



22 June 2022

To all Councillors

Please take notice that a **meeting of the Full Council** of Thornbury Town Council will be held in the **Sevenside Suite at Thornbury Leisure Centre** on **Tuesday 28 June 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', followed by 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](#).

AGENDA

1. Emergency Evacuation procedure
2. To note any apologies for absence
3. To receive declarations of interest from members
4. To approve the minutes of the Annual Meeting of the Full Council held on 24 May and the minutes of the meeting of the Extraordinary Meeting of the Full Council held on 24 May 2022
5. To receive any representations from the public
6. To agree the Town Council response Parish Poll held on 26 May 2022 in respect of the question "Would you like the Town Council to carry out a consultation with residents and Armstrong Hall users as was previously done when coming to a decision on the future of the Armstrong Hall?"
7. To approve the accounts for Payment
8. Annual Governance and Accountability Return (AGAR) – Annual Internal Audit Report 2021/22
 - To receive and note the AGAR Internal Audit Report 2021/22
9. AGAR – Annual Governance Statement 2021/22
 - To review the Financial Systems of Internal Control
 - To approve the AGAR Annual Governance Statement 2021/22

10. AGAR 2021/22 – Accounting Statements

- To receive the 2021/22 full year Income and Expenditure report
- To approve the AGAR 2021/22 Accounting Statements

11. Notice of Public Rights and Publication of Unaudited AGAR 2021/22

- To note that the period for Public Rights and Publication of Unaudited AGAR will commence on 30 June 2022 and will end on Wednesday 10 August.

12. Correspondence

- Volunteer Centre Annual Report 2021/22 (**to note**)
- Email from XR Youth regarding Free and Fair buses campaign (**for response**)

13. Nomination of the Armstrong Hall Complex and Bakery Annex, Chapel Street, BS35 2BJ as an Asset of Community Value

- To agree any comments for submission to South Gloucestershire Council in relation to the Bakery Annexe only (as owner of that property)

14. WECA Transport Forum – to consider writing a letter concerning the group’s future (Cllr Stansfield)

15. To consider appointing Cllr Ball to the Finance and General Purpose Committee

16. Defibrillator/Defibrillator Cabinets

- To consider the Officer Briefing concerning Defibrillator options and agree action to be taken

17. Grant application from the Armstrong Hall Trust

- To consider the grant application from the Armstrong Hall Trust

18. To give permission to the Thornbury and District Heritage Trust to display the Thornbury Quilt in the Council Chamber

19. Remembrance Day Parade

- To decide whether to arrange a remembrance Remembrance Day Parade and, if so, whether to outsource

20. To pass a resolution to exclude members of the public and press for agenda items 21, 22 and 23, due to the COMMERCIALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted

21. To approve the Licence Agreement for Thornbury and District Heritage Trust to occupy the front reception of the Town Hall

22. To approve the Loan Agreement (LN0681) between the V&A Museum and Thornbury Town Council for the loan of the Mace

23. Thornbury Town Council Strategy 2023-2028/Capital Strategy development

- To consider the proposals/quotations received from consultants and select provider

24. Date of next meeting: 7.30pm on 30 August 2022



THORNBURY TOWN COUNCIL

Minutes of the Annual Meeting of the Town Council

held on Tuesday 24 May 2022 at 7:30pm
at the Town Hall, Council Chamber

Members present: Cllrs Jayne Stansfield (Chair for item 1)
Chris Davies (Chair for item 2 onwards)
Shirley Holloway
Maggie Tyrrell
Clive Parkinson
Benj Emmerson
Angela Symonds
Pam Shipp
Matt Stringer
James Murray
Guy Rawlinson
Paul Le Riche (item 8 onwards)
Fiona Deas (item 8 onwards)

In attendance: Kath MacConnachie - Town Clerk
Wendy Sydenham – Deputy Town Clerk
Hannah Cornford - Minutes

Absent: Cllrs Bob Griffin
Helen Harrison

FC2223.1. To elect the Chairman/Town Mayor for 2022/23

It was **RESOLVED** to elect Cllr Chris Davies to the position of Chairman/Town Mayor. The outgoing Mayor, Cllr Jayne Stansfield, was thanked for her contribution to the Council and town during her two year term.

FC2223.2. To receive the Declaration of Acceptance of Office for the Chairman/Town Mayor

Cllr Chris Davies signed the Declaration of Acceptance of Office.

FC2223.3. To elect Vice Chairman and Deputy Town Mayor for 2022/23

It was **RESOLVED** to elect Cllr James Murray to the position of Vice Chairman and Deputy Town Mayor.

FC2223.4. Apologies for absence

Apologies were received from Cllr Bob Griffin and Cllr Helen Harrison.

FC2223.5. Public participation

Two members of the public addressed the Council.

FC2223.6. To receive declarations of interest from members

None were declared.

FC2223.7. To approve the minutes of the meeting of the Full Council held on 12 April 2022

It was **RESOLVED** that the minutes of the meeting held on 12 April were an accurate record.

FC2223.8. Co-option of councillors

Two of the candidates spoke to introduce themselves to Council, the third candidate had sent apologies.

It was **RESOLVED** to co-opt Paul Le Riche and Fiona Deas to represent South Ward and Helen Ball to represent the North East Ward.

FC2223.9. To receive the Declaration of Acceptance of Office for newly co-opted Councillors

The Declaration of Acceptance of Office was signed by Paul Le Riche and Fiona Deas. Helen Ball, who had sent apologies, would need to sign at a later date.

FC2223.10. To receive and approve the Standing Orders

It was **RESOLVED** to approve the Standing Orders.

FC2223.11. To review and approve the Financial Regulations

It was **RESOLVED** to approve the Financial Regulations.

FC2223.12. 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

It was **RESOLVED** to approve the new Committee Structure as appended to these minutes.

It was **RESOLVED** to approve the amended Terms of Reference for Committees.

It was **RESOLVED** to elect Councillors to Committees, as per the schedule appended to these minutes.

FC2223.13. Representatives on outside bodies

Cllr Parkinson had attended the AGM of the Over 60's Tea Room and gave an update on their activities and plans.

Cllr Stansfield had been the representative for the WECA transport forum, which appeared to be inactive. She requested an item relating to this be put on the next agenda.

It was **RESOLVED** to elect Councillors to outside bodies, as per the schedule appended to these minutes,

FC2223.14. To confirm subscriptions and memberships for 2022/23

It was **RESOLVED** to confirm and pay for the memberships/subscriptions as follows:

- NALC
- Clerk SLCC
- ICCM
- Rural Services Network

FC2223.15. To review the asset register

The Town Council asset register was reviewed.

FC2223.16. To review the schedule of Town Council Policies and Procedures

The schedule was reviewed and it was noted that all policies and procedures were reviewed on a three yearly cycle by the Finance and General Purpose Committee.

FC2223.17. To receive the minutes from Committees:

The minutes from the following Committees were received:

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

FC2223.18. Confirmation of insurance arrangements for 2022/23

- It was noted that the insurance contract for the next three years had been awarded to Zurich. The Clerk noted that the levels of cover had been reviewed, including the Fidelity Guarantee Insurance which was more than adequate.

FC2223.19. Regular payments (Standing Orders and Direct Debits)

It was **RESOLVED** to approve the regular payments for 2022/23 as per the appended schedule.

