

THORNBURY TOWN COUNCIL

**Minutes of the Town Council Annual General Meeting
held on Tuesday 4 May 2021 at 7.30pm
via Video Conference (Virtual Meeting)**

Present: Cllrs Jayne Stansfield (Chair)
Chris Davies (Vice Chair)
Bob Griffin
Shirley Holloway
Clive Parkinson
Pam Shipp
Matthew Stringer
Maggie Tyrrell
Angela Symonds
Guy Rawlinson
Helen Harrison
Benj Emmerson (arrived late)
James Murray
Eva Fielding
Martin Trueman (arrived late)

Louise Powell - Town Clerk
(Minutes written from recording by Hannah Cornford)

1. **To elect Chairperson and Town Mayor for 2021/22**

94/21. Cllr Holloway proposed that Cllr Stansfield stay on for a second year. Cllr Fielding seconded this proposal and in the absence of any other nominations, it was unanimously agreed.

2. **To receive the Declaration of Acceptance of Office of the Chairperson and Town Mayor**

95/21. Cllr Stansfield signed the Declaration of Acceptance of Office.

3. **Presentation of Past Mayor's Badge and retiring Chair's Announcements**

96/21. As the existing Mayor was staying on, this wasn't needed.

4. **To elect Vice-Chairperson and Deputy Town Mayor for 2021/22**

97/21. Cllr Holloway proposed Cllr Davies to remain as Vice Chair and Deputy Town Mayor for 2021/22. Cllr Griffin seconded this and in the absence of any other nominations, Councillors unanimously agreed, and Cllr Davies accepted the position.

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

98/21. Cllr Bijster had another commitment. Cllr Emmerson would be late.

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

99/21. There were none.

7. **To appoint members to all Standing Committees**

100/21. Proposed membership as per attached schedule had previously been circulated. Cllr Griffin proposed to accept the suggested schedule, seconded by Cllr Stringer and all were in favour.

8. **To elect Chairs of all Standing Committees**

101/21. Cllr Stansfield proposed Cllr Davies to be Chair of the Finance & Policy Committee, which was seconded by Cllr Fielding and unanimously agreed.

102/21. Cllr Holloway proposed Cllr Tyrrell to be Chair of the Planning & Town Development Committee, which was seconded by Cllr Fielding and unanimously agreed.

103/21. Cllr Griffin proposed Cllr Parkinson to be Chair of the Outdoor Spaces Committee, which was seconded by Cllr Rawlinson and the majority were in favour with one abstention.

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

(Cllr Trueman arrived)

104/21. A paper had been circulated previously (see attached schedule) with proposed names on. A change was noted, that the South Glos Transport Forum had been replaced by the West of England Combined Authority Transport Forum. Cllr Fielding proposed the representatives be agreed, seconded by Cllr Davies and all were in favour. Cllr Trueman would be available to stand in for any Councillors unable to attend their meetings.

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

105/21. There were no members of the public present.

11. **To consider and approve the Minutes of the Meeting of Council held on 30th March 2021 and any matters arising from them**

106/21. Cllr Parkinson proposed the minutes to be an accurate record, seconded by Cllr Stringer and unanimously agreed. The Clerk would investigate whether the date on which the meeting containing the signing of AGAR paperwork could be moved back, to overcome the issues with social distancing legislation.

12. **To agree new dates for Town Council meetings for the remainder of the year 2021**

107/21. A new schedule of meetings was put forward, to reflect the changes in committee structure. Possible amendments were discussed and subject to these, Cllr Stansfield proposed to accept the new schedule, seconded by Cllr Griffin and the majority were in favour with three abstentions.

13. **To review and approve the Thornbury Town Council Code of Conduct for Councillors**

108/21. There had been no changes to it this year. Cllr Griffin proposed to accept the document, seconded by Cllr Fielding and unanimously agreed.

