

THORNBURY TOWN COUNCIL

Minutes of the Town Council AGM Meeting
held on Tuesday 5 May 2020 at 7.30pm
via Video Conference (Virtual Meeting)

Present: Cllrs Angela Symonds (*Chair and Mayor for items 1 and 2*)
Jayne Stansfield (*Vice Chair and Deputy Mayor for items 1 and 2, and then Chair and Mayor for items 3 to 17*)
Christopher Davies (*Vice Chair and Deputy Mayor for items 3 to 17*)
Benj Emmerson
Clare Fardell
Eva Fielding
Bob Griffin
Helen Harrison
Shirley Holloway
Clive Parkinson
Guy Rawlinson
Pam Shipp
Matthew Stringer
Martin Trueman
Maggie Tyrrell

Louise Powell (Town Clerk)
Wendy Sydenham (Deputy Town Clerk/Minute Taker)

(Cllr Ashley Bijster – absent)

1. **Retiring Chair’s announcements**

99/20. The Chair welcomed everyone to the AGM and made the following announcement:-

friends
as
me. I
the Best”
beautiful with all
Bloom
Over the
Neighbourhood
will hopefully bring more
you to all those involved
around Thornbury continue to
Skatepark by Krunch which
Skatepark users. The Town
home since the
Thank you for all your
presentations will have to
new Mayor and Deputy.

“I would like to say a big thank you to the Town Clerk, staff, Councillors, family and for all their support during my Mayoral year. I was honoured and delighted to be elected Mayor and Chairperson of the Town Council. It has been a busy, but very enjoyable year serving the community. It’s been a privilege to meet so many people and organisations as Mayor. I would like to thank them for all they do. It’s been a great learning curve for didn’t realise there were so many organisations out there! One of the highlights over the year was when Thornbury in Bloom achieved a Gold and went on to win “Best of in the South West. A lot of work has gone into making Thornbury look so its hanging baskets, floral displays, etc. I’d like to thank the Thornbury in Committee, members and general public for all they did (and carry on to do). course of the year the Town Council has been involved in preparing the Plan, along with people from other disciplines. Once finalised, it CIL money to use towards the infrastructure in Thornbury. Thank in preparing it and the public for their input. The play areas be upgraded and I attended the installation of the ”Hub” at the will serve as a shelter, café and area for mutual support for the Council staff are continuing to work from the workplace or from Coronavirus hit us and during this period, business has carried on. hard work. The Youth Awards results have been decided, but any take place at a later date. I pass on my very best wishes to our Thank you.”

2. **To elect a Chair and Town Mayor for 2020/2021**

100/20. Cllr Benj Emmerson proposed that Cllr Jayne Stansfield take up the role of Chair and Town Mayor for 2020/2021. This proposal was seconded by Cllr Christopher Davies. There being no other nominations, this was unanimously agreed.

101/20. As this was a virtual meeting, it was not possible for the Mayoral robes and chains to be passed from the Retiring Mayor to the New Mayor. This would take place as soon as practically possible.

3. **To receive the Declaration of Acceptance of Office of the Chair and Town Mayor**

102/20. The newly elected Chair and Town Mayor, Cllr Jayne Stansfield, read out the Declaration of Acceptance of Office and signed the Declaration book. The signature was held up to the camera to allow other meeting participants to check that the book had been signed. As this was a virtual meeting, it was noted that the Declaration book would be counter-signed by the Town Clerk as soon as practically possible.

103/20. The Chair thanked other Councillors for voting for her and stressed that she would carry out the duties to the very best of her abilities. The Chair nominated members of her family to act as Consort.

4. **Presentation of the Past Mayor's Badge**

104/20. As this was a virtual meeting, it was not possible for the Past Mayor's Badge to be presented to the Retiring Mayor. It was noted that this would be done as soon as practically possible.

5. **To elect a Vice Chair and Deputy Town Mayor for 2020/2021**

105/20. Cllr Shirley Holloway proposed that Cllr Christopher Davies take up the role of Vice Chair and Deputy Town Mayor for the 2020/2021 term. The proposal was seconded by Cllr Bob Griffin. There being no other nominations, this was unanimously agreed.

