

THORNBURY TOWN COUNCIL

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Town Hall
35 High Street
Thornbury
Bristol BS352AR

Town Clerk: Louise Powell

MEETING OF: Thornbury Town Council
TO BE HELD ON: 30th April 2020 by Zoom- <https://zoom.us/j/96636102213>
COMMENCING AT: 7.30 pm at the above link

Please note that this meeting is open to the public, who are welcome to attend.

Public participation will be taken at the beginning of the meeting and/or at the calling of an agenda item at the discretion of the Chairman.

AGENDA

1. To receive any apologies for absence
2. To receive any members' declarations of interest
3. To receive any Chairman's announcements
4. To receive any representations from the public
5. To consider and approve the minutes of the Meeting of Thornbury Town Council on 11.02.2020 and any matters arising from them
6. To receive and approve reports from the following committees and any matters arising from them
 - a) Environment on 18.02.20
 - b) Playing Fields and Cemetery on 18.02.20
 - c) Town Development on 03.03.20
 - d) Finance and Policy on 05.03.20
 - e) Staffing on 05.03.20
7. To consider the following matters related to council finance
 - (a) To approve the Accounts for Payment (paper to be tabled)
 - (b) To consider the Financial Report for February (previously circulated)
 - (c) To receive and approve the monthly bank reconciliation for February (previously circulated)
 - (d) To receive an update on accounting matters
 - (e) To receive the internal audit report and discuss actions arising from it (attached)
8. To review and agree amendments to the Council's
 - (a) Standing Orders (attached)
 - (b) Financial Regulations (attached)
 - (c) Risk register (attached)
9. To consider a proposal for an Annual Report for the Council (example link here and draft to follow)

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10. To consider a request for a memorial bench to be installed (letter attached)
11. To consider Planning and Licensing Applications (papers attached)
12. To consider any matters on the grounds of urgency
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 this item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
14. To consider quotes for a new website for the Council
15. To consider repairs to the Chapel floor
16. To consider the Council's contract for Hanging Baskets
17. To discuss leasing issues, a lease request and confirm an extension to the legal advice



Signed Town Clerk and Proper Officer

BACKGROUND PAPERS

The following are circulated with, or have been previously circulated, and form part of this agenda:

- a) Minutes of meeting of Town Council on 11.02.2020
- b) Environment Report 18.02.2020
- c) Playing Fields and Cemetery Report 18.02.2020
- d) Town Development Report 03.03.2020
- e) Finance and Policy Report 05.03.2020
- f) Staffing Committee Report 05.03.2020
- g) Accounts for Payment
- h) Financial Report for February 2020
- i) Monthly bank reconciliation for February 2020
- j) Internal audit report 2020
- k) Council Standing Orders
- l) Council Financial Regulations
- m) Council Risk Register
- n) Draft annual report
- o) Letter requesting a memorial bench
- p) Schedule of Planning and Licensing Applications