

REPORT of the meeting of the Finance and Policy Committee
held on Thursday 5 July 2018

Present: Cllr Angela Symonds (Chairman)
Cllr Benj Emmerson
Cllr Helen Harrison
Cllr Clive Parkinson
Cllr Guy Rawlinson
Cllr Matthew Stringer

Louise Powell (Town Clerk)
Wendy Sydenham (Administrator)

1. **TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Cllr Bob Griffin (out of Thornbury)
Cllr Shirley Holloway (out of Thornbury)
Cllr Maggie Tyrrell (out of Thornbury)

2. **TO RECEIVE ANY MEMBER'S DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**

There were no members of the public present.

4. **TO RECEIVE AN UPDATE ON AND CONSIDER MATTERS ARISING FROM THE FINANCE & POLICY COMMITTEE MEETING OF 31 MAY 2018 NOT COVERED ELSEWHERE ON THE AGENDA**

The report of the Finance and Policy Committee meeting of 31 May 2018 had been circulated and was noted.

(Cllr Helen Harrison arrived at the meeting.)

The Clerk reported on the recent meeting with First Bus and South Gloucestershire Council to discuss the complaints received following the introduction of the new T1/T2 service. Both First Bus and South Gloucestershire Council had apologised at the meeting for the inadequate way that the new service had been introduced, including the lack of notice, errors in the placement of information regarding bus stops no longer being included on the route and a general lack of clarity on the timetable. At the meeting it had been agreed that First Bus would provide a response to each complaint received, some minor changes would be made to the timetable and that one extra stop would be added onto the route on Morton Way. It was also agreed that they would hold an "information day" in St Marys Centre at which members of the public could ask questions or provide comments regarding the service. A meeting would also be arranged shortly with Stagecoach who were planning to make some changes to services in the area, and they may also join in with the "information day".

The Clerk confirmed that the Town Clock has been removed and we were awaiting a revised quote for the necessary works to it.

5. TO RECEIVE A REPORT ON POLICING MATTERS

PCSO Sheryl Drewitt attended the meeting and provided an update to the Committee on incidents in the area. Crime statistics for Thornbury/Alveston and the surrounding area for May 2018 had been circulated and statistics for June 2018 were tabled. PCSO Drewitt reported that, in general, damage to motor vehicles had decreased. There was a lot of work being done to gather intelligence on drug issues in the town. Incidents of ASB had been more under control recently, although there was a slight increase in the number of incidents in June. However, this could be due in part to the wide definition of ASB. There are “hot spots” for ASB, and there have been crime prevention visits to these areas and residents are being encouraged to report all ASB promptly. Cllr Clive Parkinson asked whether the ASB behaviour was drug related and PCSO Drewitt confirmed that it often was, but that they were working on gathering intelligence and were getting support from local schools.

6. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:

(a) To approve the Accounts for Payment

The Accounts for Payment were tabled and discussed.

The Clerk reported that she had received a number of complaints regarding the Splash Pad. The problems were most likely due to the instructions for use not being followed and an apparent general issue with water pressure in the area. The Clerk confirmed that she would continue to look into obtaining quotes for improving the water supply to the Splash Pad.

Cllr Benj Emmerson proposed that the Accounts for Payment be approved. The proposal was seconded by Cllr Guy Rawlinson and unanimously agreed.

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

Petty Cash	Petty Cash	150.00
AED Locator	Defib Annual Monitoring Charge	378.00
Apogee	Paper Supplies	91.20
The Consortium	Paper	19.18
The Consortium	Cleaning & Stationery Supplies	173.10
EDF Energy	Energy – Town Hall	284.80
Horders (Thornbury Press)	Printed Receipt Books	117.00
MCL House	Photocopying Supplies	59.96
Pitney Bowes	Franking Supplies	107.00
Pure MSP Ltd	PC/IT Support	693.66
Sage (UK) Ltd	Sage Cover	1808.40
Tetbury Town Council	x5 Manual Handling Training	325.00
Lemon Gazelle CIC	Neighbourhood Plan	400.00
Lemon Gazelle CIC	Professional Fees	300.00
Matrix BES Ltd	Repair Lights	89.52
British Telecommunications	Phone Bill	505.20

