

MINUTES of the meeting of the Finance and Policy Committee
held on Thursday 24 November 2022, at the Town Hall

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 (arrived late)

Kath MacConnachie (Town Clerk)

Absent: Cllr Paul Le Riche
Cllr Guy Rawlinson
Cllr Angela Symonds
Cllr Matt Stringer

F&GP2223.45. APOLOGIES FOR ABSENCE

Apologies were noted from Cllrs Rawlinson, Stringer and Symonds.

F&GP2223.46. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

None were declared.

F&GP2223.47. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were no members of the public present.

F&GP2223.48. TO APPROVE THE MINUTES OF THE FINANCE AND POLICY MEETING OF 29 SEPTEMBER 2022

It was **RESOLVED** that the minutes of 29 September 2022 were an accurate record.

F&GP2223.49. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS

- **To approve the Accounts for Payment**

It was **RESOLVED** to pay the Accounts for Payment as follows:

ACCOUNTS PAID OUT OF MEETING (30TH SEPTEMBER - 23RD NOVEMBER 2022)		
UNITY TRUST BANK	SEPTEMBER BANK CHARGES - WAGES ACCOUNT	26.66
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - TOWN HALL (OCT DD)	1,148.00

SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - TOWN HALL (NOV DD)	1,148.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - CEMETERY (OCT DD)	334.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - CEMETERY (NOV DD)	334.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - PAVILION (DD)	143.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - (OCT) BAKERY ANNEX (BACS)	111.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - (NOV) BAKERY ANNEX (BACS)	111.00
LLOYDS BANK	MONTHLY CREDIT CARD PAYMENT (DD)	1,859.39
THORNBURY TOWN COUNCIL	PAYROLL (SEPT)	30,917.20
THORNBURY TOWN COUNCIL	PAYROLL (OCT)	31,964.48
EQUALS MONEY PLC	TOP UP FUND FOR PRE-PAYMENT CARDS (REF PETTY CASH)	500.00
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (OCT) (DD)	1,248.88
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (OCT) (DD)	56.25
OCTOPUS ENERGY	ELECTRICITY - MPF (OCT) (DD)	398.99
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (OCT) (DD)	90.03
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (NOV) (DD)	1,089.92
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (NOV) (DD)	51.91
OCTOPUS ENERGY	ELECTRICITY - MPF (NOV) (DD)	312.41
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (NOV) (DD)	92.01
O2 PHONE COMPANY	MOBILE PHONE USAGE CHARGE (DD)	20.98
O2 PHONE COMPANY	MOBILE PHONE CONTRACT CHARGE (DD)	16.75
PKF LITTLEJOHN LLP	AUDIT - ANNUAL GOVERNANCE & ACCOUNTABILITY - YR 2021/22	2,400.00
ANDERSONS WASTE MANAGEMENT LTD	CLEAR SEPTIC TANK - 05/08/22	155.00
ANDERSONS WASTE MANAGEMENT LTD	CLEAR SEPTIC TANK - 19/08/22	155.00
WATER2BUSINESS	WATER & SEWAGE - CEMETERY	132.24
HELYN GULLEY	SIGN WRITING	300.00
THORNBURY MOTORS	FUEL	287.01
ACORN RECRUITMENT	TEMPORARY STAFF - CEMETERY	140.32
AVON DISPLAYS	A3 SIGNAGE	60.00