FC2223.20. To approve the accounts for payment

It was **RESOLVED** to pay the accounts for payment as below:

ACCOUNTS PAID OUT OF MEETING (17th MAY - 23RD MAY 2022)		
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - TOWN HALL (MAY DD)	1148.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - CEMETERY (MAY DD)	334.00
HAPPY FLOORING	DEPOSIT INVOICE	1038.60
SCREWFIX	MAKITA VACUUM CLEANER/BATT & CHRG KIT - CC239	314.98
FLAG & BUNTING STORE	GAY PRIDE RAINBOW FLAG - CC140	6.80
AMAZON	BANKERS BOXES - STORAGE OF FILES - CC241	15.48
AMAZON	OVER DOOR HANGING STORAGE - CC242	7.49
AMAZON	COMPACT SAFETY EARMUFFS - CC243	14.99
AMAZON	BAND-IT COATED BAND STAINLESS STEEL - CC244	211.83
AMAZON	ELECTRICAL CABINET KEY - CC245	3.99
	Total Expenditure:	3096.16
ACCOUNTS NOW DUE FOR PAYMENT - 23RD MAY 2022		

CENTRAL SERVICES (110)		
ACORN RECRUITMENT LTD	TEMPORARY STAFF - CEMETERY	159.02
SAM SMITH JOINERY- WOODWORK	MANUFACTURE TTC MAYOR LIST NOTICE BOARD INCL COAT OF ARMS	630.00
ACORN RECRUITMENT LTD	TEMPORARY STAFF - CEMETERY	205.79
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	120.92
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	130.58
	Total Expenditure:	1246.31
OPEN SPACES(130)		
SOUTH GLOS COUNCIL	SGC SERVICE CHARGES - APRIL, MAY & JUNE 2022	6190.35
ALEXANDRA	STAFF WORKWEAR	21.46
DAVIS ELECTRICAL LTD	ELECTRICAL REMEDIAL WORK - PAVILION & CEMETERY CHAPEL	4464.79
INNOPULSE ENVIRONMENTAL	REMOVAL OF VISIBLE DEBRIS & ASBESTOS SAMPLING CHANTRY PLAY AREA	675.00
FORD FUELS	GAS OIL	932.85
OLDOWN TREE SURGEONS	COMPLETION OF TREE SURVEY RECOMMENDED WORKS - MPF, POULTER B	3800.00
FALON NAMEPLATES LTD	BRONZE PLAQUES	170.04
FALON NAMEPLATES LTD	BRONZE PLAQUE	110.76
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	280.96
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	100.32
	Total Expenditure:	16746.53

FC2223.21. Expenditure incurred under s137 of the Local Government Act 1972

The report of expenditure under S137 of the Local Government Act 1972 for 2021/22 was received and reviewed.

FC2223.22. Use of the Town Council Premises Licence for the Thornbury Carnival

It was **RESOLVED** to allow use of the Town Council premises licence for the Thornbury Carnival this year. It was **RESOLVED** that Council would write to the Carnival management to notify that they would be required to have their own licence in place from next year onwards, as the Town Council licence would not be available for use.

FC2223.23. Date of next meeting: 7:30pm on 28 June 2022

Committee Structure and Membership:

	Finance & Policy	Planning & Town Development	Open Spaces	Staffing
Chair	James Murray	Maggie Tyrrell	Guy Rawlinson	Jayne Stansfield
Members	Angela Symonds	Bob Griffin	Angela Symonds	Guy Rawlinson
	Benj Emmerson	Chris Davies	Bob Griffin	Chris Davies
	Bob Griffin	Clive Parkinson	Chris Davies	Maggie Tyrrell
	Chris Davies	James Murray	Clive Parkinson	James Murray
	Clive Parkinson	Jayne Stansfield	Helen Harrison	Jayne Stansfield
	Guy Rawlinson	Fiona Deas	James Murray	Matt Stringer
	Jayne Stansfield		Jayne Stansfield	
	Maggie Tyrrell		Pam Shipp	
	Matt Stringer		Paul Le Riche	
	Paul Le Riche			

Representatives on outside bodies:

Armstrong Hall Management Committee	8	Angela Symonds
		Benj Emmerson
		Chris Davies
		Clive Parkinson
		Guy Rawlinson
		James Murray
		Jayne Stansfield
		Maggie Tyrrell
Thornbury & District Community Association (The Chantry)	1	Chris Davies
Four Towns / Vale Link Community Transport	1	Jayne Stansfield
		Angela Symonds
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	Angela Symonds
		Pam Shipp
WECA Transport Forum	2	Pam Shipp
		Jayne Stansfield
Town Centre Partnership	3	James Murray
		Chris Davies
		Maggie Tyrrell
Community Engagement Forum	2	Matt Stringer
		Guy Rawlinson
Krunch Stakeholder Group	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
Over 60s Tea Room	1	Clive Parkinson
		Pam Shipp
Volunteer Link	1	Benj Emmerson
Town Trust	Year 3 of 4	Clive Parkinson
	Year 3 of 4	Helen Harrison
	Year 1 of 4	Chris Davies
Youth Contract Monitoring		Clive Parkinson
		Helen Harrison
		Maggie Tyrrell



THORNBURY TOWN COUNCIL

Minutes of the Extraordinary Town Council Meeting

held on Wednesday 25 May 2022 at 7:30pm
at Thornbury Leisure Centre

Members present: Cllrs Chris Davies (Chair)
James Murray (Deputy Chair)
Jayne Stansfield
Maggie Tyrrell
Clive Parkinson
Angela Symonds
Pam Shipp

In attendance: Kath MacConnachie - Town Clerk
Wendy Sydenham – Deputy Town Clerk
Hannah Cornford - Minutes

Absent: Cllrs Bob Griffin
Helen Harrison
Benj Emmerson
Guy Rawlinson
Matt Stringer
Fiona Deas
Paul Le Riche
Shirley Holloway

FC2223.24. Emergency evacuation procedure

The procedure was outlined.

FC2223.25. Apologies for absence

Apologies were received from Councillors Matt Stringer, Guy Rawlinson, Benj Emmerson, Helen Harrison and Bob Griffin.

FC2223.26. To receive declarations of interest from members

None were declared.

FC2223.27. Minutes of the meeting of the Full Council meeting held on 24 May 2022

It was **RESOLVED** to carry this item forward to the next meeting.

FC2223.28. Thornbury High Street pedestrianisation

Cllr Steve Reade, Cabinet member for Regeneration Environment and Strategic Infrastructure, South Glos Gloucestershire Council (SGC) answered question submitted in advance from Thornbury Town Council members and by and resident groups within the town. These questions were answered by SGC Cllr Steve Reade. Cllr Reade undertook to provide the answers provided for publishing on the Town Council website.

FC2223.29. Public Participation

Questions were invited from the floor. Questions were addressed to and answered by SGC Cllr Steve Reade.

FC2223.30. Date of next meeting: 7:30pm on 28 June 2022

DRAFT

DECLARATION OF RESULT OF POLL

South Gloucestershire Council

Thornbury Parish Poll

on Thursday 26 May 2022

I, John McCormack, being the Returning Officer in respect of a poll of the local government electors of the Parish of Thornbury held on 26 May 2022, hereby give notice that the number of votes given in respect of the question:

"Would you like the Town Council to carry out a consultation with residents and Armstrong Hall users as was previously done when coming to a decision on the future of the Armstrong Hall?"

was as follows:

YES votes	2429
NO votes	119

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more choices than voter was entitled to	0
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	19
Total	19

Electorate: 10884

Ballot Papers Issued: 2567

Therefore the majority of electors who voted have voted ~~YES~~ in response to the question:

"Would you like the Town Council to carry out a consultation with residents and Armstrong Hall users as was previously done when coming to a decision on the future of the Armstrong Hall?"