14. **To receive an update on Financial Matters and to appoint the Clerk as temporary Responsible Finance Officer**

109/21. The Clerk was currently finalising everything for year end closure. The RFO had finished in her position but would be coming back briefly to assist with year end figures. Cllr Rawlinson proposed to appoint the Clerk as Temporary Responsible Finance Officer, seconded by Cllr Holloway and unanimously agreed.

15. **To approve Accounts for Payment**

110/21. There were no transactions to approve – the accounts were up to date.

16. **To discuss email regarding South Glos Council’s limited community governance review**

111/21. Cllr Parkinson proposed to ask that Thornbury be included in this review, due to changes in the electorate. This was seconded by Cllr Fielding and unanimously agreed.

17. **To receive an update on progress to address the Council’s annual General Risk Assessment**

112/21. The Clerk reported that staff were half to two thirds of the way through the actions, with all the high risk ones being done. The risk assessment had been presented just as COVID hit, so priority had needed to be given to COVID actions. The Clerk expressed concern about the current capacity of staff to complete these actions. This would be discussed with the Staffing Committee.

(Cllr Emmerson arrived)

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

113/21. Cllr Holloway had attended a meeting of the Four Towns and Vale Link Community Transport. Two new buses were soon to be available, and no membership fee was being charged this year.

114/21. Cllr Parkinson had been to a meeting of the Town Trust. They had received more applications for people needing assistance than usual, as a result of COVID.

Outside Bodies Representation 2021-2022

Armstrong Hall Management Committee	8	Angela Symonds Ashley Bijster Chris Davies Clive Parkinson Guy Rawlinson Jayne Stansfield Maggie Tyrrell Shirley Holloway
Thornbury & District Community Association (The Chantry)	1	Chris Davies
Four Towns / Vale Link Community Transport	1	Shirley Holloway
Thornbury & District Heritage Trust Council (Museum)	1	Guy Rawlinson
Heritage Partnership Forum	1	Guy Rawlinson
Oldbury Nuclear Power Station Site Stakeholder Group	1	Clive Parkinson
Thornbury in Bloom	2	Pam Shipp Matt Stringer
WECA Transport Forum	2	Pam Shipp Jayne Stansfield
Town Centre Partnership	3	Jayne Stansfield Chris Davies Maggie Tyrrell
Community Engagement Forum	2	Matt Stringer Guy Rawlinson
Krunch Stakeholder Group	1	Clive Parkinson
Dementia Friendly Community	1	Clive Parkinson
Avon Local Counties Association	1	Jayne Stansfield
Town and Parish Council Forum	1	Matt Stringer
Christmas Lights Association	2	Bob Griffin Benj Emmerson
Larger Councils Forum	2	Clive Parkinson Jayne Stansfield
Rural Market Town Group	1	Clive Parkinson
Town Trust	Year 1 of 4 Year 4 of 4	Clive Parkinson Helen Harrison

Year 3 of

4

Shirley Holloway

S Glos Site Inspection

Members of the
Planning & Town
Development committee

Committee Places 2021-2022

	Finance & Policy	Planning & Town Development	Open Spaces	Staffing
Chair Vice Chair	Chris Davies	Maggie Tyrrell	Clive Parkinson	Guy Rawlinson
Members	Benj Emmerson Bob Griffin Chris Davies Clive Parkinson Eva Fielding Guy Rawlinson Jayne Stansfield Maggie Tyrrell Matt Stringer Shirley Holloway	Ashley Bijster Bob Griffin Chris Davies Eva Fielding James Murray Jayne Stansfield Maggie Tyrrell Martin Trueman Shirley Holloway	Angela Symonds Bob Griffin Chris Davies Clive Parkinson Guy Rawlinson Helen Harrison James Murray Jayne Stansfield Martin Trueman Pam Shipp	Guy Rawlinson Chris Davies Maggie Tyrrell Clive Parkinson Jayne Stansfield Matt Stringer