106/20. The newly elected Vice Chair and Deputy Town Mayor, Cllr Christopher Davies, thanked other Councillors for voting for him and for the faith they had shown in him.

6. **To receive any apologies for absence**

There were no apologies.

7. **To receive any members' declarations of interest**

107/20. Cllr Martin Trueman declared an interest in matters related to Thornbury Town Football Club as a member of the Club.

8. **To appoint members to all standing committees**

108/20. A proposed list of members of standing committees had been tabled. This included proposed Chairs of the committees. Cllr Christopher Davies had been added to the Environment Committee, the Playing Fields and Cemetery Committee, the Armstrong Hall Committee (as Chair) and the Staffing Committee. Cllr Benj Emmerson had been added to the Environment Committee. Cllr Eva Fielding had been added to the Finance

and Policy Committee. Cllr Bob Griffin proposed that the list of members be accepted. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed. (The list is appended to these minutes.)

9. **To appoint representatives to other bodies**

109/20. A proposed list of representatives to other bodies had been tabled. It was noted that both Cllr Clive Parkinson and Cllr Helen Harrison had finished a full four year term as representatives on the Town Trust, therefore their representation during the 2020/2021 term would be year one of a new four year term. Cllr Jayne Stansfield and Cllr Christopher Davies are added as representatives on the Town Centre Partnership. Cllr Matthew Stringer proposed that the list of representatives be accepted. The proposal was seconded by Cllr Angela Symonds and unanimously agreed. (The list is appended to these minutes.)

10. **To consider any representations from the public**

There were no members of the public participating in the virtual meeting.

11. **To consider and approve the Minutes of the meeting of Council held on 30 April 2020 (virtual meeting) and any matters arising from them**

110/20. The draft Minutes had been tabled. It was noted that there was an error in the Minutes – line 7 of 56/20 should read “in aid of Patchway Memorial Café and the Air Ambulance”. It was agreed that the Minutes would be amended.

111/20. Cllr Matthew Stringer proposed that the minutes be accepted as a true record. The proposal was seconded by Cllr Guy Rawlinson and unanimously agreed. As this was a virtual meeting, it was not possible for the Chair to sign the Minute Book and therefore this will be signed as soon as practically possible.

112/20. Cllr Martin Trueman confirmed that he had examined the ongoing costs and technical support offered by the companies that had quoted for the new website and was happy to support Council’s decision to offer the contract to the company agreed at the last meeting.

113/20. The Clerk reported that she had received further correspondence related to one of the leases discussed at the last meeting and would need to arrange an urgent meeting to discuss this. It was agreed that a virtual meeting of the Finance and Policy Committee should be arranged on Thursday 14 May 2020 at 10.00am. The Clerk would email further details.

12. **To review the Thornbury Town Council Code of Conduct for Councillors**

114/20. The Code of Conduct had been circulated. The Clerk confirmed that no changes had been made to the document. Cllr Bob Griffin proposed that the Code of Conduct be adopted for 2020/2021. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed. The Clerk agreed to check that Councillors did not need to sign the Declaration Book for 2020/2021.

13. **To receive an update on financial matters**

115/20. The Clerk reported that Town Council accounts for 2019/2020 had been closed down yesterday. The year end position was very positive and should show a modest underspend

against budgeted spend and income should be over budget. There were some variances relating to borrowing, but these are expected and explainable. Cllr Christopher Davies congratulated the Clerk and her staff on such a good result. The Clerk confirmed that the new accounting system should be able to provide a far more detailed picture of the Council finances throughout 2020/2021.

14. **To consider the following matters related to Council finance**

116/20. The following accounts now due for payment were proposed by Cllr Maggie Tyrrell, seconded by Cllr Matthew Stringer, and unanimously agreed for payment to be approved:-

ACCOUNTS PAID OUT OF MEETING

Just Gloves	Box of Gloves	103.80
	RFO Locum	911.90

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

Biffa Waste Services Ltd	Waste Disposal- Town Hall	59.45
EDF Energy	Electricity Bill – TH	462.47
Lemon Gazelle	Neighbourhood Plan	500.00
JCW Window Cleaning	Window Cleaning – TH	55.00
MSP Group Ltd	IT Support	357.64

