

REPORT of the meeting of the Finance and Policy Committee
held on Thursday 31 May 2018

Present: Cllr Angela Symonds (Chairman)
Cllr Benj Emmerson
Cllr Bob Griffin
Cllr Shirley Holloway
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 Helen Harrison (another commitment)

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

Cllr Matthew Stringer – Item 6 – member of Thornbury Tennis Club

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

There were no members of the public present.

4. **TO ELECT A VICE CHAIRMAN OF THE FINANCE AND POLICY COMMITTEE**

Cllr Benj Emmerson proposed that Cllr Shirley Holloway be elected Vice Chairman of the Finance and Policy Committee. This was seconded by Cllr Guy Rawlinson. There being no further nominations, it was unanimously agreed that Cllr Shirley Holloway be duly elected.

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

There was no formal report from the police and no representatives present, but the Clerk had circulated crime statistics for Thornbury/Alveston and the surrounding area for April 2018. It was agreed that the Clerk should write to the police to acknowledge the positive impact that Sergeant Stuart Cumine has had on policing in the local area. The Clerk also reported that there had been some vandalism at the Skatepark.

6. **TO RECEIVE AN UPDATE ON AND CONSIDER MATTERS ARISING FROM THE FINANCE AND POLICY MEETINGS OF 12 APRIL 2018, 2 MAY 2018, 21 MAY 2018 AND 25 MAY 2018**

The reports from the meetings of 12 April 2018, 2 May 2018 and 21 May 2018 had been circulated and were noted. The report from the meeting of 25 May 2018 was tabled and noted.

The Clerk updated the Committee on progress made by Thornbury Town Football Club on facilities to enable them to be promoted. The Football Club had received the letter confirming they would be promoted although there were issues around which league they would move

into. It had been confirmed that the electricity supply would need to be diverted around the new stand.

The issue of the electricity supply and the potential future financial implications were discussed in detail. Various options to ensure fairness to Thornbury Town Football Club, Thornbury Tennis Club and the Town Council were carefully considered. It was agreed that the Football Club should proceed with the necessary works to obtain an electrical supply and that in the future, if the current capacity did not meet the needs of the Tennis Club, the three parties (Tennis Club, Football Club and Town Council) would meet to discuss a fair and equitable financial solution. It was further agreed that the Clerk should write to the Tennis Club and the Football Club outlining this decision.

The Clerk updated the Committee on the Town Clock. It will be removed tomorrow for cleaning and for the contractor to examine what electrical works would be necessary.

7. TO PASS A RESOLUTION TO CONFIRM ALL THORNBURY TOWN COUNCIL STAFF ARE ELIGIBLE TO JOIN THE LOCAL GOVERNMENT PENSION SCHEME

The Clerk reported that Avon Pension Fund had contacted us to requesting a copy of the Council resolution to confirm that all Thornbury Town Council staff are eligible to join the scheme. Cllr Benj Emmerson proposed that as from 31 May 2018 all current and future employees are designated as eligible to become members of the Local Government Pension Scheme. The proposal was seconded by Cllr Bob Griffin and unanimously agreed.

8. TO NOTE THE ALLOCATION OF THE COMMUNITY INFRASTRUCTURE LEVY LOCAL CONTRIBUTION FOR 2017/2018

The Clerk reported that she had confirmation that the Council would receive £33,730.68 from the Post Farm developers as a CIL contribution. It was proposed by Cllr Clive Parkinson that this was noted, that the contribution be placed into a CIL reserve fund and that at a future meeting the Committee would need to consider how to allocate the funds. The proposal was seconded by Cllr Guy Rawlinson and unanimously agreed.

9. 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 the Splash Pad software was now working well but that there remained problems with the water pressure. It was agreed that the Clerk should contact the water board to report the water pressure problems and also to progress 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 Matthew Stringer and unanimously agreed.

