

REPORT of the meeting of the Finance and Policy Committee
held on Thursday 25 October 2018

Present: Cllr Angela Symonds (Chairman)
Cllr Benj Emmerson
Cllr Shirley Holloway
Cllr Clive Parkinson
Cllr Guy Rawlinson
Cllr Matthew Stringer
Cllr Maggie Tyrrell (arrived late)

Sandra Richardson (Deputy Town Clerk)
Wendy Sydenham (Administrator)

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

Cllr Bob Griffin (another commitment)
Cllr Helen Harrison (out of Thornbury)

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

Cllr Shirley Holloway declared an interest in matters relating to Thornbury League of Friends as Chair of the organisation. Cllr Guy Rawlinson, Cllr Angela Symonds and Cllr Clive Parkinson declared an interest in matters relating to Thornbury League of Friends as Trustees of the organisation.

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

There were no members of the public present.

5. **TO RECEIVE AN UPDATE FROM DAVID JARRETT, BNSSG CCG AREA DIRECTOR – SOUTH GLOUCESTERSHIRE, ON REHABILITATION, REABLEMENT AND RECOVERY (3R'S PROGRAMME) IN SOUTH GLOUCESTERSHIRE**

David Jarrett, BNSSG CCG Area Director - South Gloucestershire, addressed the Committee to provide an update on the 3Rs Programme (Rehabilitation, Reablement and Recovery) in South Gloucestershire. In Thornbury the focus of this programme is the development of a primary healthcare centre which is at an important stage as the Primary Care Commissioning Committee have examined the Outline Business Case and agreed that this can move forward to the production of a Full Business Case. The Outline Business Case looked at existing facilities in Thornbury, the increasing population, the quality of estates and how these could be configured to provide modern health services. The preferred option was a new building that would integrate the three existing GP practices, a pharmacy, out patient facilities, mental health and community services. A bid has been made to the Department of Health to support the development and a decision is expected in November. Copies of the Outline Business Case were tabled.

(Councillor Maggie Tyrrell arrived at the meeting.)

Councillors asked for clarification on a number of issues and Mr Jarrett was able to confirm the following:-

- All three existing GP practices were working with the CCG on the development of this new healthcare centre, but the practices would not be merging.
- There were four possible locations - the existing healthcare centre in Eastland Road, the Thornbury Hospital site, Vilner Lane and the Grammar School. It was likely that a preferred location would be identified fairly early on the process, provisionally within six months, as it would inform the Full Business Case.
- The CCG would liaise with existing pharmacies in the town, but it was felt important to have an on-site pharmacy in the new centre to increase ease of access.
- Community services provided would include physiotherapy, occupational therapy, speech and language services and a base for community nursing.
- Mental health services would not include an in-patient service or in-patient dementia care service.
- None of the existing three GP practices currently had their patient numbers capped.
- The £12 million bid to the Department of Health would be likely to cover the costs of building the new centre, although not any purchase of land.
- There would not be a Minor Injuries Unit in the new centre.
- X-ray services were not currently included in the plans, but could not be discounted as plans developed.
- If the Department of Health bid was unsuccessful, the process would continue and other funding routes would be explored e.g. PFI, other community/local investment, local authority investment, etc.

Mr Jarrett confirmed that he would keep the Committee informed of the outcome of the bidding process and would investigate how the decision would be publicised.

4. TO RECEIVE AN UPDATE ON AND CONSIDER MATTERS ARISING FROM THE FINANCE & POLICY COMMITTEE MEETING OF 13 SEPTEMBER 2018 NOT COVERED ELSEWHERE ON THE AGENDA

The report of the Finance and Policy Committee meeting of 13 September 2018 had been circulated and was noted.

The Deputy Clerk reported that the Environment Committee was taking on the review of the toilet scheme as requested and it was agreed that the budget would need to be adjusted so that the funds for the scheme were in the Environment budget rather than in Grants and Contingencies.

It was agreed that consideration of any future CIL payments would be on the next Finance and Policy Committee agenda.