The percentage turnout was: 23.58 %

27
Dated: 27 May 2022



John McCormack
Returning Officer

Annual Internal Audit Report 2021/22

Thornbury Town Council

www.thornburytowncouncil.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/01/2022 27/04/2022

Name of person who carried out the internal audit

Rachel Massey

Signature of person who carried out the internal audit



Date

28/04/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Thornbury Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DOMINYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.thornburytowncouncil.gov.uk

AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

Thornbury Town Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	476,274	689,171	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	715,300	783,980	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	262,519	242,827	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	358,617	299,793	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	19,689	19,689	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	386,616	547,534	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	689,171	848,962	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	715,695	921,434	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	RESTATE 4,866,470	4,920,396	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	101,309	83,558	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
	✓		
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature]

Date

11/05/22

I confirm that these Accounting Statements were approved by this authority on this date:

[Signature]

as recorded in minute reference:

[Signature]

Signed by Chairman of the meeting where the Accounting Statements were approved

[Signature]

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u>	<u>Income</u>								
1076	Precept	0	783,980	783,980	0			100.0%	
1090	Interest Received	0	0	140	140			0.0%	
1110	Drop-in Centre	0	4,350	5,800	1,450			75.0%	
1130	Casual Hire	41	130	0	(130)			0.0%	
1140	Casual Hire (Grant Aided)	0	0	80	80			0.0%	
1150	CIL Income	0	125,408	0	(125,408)			0.0%	125,408
	Income :- Income	<u>41</u>	<u>913,868</u>	<u>790,000</u>	<u>(123,868)</u>			<u>115.7%</u>	<u>125,408</u>
	Net Income	<u>41</u>	<u>913,868</u>	<u>790,000</u>	<u>(123,868)</u>				
6001	less Transfer to EMR	125,408	125,408						
	Movement to/(from) Gen Reserve	<u>(125,368)</u>	<u>788,460</u>						
<u>110</u>	<u>Central Services</u>								
1990	Other Income	84	1,312	0	(1,312)			0.0%	
	Central Services :- Income	<u>84</u>	<u>1,312</u>	<u>0</u>	<u>(1,312)</u>				<u>0</u>
4000	Staff Salary	32,615	188,440	205,000	16,560	16,560		91.9%	
4030	PAYE and NI	8,885	53,545	55,000	1,455	1,455		97.4%	
4040	Pension	5,952	57,808	57,000	(808)	(808)		101.4%	
4050	Staff Mileage & Benefits	0	0	200	200	200		0.0%	
4060	Staff other Expenses	947	8,549	0	(8,549)	(8,549)		0.0%	
4065	Training	0	6,821	6,000	(821)	(821)		113.7%	
4075	Bank Charges	113	674	900	226	226		74.9%	
4080	Audit Fees	2,660	2,260	3,959	1,699	1,699		57.1%	
4085	Professional Fees	3,597	29,016	5,500	(23,516)	(23,516)		527.6%	
4090	Subscriptions & Memberships	120	3,168	2,000	(1,168)	(1,168)		158.4%	
4095	Insurance	0	4,779	5,000	221	221		95.6%	
4100	Stationery	252	1,430	2,000	570	570		71.5%	
4105	Postage	0	867	1,600	733	733		54.2%	
4110	Telephone & Broadband	240	2,194	1,700	(494)	(494)		129.1%	
4115	Office Equipment	286	2,116	2,175	59	59		97.3%	
4120	Website	0	498	750	252	252		66.4%	
4125	Photocopier	115	459	2,000	1,541	1,541		22.9%	
4130	Printing	160	490	618	128	128		79.2%	
4140	Cleaning Materials	56	1,078	1,230	152	152		87.7%	
4145	Lift	0	2,155	1,600	(555)	(555)		134.7%	
4150	Maintenance	92	3,897	4,000	103	103		97.4%	
4155	Boiler	0	0	871	871	871		0.0%	
4160	Trade Refuse	234	2,895	1,478	(1,417)	(1,417)		195.9%	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4165 IT	560	5,188	5,900	712		712	87.9%	
4170 Water	225	429	600	171		171	71.5%	
4175 Electricity	1,264	5,324	6,500	1,176		1,176	81.9%	
4180 Gas	1,036	3,747	3,000	(747)		(747)	124.9%	
4185 Advertising & Public Notices	0	0	400	400		400	0.0%	
4190 Neighbourhood Plan	0	400	19,000	18,600		18,600	2.1%	400
4200 Health & Safety	10	1,068	3,000	1,932		1,932	35.6%	
4205 Refreshments	13	128	100	(28)		(28)	128.3%	
4210 Youth SLA	0	32,083	37,000	4,917		4,917	86.7%	
4215 Hearing Loop	0	0	300	300		300	0.0%	
4245 Rates	1,372	12,711	15,000	2,289		2,289	84.7%	
4250 Clock R&R	0	180	500	320		320	36.0%	
4450 Machine Tools & Workwear	0	48	100	52		52	47.7%	
4451 Equipment/Machinery - New	0	12	0	(12)		(12)	0.0%	
Central Services :- Indirect Expenditure	60,803	434,458	451,981	17,523	0	17,523	96.1%	400
Net Income over Expenditure	(60,719)	(433,147)	(451,981)	(18,834)				
6000 plus Transfer from EMR	400	400						
Movement to/(from) Gen Reserve	(60,319)	(432,747)						
130 PFC								
1300 Mundy Fees	926	7,557	5,000	(2,557)			151.1%	
1310 Poulterbrook Fees	171	3,848	1,088	(2,760)			353.6%	
1320 Chantry Fees	0	2,306	400	(1,906)			576.5%	
1330 Wayleave	0	74	75	1			98.2%	
1400 Cemetery Fees	1,749	34,463	34,000	(463)			101.4%	
1410 Memorial Fees	370	4,610	3,000	(1,610)			153.7%	
1420 Memorial Plaque Service Income	0	3,958	3,000	(958)			131.9%	
1430 Grave Maintenance Service	406	4,930	2,100	(2,830)			234.8%	2,330
1990 Other Income	0	6,300	0	(6,300)			0.0%	6,300
PFC :- Income	3,621	68,045	48,663	(19,382)			139.8%	8,630
4090 Subscriptions & Memberships	390	3,650	1,500	(2,150)		(2,150)	243.3%	
4095 Insurance	0	4,779	5,500	721		721	86.9%	
4110 Telephone & Broadband	90	660	206	(454)		(454)	320.6%	
4140 Cleaning Materials	117	1,135	1,319	184		184	86.1%	
4150 Maintenance	2,615	4,347	6,000	1,653		1,653	72.5%	
4160 Trade Refuse	386	5,283	6,000	717		717	88.1%	
4170 Water	905	2,547	2,000	(547)		(547)	127.3%	
4175 Electricity	608	2,522	2,000	(522)		(522)	126.1%	
4180 Gas	125	71	1,500	1,429		1,429	4.7%	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4245 Rates	0	4,747	3,800	(947)		(947)	124.9%	
4400 Septic Tank	0	155	500	345		345	31.0%	
4405 Vehicle Maintenance/Tax	382	3,956	6,000	2,044		2,044	65.9%	
4410 Play Equipment Maintenance	0	3,410	7,981	4,571		4,571	42.7%	
4412 Mower 5 year servicing	200	200	1,160	960		960	17.2%	
4415 Path, Hedges	0	500	2,000	1,500		1,500	25.0%	
4420 Fuel	363	2,576	6,000	3,424		3,424	42.9%	
4425 Splash Pad Operation	0	555	1,000	445		445	55.5%	
4430 Courts & Pitches	0	7,700	5,000	(2,700)		(2,700)	154.0%	
4435 Portable Toilet	387	987	1,140	153		153	86.6%	
4440 Skatepark Maintenance	0	1,000	5,280	4,280		4,280	18.9%	
4450 Machine Tools & Workwear	1,132	3,059	3,500	441		441	87.4%	
4451 Equipment/Machinery - New	2	2	0	(2)		(2)	0.0%	
4455 Litter Bins & Seats	779	1,391	1,500	109		109	92.8%	
4460 Signs	4	475	1,088	613		613	43.6%	
4465 Play Equipment - New	0	0	14,000	14,000		14,000	0.0%	(14,563)
4470 Play Parks maintainence	76,212	76,294	60,000	(16,294)		(16,294)	127.2%	50,000
4475 Splash pad Water Supply	0	0	50,000	50,000		50,000	0.0%	
4476 Cemetery Meadow Project	0	2,700	50,000	47,300		47,300	5.4%	2,700
4477 CCTV	0	0	8,000	8,000		8,000	0.0%	
4480 PWLB 481947 - playing fields t	905	1,810	1,810	0		0	100.0%	
4481 PWLB 503515 - splash pad	2,311	4,622	4,622	(0)		(0)	100.0%	
4482 PWLB 504320 - football pitches	2,821	5,643	5,643	1		1	100.0%	
4483 PWLB 509410 - mower,back hoe,	0	7,614	7,615	1		1	100.0%	
4485 Contract Hire - New Vehicle	0	3,514	3,620	106		106	97.1%	
4487 New Machinery	0	6,141	7,000	859		859	87.7%	
4490 St Mary's Churchyard	238	363	3,348	2,985		2,985	10.8%	
4495 Bedding Plants	0	1,036	1,200	164		164	86.3%	
4496 Cemetery Gate	1,005	2,564	10,000	7,437		7,437	25.6%	
4500 Memorial Plaque Service	234	1,217	2,500	1,283		1,283	48.7%	
4501 War memorial repairs	0	0	1,000	1,000		1,000	0.0%	