BTE SERVICES T/A SOUTHWEST HYGIENE	BABY CHANGING UNIT / INSTALLATION	306.00
DIRECT IT SERVICES	TABLET & LAPTOP WITH DOCK	1,701.78
M&M GLASS CO Ltd	SUPPLY AND FIT REPLACEMENT FIRE GLASS	201.60
DANDO UTILITIES LTD	UTILITY SURVEY AT OAKLEAZE GREEN	594.00
ACORN RECRUITMENT	TEMPORARY STAFF - CEMETERY	177.73
ACORN RECRUITMENT	TEMPORARY STAFF - CEMETERY	168.37
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	401.26
ABBAY LOOS LTD	RENTAL OF PORTA LOOS	264.00
SOUTH GLOS COUNCIL	PAYROLL CHARGES - JULY - SEPTEMBER 2022	184.86
LEMON GAZELLE	5 YEAR STRATERGY WORKS	800.00
RELYON GUARDING & SECURITY SERVICES LTD	DAILY LOCKING OF MPF BARRIER - SEPTEMBER	502.20
PITNEY BOWES/PURCHASE POWER	MONTHLY FRANKING MACHINE CHARGES (OCT)	107.00
SUMMERS MEMORIAL MASONS	CEMETERY INTERNAL WORK - DISMANTLE MEMORIAL STONE	695.00
DANTEK ENVIRONMENTAL SERVICES LTD	DRAIN / CLEAN MPF SPLASH PAD UNDERGROUND TANK	3,844.80
SULLIVANS	STRIMMER BLADES AND CABLES	107.74
SULLIVANS	MACHINERY PARTS	189.12
SULLIVANS	ECHO BRUSH CUTTER	789.00
CLLR CHRIS DAVIES	EXPENSES CLAIM	65.70
CONSORTIUM	CLEANING MATERIALS	11.70
FALON NAMEPLATES	BRONZE PLAQUE	177.24
HAWKINS OF THORNBURY	BRASS PADLOCK	159.97
ALEXANDRA	STAFF WORKWEAR	21.86
PROLUDIC	TRAMPOLINE TILES	209.40
OLDOWN TREE SURGEONS	ADDITIONAL TREE WORKS	650.00
T H WHITE	VEHICLE MAINTENANCE	20.84
DIRECT IT SERVICES	IT SUPPORT (OCT)	326.40
DIRECT IT SERVICES	PHONE & BROADBAND (OCT)	179.93
T H WHITE	WORK TO ROTARY MOWER	144.00
RIO POOLS LTD	WINTERISE SPLASH PAD	138.24
THE THORNBURY DELI	CATERING FOR STAFF TRAINING DAY	42.90
WARMSEAL WINDOWS	DOORS AND METER CUPBOARD INSTALLATION - PAVILION	2,605.00
ROYAL BRITISH LEGION	DONATION MADE TOWARDS REMEMBRANCE WREATH	70.00

CLLR GUY RAWLINSON	EXPENSES CLAIM	13.50
TAYLOR MADE DRIVING LESSONS	STAFF DRIVING LESSONS (TRAINING)	280.00
TLC SOUTHERN LTD	IT SET UP EQUIPMENT FOR PAVILION BUILDING	547.58
KRUNCH SOUTHWEST UK	YOUTH SLA PAYMENT FOR QTR 2 & 3	18,500.00
INNOPULSE ENVIRONMENTAL	ASBESTOS SAMPLING - CHANTRY RD PLAY AREA	121.00
ECOTRICITY	(SEPTEMBER) MONTHLY GAS SUPPLY - TOWN HALL	85.44
ECOTRICITY	(SEPTEMBER) MONTHLY GAS SUPPLY - PAVILION	28.64
SOUTH GLOS COUNCIL	BASIC JOB ADVERTISEMENT	150.00
SOUTH GLOS COUNCIL	SERVICE CHARGES FOR GRASS CUTTING/DOG BINS/FLORAL DISPLAYS	6,190.35
RAYS GARDEN SERVICES	CLEARING IVY & SCARIFYING AT ST MARYS CHURCH	300.00
ECOTRICITY	(OCTOBER) GAS SUPPLY - TOWN HALL	270.97
ECOTRICITY	(OCTOBER) GAS SUPPLY - PAVILION	62.88
DODINGTON PARISH COUNCIL	RoSPA ROUTINE PLAYGROUND INSPECTION STAFF TRAINING COURSE	455.84
CONSORTIUM	WHITE COPIER PAPER	22.20
SUMMERS MEMORIAL MASONS	WORK ON MEMORIAL STONE	150.00
INITIAL WASHROOMS HYGIENE	SERVICE CHARGE FOR SANITARY UNITS - OCT 22 - MARCH 23	58.24
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	120.92
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	130.58
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	100.32
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	387.16
SCREWFIX	SAFETY BOOTS & WELLIES - CC309	147.97
FURNITURE INSTORE	SOFAS FOR WARM ROOM - CC310	549.99
EMORSGATE SEEDS	RHINANTHUS MINOR - CC311	116.69
SCREWFIX	SAFETY BOOTS - CC312	59.99
DUNELM ONLINE	FLOOR RUG FOR WARM ROOM - CC313	198.00
ALDI STORES	CATERING FOR STAFF TRAINING - 10.10.2022 - CC314	4.09
WIPE EASY TABLECLOTHS	OILCLOTH TABLECLOTH - CC315	98.94
AMAZON	PROTECTIVE CLOTHING / SISSORS / SMALL SAFE / STATIONERY - CC316	98.10
AMAZON	TELESCOPIC EDGING SHEARS - CC317	28.00

