

REPORT of the meeting of the Finance and Policy Committee
held on Thursday 13 September 2018

Present: Cllr Helen Harrison (Acting Chairman)
Cllr Benj Emmerson
Cllr Bob Griffin
Cllr Clive Parkinson
Cllr Guy Rawlinson
Cllr Matthew Stringer
Cllr Maggie Tyrrell

Louise Powell (Town Clerk)
Wendy Sydenham (Administrator)

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

Cllr Angela Symonds (out of Thornbury)
Cllr Shirley Holloway (indisposed)

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 5 JULY 2018 NOT COVERED ELSEWHERE ON THE AGENDA**

The report of the Finance and Policy Committee meeting of 5 July 2018 had been circulated and was noted.

5. **TO RECEIVE A REPORT ON POLICING MATTERS**

Apologies had been received from the Police but they had provided an update to the Clerk and crime statistics had been circulated for July 2018. The Clerk reported that a number of actions had been taken by the Police to address anti-social behaviour in the town, including banning letters, S59 warnings for moped offences and the issue of anti-social behaviour contracts to a number of individuals. The Clerk agreed to provide an update on the Tall Ships project for the next meeting.

6. **TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:**

(a) **To approve the Accounts for Payment**

The Accounts for Payment were tabled and the Cllr Benj Emmerson proposed that they be approved for payment. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed.

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

EDF Energy	Electricity	286.98
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Playing Fields & Cemetery

Sullivans	DR Mower Parts	134.96
Sullivans	Clutch Cable	26.70
Brass Founders Ltd	Brass Plaque	126.41
Berkeley Fabrication & Welding	Skate Ramp Repairs	120.00
Thornbury Surfacing Ltd	Football Pitch Footpath Retention	1819.26
EDF Energy	Electricity	70.80

Grants & Contingencies

Krunch South West	Revenue Grant (excluding rent)	2500.00
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(b) To consider the current process of payments and approvals

The Clerk tabled a report on our current banking and payment arrangements, including the problems that are being experienced and a summary of how other local Councils manage their banking and payments. The Clerk recommended that Council adopts the following process:-

- (i) Two members of staff check all invoices and sign as correct
- (ii) At a meeting two Councillors sign the invoices as authorised to pay
- (iii) Two members of staff sit together and pay invoices on line the next day
- (iv) A list of payments made on line is printed off and signed by two members of staff

The options were discussed and it was proposed by Cllr Guy Rawlinson that Council adopts the process recommended by the Clerk and that in addition, a monthly summary of wages paid should be produced and signed off by two Councillors in the same way that invoices are signed off. The proposal was seconded by Cllr Bob Griffin and unanimously agreed. The Clerk confirmed that the Financial Regulations would need to be amended to reflect this change.

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

The Clerk reported that work was continuing to ensure that Council is compliant with the new regulations. Consent sections had been added to all forms for hiring rooms at the Armstrong Hall. Staff were continuing to sort through paper records and would be sending a substantial amount of paperwork for shredding. It was noted that it may be necessary to insert a section at the end of all Council emails.

8. TO CONSIDER THE COUNCIL'S SCHEME FOR PROVISION OF PUBLIC TOILETS

The Clerk tabled a paper summarising the current toilet scheme. It had been agreed that this should be reviewed following a request from another business to join the scheme. The scheme was discussed in detail and it was agreed that there were currently enough businesses involved to ensure adequate coverage. It was also agreed that a "relaunch" of the scheme

would be beneficial to ensure that local residents and visitors to the town were aware of the scheme and that it was properly advertised, both on the actual businesses involved and also on the internet, e.g. “find a toilet” apps. It was agreed that this should be referred to the Environment Committee to take the matter forward.

9. TO CONSIDER THE CRITERIA FOR ANY FUTURE CIL PAYMENTS

The Clerk tabled a paper on CIL payments including recommendation on how Council may approach spending future payments. The paper was discussed and it was agreed that Committee members would take away the paper to consider the issues, and that it would be discussed further at the next Finance and Policy Committee meeting. At the next meeting the intention would be to formulate a policy for spending future CIL payments and the other Committees would be tasked with deciding on priorities in their area.

10. TO CONSIDER THE COUNCIL’S RESPONSE TO SOUTH GLOUCESTERSHIRE COUNCIL’S CONSULTATION ON UPDATING ITS EQUALITIES PLAN FOR 2019-2022

The consultation was noted. No response was required by the Clerk, but Councillors could respond individually if they wished.

11. TO CONSIDER THE DISPOSAL OF THE OLD PCS USED FROM THE COUNCIL OFFICE

The Clerk reported that following an upgrade of PCs in the Town Hall offices, there were several old PCs that would need to be disposed of. It was noted that the PCs would need to have their hard drives wiped and it was agreed that the Clerk would obtain a quote for this. It was also agreed that the Clerk should provide details of the specifications to Volunteer Link who could offer them to local charities on a first come, first served basis.

12. *To resolve under the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting during consideration of the remaining items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

This was proposed and unanimously agreed.

13. TO CONSIDER THE DRAFT TENDER AND POTENTIAL COMMISSION FOR YOUTH SERVICES IN THORNBURY

A draft tender had been circulated and was discussed. It was agreed that with amendments to paragraphs two and three (change to “it is anticipated that”), the Committee was happy with the tender document. It was also agreed that a draft communication would be considered at the next Finance and Policy Committee meeting in order to ensure that Thornbury residents are kept informed of the Council's approach to youth services in the area. The Clerk pointed out there was currently no funding in the budget and that this would need to be agreed at budget setting.

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

The Clerk updated the Committee on actions completed from the General Risk Assessment Reports and requested authorisation to purchase essential COSSH cabinets for storing hazardous liquids across all Council sites at the cost of approximately £1695. The Committee authorised the Clerk to purchase these cabinets.

15. TO RECEIVE AN UPDATE ON THE FIRE RISK ASSESSMENT REPORT AND TO APPROVE ANY PAYMENTS TO ADDRESS THE ACTIONS

The Clerk talked through some of the actions identified in the recent Fire Risk Assessment Report and reported that quotes were being obtained for fire-proof boarding works at both the Armstrong Hall and the Pavilion.

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

- (a) Cllr Matt Stringer requested that authorisation for Remembrance Sunday refreshments be discussed at the next full Council meeting.
- (b) Cllr Clive Parkinson reported that Football Club flood lights had been successfully switched on. Cllr Parkinson asked for the Committee's thanks to the Clerk and Mr Paul Le Riche to be noted, for their efforts in ensuring that the works had been successful.