (14 MARCH - 31 MARCH 2023)</b>		
UNITY TRUST BANK	(CURRENT ACCOUNT) - QUARTERLY BANK CHARGES	52.25
UNITY TRUST BANK	(WAGES ACCOUNT) - FEBRUARY BACS & QUARTERLY BANK CHARGES	44.52
UNITY TRUST BANK	(WAGES ACCOUNT) - JANUARY BACS BANK CHARGES	26.38
PITNEY BOWES LTD	QUARTERLY LEASE OF FRANKING MACHINE (PERIOD APRIL 23 - JUNE 23) - (DD)	118.69
AVON DISPLAY LTD	SIGNAGE REPLACED DUE TO THEFT AT MPF	216.00
LEMON GAZELLE	FINAL PAYMENT REGARDING TTC 5YR STRATERGY	600.00
THORNBURY MUSEUM	2022 REVENUE GRANT AWARD - FINAL INSTALLMENT	1,550.00
CHESMETAL WORK	REPAIRS TO THORNBURY SKATE PARK	750.00
THE GREAT GATE COMPANY LTD	GATES AT THORNBURY CEMETERY	1,254.00
WATER2BUSINESS	WATER & SEWAGE SUPPLY - 67 HIGH ST	414.05
WATER2BUSINESS	WATER & SEWAGE SUPPLY - TOWN HALL & MPF	582.21
AVON DISPLAYS LTD	NEW TTC LOGO DESIGN	1,440.00
DATALINE EXPRESS COURIERS	DELIVER TTC NEWSLETTER TO COURIERS	45.79
SULLIVANS	MACHINERY MAINTENANCE PARTS	112.42
WESSEX ECOLOGICAL CONSULTANCY	ECOLOGICAL SURVEY OF GREEN SPACES - TREE PLANTING ADVICE	480.00
DIRECT IT SERVICES	PHONE, BROADBAND & IT SUPPORT - FEBRUARY	687.82
DIRECT IT SERVICES	PHONE, BROADBAND & IT SUPPORT - MARCH	649.54
TYRERIGHT	FORD TRANSIT - VEHICLE MAINTENANCE	190.56
AMAZON	BOX OF SMALL PENCILS & DOG BOWLS - CC435	28.59
AFFORDABLE SKIP HIRE	SKIP HIRE AT CEMETERY - REF GATES - CC436	330.00
AMAZON	GALVANISHED STEEL CHAIN LINK - CC437	31.99
GIFFGAFF	STAFF MOBILE PHONE - TOP UP FUNDS - CC438	10.00
AMAZON	HOOP RING SACK BIN REFUSE GARBAGE BAG HOLDER - CC439	17.98

AMAZON	ULTRA SMOOTH MASONRY CHALK - CC440	30.00
AMAZON	FELT PIN BOARDS - CC441	45.98
GIFFGAFF	STAFF MOBILE TABLET - TOP UP FUNDS - CC442	8.00
AMAZON	PRIME MEMBERSHIP - MONTHLY CHARGE - CC443	8.99
AMAZON	WOOD SCREWS AND PAPER HAND TOWELS - CC444	60.50
PWDIRECT	DOG PARKING SIGN - CC445	23.36
HSQE VITAL SKILLS	ONLINE STAFF TRAINING BUNDLES - CC446	288.00
AMAZON	FABRIC PENS AND DURACELL BATTERIES - CC447	8.24
	<b>Total Expenditure:</b>	<b>10,105.86</b>

<b>ACCOUNTS PAID OUT OF MEETING (1 APRIL - 10 APRIL 2023)</b>		
OCTOPUS ENERGY	MONTHLY ELECTRICITY - BAKERY ANNEX	78.38
OCTOPUS ENERGY	MONTHLY ELECTRICITY - MPF	301.90
OCTOPUS ENERGY	MONTHLY ELECTRICITY - CEMETERY	88.82
OCTOPUS ENERGY	MONTHLY ELECTRICITY - TOWN HALL	1,027.63
THORNBURY TOWN COUNCIL	PAYROLL	34,048.14
AVON DISPLAYS	BALANCE PAYMENT FOR DESIGN OF NEW TTC LOGO	288.00
AMAZON	CEMETERY VASES & HEAT TRANSFER PAPER - CC448	113.45
AMAZON	X2 CHAIRS FOR CEMETERY OFFICE - CC449	136.79
AMAZON	TOILET ROLLS - CC450	22.99
	<b>Total Expenditure:</b>	<b>36,106.10</b>

<b>ACCOUNTS NOW DUE FOR PAYMENT - 11 APRIL 2023</b>		
SOUTH GLOS COUNCIL	RATES - R/O 67 BAKERY ANNEX	93.10
SOUTH GLOS COUNCIL	ANNUAL RATES - MPF TENNIS COURT	13.76
ALCA	ANNUAL SUBSCRIPTION TO AVON LOCAL COUNCILS ASSOCIATION	1,868.04
SW HYGIENE	SANITARY UNIT RENTAL/SERVICE FOR APRIL 23 - JULY 23	74.41
T H WHITE	FIRE ALARM MONITORING AT PAVILION & FLAT	197.16
TYRERIGHT	VEHICLE MOT - CP19 UHE	54.50
ABBAY LOOS	PORTA LOO RENTAL X2 - CHANTRY FIELD	276.00