IKEA BRISTOL	CURTAINS AND CUSHIONS FOR WARM ROOM - CC318	227.00
AMAZON	PEDAL BINS AND LINERS - WARM ROOM & TEA ROOM - CC319	65.96
CONSERVATION CAREERS.COM	JOB ADVERTISEMENT - CC320	180.00
FILMBANKMEDIA	PUBLIC VIDEO SCREENING LICENCE - WARM ROOM - CC321	143.00
AMAZON	CLEANING MATERIALS - CC322	30.00
AMAZON	SCART CABLE - WARM ROOM - CC323	5.99
SCREWFIX	FIXED LOUVRE VENTS - CC324	9.38
AMAZON	ENCYCLOPEDIA OF PLANTS AND FLOWERS - CC325	9.99
AMAZON	TABLET CASE AND SCREEN PROTECTOR - CC326	28.68
AMAZON	WINDOW DISPLAYS - CC327	28.65
ETSY	PLANTABLE CHRISTMAS CARDS - CC328	37.20
CPO	LARGE BANNER TO PROMOTE WARM ROOM - CC329	35.48
AMAZON	DESKTOP AIR PURIFIER FOR WARM ROOM - CC330	39.99
AMAZON	5 PCS TOOL KIT - CC331	12.99
AMAZON	ANTIBACTERIAL HAND SOAP - CC332	33.98
AMAZON	OFFICE/ STATIONERY EQUIPMENT FOR MPF OFFICE - CC333	102.89
B S STAINLESS LTD	STEEL BANDING - CC334	80.40
PORTALPLANQUEST LIMITED	PLANNING APPLICATION SERVICE (MPF FLAT) - CC335	263.20
AMAZON	SAFETY EARMUFFS - CC336	28.48
AMAZON PRIME	MONTHLY SUBSCRIPTION FEE - CC337	8.99
FURNITURE INSTORE	ADDITIONAL CHARGE FOR PUTTING SOFAS IN WARM ROOM - CC338	25.00
AMAZON	WIRELESS MOUSE - CC339	9.99
AMAZON	LEATHER & DISPOSABLE WORK GLOVES - CC340	62.23
AMAZON	UKRAINE FLAG REPLACEMENT - CC341	8.99
AMAZON	STATIONERY & CLEANING PRODUCT - CC342	90.37
AMAZON	MONITOR STAND AND FOOT STOOL - CC343	43.98
AMAZON	FOOT STOOL - CC344	27.73
AMAZON	CORK BOARDS/WALL HANGING TRAYS/NOTICE BOARD - CC345	231.33
AMAZON	WINDOW STICKERS - CC346	17.98

APPLIANCES DIRECT LTD	DEHUMIDIFIER - CC347	145.97
AMAZON	UTLILTY HOOKS / STORAGE BOX ORGANISER - CC348	36.33
SCREWFIX	MAINTENANCE MATERIALS - CC349	60.03
AMAZON	PAPER HAND TOWELS - CC350	62.00
AMAZON	POWER SUPPLY ADAPTOR - CC351	9.99
AMAZON	X2 POWER SUPPLY ADAPTORS - CC352	19.98
HORDERS THORNBURY PRESS	X3 2023 WALL PLANNERS - CC353	14.97
MARK HARROD	REPLACEMENT GOAL POST WHEEL - CC354	45.62
	Total Expenditure:	123,024.20
<u>THORNBURY TOWN COUNCIL</u>		
ACCOUNTS NOW DUE FOR PAYMENT - 24TH NOVEMBER 2022		
<u>CENTRAL SERVICES (110)</u>		
MATRIX BES LTD	ANNUAL BOILER SERVICE - TOWN HALL (INVOICE SPLIT WITH 130 & 160)	156.00
T H WHITE GROUP	STAFF TRAINING ON COMPANY TRACTOR	120.00
DIRECT IT SERVICES	PHONE LINE & BROADBAND (INVOICE SPLIT WITH 130)	125.93
DIRECT IT SERVICES	IT SUPPORT	432.42
HORDERS THORNBURY PRESS	A4 COPIER PAPER	139.00
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	275.03
SMITH OF DERBY	TOWN CLOCK SERVICE	222.00
SIGNED SEALED DELIVERED	COLLECTION OF ARCHIVED PAPERS FROM HERITAGE HUB	60.00
PITNEY BOWES	MONTHLY FRANKING MACHINE CHARGES (NOV)	107.00
MATRIX OFFICE SUPPLIES	BOOKCASE	378.00
DIRECT OF SERVICES	HP NOTEBOOK	846.00
EASTON BEVINS	PLANNED MANTENANCE WORKS - TTC OWNED BUILDINGS	240.00
LEMON GAZELLE	OCT/NOV PHASE - DEVELOPING THE 5-YEAR STRATEGY ETC	1,000.00
	Total Expenditure:	4,101.38
<u>OPEN SPACES(130)</u>		
MATRIX BES LTD	ANNUAL BOILER SERVICE - PAVILION & FLAT (INVOICE SPLIT WITH 160 & 110)	252.00

