

MINUTES of the meeting of the Finance and General Purpose Committee  
held on Tuesday 14 February 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 Maggie Tyrrell Cllr Matt Stringer Cllr Jayne Stansfield  Kath MacConnachie (Town Clerk) 1 member of Council administration staff (minutes) 4 members of the public
Absent:	Cllr Paul Le Riche Cllr Guy Rawlinson Cllr Angela Symonds

**F&GP2223.55. APOLOGIES FOR ABSENCE**

Apologies were noted from Cllrs Rawlinson and Symonds.

**F&GP2223.56. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

None were declared.

**F&GP2223.57. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**

One member of the public spoke concerning leaflets in the Town Hall reception area.

**F&GP2223.58. TO APPROVE THE MINUTES OF THE FINANCE AND POLICY MEETING HELD ON 24 NOVEMBER 2022**

It was RESOLVED that the minutes of 24 November 2022 were an accurate record.

**F&GP2223.59. TO NOTE DELEGATED DECISIONS TAKEN OUT OF MEETING**

The schedule of delegated decisions was noted. Committee were reminded that these are also published on the Council's website.

**F&GP2223.60. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:**

- To approve the Accounts for Payment

It was **RESOLVED** to approve the accounts for payment as tabled, with the exception of one invoice from Lemon Gazelle which was subject to a query.

<b>ACCOUNTS PAID OUT OF MEETING (11TH JANUARY - 13TH FEBRUARY 2023)</b>		
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - PAVILION FLAT (JAN)(DD)	143.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - TOWN HALL (JAN) (DD)	1,148.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - CEMETERY (JAN) (DD)	334.00
UNITY TRUST BANK	BANK CHARGES - WAGES ACCOUNT	26.66
LLOYDS CREDIT CARD	MONTHLY CREDIT CARD CHARGE	3.00
THORNBURY TOWN COUNCIL	PAYROLL	34,967.58
O2 PHONE COMPANY	MOBILE PHONE USAGE CHARGE (DD)	20.98
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (JAN) (DD)	1,129.25
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (JAN) (DD)	88.74
OCTOPUS ENERGY	ELECTRICITY - MPF (JAN) (DD)	355.07
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (JAN) (DD)	97.91
EQUALS MONEY PLC	TOP UP FUND FOR PRE-PAYMENT CARDS (REF PETTY CASH)	500.00
LOCKSHOP DIRECT	NON DEADLOCKING NIGHTLATCH - CC388	54.40
GIFFGAFF.COM	STAFF MOBILE PHONE CREDIT TOP UP - CC390	10.00
AMAZON	MOBILE PHONE PROTECTOR CASE - CC391	8.99
AMAZON	A4 ACRYLIC POSTER DISPLAY - CC392	8.51
AMAZON	5 PORT ETHERNET NETWORK SWITCH - CC393	10.46
GOV.UK	BASIC DBS CHECK - CC394	18.00
AMAZON	SCREEN PROTECTOR FOR MOBILE PHONE & GREASE GUN - CC395	14.74
GIFFGAFF.COM	STAFF TABLET - SIM CARD ACCOUNT - CC396	8.00
AMAZON	YALE, BRASS FINISH, HIGH SECURITY LOCK	30.00
AMAZON	LOCKABLE POSTER DISPLAY (FRONT DOOR) & TOILET ROLLS - CC398	56.94
AMAZON	CHAINSAW SAFETY PROTECTIVE BIB & BRACES TROUSERS - CC399	152.07
DURSLEY GARDEN MACHINERY	CHAINSAW SAFETY BOOTS - TWO PAIRS - CC400	299.60
SCREWFIX	COMBINATION DOOR SAFE - CC401	44.98