Playing Fields & Cemetery

Almondsbury Garden Centre	Plants and Compost	856.80
Broxap Ltd	Basketball Ring	51.48
EDF Energy	Energy – Mundy Playing Fields	70.11
GAP Supplies Ltd	Bolts, Padlocks, Washers etc	38.99
Matrix (BES) Ltd	RCD Tripping at Church	204.79
Murray Hire Centre	Rotovator Hire	100.80

Rio Pool Construction Ltd	Splashpad Maintenance	188.54
Sullivans	Vehicle Maintenance	63.14
Sullivans	Vehicle Maintenance	109.27
Thornbury Motors Ltd	Vehicle Repairs	417.74
Tony's Skip Hire Ltd	Skip Hire	348.00
TCS Country Supplies	Grass Seed	71.40
HAGS	Gate Spring	144.00
British Telecommunications	Phone Bill	42.07

Grants & Contingencies

Myles Couzens (Crocus)	Tennis Club Flower Bed	88.93
Mayor's Youth Award	Category Winner – Charity Nomination	50.00

Environment

Hawkins of Thornbury	Cable Ties, Silicone	13.67
South Glos Council	Dog Waste Bins, Grass Cutting	4341.31
Thornbury Motors Ltd	Vehicle Repairs	276.50

- (b) To consider the current financial position of the Armstrong Hall Trust and the seed-corn funding required for the development project

A letter from the RFO been tabled highlighting his concerns regarding an erosion of the working capital for the Armstrong Hall. The Committee noted the letter and asked for the RFO to be thanked for bringing this to their attention. The Committee agreed that this should be on the agenda at the next Trust meeting. It was also agreed that Cllr Clive Parkinson and the Clerk should meet to discuss in more detail what costs the development project may incur throughout the rest of the financial year.

7. **TO RECEIVE AN UPDATE IN RELATION TO ACTIONS TO COMPLY WITH THE CHANGES IN DATA PROTECTION LAWS (GDPR)**

The Clerk reported that she was in the process of registering with the Information Commissioner's Office. Staff at the Town Hall were continuing to sort through the large amount of paperwork it held and arranging for shredding where necessary. A new form would be used for hirers of the Armstrong Hall to ensure compliance. New policies would be brought to the Committee for adoption in due course.

8. **TO CONSIDER OPTIONS FOR IT SOFTWARE AND LICENSES FOR THE COUNCIL**

The Clerk tabled two options for MS Windows 10 licenses for PCs in the Town Hall and Armstrong Hall - (1) purchasing new licenses or (2) purchasing reconditioned, already-licensed, PCs of a higher spec than the existing PCs. The second option was the cheaper of the two and Cllr Helen Harrison proposed that we proceed with this option. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed.

9. **TO CONSIDER OPTIONS FOR REFUSE COLLECTION FOR COUNCIL PREMISES**

The Clerk outlined the current position with refuse collection from Council premises including the lack of collection from the Town Hall and the Armstrong Hall. The Clerk tabled three quotes for a collection service to include the Town Hall, the Armstrong Hall and increased provision at the Mundy Playing Fields. The quotes were discussed in some detail

and it was proposed by Cllr Helen Harrison to accept the cheapest quote. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed. The Clerk reported that sanitary waste contracts would be coming to an end shortly and these services would be reviewed next.