TAYLOR MADE DRIVING LESSONS	STAFF DRIVING LESSONS	210.00
ABBAY LOOS LTD	FINAL BALANCE FOR PORTA LOO HIRE - REF CORONATION EVENT	945.00
LMD LIGHT MEDIA DISPLAYS LTD	FINAL BALANCE FOR MOBILE SCREEN HIRE - REF CORONATION EVENT	6,210.18
UK MARQUEE HIRE LTD	FINAL BALANCE FOR MARQUEE HIRE - REF CORONATION EVENT	1,830.00
RELYON GUARDING & SECURITY SRVCS LTD	MPF BARRIER / SECURITY SERVICES - MARCH 2023	486.00
BROXAP	RECYCLE BINS AND FIXINGS	717.54
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL (FEBRUARY - MARCH 2023)	517.78
ECOTRICITY	MONTHLY GAS SUPPLY - PAVILION (FEBRUARY - MARCH 2023)	72.61
BIFFA WASTE SERVICES	MONTHLY WASTE DISPOSAL - CEMETERY	136.86
BIFFA WASTE SERVICES	MONTHLY WASTE DISPOSAL - PAVILION	597.12
BIFFA WASTE SERVICES	MONTHLY WASTE DISPOSAL - BAKERY ANNEX	255.65
BIFFA WASTE SERVICES	MONTHLY WASTE DISPOSAL - TOWN HALL	183.46
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE - MARCH 23	223.61
THORNBURY MOTORS LTD	OIL 5LTRS	60.90
FALON NAMEPLATES LTD	BRONZE PLAQUE	133.99
ICCM	ANNUAL MEMBERSHIP (APRIL 23 - MARCH 24)	95.01
SOUTH GLOS COUNCIL	INTERNAL AUDIT SERVICES - FINANCIAL YEAR 2022/23	1,320.00
	<b>Total Expenditure:</b>	<b>16,572.68</b>

CC[N] = credit card payment

- **To receive the bank reconciliations report**

Cllr Parkinson reported that he had been into the office to inspect and sign the bank reconciliations and all was in order.

**F&GP2223.77. TO NOTE INCREASED FIDELITY GUARANTEE INSURANCE COVER**

Council noted the increased Fidelity Insurance Cover.

**F&GP2223.78. HERITAGE OPEN DAYS: TO GRANT PERMISSION THIS YEAR AND FOR ALL FUTURE YEARS FOR HERITAGE OPEN DAYS TO BE HOSTED AT THE TOWN HALL SUBJECT TO SUFFICIENT COUNCILLOR VOLUNTEERS TO HOST THE EVENT**

It was **RESOLVED** to grant permission for this year's event, and future ones to be hosted at the Town Hall.

**F&GP2223.79. TO RECEIVE A REQUEST FROM AVON AND SOMERSET CONSTABULARY TO CHANGE THE LIGHT OUTSIDE OF THE TOWN HALL FOR A BLUE ONE**

It was **RESOLVED** to respond that a blue light could be installed if the public could be allowed access, but that it was misleading to put a blue light in if the police office was closed to the public.

**F&GP2223.80. TO CONSIDER A PROPOSAL TO REPLACE THE FENCING AT EASTLAND AVENUE PLAY AREA AS PART OF THE PLAY AREA REFURBISHMENT WORKS**

It was **RESOLVED** to replace the fencing at Eastland Avenue play area, subject to agreement with Bromford housing association, using EMR 331 if CIL funding is not subsequently approved.

**F&GP2223.81. TO REVIEW CEMETERY CHARGES AND FEES, FOLLOWING INITIAL CONSULTANT FEEDBACK FROM THE AUDIT OF CEMETERY PROCEDURES AND PRACTICES**

It was **RESOLVED** to adopt the proposed new prices three months from publicising them, to give funeral directors sufficient time to update their own charges.

**F&GP2223.82. TO CONSIDER THE FOLLOWING DRAFT POLICIES FOR ADOPTION**

- **Media policy**

It was **RESOLVED**, with amendments and corrections agreed at this meeting, to adopt the Media Policy.

- **Communications Protocol**

It was **RESOLVED**, with amendments and corrections agreed at this meeting, to adopt the Communications Protocol.

**F&GP2223.83. TO CONSIDER THE REFURBISHMENT OF THE THORNBURY PUMP AND AGREE COURSE OF ACTION**

- **To receive estimate for the refurbishment works**
- **To consider funding options, including potential community funding campaign**

The estimate was received. It was **RESOLVED** to delegate to the Clerk the task of choosing the most suitable contractor. It was decided against a community funding campaign, in order that there could be more control over timescales.

**F&GP2223.84. DATE OF THE NEXT MEETING: 13 June 2023**

The date of the next meeting was noted.