PFC :- Indirect Expenditure **92,210** **169,224** **302,332** **133,108** **0** **133,108** **56.0%** **38,137**

Net Income over Expenditure **(88,588)** **(101,179)** **(253,669)** **(152,490)**

6000 plus Transfer from EMR 38,137 38,137

6001 less Transfer to EMR 0 8,630

Movement to/(from) Gen Reserve **(50,451)** **(71,672)**

150 Environment

1500 Tourist Information Sales 0 24 50 26 48.3%

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1510 Hanging Basket Service Income	2,219	6,319	5,500	(819)			114.9%	
1520 Accomodation Guide	0	0	100	100			0.0%	
1530 Applegate Commission	0	0	100	100			0.0%	
1990 Other Income	609	609	0	(609)			0.0%	
Environment :- Income	2,828	6,952	5,750	(1,202)			120.9%	0
4095 Insurance	0	0	1,000	1,000		1,000	0.0%	
4150 Maintenance	0	880	1,600	720		720	55.0%	
4420 Fuel	0	973	1,056	83		83	92.2%	
4445 Tree Works Inspection	0	5,000	5,500	500		500	90.9%	
4455 Litter Bins & Seats	1,145	1,145	1,545	400		400	74.1%	
4460 Signs	0	25	1,030	1,005		1,005	2.5%	
4540 Green Projects	0	3,268	4,500	1,232		1,232	72.6%	
4550 Tree Planting	471	1,171	1,088	(83)		(83)	107.7%	
4555 Hanging Basket Service	2,219	6,979	5,701	(1,278)		(1,278)	122.4%	
4560 Town Hall Planting	0	2,422	2,500	78		78	96.9%	
4565 T.I.C Stock	0	0	328	328		328	0.0%	
4570 Christmas Card	0	0	84	84		84	0.0%	
4575 Britain in Bloom	0	0	106	106		106	0.0%	
4580 Grass Cutting SGC	0	10,636	10,637	1		1	100.0%	
4581 Dog Waste Bin Collection SGC	0	5,260	5,110	(150)		(150)	102.9%	
4585 Floral Displays SGC	0	1,960	8,950	6,991		6,991	21.9%	
4590 Fairtrade	0	0	275	275		275	0.0%	
4595 Street Furniture	1,000	1,000	1,030	30		30	97.1%	
4990 Sundries	0	0	100	100		100	0.0%	
Environment :- Indirect Expenditure	4,835	40,720	52,140	11,420	0	11,420	78.1%	0
Net Income over Expenditure	(2,007)	(33,768)	(46,390)	(12,622)				
160 Land & Property								
1600 Rent - Flat 67 High Street	650	7,800	7,500	(300)			104.0%	
1610 Rent - Offices 67 High Street	0	15,156	15,156	0			100.0%	
1630 Rent - V Link Town Hall	0	4,175	4,175	0			100.0%	
1640 Rent - Police	1,417	8,500	8,500	0			100.0%	
1650 Insurance Rent	0	0	400	400			0.0%	
Land & Property :- Income	2,067	35,631	35,731	100			99.7%	0
4095 Insurance	0	303	435	132		132	69.6%	
4170 Water	355	684	700	16		16	97.7%	
4182 R & R 67 High St	0	0	1,600	1,600		1,600	0.0%	
4183 Garage Door - Pavillion	0	4,916	4,000	(916)		(916)	122.9%	4,916
4200 Health & Safety	0	21,725	18,000	(3,725)		(3,725)	120.7%	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4600 Landlord Responsibilities	712	8,540	10,250	1,710		1,710	83.3%	
4601 Property Maintenance	29,468	136,989	155,000	18,011		18,011	88.4%	
Land & Property :- Indirect Expenditure	30,535	173,157	189,985	16,828	0	16,828	91.1%	4,916
Net Income over Expenditure	(28,468)	(137,526)	(154,254)	(16,728)				
6000 plus Transfer from EMR	0	4,916						
Movement to/(from) Gen Reserve	(28,468)	(132,611)						
170 Armstrong Hall								
4181 Museum Bills	0	323	0	(323)		(323)	0.0%	
Armstrong Hall :- Indirect Expenditure	0	323	0	(323)	0	(323)		0
Net Expenditure	0	(323)	0	323				
180 Grants & Contingencies								
1100 Grants & Donation Received	1,000	1,000	0	(1,000)			0.0%	
Grants & Contingencies :- Income	1,000	1,000	0	(1,000)				0
4070 Chairman's / Mayors Allowance	0	5	1,000	995		995	0.5%	
4219 Grant - Jigsaw	0	0	3,120	3,120		3,120	0.0%	
4220 Grants & Donations Paid	2,245	27,463	28,030	567		567	98.0%	
4225 Section 137 Expenditure	0	17,620	20,000	2,380		2,380	88.1%	
4229 Grant - Community Toilet Schem	800	3,200	4,500	1,300		1,300	71.1%	
4230 Armstrong Hall Grant	0	0	60,000	60,000		60,000	0.0%	(60,000)
4231 Youth Awards	0	228	515	287		287	44.3%	
4235 Elections	0	0	7,000	7,000		7,000	0.0%	
4240 Civic Function	0	617	500	(117)		(117)	123.4%	
Grants & Contingencies :- Indirect Expenditure	3,045	49,134	124,665	75,531	0	75,531	39.4%	(60,000)
Net Income over Expenditure	(2,045)	(48,134)	(124,665)	(76,531)				
6000 plus Transfer from EMR	(60,000)	(60,000)						
Movement to/(from) Gen Reserve	(62,045)	(108,134)						
Grand Totals:- Income	9,640	1,026,807	880,144	(146,663)			116.7%	
Expenditure	191,428	867,017	1,121,103	254,086	0	254,086	77.3%	
Net Income over Expenditure	(181,788)	159,791	(240,959)	(400,750)				
plus Transfer from EMR	(21,463)	(16,547)						
less Transfer to EMR	125,408	134,038						
Movement to/(from) Gen Reserve	(328,659)	9,205						



