

REPORT of the meeting of the Finance and Policy Committee
held on Thursday 24 October 2019

Present: Cllr Jayne Stansfield (Chairman)
Cllr Benj Emmerson
Cllr Bob Griffin
Cllr Clive Parkinson (arrived late)
Cllr Maggie Tyrrell (arrived late)
Cllr Shirley Holloway
Cllr Guy Rawlinson
Cllr Angela Symonds
Cllr Ashley Bijster (arrived late)
Cllr Chris Davies (arrived late)

Louise Powell (Town Clerk)
Hannah Cornford (Minutes)

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Cllr Helen Harrison (out of Thornbury)
Cllr Matt Stringer (indisposed)

2. TO RECEIVE ANY MEMBER'S DECLARATIONS OF INTEREST

Cllr Benj Emmerson declared an interest in matters relating to item 14 on the agenda.

3. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were no representatives of the public present.

4. TO RECEIVE THE MINUTES FROM THE FINANCE & POLICY MEETING OF 12TH SEPTEMBER 2019

The report was adopted.

(Cllrs Parkinson & Tyrrell arrived)

5. TO RECEIVE A REPORT ON POLICING MATTERS

PCSO Sheryl Drewitt attended the meeting and gave an update on matters around the town and local area. The Thornbury Beat Manager now had a Facebook page that was creating additional work for the team but was doing well. It allowed the public to contact them directly and meant they could get out and tackle issues quickly. The moped warnings issued had been successful, with a significant reduction in problems since. Antisocial behaviour previously reported at Butt Lane had ceased. There were ongoing investigations into burglaries along the A38 corridor, but crime in general had dropped.

From the end of October, it would be possible to break the reports down further so that just Thornbury figures were given, rather than ones including the surrounding areas such as Falfield and Tytherington.

PCSO Sheryl Drewitt and Thornbury Beat Manager, Paul Manos had been key to uncovering a cannabis farm in two industrial units in Thornbury following a report from the public. She gave an account of their findings and the work to shut down the “huge scale operation”, which saw the police seize approximately £780,000 worth of plants. They had found evidence of people living in the units in order to care for the plants and found poor conditions which indicated these are likely to be vulnerable people. Forensics had searched for evidence to identify the people involved and this work was ongoing. Councillors asked how long the farm had been operating for, to which the response was it could have been 18months to 2 years, judging by the growth of the plants which was being done in stages and processed.

Cllr Tyrrell thanked PCSO Drewitt for attending and presenting before she left.

6. TO RECEIVE A SIX MONTHLY REPORT AND PRESENTATION FROM KRUNCH ON THE YOUTH SERVICE DELIVERED THROUGH THE TOWN COUNCIL'S SERVICE LEVEL AGREEMENT

Penny Baker, the Youthwork Manager and three young people who attend the Youth Club presented to the Council on activities they've been involved with and why they value the services. They enjoyed cooking, seeing friends and using their imagination to craft things. Recently, they had been making masks for a party next week, which tied in with some focused work on mental health awareness. Penny explained how the success of the services are measured by assessing key qualities such as self-confidence. She highlighted as a success story one member who had come to the sessions as a child, become a volunteer, recently spoken in parliament and had now been offered a job with Krunch.

Penny was currently involved with fundraising and was working on a programme involving The Prince's Trust. They were helping with work experience, school drop outs and liaising with a pupil referral unit.

(Krunch representatives left)

Cllr Parkinson reported that he had attended a joint quarterly monitoring session with South Gloucestershire Council yesterday. The Clerk, Cllrs Tyrrell and Griffin had also attended. The meeting had gone very well and the reporting back, including Cllr Harrison's recent monitoring visit were very positive.

7. TO DISCUSS THE CREATION OF A CLIMATE CHANGE POLICY FOR THE COUNCIL

It had been requested that the policy be based around that of South Gloucestershire's policy. Councillors had been invited to attend a meeting on the subject. Cllr Parkinson encouraged Councillors to attend and a sub committee would be created.

8. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:

(a) to approve the Accounts for Payment

Training for the outdoor staff on some of the equipment had happened today and the cost of this was included in the Accounts for Payment. Sound equipment for the Armstrong Hall had been purchased on the Town Council credit card and would be transferred to the right cost centre. Cllr Griffin proposed the Accounts for Payment, seconded by Cllr Holloway and all in favour.