10. TO CONSIDER A REPORT ON THE PLANS FOR VILNER LANE

The Clerk tabled a report outlining three options for progressing the skatepark project and talked through the options including the issues and risks associated with each one, and also outlined her recommendations. The recommendations were to pursue option 3 (REKRE8 takes the Tenancy at Will/lease and owns the container) with South Gloucestershire Council, but if this were not possible to pursue option 2 (Council signs the Tenancy at Will and REKRE8 appoints a contractor and installs the container on our behalf), with option 3 being the least preferred option (Council signs the Tenancy at Will and appoints a contractor and installs the container). Cllr Helen Harrison proposed that the Clerk's recommendations be accepted, including that if option 3 were not possible, that Council would be happy to sign the Tenancy at Will. The proposal was seconded by Cllr Guy Rawlinson and unanimously agreed. It was further agreed that the Clerk should ask Cllr Maggie Tyrrell to meet with the representative at South Gloucestershire Council to attempt to progress this matter. It was felt that if option 3 were pursued, it may be better to deal with Krunch rather than REKRE8, as this organisation was more established and has stronger support behind them. Cllr Benj Emmerson queried the VAT position if option 3 were to be pursued and the Clerk confirmed that REKRE8 were looking into this.

11. TO AGREE MEMBERS OF A SUB-COMMITTEE TO HEAR A FORMAL COMPLAINT

It was agreed that the sub-committee would comprise of Cllr Angela Symonds, Cllr Clive Parkinson and Cllr Maggie Tyrrell. The panel have the authority to hear the complaint and their decision will be final.

12. TO CONSIDER COUNCIL'S RESPONSE TO THE FOLLOWING CONSULTATIONS

- (a) Have your say on proposed changes to healthy lifestyle and wellbeing services in South Gloucestershire

The Committee remarked that there was a lack of detail in this consultation on how changes would actually be implemented. It was agreed that Councillors would respond to the consultation individually.

13. TO RECEIVE AN UPDATE ON ACTIONS REQUIRED FROM THE GENERAL RISK ASSESSMENT REPORTS AND TO APPROVE PAYMENTS TO ADDRESS THE ACTIONS

It was resolved under the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting during consideration of this item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk had circulated copies of the two Risk Assessment Safety Action Plans produced by Ellis Whittham and updated the Committee on progress that had been made against the actions. The necessary works to pathways had gone out to tender. We would need to talk to the Holy Mower volunteers to get them to sign off on a written procedure for carrying out

their work. The Clerk would be seeking quotes from surveyors to look at Miss Saise's Cottage, the Cossham Hall balcony and the churchyard wall and would bring these back to a future Committee meeting.

The Clerk tabled quotes for a replacement fuel tank for the Mundy Playing Fields and highlighted the safety benefits of proceeding with the quote for a metal tank which would be more robust than a plastic one, although it was not the cheapest quote. Cllr Helen Harrison proposed that the second cheapest quote for the metal tank be accepted. The proposal was seconded by Cllr Guy Rawlinson and unanimously agreed. The Clerk confirmed that there was no budget to cover these costs and so it would have come out of reserves. It was agreed that an allocation for costs relating to risk assessment actions would need to be included in next year's budget.

The Clerk reported that a new strimmer was needed urgently in the cemetery as the existing one was inadequate and asked for the Committee's agreement to purchase one as soon as possible. The cost would be approximately £350 plus VAT. It was proposed by Cllr Benj Emmerson that the Clerk go ahead with the purchase. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed.

14. TO RECEIVE ANY CORRESPONDENCE AND NOTICES TO BE DEALT WITH ON THE GROUNDS OF URGENCY

- (a) The Clerk reported that a complaint had been received from a local organisation that were holding an event in Tytherington and had been informed that they could not advertise the event in the High Street noticeboard because it was not taking place in Thornbury, which is Council's policy. The complaint was considered by the Committee and it was noted that we do receive a large number of requests to advertise events outside of Thornbury and there is very limited space in the noticeboard. It was proposed by Cllr Helen Harrison that the Clerk responds to the complaint outlining our policy but offering to advertise it on our website and Facebook page. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed.
- (b) The Clerk reported that the Mundy Playing Fields play area was fully installed and open to the public, and that a press release had been issued today. A photograph was being taken tomorrow at 2.00pm for use in the Gazette and all Councillors were invited to attend. One piece of equipment was still awaiting delivery within two weeks, but all preparatory work for it had been completed.
- (c) The Clerk reported that due to the significant costs involved in hiring a large screen, the Carnival Committee had confirmed that the England football match would not be screened at the Carnival.