6. TO RECEIVE A REPORT ON POLICING MATTERS

There was no police representative present at the meeting but some statistics on anti-social behaviour had been circulated. It was noted that the full September crime statistics had not been circulated and it was agreed that the Administrator would email them to Councillors as soon as possible.

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

(a) To approve the Accounts for Payment

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

ACCOUNTS PAID OUT OF MEETING

South Gloucestershire Council	Rates (October) - Town Hall	1260.00
South Gloucestershire Council	Rates (October) – Cemetery	322.00

CREDIT CARD / ONLINE PAYMENTS

ao.com (online)	Electric Cooker	399.00
Adexa Direct	Ice Cube Machine	334.80
Adexa Direct	Glass Washer Machine	788.40

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

The Consortium	Shredder	269.87
SGC Medical Services	Occupational Health	155.00

Playing Fields & Cemetery

Thornbury Surfacing Ltd	Surfacing Work	43941.60
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8. **TO CONSIDER COUNCIL’S RESPONSE TO THE FOLLOWING CONSULTATION – “HAVE YOUR SAY ON THE SOUTH GLOUCESTERSHIRE COUNCIL BUDGET AND SAVINGS PROGRAMME FOR 2019-2020”**

The "Have Your Say on the South Gloucestershire Council Budget and Savings Programme for 2019-2020" consultation was discussed in detail. The Organisation Survey Response Form had been circulated. The deadline for responses was 31 December 2018. It was agreed that details of the consultation and the response form be circulated with the papers for the next full Council meeting and it should be on the agenda. At that meeting a working group should be set up to put together a draft response, and provisional dates for the working group meetings would be decided. It was agreed that Town Hall staff should have an input as they deal frequently with South Gloucestershire Council, and in the meantime it would be useful if staff could identify which services we use. The plan would be to finalise the response at the next Finance and Policy Committee meeting in December.

9. **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.

10. TO CONSIDER QUOTATIONS FOR THE OUTSOURCING OF THE PAYROLL SYSTEM

A summary of quotes received for the provision of payroll services was tabled. The quotes and services offered were discussed and it was proposed by Cllr Shirley Holloway that we proceed with the quote from Integra. The proposal was seconded by Cllr Maggie Tyrrell and unanimously agreed. It was further agreed that we check with Integra whether it would be possible to accommodate a different payment frequency for some members of staff, but that if this was not possible, the Committee should be made aware of any problems that any changes in payment frequency may cause.

11. TO RECEIVE AN UPDATE ON THE FUTURE PROVISION OF YOUTH WORK IN THORNBURY

It was noted that the tender document for the future provision of youth services in Thornbury was now out.

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

The Deputy Clerk reported that a recent trial of "walkie talkies" had been successful and she requested authorisation to proceed with the purchase of this equipment. She outlined quotes that had been obtained for suitable equipment and it was proposed by Cllr Maggie Tyrrell that the lowest quote of £2000 be accepted. The proposal was seconded by Cllr Clive Parkinson and unanimously agreed.

The Deputy Clerk outlined quotes that had been obtained for first aid training and it was proposed by Cllr Shirley Holloway that we proceed with a training course for 12 people for £1300 and that places on the course be offered to other Councils in an attempt to reduce the costs for Thornbury Town Council. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed.

The Deputy Clerk requested authorisation to obtain manual handling training for four members of staff who had not yet attended this course at the cost of £65 per person. It was proposed by Cllr Shirley Holloway that this be authorised. Cllr Matthew Stringer seconded the proposal and it was unanimously agreed.

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

The Deputy Clerk reported that the boiler at 67 High Street had broken down this week. A local builder had been able to get the boiler working again but had switched it off because it was in poor condition. He had advised that the boiler be replaced due to its age, condition and the cost of components, and had provided a quote for this work. The Deputy Clerk had requested two more quotes but these had not yet been received. She requested authorisation to proceed with the works up to the value of the only quote received so far. Cllr Clive Parkinson proposed that this be authorised with a deadline of Monday 29 October 2018. The proposal was seconded by Cllr Shirley Holloway and unanimously agreed. The Deputy Clerk reported that the builder had also highlighted that the radiators in the property were not in a good condition and would need replacing at some point soon.