The Town Hall, 35, High Street, Thornbury, Bristol, BS35 2AR. Telephone 01454 413392

Email: mail@volunteer-thornbury.co.uk Website: www.volunteer-thornbury.co.uk

Facebook: [thornburyvolunteers](https://www.facebook.com/thornburyvolunteers) Twitter: [@thornburyvc](https://twitter.com/thornburyvc)

Formerly known as Thornbury & District Volunteer Link - Member of NCVO – Registered Charity No1180775

Annual Report 2021-2022

For the year ending 31 March 2022



Volunteers have played a key role in mitigating the malign effects of Covid during the past exceptionally difficult couple of years. People from all walks of life around the UK have — much more than usual — taken the time to volunteer and make a difference in their communities.

Volunteers' Week gives us the opportunity to recognise you all, not only if you have continued delivering vital work as volunteers but also if you usually volunteer but haven't been able to because of the pandemic.

Covid's effects have rightly raised the profile of volunteering and more people than ever are aware of the contribution made every day by Britain's volunteers, supplying and supporting many of the services we rely on. You make our communities strong.

That is why, during this 38th annual Volunteers' Week it's time to ask all the new volunteers who have come forward and all those who volunteer regularly to please accept our great and grateful thanks.

Thank you, volunteers.

To those of you who are thinking of volunteering, we look forward to hearing from you.

REDUCED SUMMER OPENING

Our offices will be open Monday and Wednesday mornings only from Monday 25 July until Friday 2 September. Normal hours of Monday-Friday 10.30am-12 noon resume on Monday 5 September.

Thornbury Volunteer Centre is run by a team of volunteers and a part time employee with the aim of promoting all aspects of voluntary work in Thornbury and its district. A registered charity, we fulfil the Charity Commission's aim of ensuring that all charities are of benefit to the public and the communities which they serve.

The Accounts

Copies of our annual accounts are available on request. The Centre's reserves policy is to maintain its reserves at such a level as to ensure that as at the 1 April each year sufficient funds are available to maintain at least two years' activity broadly at the level of 2021-2022, thereby enabling, if necessary, an orderly winding up of the charity to be achieved. In setting the level of reserves the costs of any statutory redundancy payments or other legal payments for which the Centre might be liable will be taken into account.

Volunteer Co-ordinators

The Centre operates with a team of volunteer co-ordinators who attend the office daily on a rota. The co-ordinators are the backbone of the Centre and donate their time on a regular basis. So, to all past and current volunteers we offer our grateful thanks.

Trustees

Our Management Committee has remained the same this year and our trustees ensure that we operate within the guidelines set by our Constitution, the Charity Commission and NCVO.

The Centre

The office operated virtually between March - August 2021 and mid-December to January 2022 but re-opened to the public fully at the beginning of February 2022. We have a large database of current volunteering opportunities, both locally, regionally and nationally.

Paid Workers

Kim Webb is our paid employee working 15 hours a week, funded in part by South Glos Council. Kim worked from home throughout the office closures and taken full responsibility for the work of the Centre during this time.

Internet and Social Media

Michael Quinion, our long-standing IT Manager, has been invaluable in helping to keep the Centre operational throughout all lockdowns and office closures. He ensures that our user-friendly and accessible website continues to raise our profile and that of volunteering in general with all our news and events being posted. It links directly to the Do-it national volunteering database <https://doit.life/> and volunteers and organisations are able to register with us online. Our social media accounts help to keep us in touch with all members of the community.

Publicity

We enjoy a good relationship with the local media, with ongoing articles appearing in The Gazette, Thornbury Voice, local Community Magazines, local websites and e-bulletins. We have had displays in the St Mary Centre and Thornbury Library and we have a Community Spotlight advert on Thornbury Radio.

Published Material

The following 3 publications are all available to download from our website.

Sources of Help for Specific Needs in and around Thornbury.

Good Practice Guide.

Employer Supported Volunteering.

Our 2021 Charity Pop-up shop was a great success



Last year, throughout National Volunteers' Week, Thornbury Volunteer Centre ran a successful pop-up shop in the skittle alley of the Swan, Thornbury. It raised just over £2000 for our funds through the four-week opening run and will help us to continue our work for the foreseeable future.

Even more important than the money raised, the shop allowed us to showcase our volunteering opportunities and spread the word about volunteering to the local community

Join us at a Volunteer Fair

Thursday 21 July 9am-1pm

St Mary Shopping Centre, Thornbury

*Find out how you can make a difference to
your local community*

Visit the stands of local charitable and voluntary organisations and discover how you can volunteer, or help them raise funds by buying a range of goods.

LET US HELP YOU

Are you a local charity or voluntary group based in the Thornbury & District area? Are you aware that we offer?

Mono photocopying – only 5p per A4 sheet

Colour photocopying – only 50p per A4 sheet

Free usage of 6 portable display boards, ideal for exhibitions (Deposit required)

Free display space in our office Free Information leaflets and booklets

Grants and Donations

This year we thank the following people and organisations for assisting us in our work. Without this support we would not be able to operate at our current levels.

Thornbury Town Council and **South Gloucestershire Council** for their continuing support in providing our core funding.

South Gloucestershire Council Discretionary Restart Grant of £1500.

The Swan Thornbury for a donation of £1210 – see below.

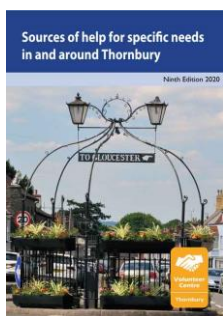
Thornbury Rotary Club for a donation of £150 towards supplies needed to ensure our pop-up charity shop complied with Covid19 requirements.

Legal & General CAF donation of £100.

Amazon Smile for donations totalling £28.34 raised through their charitable scheme.

Penny Taylor for a donation of £25.

Sources of Help for Specific Needs in & around Thornbury



This in-demand booklet offers guidance for people in need of sources of practical and expert help in cases of specific need.

This edition contains more than 300 listings of statutory organisations, community interest companies & charities. It includes contact details for national organisations to where assistance isn't available locally.

Copies of the booklet are available from our offices at Thornbury Town Hall. Alternatively, it can be downloaded in PDF format from our website at volunteer-thornbury.co.uk/bklt . You can also search the text online at volunteer-thornbury.co.uk/soh .



We are very grateful to Thornbury Lions Club for contributing to the printing costs of this booklet.

IN OCTOBER WE WERE
THE SWAN
CHARITY OF THE MONTH



In October 2021 we were chosen as the Charity of the month at the Swan in Thornbury.

Sand and her team raised an incredible £1210 for the Volunteer Centre with the proceeds from afternoon teas, raffles, a psychic night, quiz and donations.

This is in addition to their support with our charity shop in their skittle alley earlier in the year.

Huge thanks to Sand and her team and her unwavering support of charities in Thornbury.