AMAZON	AMAZON PRIME MEMBERSHIP - JANUARY 2022 - CC402	8.99
AMAZON	VAT GUIDE BOOK & FIRST AID BAG - CC403	45.76
SCREWFIX	SMITH & LOCK EURO CYLINDER - CC404	16.99
AMAZON	SAFETY EQUIPMENT & CLEANING PRODUCTS - CC405	198.71
UK CLEANING SUPPLIES	MOP HEADS X6 - CC406	21.49
HEARTSAFE AED	ADULT PAD-PAK - CC407	126.75
UK HEALTH SECURITY AGENCY	RADON TESTING - CC408	69.30
AMAZON	KARCHER WINDOW VAC - CC409	69.98
LAND AND RESIDENTIAL	EXTENSIVE LAND SEARCH - CC410	35.95
DVLA VEHICLE LICENSING	ANNUAL VEHICLE TAX - CV11 KFC - CC411	292.50
UK CLEANING SUPPLIES	MOP HEADS X14 - CC412	34.45
RELYON GUARDING	SECURITY SERVICES FOR DECEMBER - MPF	453.60
A H S BUILDING GROUP	LABOR & MATERIAL COSTS TO REINSTATE MAYORAL NOTICE BOARD	360.00
SOUTH GLOS COUNCIL	PAYROLL SERVICE CHARGE FOR PERIOD - OCT - DEC 2022	194.34
RBS RIALTAS	ANNUAL CHARGE FOR SOFTWARE SUPPORT	148.42
LIGHTMEDIA DISPLAYS LTD	30% DEPOSIT FOR LARGE SCREEN HIRE - MAY 2023	2,661.50
THORN CHRISTMAS LIGHTS	TTC SMALL GRANT AWARD	1,000.00
THORN VOLUNTEER CENTRE	TTC SMALL GRANT AWARD	445.00
FRIENDS OF MANORBROOK SCHOOLK	TTC SMALL GRANT AWARD	1,000.00
THORN & DISTRICT ROYAL BRITISH LEGION	TTC SMALL GRANT AWARD	316.80
SIGHT SUPPORT WEST OF ENGLAND	TTC SMALL GRANT AWARD	393.50
THE WILLOW TREE CENTRE	TTC SMALL GRANT AWARD	450.00
ARMSTRONG ARTS GROUP	TTC SMALL GRANT AWARD	787.00
2ND THORNBURY RAINBOWS	TTC SMALL GRANT AWARD	250.00
THORN DUKE OF EDINBURGH OPEN AWARD C	TTC SMALL GRANT AWARD	634.00
THE INSPIRE ARTS TRUST	TTC SMALL GRANT AWARD	600.00
THORNBURY MUSEUM	PARTIAL REVENUE GRANT (21/22) - REF RENT	3,450.00
UK MARQUEE HIRE LTD	50% DEPOSIT FOR MARQUEE HIRE - MAY 2023	1,830.00
THORNBURY IN BLOOM	TTC SMALL GRANT AWARD	1,000.00
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	29.32

<b>CREDIT: HAWKINS OF THORNBURY</b>	<b>PARTIAL CREDIT OBTAINED FROM REFUND OF OIL RADIATORS</b>	<b>-29.32</b>
THORNBURY COMM COMPOSTING	TTC SMALL GRANT AWARD	787.00
	<b>Total Expenditure:</b>	<b>57,212.91</b>

<b>ACCOUNTS NOW DUE FOR PAYMENT - 14TH FEBRUARY 2023</b>		
FALON NAMEPLATES LTD	BRONZE PLAQUE	63.40
ALEXANDRA	STAFF WORKWEAR	44.92
BOWCOM	BOWGRASS SUPREME PLUS 10L	594.00
TTC MEMBER OF STAFF	STAFF EXPENSES	6.30
TTC MEMBER OF STAFF	STAFF EXPENSES	28.60
BIFFA WASTE SERVICE	WASTE DISPOSAL - TOWN HALL	142.13
BIFFA WASTE SERVICE	WASTE DISPOSAL - MPF	592.92
BIFFA WASTE SERVICE	WASTE DISPOSAL - CEMETERY	109.49
BIFFA WASTE SERVICE	WASTE DISPOSAL - BAKERY ANNEX	131.86
PROLUDIC	SWING SEAT WITH PROLUDIC LOGO	76.16
WESSEX ECOLOGICAL CONSULTANCY	ECOLOGISTS FEES - X7 SITES	3,282.00
GAP SUPPLIES LTD	PRESSED GREY SLABS (CEMETERY)	680.64
ABBAY LOOS LTD	RENTAL OF PORTO LOOS - CHANTRY FIELD	252.00
ALEXANDRA	STAFF WORKWEAR	74.64
SOUTH GLOS COUNCIL	BIN COLLECTION/GRASS CUTTING/PERENNIAL PLANTING/MEADOW	6,190.35
HORDERS THORNBURY PRESS	ORDER BOOK	62.00
THORNBURY MOTORS	FUEL EXPENDITURE FOR JANUARY 23	176.78
ECOTRICITY	GAS SUPPLY - TOWN HALL	554.28
ECOTRICITY	GAS SUPPLY - PAVILION	63.13
WATER2BUSINESS	WATER SUPPLY - CEMETERY	102.52
ALEXANDER	STAFF WORKWEAR	28.13
EASTON BEVINS	CONDITION SURVEY - THE BAKERY ANNEX	720.00
MOLE COUNTRY STORES	CHAINSAW GLOVES	128.45
T H WHITE GROUP	LOLER TEST AND INSPECTION (TRACTOR)	170.10
HAGS-SMP LTD	SPARES FOR PLAY EQUIPMENT	90.00

RELYON GUARDING & SECURITY SERVICES LTD	MPF BARRIER SECURITY SERVICE - JANUARY	469.80
JCW WINDOW CLEANING	QUARTERLY WINDOW CLEANING - TOWN HALL	55.00
ABBEY LOOS LTD	RENTAL OF PORTABLE TOILETS - CHANTRY	315.00
	<b>Total Expenditure:</b>	<b>15,204.60</b>

- **To receive the bank reconciliations from Cllr Parkinson**

Cllr Parkinson reported that the bank reconciliation reports to the end of January 2023 was found to be in order. Cllr Parkinson reported to be particularly impressed at the efficiency of debt control. The Clerk noted that this was due to the diligence of the Financial Administrator, who was thorough and timely in chasing up payments. The meeting wished for its thanks to be passed to the Financial Administrator for her excellent work.

