

# THORNBURY TOWN COUNCIL

Council Offices: (01454) 412103  
[info@thornburytowncouncil.gov.uk](mailto:info@thornburytowncouncil.gov.uk)  
[www.thornburytowncouncil.gov.uk](http://www.thornburytowncouncil.gov.uk)  
Town Clerk: Kath MacConnachie, CiLCA



Town Hall  
35 High Street  
Thornbury  
Bristol BS35 2AR

19 May 2022

To all Councillors

Please take notice that the **Annual Meeting of the Full Council** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall on Tuesday 24 May 2022 at 7.30pm.**

All Councillors are hereby **summoned** to attend the above meeting for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

A handwritten signature in black ink, appearing to read 'Kath', is written over a dotted line.

Kath MacConnachie, Town Clerk

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity.*

**Public participation:** Please note that this meeting is open to the public. Please take note of the guidance notes for public participation [provided](#).

**Emergency Evacuation procedure:** Please familiarise yourself with the emergency evacuation procedure on display in the Council Chamber and acquaint yourself with the nearest emergency exit. The assembly point, in the event of any evacuation, is the area between the Town Hall and Costa.

## AGENDA

1. To elect the Chairman/Town Mayor for 2022/23
2. To receive the Declaration of Acceptance of Office for the Chairman/Town Mayor
3. To elect Vice Chairman and Deputy Town Mayor for 2022/23
4. To note any apologies for absence
5. To receive declarations of interest from members
6. To approve the minutes of the meeting of the Full Council held on 12 April 2022
7. Co-option
  - To receive representations from candidates (5 minutes each)
  - Proposal of candidates for co-option
  - Voting and confirmation of co-options
8. To receive the Declaration of Acceptance of Office for newly co-opted councillors

**9. To review and approve the Standing Orders**

**10. To review and approve the Financial Regulations**

**11. Committees 2022/23**

- To review and approve the Committee structure for 2022/23
- To review and approve Terms of Reference for Committees
- To elect councillors to Committees for 2022/23

**12. Representatives on outside bodies**

- To receive any reports from councillor representatives on outside bodies
- To elect councillors to outside bodies or to represent the Council for specific purposes

**13. To confirm subscriptions and memberships for 2022/23, to include:**

- NALC
- Clerk SLCC
- ICCM
- Rural Services Network

**14. To review the asset register**

**15. To review the schedule of Town Council Policies and Procedures**

**16. To receive the minutes (approved or draft) from the following Committees**

- Open Spaces Committee meeting held on 3 May 2022
- Planning & Town Development Committee meeting held on 10 May 2022
- Finance & Policy Committee meeting held on 17 May 2022

**17. Confirmation of insurance arrangements for 2022/23**

- To note insurance contract awarded for 2022-2025
- To receive verbal report of the Clerk/RFO concerning insurance cover including Fidelity Guarantee insurance

**18. To review regular payments (Standing Orders and Direct Debits) and confirm approval for 2022/23**

**19. To approve the accounts for Payment**

**20. To review the Council's expenditure incurred under s137 of the Local Government Act 1872 or the general power of competence**

**21. Thornbury Council**

- To approve the arrangements for the use of the Town Council premises licence
- To consider writing to the Carnival and Fireworks organisers to set out expectations for premises licences in the future

**22. Date of next meeting: 7.30pm on 28 June 2022**

## **ASSOCIATED PAPERS**

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

- Item 6 FC 24.05.22 Town Council Minutes 12.04.22\_DRAFT
- Item 7 AMFC 24.05.22 Co-option applications **(TO FOLLOW)**
- Item 9 AMFC 24.05.22 Thornbury Town Council Standing Orders May22\_DRAFT
- Item 10 AMFC 24.05.22 TTC Financial Regulations 2022.23\_DRAFT
- Item 11.1 AMFC 24.05.22 Officer Briefing - cover for Committee structure and TORs
- Item 11.2.1 AMFC 24.05.22 Terms of ref- Finance Committee\_May22\_DRAFT
- Item 11.2.2 AMFC 24.05.22 TOR Open Spaces Committee\_May22\_DRAFT
- Item 11.2.3 AMFC 24.05.22 TOR Staffing Committee May22\_DRAFT
- Item 11.2.4 AMFC 24.05.22 TOR Planning Committee May22\_DRAFT
- Item 11.3 and Item 12 AMFC 24.05.22 Outside Bodies and Committee Membership requirements 2022-23
- Item 14 AMFC 24.05.22 Asset Register May22
- Item 15 AMFC 24.05.22 Schedule of Town Council Policies and Procedures
- Item 16.1 AMFC 24.05.22 Open Spaces Minutes 03.05.22\_DRAFT
- Item 16.2 AMFC 24.05.22 Town Development Minutes 10.05.22\_DRAFT
- Item 16.3 AMFC 24.05.22 Finance & Policy Minutes 17.05.22\_DRAFT
- Item 18 AMFC 24.05.22 Regular payments 2022.23 **(TO FOLLOW)**
- Item 19 AMFC 24.05.22 Accounts for payment **(TO FOLLOW)**
- Item 20 AMFC 24.05.22 S137 and GPC expenditure 2021.22 **(TO FOLLOW)**