Castle in the Community Student volunteering scheme 2022/23



For the past 8 years the Volunteer Centre has hosted a volunteering scheme with the Castle School Sixth Form. Obviously, the last couple of years were the exception although we did still manage to find some students volunteering placements.

The scheme encourages year 12 and 13 pupils into volunteering as part of their Extended Curriculum and helps students volunteer in their local community for two hours, once a week, during term time.

Students are placed within different community organisations in the Thornbury and district area, and carry out a wide variety of tasks. The benefits to students and organisations are immense. The students gain valuable work experience and life skills and the organisations increase capacity and gain additional volunteer help.

We are in the process of putting together next year's programme which starts in September and would love to hear from any voluntary or community organisations who feel they would like to take part and offer a student(s) a placement. Please contact Kim Webb on mail@volunteer-thornbury.co.uk to find out more.

Can you help a local youth organisation which is seeking volunteers to fill a variety of roles?

Newsletter Editor - writing articles, promoting events and any other newsworthy items.

Café Helper - mainly Saturdays between 9:30am - 3pm. Serving customers, basic cooking.

Assistant Event Planner – to plan, organise and promote events.

HR Administration and Finance – dealing with petty cash, monitoring invoices in and out. Keeping track of people's hours, holidays & general staff records.

Healthy Relationships Volunteer Couples

Volunteer couples needed to join a charity that delivers healthy relationship sessions with young people.

You will spend time together with groups of up to 30 young people and answer their questions about experiences within your own relationship. Not looking for "perfect couples", just ones who are open and honest.

Contact the Volunteer Centre for details.



**Tools With a Mission
Virtual Volunteering Fayre
Tuesday 21 June 2022
18.30-19.15 BST**

**Would you like to help change
lives through livelihood
creating tools?**

Tools With a Mission collect donated tools from across the UK, refurbish them, pack them into trade kits and send them to African skills centres for livelihood creation. They have a team of over 400 volunteers nationwide and 6 members of staff helping every step of the way.

They want to send 1 million tools to Africa every year, and need your help to do this. Join TWAM's Paul Daley on Zoom to find out more about what roles are available and how you can be an essential part of their mission.

All information about this event can be found on their website (twam.uk) and on our Facebook page: facebook.com/toolswithamission



The Clare Fardell Young Volunteer Award

This year sees the launch of the Clare Fardell Young Volunteer Award in memory of one of our founders, and long serving Trustee, Clare Fardell, who sadly passed away in 2021. To honour Clare's work and interest in young people this Award will celebrate the volunteering contribution made by a young person in their community.

The Alan Hudson Award for Volunteering Achievement

The Alan Hudson Award for Volunteering Achievement is awarded annually in memory of our long term Chair Alan Hudson. The Award celebrates the work of an individual or group who in the opinion of the Thornbury Volunteer Centre has made a valuable contribution to the local community.



All winners will be announced at our Celebration Afternoon Tea, on Wednesday 22 June.

Fascinating Figures!

In 2021-2022 Thornbury Volunteer Centre registered 165 new volunteers and placed 87 volunteers into 57 local voluntary and community organisations.

We signposted 86 volunteers to volunteering opportunities through the Do-it national volunteering website.

We registered 212 new volunteering opportunities, and supported 10 community organisations and businesses through various events.

We organised and hosted 2 Volunteer Manager Network meetings attended by 21 representatives of local organisations.

We held 2 displays in the St. Mary Centre, Thornbury and 1 display in Thornbury Library.

Help us to continue our work

We are a charity, staffed almost entirely by volunteers. Like most charities, we are in need of funds to support our work, particularly as we exist to help other local charities find and make good use of volunteers in their own activities. It is now easier to support us.



The AmazonSmile scheme supports charitable organisations by donating a proportion of the value of sales. Everyone who buys from Amazon and wants to support us can join the scheme.

All you have to do is visit the sign-up page, you will be asked to log in to the Amazon site if you aren't already. Then all you have to do is click on the button labelled *Start Shopping*. After that you can shop the Amazon site as normal. Products, prices and shopping features are exactly the same as before but part of the value of your purchases (excluding VAT, returns and delivery) is passed to us as a donation. Amazon doesn't take any commission.

CURRENT VOLUNTEERING OPPORTUNITIES

Time to Play Sensory volunteer: An innovative 6 week sensory play-based course, aimed at supporting pre-school children who are delayed in their development, needs a volunteer to ensure its smooth planning and delivery and support the community of staff, volunteers and members in a compassionate way.

Beaver Scout Leader: Beaver Scouts are young people aged between 6 and 8 years. You will organize activities within the program, which will include weekends away, sleepovers, crafts and anything else that is fun. You should be confident and enjoy the outdoors. Full training given.

Gardener: A local retirement complex is seeking a volunteer who can maintain their garden regularly. It consists of a large courtyard surrounded by borders. Duties will involve weeding, tidying up, deadheading, pruning, planting, laying bark, watering and other general gardening duties. Some areas are overgrown and need taming!

Telephone Befrienders: working from home, calling older or disabled people for a friendly chat once a week.

Donkey Welfare: Help support rescued donkeys by undertaking all aspects of donkey/stable management. Duties include cleaning buckets and bowls, making beds for the donkeys, putting food in the stables, cleaning out, brushing, cleaning feet etc. Must be willing to get dirty (old clothes and wellies essential).

Visitor Experience: Several heritage/conservation charities near Thornbury are seeking volunteers to welcome visitors, explain about the attraction and help guests make the most out of their visit. Morning or afternoons 7 days a week.

Technology Support: As a technology support volunteer you will offer one-to-one support to older clients in their homes, providing simple, clear advice that will enable them to build their skills/confidence to become more involved in the online world.

Carers Break volunteer: Are you kind, compassionate, reliable and caring? Carers looking after a family member or friend need the regular breaks you can give them by spending 2-3 hours a week or fortnight with the person cared for. No personal care or manual handling is involved. Full training given.

Online Shop volunteer: You will prepare listings for items on the organisation's online shop, including photography and writing descriptions. You will also package items, store them ready for postage and regularly check sales, dispatch and posting.

Day Centre volunteer: A long-established day centre, 7 miles from Thornbury, is to reopen after the pandemic. It needs volunteers to help provide a hot lunch and entertainment, including bingo and quizzes, as well as socialise with members and build relationships. The centre's hours are 8.30 am to 1.30 pm on Wednesdays.

Compost Site volunteers: Here's an opportunity to get outdoor exercise whilst helping with a well-established community environmental recycling group. The work includes processing green waste into compost and splitting and stacking logs to season. The nature of the job requires you to be reasonably physically fit.

Contact the Volunteer Centre for further information on any of the above opportunities; these are only a very small sample of the opportunities currently available.

From: Extinction Rebellion Youth Bristol <xryouthbristol@protonmail.com>

Sent: 16 June 2022 09:13

To: Thornbury TC - Info <info@thornburytowncouncil.gov.uk>

Subject: [External] Free and Fair buses campaign

Dear Thornbury Town Council,

I hope this email finds you well. We in Extinction Rebellion Youth Bristol are preparing to launch our new campaign on bus travel in the West of England, specifically focusing on young people.

Our campaign will have two main demands to WECA and the local councils:

- 1.) **Free buses:** Free bus travel within the West of England (including North Somerset) for all those under the age of 25, all students, and all apprentices.
- 2.) **Fair buses:** A consultation and public forum is run to identify improvements to bus routes that would best serve communities.

Over the next few months we will be making the case for this based on emission reduction, decreasing congestion, improving air quality, improving equal access to sixth form/further and higher education, and helping reduce the impact of the cost of living crisis.

