

REPORT of the meeting of the Finance and Policy Committee
held on Thursday 7 March 2019

Present: Cllr Angela Symonds (Chairman)
Cllr Benj Emmerson
Cllr Bob Griffin
Cllr Helen Harrison
Cllr Shirley Holloway
Cllr Guy Rawlinson
Cllr Maggie Tyrrell

Louise Powell (Town Clerk)
Wendy Sydenham (Administrator)

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Cllr Clive Parkinson (out of Thornbury)
Cllr Matthew Stringer (out of Thornbury)

2. TO RECEIVE ANY MEMBER'S DECLARATIONS OF INTEREST

None.

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 13 DECEMBER 2018 NOT COVERED ELSEWHERE ON THE AGENDA

The report of the Finance and Policy Committee meeting of 24 January 2019 had been circulated and was noted. The Clerk reported that the internal audit had taken place and the report would be taken to full Council.

5. TO DISCUSS POLICING MATTERS – NEIGHBOURHOOD INSPECTOR CLIVE SUMMERILL IN ATTENDANCE

Crime statistics for January 2019 had been circulated and were noted. The Chairman welcomed Neighbourhood Inspector Clive Summerill and Sergeant Adrian Fallows to the meeting. Inspector Summerill provided an outline of the trends in criminal behaviour in Thornbury, including the reduction in theft and vehicle crime over the last year, but combined with an increase in arson and criminal damage. This included the recent arson and criminal damage to the Castle School and the allotments. A number of arrests had been made in relation to these incidents and multi-agency partnership working was continuing with anti-social behaviour teams, social services, families and schools, including a police officer being based at Castle School. The Committee welcomed this work but expressed concern that as and when anti-social behaviour was seen to be under control, resources would be taken away from the town and the problem would recur. The Inspector highlighted the reduction in police numbers and how stretched their resources were.

The issue of the side gate in Soapers Lane was discussed and it was agreed that any complaints about the gate being closed overnight should be directed to St Marys Centre.

The Chairman thanked Inspector Summerill and Sergeant Fallows for attending.

6. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:

(a) To approve the Accounts for Payment

The Accounts for Payment were tabled and Cllr Benj Emmerson proposed that they be approved for payment. The proposal was seconded by Cllr Guy Rawlinson and unanimously agreed. Cllr Benj Emmerson and Cllr Guy Rawlinson signed the master copy of the Accounts for Payment.

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

South Glos Council	Internal Financial Audit	1128.00
Corona Energy	Gas Bill	727.38
Pitney Bowes	Franking Machine Charges	107.00
Biffa Waste	Waste Collection	60.06
Biffa Waste	Waste Collection	58.03
Biffa Waste	Waste Collection	7.50
Biffa Waste	Waste Collection	14.42
EDF Energy	Electricity Bill	401.52
Consortium	Stationery & Cleaning Materials	197.63
Consortium	Cleaning Materials	99.06
Consortium	Cleaning Fluid	26.09
Consortium	Mop Handle	10.30
Consortium	A4 Paper	125.94
MCL House	Photocopier Charges	62.50
Lemon Gazelle	Thornbury Neighbourhood Plan	400.00
Appliance Disposables	Refill Bottles Kit	38.48
Pure MSP	IT Services	210.00
Ellis Whittam	Health & Safety Services	2490.00
Ellis Whittam	Insurance	123.06
Waster2Business	Water & Sewage	188.02
Locum RFO	Accounts Assistance & Mileage	196.90

Playing Fields & Cemetery

Consortium	Cleaning Materials	45.52
Gap Supplies	Padlock	34.79
Ian hall	Works to Mundy Playing	415.00
Corona Energy	Gas Bill	38.04
Bowcom	Goal/Net	1728.00
Abbeyloos	Replacement Porto Loo	960.00
Biffa waste	Waste Collection	83.70
Biffa Waste	Waste Collection	380.46
EDF Energy	Electricity Bill	42.57
EDF Energy	Electricity Bill	96.54
Consortium	Probe Thermometer	61.79
Consortium	Cleaning	79.27
Travis Perkins	Postcrete	95.85

Sullivans	x3 Sets of Blades	60.77
Sullivans	Chain Oil & Spark Plug	40.55
Thomas Silvey Oil	Gas Oil	579.18
T H White	Chain	161.53
GAP Supplies Ltd	Stixall Clear	14.36
Water2Business	Water & Sewage	449.87
Thornbury Motors Ltd	Fuel	165.21

Land & Property

Wotton Tree Consultancy	Tree Condition Reports x9	1650.00
Water2Business	Water & Sewage	211.74

Grants & Contingencies

Thorn Community Building Trust	Quarterly Rental for Youth Area	2875.00
Water2Business	Water & Sewage	211.63
Steamers (Wheatsheaf)	Community Toilet Scheme	150.00
The Swan	Community Toilet Scheme	250.00
Armstrong Hall	Community Toilet Scheme	250.00
Papilio (Heritage)	Community Toilet Scheme	250.00
The Malt House	Community Toilet Scheme	150.00

Environment

Thorn & District Heritage Trust	Thornbury Tea Towels	115.50
Thorn & District Heritage Trust	Thornbury Heritage Trail	45.00
Avon Displays	Signage	318.00
Water 2 Business	Water Service Bill - Fountain	19.15
Synergy Power	Solar Panels – Pavilion, Mundy Playing Fields	1500.00
<i>Synergy Power</i>	<i>Please note that £4535 will be paid soon after installation on 13 March for FIT registration.</i>	

- (b) To receive the financial statement for January 2019

The Clerk reported that the financial statement for January 2019 was not available due to ongoing staff sickness but should be ready for the full Council meeting on 19 March 2019.

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

The Clerk reported that Council needed to appoint a named Data Protection Officer and that NALC advice was that this should not be the Clerk. The other options were the RFO, another Council in a reciprocal arrangement with us, or to pay an external organisation. The issue was discussed and it was agreed that the Clerk should explore the option of another Council fulfilling the role.

8. TO CONSIDER COUNCIL'S RESPONSE TO THE FOLLOWING CONSULTATION – SOUTH GLOUCESTERSHIRE COUNCIL'S HOMELESSNESS STRATEGY (2019-2024)

The consultation was noted.

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 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 Clerk reported that six members of staff were currently attending a three day First Aid course and it had been proposed that other members of staff (the remaining outdoor staff, and one more member of staff at the Hall and at the Town Hall) attend a one day course. The Clerk also reported that Ellis Whittham were due to carry out their annual assessment in April, and that a significant amount of progress had been made with actions from the first assessment.

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

The Clerk referred to the email from the South Gloucestershire Council Community Spaces Improvements Manager regarding s106 funds from the West of Park Farm development. Council had been asked to contribute to the list of public open spaces projects for consideration. This had been discussed at the Town Development Committee meeting on 5 March 2019. The Clerk confirmed that she had contacted the planners and they had confirmed that the Skatepark did not qualify, but that the Chantry Playing Fields, Mundy Playing Fields and public tennis courts did. With regard to the short deadline, the Clerk confirmed that they had requested a “long list” for their meeting with developers on 15 March 2019 but that we could refine this list further at full Council on 19 March 2019. The Clerk tabled a “long list” of potential projects which was discussed. A number of changes to the list were agreed and the Clerk was asked to revise/re-order it in line with these changes and then email it round to Councillors for any final amendments. Once finalised the list will then be sent to the planners in advance of their meeting with the developers and should not need to go to full Council on 19 March 2019.