ACCOUNTS PAID OUT OF MEETING

South Gloucestershire Council	Rates (May) - Town Hall	1260.00
South Gloucestershire Council	Rates (May) - Cemetery	322.00
British Telecom	Telephone & Broadband Bill	503.72

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

Avon Local Councils Association	Basic Clerks Course	50.00
SUEZ	Waste Disposal	271.73
TV Licensing	TV License	150.50
MCL House	Photocopier Copies	162.73
James Tarpey	Neighbourhood Plan	57.46
James Tarpey	Website Development	750.00
Pitney Bowes	Franking Machine Top Up	107.00
The Consortium	Cleaning Materials	75.07
Ellis Whittam	Occupational Health Assessment	630.00
MCL House	Photocopier Copies	27.32

Playing Fields & Cemetery

EDF Energy	Electricity Bill	14.95
Veolia	Waste Disposal - Cemetery	144.82
Veolia	Waste Disposal - Pavilion	273.48
Abbey Loos	Portable Toilet Hire	100.80
Rio Pool Construction	New Control System - Splash Pad	4200.00
JPS Property Maintenance	New Boiler Installation	1626.00
Sullivans	Parts	40.00
Sullivans	Parts	99.46
Alexandra Workwear	VAT on work clothing	6.30
South Glos Council	Mundy P F Annual Premises Licence	70.00

Grants & Contingencies

BGSW CRC Ltd	Contribution To Community Payback	216.00
Mayor's Youth Award	Category Winner – Charity Nomination	50.00

Environment

Thornleigh Camphill Community	Three Seater Bench	220.00
Thorn & District Heritage Trust	Thornbury Heritage Trail	45.00
Britain In Bloom South West	Pride In Parks Award - Entry Fee	20.00

- (b) To receive an update from the clerk regarding Council's banking arrangements

The Clerk reported that we had now received a Council credit card and that the RFO was progressing the on line payment system.

10. TO CONSIDER THE COUNCIL'S POSITION IN RELATION TO THE CHANGES IN DATA PROTECTION LAW (GDPR)

- (a) To adopt new policies
(b) To agree required actions
(c) To consider extra resources

The Clerk tabled an Inventory of Data Captured, Stored and Processed by Thornbury Town Council which had been produced in line with SLCC guidance. This included a large number of actions which would need to be completed in order to comply, including some new policies that would be tabled at future Committee meeting for approval.

The Clerk highlighted the large number of staff hours that would be needed to carry out the required actions and ask the Committee for approval to pay for extra hours to be worked, most likely by existing part-time staff. Cllr Bob Griffin proposed that this be approved. The proposal was seconded by Cllr Shirley Holloway and unanimously agreed. It was felt likely that the funding needed for this would be covered by the existing staffing budget.

Cllr Guy Rawlinson asked that the actions on the Inventory related to “Staff” be brought to the Staffing Committee for discussion and also that the newly appointed employment advisory consultants be asked to look at these actions.

11. TO RECEIVE AN UPDATE ON ACTIONS REQUIRED FROM THE GENERAL RISK ASSESSMENT REPORT

The Clerk provided an update on progress on actions in the General Risk Assessment Report and again highlighted the large number of staff hours that would be needed to address them. The Clerk asked the Committee for approval to pay for extra hours to be worked, most likely by existing part time staff. Cllr Bob Griffin proposed that this be approved. The proposal was seconded by Cllr Shirley Holloway and unanimously agreed. It was felt likely that the funding needed for this would be covered by the existing staffing budget.

12. TO CONSIDER OPTIONS FOR IT SUPPORT FOR THE COUNCIL

The Clerk tabled details of quotations received for IT support for the Council and informed the Committee that due to an urgent IT situation earlier in the week, the Clerk had contacted the company with the lowest quote and to ask them for help. Cllr Clive Parkinson proposed that the Committee confirm that they were happy to proceed with the company with the lowest quote and also confirm that they approved of the Clerk contacting the company in advance of the Committee meeting in order to deal with the urgent IT situation. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed. The specification for the IT contract included creating individual Town Council email addresses for Councillors. This was discussed and it was agreed that some training may be required.

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

- (a) The Clerk raised the issue of additional funding needed for Armstrong Hall professional fees and it was agreed that this item should be placed on the next Finance and Policy agenda for further discussion.
- (b) Cllr Clive Parkinson raised the issue of the new T1/T2 bus service which had replaced the 78/79 service, leading to a large number of complaints from Thornbury residents. In particular there were concerns about the route that the new services would take around Thornbury, both the lack of information on the route and the reduced number of stops. The issue was discussed in detail and it was agreed that the Clerk should set up a meeting with Roy Steele from First Bus and a representative from South Gloucestershire Council and would invite all Town Councillors. Cllr Maggie Tyrrell also stated that she would raise the issue at the next South Gloucestershire Council cabinet meeting.