We are looking for public support from other organisations across the West of England and would greatly value your backing.

To be clear, this would not be an endorsement of XR/XR Youth as a whole or of our tactics as we understand they can be controversial but simply a support of our demands to WECA and the local councils. We would then include your organisation on our list of supporters, potentially with your logo.

We will also be circulating a petition once our campaign has launched that we would appreciate you sharing around your networks.

All the best,
Alina and the XR Youth Bristol team

*We are **Extinction Rebellion Youth Bristol**, the separately-organised youth wing of Extinction Rebellion (XR) in Bristol, UK, for young people up to the age of 30.*

You can read more about XR UK, its demands, and the climate and ecological breakdown at extinctionrebellion.uk. You can read more about XR Youth Bristol at xrbristol.org.uk/youth/.

Follow us on [Instagram](#), [Twitter](#) and [Facebook](#)

Sent with [Proton Mail](#) secure email.



Department for Chief Executive and Corporate Resources

Armstrong Hall Management & Thornbury
Town Council
Town Hall
Old Police Station
35 High Street
Thornbury
South Gloucestershire
BS35 2AR

Date: 1st June 2022
Your Ref:
Our Ref:
Enquiries to: H Hudd
Section: Property Services
Tel: 01454 865081
E-mail: helen.hudd@southglos.gov.uk

Dear Sir / Madam

**RE: NOMINATION OF THE ARMSTRONG HALL COMPLEX AND BAKERY ANNEXE,
CHAPEL STREET, THORNBURY, SOUTH GLOUCESTERSHIRE, BS35 2BJ AS AN
ASSET OF COMMUNITY VALUE: COMMUNITY RIGHT TO BID**

South Gloucestershire Council have received a nomination relating to the Armstrong Hall Complex and Bakery Annexe from Thornbury Community & Arts Community Interest Group, a copy of which is attached. The nomination is for registration of the above property as an Asset of Community Value under the Community Right to Bid legislation contained in the Localism Act 2011.

The Council now has to decide whether or not to register the Armstrong Hall Complex and Bakery Annexe as an Asset of Community Value.

Therefore I am writing to notify you as the owner of the property that this nomination has been made, and to ask for any comments that you wish to make. In particular it would be helpful to know if you disagree with any of the evidence put forward in the nomination, or would like to add any evidence or other relevant information. The Council will consider the evidence relating to the nomination on Wednesday 13th July 2022 at which time it will determine whether to register the property as an Asset of Community Value.

Please can I receive any comments you wish to be taken into account by Tuesday 12th July 2022.

It may help if I briefly explain the significance of a property being listed as an Asset of Community Value. If the owner of a listed asset decides to dispose of it, either by sale or long lease, they must notify the Council. We will then notify whoever nominated the asset and publicise the owner's intention to dispose of it on our website. At this stage interested community groups have a six week period to inform us that they intend to submit a bid. If no interest is received from the community within this period then the landowner is free to dispose of the asset to whomever they choose and at whatever price. If a community group

does request an opportunity to bid for the asset, then a moratorium period begins. This period is six months from the date the landowner informed the Council of their intention to dispose of the asset. Within this period the landowner can only dispose of the asset to an eligible community or voluntary organisation.

There is a right to an internal appeal by the Council if the owner objects to their property being listed as an Asset of Community Value, and if they remain in disagreement with the listing after an internal review there is a right of appeal to an independent Tribunal. There is also a compensation scheme under which private landowners may claim compensation for loss and expense incurred through an asset being listed.

The Council's website has further information on the Community Right to Bid that you may find helpful. This can be found at <http://www.southglos.gov.uk/council-and-democracy/localism/community-right-to-bid/>. Should you not have access to the internet then please contact me and I will make arrangements for you to view the information at a convenient location to you.

You can contact me via telephone or e-mail at the contact details given at the top of this letter or at the address given at the base of this letter.

Yours faithfully

A handwritten signature in black ink, appearing to read 'H Hudd'.

Helen Hudd
Technical Support Officer

Encs

**SOUTH GLOUCESTERSHIRE COUNCIL
ASSETS OF COMMUNITY VALUE**

COMMUNITY RIGHT TO BID NOMINATION FORM

1) The property to be nominated

Name and Address of

Property : The Armstrong Hall Complex and Bakery Annexe
Chapel Street
Thornbury
Bristol

Postcode : BS35 2BJ

Property owner's name
and Address :

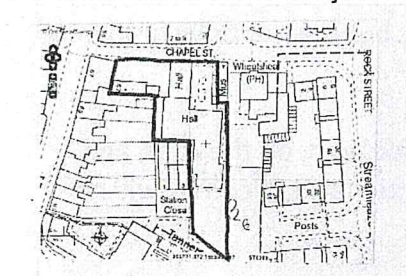
Armstrong Hall Management
and Thornbury Town Council
Town Hall
Old Police Station
35 High Street
Thornbury
Bristol

Postcode : BS35 2AR

Current Occupiers Name : Not occupied

2) Details about the nomination (please continue on a separate sheet if necessary and identify which question you are referring to)

Please describe the boundaries of the property being nominated and supply a plan outlining the area which is the subject of the nomination.



To the north (left on this diagram), the boundary is formed by Chapel Street.
To the west, the boundary is formed by a line drawn from the western-most point of the Old Bakery Annexe building to Chapel Street. It then runs southwards along the wall of the Bakery Annexe to the boundary of the properties to the south, then eastwards to border the properties in Station Close, and then southwards to continue to border those properties, right up to the end of the existing car park.

The south-east boundary follows the line of the car park.

The eastern boundary runs down the entire side of the existing site, cuts in westwards to include a storage shed, then continues adjacent to the museum building up to Chapel Street.

**3) Is the condition of the property suitable for continued community use?
(please continue on a separate sheet if necessary and identify which question you are referring to)**

The property is certainly suitable for continued community use, being of a convenient town centre location, and of a useful size for most local needs, containing infrastructure appropriate for theatrical performances.

The Armstrong Hall is valued as a meeting space for large gatherings and audiences, and as a performance venue for larger productions, comprising a built-in stage with proscenium arch, wings and a backstage area which has been in use for many years as dressing rooms. It has a gallery at the rear of the hall for a lighting and sound box. It has been regularly used for musical theatre performances, with an orchestra, yet still seats over 270 people. There are appropriate safety exits already in situ, and these have been approved for many years by the appropriate authority.

There is no theatre venue with these facilities for many miles around.

The current owner undertook a condition survey in 2020, and we have had sight of the report, which has given us a clear picture of the likely works to be undertaken.

It currently has a major problem with the flooring in areas where the original parquet has lifted. This needs investigation, to see if it can be rectified; and if not, new flooring will have to be laid before the whole area can be restored for public use.

The Cossham Hall has intrinsic value as a space for meetings of all kinds, small performances, especially for music events due to its good acoustics, cinema, talks etc, and seats up to 130, including 30 in a gallery.

It will require a certain amount of smartening and cheering up, but is essentially functional for these purposes.

The adjoining foyer area and rooms will need more maintenance work on the roof, and more work on the inside to improve both appearance and functionality. Electrics will need to be fully assessed.

It has been maintained over the past two years of inoccupancy by the present owners, who we understand undertake weekly inspections.

Further assessment of the whole property will need to be undertaken before opening to the public, for health and safety purposes.

The Bakery Annexe would require a survey to determine how it could be used, whether it needed re-roofing or whether it would need to be demolished and rebuilt – as a last option, if completely unsuitable for continued use.