FALON NAMEPLATES LTD	BRONZE PLAQUE	125.76
FALON NAMEPLATES LTD	BRONZE PLAQUE	101.40
WICKSTEED LEISURE LTD	MAINTENANCE MATERIALS	129.72
PROLUDIC	MAINTENANCE MATERIALS	333.68
AVON DISPLAYS	SIGNAGE FOR CEMETERY SITE	72.00
CONSORTIUM	MOP HANDLES	25.16
ETB AUTOCENTRES	VEHICLE TYRES	420.00
ABBAY LOOS LTD	PORTA LOOS RENTAL - CHANTRY	252.00
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	107.57
DIRECT IT SERVICES	PHONE LINE - PAVILION (INVOICE SPLIT WITH 110)	54.00
THORNBURY MOTORS	5 LTRS OIL	60.90
THORNBURY MOTORS	FUEL EXPENDITURE	161.53
SPORTS & PLAY	NET SUPPORT BAR FOR GOAL	139.20
RELYON GUARDING	MPF BARRIER LOCKING - OCTOBER	502.20
CHELTENHAM SURFACING	FINAL INVOICE FOR SURFACING WORKS - MPF & CEMETERY	29,242.20
SULLIVANS	STRIMMER PARTS	79.32
FALON NAMEPLATES LTD	BRONZE PLAQUE	59.28
T H WHITE GROUP	WHEEL & TYRE ASSY FOR COUNCIL VEHICLE	404.40
T H WHITE GROUP	WHEEL & TYRE ASSY FOR COUNCIL VEHICLE	188.40
T H WHITE GROUP	SPARE TYRE FOR COUNCIL VEHICLE	285.60
CGS STORES	METAL SOAP DISPENSERS X6	349.24
	Total Expenditure:	33,345.56
<u>Land & Property (160)</u>		
MATRIX BES LTD	ANNUAL BOILER SERVICE - 67A HIGH STREET (INVOICE SPLIT WITH 130 & 110)	96.00
	Total Expenditure:	96.00
<u>Grants & Contingencies (180)</u>		
THE SWAN THORNBURY	DRINKS BILL FROM UKRAINE AFTERNOON TEA EVENT - 10.08.2022	64.50
MICHAELS CIVIC OUTFITTERS	MAYORAL ROBES & BICORN	2534.40
	Total Expenditure:	2598.90
<u>PRIVATE MEMORIAL REPAIRS (200)</u>		
TTC CUSTOMER	REFUND OF MEMORIAL REPAIR DEPOSIT	288.00

	Total Expenditure:	288.00
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- **To receive the bank reconciliation report from Cllr Parkinson**

This item was deferred until the next meeting, as Cllr Parkinson had not reviewed the report this month.

F&GP2223.50. TO CONSIDER ADOPTION OF THE FOLLOWING DRAFT POLICIES:

- **Staff Probation Policy**

It was **RESOLVED** to adopt the policy, subject to minor amendments agreed.

- **Memorial Tree and Bench Policy**

It was **RESOLVED** to adopt the policy.

- **Bike policy**

It was **RESOLVED** to adopt the policy

- **Petty Cash Policy (updated)**

It was **RESOLVED** to adopt the policy

- **GDPR Policy and associated statements**

It was **RESOLVED** to adopt the policy, subject to amendments.

(Cllr Maggie Tyrrell arrived at the meeting)

F&GP2223.51. BUDGET MONITORING (M7 2022/23 UPDATE)

An update was noted, there were no queries.

F&GP2223.52. DRAFT BUDGET 2023/24

The Town Clerk introduced and explained that there was a significantly different format this year. Councillors were invited to meet with the Clerk to go through it individually, or they could email questions. The subject would be returned to the Full Council meeting agenda in December.

F&GP2223.53. TO REVIEW COMMUNITY INFRASTRUCTURE LEVY PROGRAMME

The CIL programme had been circulated and was noted. The contents had been reflected in the draft 2023/24 budget.

F&GP2223.54. DATE OF THE NEXT MEETING

To be confirmed.