Playing Fields & Cemetery

ICCM	Membership Fee	95.00
Biffa Waste Services Ltd	Waste Disposal- Cemetery	74.05
Biffa Waste Services Ltd	Waste Disposal – Pavilion	102.08
Brass Founders	Brass Plaque	174.22
EDF Energy	Electricity Bill – MPF	133.31
EDF Energy	Electricity Bill – CEM	32.36
Gap Supplies Ltd	Maintenance Materials	52.82

15. **To receive an update on Council’s annual General Risk Assessment**

117/20. The Clerk reported that due to the current restrictions, a risk assessment visit from our Health and Safety Advisors had been delayed. Once the assessment had taken place, the Clerk will bring the General Risk Assessment to Council for consideration.

16. **To receive reports of representatives on other bodies**

118/20. Cllr Matthew Stringer provided an update on the Community Engagement Forum. There had been some boundary changes made affecting Thornbury. The name for the new boundary was Thornbury and Severn. The Forum was currently receiving nominations for a new Chair and Vice Chair for the next two year term.

17. **To receive any urgent correspondence and notices not referred to specific Committees or to be dealt with on the grounds of urgency**

119/20. An issue regarding “key workers” was raised and it was agreed that Councillors should discuss this outside of the meeting.

COMMITTEES - 2020/2021

Environment

Matt Stringer *
Angela Symonds
Clare Fardell
Eva Fielding
Guy Rawlinson
Jayne Stansfield
Martin Trueman
Pam Shipp
Chris Davies
Benj Emmerson

* Chairperson

S Glos Site Inspection

Central
East
North East
North West
South

Playing Fields & Cemetery

Helen Harrison *
Angela Symonds
Bob Griffin
Clive Parkinson
Jayne Stansfield
Martin Trueman
Pam Shipp
Chris Davies

Clare Fardell
Maggie Tyrrell
Pam Shipp
Shirley Holloway
Clive Parkinson

Town Development

Maggie Tyrrell *
Bob Griffin
Chris Davies
Clare Fardell
Clive Parkinson
Eva Fielding
Jayne Stansfield
Shirley Holloway

Finance & Policy

Chris Davies *
Benj Emmerson
Bob Griffin
Clive Parkinson
Guy Rawlinson
Helen Harrison
Maggie Tyrrell
Matt Stringer
Shirley Holloway
Jayne Stansfield
Eva Fielding

Staffing

Guy Rawlinson *
Matt Stringer
Helen Harrison
Maggie Tyrrell
Jayne Stansfield
Chris Davies

Armstrong Hall Management

Chris Davies *
Angela Symonds
Ashley Bijster
Bob Griffin
Clare Fardell
Jayne Stansfield
Maggie Tyrrell
Shirley Holloway

OUTSIDE BODIES – 2020/2021

Thornbury & District Community Association (The Chantry)	Chris Davies	1	*
Four Towns / Vale Link Community Transport	Shirley Holloway	1	
Thornbury & District Heritage Trust Council (Museum)	Guy Rawlinson	1	
Heritage Partnership Forum	Guy Rawlinson	1	*
Oldbury Nuclear Power Station Site Stakeholder Group	Clive Parkinson	1	
Thornbury in Bloom	Pam Shipp	2	
	Matt Stringer		
South Gloucestershire Transport Forum	Bob Griffin	2	*
	Pam Shipp		
Town Centre Partnership	Jayne Stansfield	3	
	Chris Davies		
	Maggie Tyrrell		
Community Engagement Forum	Matt Stringer	2	
	Clare Fardell		
Krunch Stakeholder Group	Clive Parkinson	1	
Dementia Friendly Community	Clive Parkinson	1	
Avon Local Counties Association	Jayne Stansfield	1	
Town and Parish Council Forum	Matt Stringer	1	*
Christmas Lights Association	Bob Griffin	2	*
	Benj Emmerson		
Larger Councils Forum	Clive Parkinson	2	
	Bob Griffin		
Town Trust	Clive Parkinson	Year 1 of 4	
	Helen Harrison	Year 1 of 4	
	Shirley Holloway	Year 2 of 4	
Deleted – William Stevens Charity, Club Thornbury			