- **Financial Monitoring – M10 2022/23 Income and Expenditure and budget report**

The Clerk presented the report, noting that the year-end forecast at month 10 was reassuringly close to the position reported at month 7.

- **To receive a report from the Town Clerk/RFO on review of insurance cover for 2023/24**

The Clerk had reviewed insurance cover and it was adequate except for fidelity guarantee insurance, which was capped at £1 million, whereas the cash at hand in the bank now exceeded this figure. The Clerk was seeking to increase the level of fidelity guarantee cover accordingly.

#### **F&GP2223.61. TO APPROVE THE BANK MANDATE FOR THE CCLA PUBLIC SECTOR INVESTMENT FUND**

The Clerk noted that this was listed in error and would be on the agenda for the Full Council meeting on 14.03.23.

#### **F&GP2223.62. TO CONSIDER PROPOSAL FROM CLLR MURRAY TO FUND PROMOTIONAL MATERIAL FOR 'FIVER FEST'**

It was **RESOLVED** to fund promotional material for 'Fiver Fest', by using £44 from general reserves to supplement the remaining Chairman's allowance allocation already agreed.

#### **F&GP2223.63. TO CONSIDER ADOPTION OF THE REVISED DRAFT GRANT AWARDING POLICY AND PROCEDURE**

It was **RESOLVED** to adopt from April 2021 the revised Grant Awarding Policy.

It was **RESOLVED** to adopt the transition arrangements for 2023/24 outlined in the Officer Briefing.

It was **RESOLVED** that the Clerk should draft guidance on how SLA funding should be sought by eligible organisations (including timescales to ensure that funding implications can be reflected in the annual budgeting cycle).

It was **RESOLVED** that the Council convenes a Grant Awarding Working Group to review grant applications and make recommendations to Full Council.

**F&GP2223.64. TO CONSIDER BUDGET CODING AMENDMENT AS PER OFFICER BRIEFING**

It was **RESOLVED** that the Citizens Advice Service budget line is moved from 110 'Central Services' cost centre to 180 'Grants', and that 180 'Grants' is renamed 'Grants and SLAs'.

**F&GP2223.65. TO RECEIVE THE OFFICER'S REPORT ON FEES AND CHARGING AND CONSIDER RECOMMENDATIONS**

It was **RESOLVED** to adopt the proposed new fees and charges for sports bookings from the 1 April 2023.

Going forwards it was agreed that all fees and charges would be reviewed annually in October.

It was **RESOLVED** further to invite bids in excess of £1100 for the opportunity to provide an ice cream van on the Mundy Playing Fields with the Town Clerk delegated to award the licence.

**F&GP2223.66. TO APPROVE THE PURCHASE OF THE FOLLOWING SOFTWARE**

- **Epitaph Edge Cemetery Software**
- **Pear Mapping Software**
- **Rialtas Omega Purchase Order Module**

It was **RESOLVED** to purchase the Epitaph Edge Cemetery and Pear Mapping Software, for improvements to Council's cemetery provision.

It was **RESOLVED** to purchase the Rialtas Omega Purchase Order Module, to be used alongside our existing Rialtas finance package.

**F&GP2223.67. TO CONSIDER OFFICER BRIEFING ON THE CONDITION OF THE BAKERY ANNEXE BUILDING**

- **To consider the updated condition survey**
- **To approve asbestos removal works as per quote**
- **To agree any further actions in relation to the condition survey**

The updated condition survey was considered. It was **RESOLVED** to delegate to the Clerk the responsibility of choosing a suitable provider to remove the asbestos, and commission this work as soon as possible. No further actions were to be taken at present.

**F&GP2223.68. THE THORNBURY PUMP**

- **To consider a request from the Thornbury Christmas Lights Association to decorate the Thornbury Pump**
- **To receive report from the Clerk on condition and refurbishment options**

It was **RESOLVED** that in principle, it was acceptable for the Thornbury Christmas Lights Association to decorate the Thornbury Pump, but authority to agree individual requests was delegated to the Clerk, so that she can assess viability of each proposal.

Quotes for condition and refurbishment would be brought to a later meeting, when quotes had been received.

**F&GP2223.69. IT SUPPORT PROCUREMENT**

- To receive report from the Clerk on arrangements
- To agree procedure for contractor selection

The Clerk's report outlining the tender process for IT provider was received. It was **RESOLVED** to delegate the Clerk to award the contract to the successful bidder.

**F&GP2223.70. DATE OF THE NEXT MEETING: 11 April 2023**