THORNBURY TOWN COUNCIL

ACCOUNTS PAID OUT OF MEETING

Almondsbury Garden Centre	Hanging Baskets	5403.96
British Telecom	Telephone Bill	614.14
Krunch UK (earmarked reserves)	Skatepark Hub Groundworks	10,000.00
**SLCC Enterprises Ltd	Clerk's Manual 2019	51.50
**Amazon	Audio Equipment (AH)	238.93
**Gear4music	Audio Equipment (AH)	690.94
**Gear4music	Audio Equipment (AH)	674.54
**Amazon	Cables for Audio (AH)	27.96
**CRG	Cash Register (AH)	169.08
**SategeDepot	Lamps (AH)	50.86

ACCOUNTS NOW DUE FOR PAYMENT – 24TH OCTOBER 2019

Central Services

Hawkins Of Thornbury	Work Materials	65.02
Yate Town Council	First Aid Courses	396.00
Lemon Gazelle CIC	Thorn Neighbourhood Plan	600.00
Alexandra	Male Workwear – Poloshirt	33.00
Siemens Financial Services	Lease Rental – Photocopier	181.20
Rexel UK Ltd	Light Fixings	33.51
Rexel UK Ltd	Light Fixings	23.62
Consortium	Cleaning Products	16.43
Consortium	Stationery/Cleaning Products	202.20
Corona Energy	Gas Supply	91.58
Rexel UK Limited	Light Fittings	47.68
Advanced Plumbing & Heating Ltd	Boiler Maintenance	117.00

Playing Fields & Cemetery

Thornbury Tyre Services	Puncture Repair – Mower	34.74
Gap Supplies Ltd	Fixing Materials for Signage	115.92
Thornbury Motors	Fuel	105.91
Pearce Bros Auto Rentals	Ford Transit Hire	240.00
Thornbury Motors	Fuel	25.38
T H White	Loader Self Leveling	13188.00
Thornbury Motors	Fuel	42.00
Prolulic Ltd	Trampoline Bed	650.76
Corona Energy	Gas Supply	79.51
Bowcom	Paint for Marking Pitches	318.00
Brass Founders	Brass Plaque	175.90
Brass Founders	Brass Plaque	175.90
Brass Founders	Brass Plaque	128.09
Brass Founders	Brass Plaque	128.09

Land & Property

xxx	xxx	xx.xx
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Grants & Contingencies

xxx	xxx	xx.xx
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Environment

Wybone

Recycling Litter Bin

593.99

** Credit Card Payment

9. TO REVIEW PROGRESS ON THE INTERNAL AUDIT ACTION PLAN

The Clerk reported that most things had been done and the report was satisfactory. Both herself and the locum RFO were unhappy with the Town Council credit card being used for Armstrong Hall purchases and funds later being transferred, so they were looking at taking out an additional card for the Armstrong Hall.

A correction was needed to point K on page 3. It was highlighted that the Town Council is a trustee of both the Armstrong Hall and Mundy Playing Fields. Moving forwards, the Clerk would be doing quarterly reports and it was remarked that this report was better than the one presented 12 months ago.

10. TO CONSIDER REPRESENTATION AT THE REGIONAL TRANSPORT FORUM (REPLACED SOUTH GLOS PUBLIC TRANSPORT FORUM)

Cllr Griffin has previously been the representative before the old forum had finished. The new forum would cover a wider area. Cllr Griffin was happy to continue, depending on location. Cllr Stansfield also expressed an interest in attending and suggested they both go together in future.

11. TO CONSIDER THE REQUIREMENT TO COMPLY WITH NEW WEBSITE ACCESSIBILITY REGULATIONS

The Clerk had sent the guidance to our IT provider who had felt it extended beyond the service he could provide, being a specialist website query. Further advice was sought and it was concluded that we would be likely to have to make changes which would incur expense. The Clerk would get quotes and consider the budget.

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

a) NALC Consultation on the new code of Audit Practice

The consultation was noted.

13. 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 FOLLOWING 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 resolved.

15. TO CONSIDER THE FOLLOWING QUOTATIONS (taken out of order)

a) Courses for Outside Staff for routine playground inspection

The Clerk had received a quote for a course that was cheaper than our current company and the location was good. Four members of staff would attend the accredited course, with the Supervisor also taking the exam at the end. Cllr Tyrrell proposed that the Clerk arrange the training, which was seconded by Cllr Parkinson and unanimously agreed.

b) New notice board

The Clerk reported that the board swelled in bad weather which made it impossible to open without pressing hard on the glass. This was dangerous and as a result, the notices inside could not be changed. The board had been in place since the 80's and our staff member who had previously replaced bits many times had said it was now beyond repair. 4 quotes had been sought, of which 2 companies had declined to quote or didn't have a suitable product, and 2 had given costs. Cllr Emmerson queried whether a more technologically advanced product could be installed with an electronic display, but issues such as cost and planning regulations within a conservation area meant this was not an option at present. Cllr Griffin proposed that the Clerk be allowed to proceed with the cheaper quote, which was seconded by Cllr Rawlinson and unanimously agreed.

14. TO DISCUSS A LEASING ISSUE WITHIN THE TOWN HALL

A leasing matter was discussed, with the Clerk updating on progress. Along with some of the Councillors, she had met with the party concerned and clarified the Council's position on the issue.