We understand that the most recent occupants left in the summer of 2021.

The land in front of the building would be very useful for community use, initially as a space for temporary short-term buildings (Portakabins) to increase foyer and dressing room facilities for the large halls, in addition to storage space, short-term parking for vehicles needing access, disabled parking etc.

Ultimately, this building could have a range of possible uses: as a museum, for storage of museum archives, as an exhibition area, and as a library.

4) Name of organisation/community organisation nominating asset

Details of person sending the form:-

Title	:	Mrs
Surname	:	Dimond
Position in organisation	:	Director, Thornbury Community and Arts C.I.C.
Email address	:	info@ahaathornbury.co.uk
Address	:	

5) Type of organisation:-

- ↑ Town or Parish Council
- ↑ Local Neighbourhood Planning Forum
- ↑ Community Group *
- ↑ Charity
- ↑ **Community Interest Company**
- ↑ Company Limited by Guarantee
- ↑ Industrial and Provident Society

*** If you are a community group**, please list on a separate sheet the names and addresses of at least 21 local people who are members of the community group and registered on the electoral roll of South Gloucestershire or a neighbouring local authority.

Except for parish councils and neighbourhood forums, please provide a copy of the organisation's constitution. **SENT WITH THIS APPLICATION**

Nominating organisations except parish councils and neighbourhood forums must explain below the nature and extent of their local connection with the property being nominated.

6) Details about the organisation's local connection with the Property (please continue on a separate sheet if necessary and identify which question you are referring to)

Thornbury Community and Arts CIC was formed following the closure of the Armstrong Hall Complex by the owning trust. The directors and supporting members are interested local residents and also interested parties from other areas in South Gloucestershire who have used the premises frequently in the past, both attending events held by others and also organising events themselves.

This community group has wide connections with many former users who are very concerned about the loss of this facility to the town centre.

It prepared a viability study which indicated that the building could operate as the vehicle for a viable social enterprise, by resuming its former offerings to the community, but in addition running many more events to raise funds and increase its offerings to the community.

7) Description of the Property's Community Use (please continue on a separate sheet if necessary and identify which question you are referring to)

Please explain how the use of the building functions (or has recently functioned) the local community's social wellbeing or social interests (which can include cultural, sporting or recreational interests) and is likely to do so in future. Please provide details of current and recent usage (within the past 3 years).

Until closure in March 2020 due to Covid, the two halls were hired by a wide range of users for large functions, including:

- Private parties
- Performance rehearsal
- Set assembly and painting for public performances
- Exercise and dance groups
- Blood donating
- AGMs of larger organisations
- Music events with a meal, using the adjacent kitchen
- Dog walking training
- Talks on a variety of subjects
- Talks etc by professional celebrities which attract a large audience
- Drama performances
- Musical theatre performances
- Children's performances, providing opportunities for personal development
- Cinema
- Private parties
- Exercise and dance groups
- U3A and other group meetings
- Music events

In addition, the meeting room and open area by the bar were used for card clubs, teaching lip reading, smaller meetings, smaller rehearsals, children's dressing rooms et al. The foyer was a meeting place during intervals in productions, for the audience to mingle, check raffle tickets and renew contacts over a coffee or drink from the bar, in addition to providing a space for gathering before a show. After-show parties were often held there for performing groups. Celebrities could sign materials and meet their public.

The Bakery Annexe has been used in recent years as a home for a local charity, a meeting venue for the local Camera Club and a performance rehearsal venue. It also has storage space used by the local horticultural society.

8) Is it realistic that uses which support the social wellbeing or social interests of the local community will continue; please provide details on how you consider current uses and any additional uses of the asset developing over the next 5 years (please continue on a separate sheet if necessary and identify which question you are referring to)

The viability study undertaken by this group gave a clear indication that all the former functions listed above would once again be served by the premises, and also that usage could be substantially increased for the entertainment, education and mental well-being of the local community in a range of ways:

- Smaller acts can be encouraged, giving more opportunity for young people's development in the performing arts;
- More comedy acts can be introduced, to encourage laughter and mental well-being in the local community;
- Popular events can be held, e.g. tribute bands, to draw interest from and entertain the wider town population of all ages;
- Exhibitions can be held, with displays from the local museum, local art groups and schools;
- Use of the premises for the education of children, especially involving the performing arts, will be encouraged;
- As a social enterprise, volunteers will be strongly encouraged to get involved with the centre, to develop a real sense of community, especially during these times of uncertainty. With the accent on diversity, many people's needs for active participation in a vibrant, ongoing project can be serviced, helping their social skills and reducing anxiety by working with others in a supportive environment;
- With an active and flourishing centre, local people will have a good range of affordable entertainment and broader activities near to hand, promoting a strong sense of belonging, and reducing the need for costly travel;
- Addition of the Bakery Annexe would enable the addition of storage, a museum, an exhibition space and/or a library.
- The land in front of the Bakery Annexe would be very useful temporarily for community use, initially as a space for buildings (Portakabins) to increase foyer and dressing room facilities for the large halls, in addition to storage space, short-term parking for vehicles needing access, disabled parking etc.

9) Declaration

I declare that I am authorised by the nominating organisation to make this application on its behalf and that the information contained in this nomination is true to the best of my knowledge and belief

Signed: Gillian Heath Robinson Dimond Dated: 22nd May 2022

Please return completed nomination forms to property.services@southglos.gov.uk or send them to: South Gloucestershire Council, Chief Executive & Corporate Resources Dept, Property Services, PO Box 1953, Bristol, BS37 0DB



THORNBURY TOWN COUNCIL

OFFICER BRIEFING for Full Council Meeting 28 June 2022 Defibrillators

Background

Thornbury Town Council currently owns and is responsible for three defibrillators located in the local community at the following locations:

1. St Mary's Centre
2. The Pavilion, Mundy Playing Fields
3. Outside the Armstrong Hall

These defibrillators are all located inside a HeartSafe AED Locator defibrillator cabinet. These cabinets can currently be unlocked remotely by South West Ambulance Trust (SWAST). These cabinets are known as 'SMART' defibrillator cabinets.

Current position

Over the last couple of years, the UK ambulance services have been working with the British Heart Foundation to develop a single registration and management network for public access defibrillators. This system is called The Circuit. The new system has been rolled out in stages across the country and has now been adopted by South West Ambulance Service Trust. This means that going forward, the registration and routine checks of all AEDs for public access use are now required to be managed through the central "The Circuit" system.

As part of the transition to The Circuit, HeartSafe AED Locator have been given notice by SWAST that they will be discontinuing their support for our SMART defibrillator cabinets from the 1 November 2022.

This decision means that SWAS systems will no longer be able to remotely unlock the SMART defibrillator cabinets, including those owned by Thornbury Town Council, to provide access to the defibrillator in an emergency.

Additionally, the Armstrong Hall Trust have indicated their intention to switch off the Wi-Fi, and possibly power, in the Armstrong Hall and an alternative location for this defibrillator will have to be found. Alternative locations for this defibrillator have been thoroughly investigated by Town Council Officers. Despite thorough exploration of the options, the only potential party interested in hosting the defibrillator is St Marys Church Hall, who would host it but would require the Town Council to cover all costs.

Options to consider

There are three 3 options to consider in order to provide the Public Access Defibrillator locations currently located at the St Mary's Centre and the Pavilion:

1. **Set SMART cabinet doors to be permanently UNLOCKED.** This is easily achieved with a simple modification to the cabinet that ensures the defibrillator is always available in an emergency by simply pulling open the door. Providing that the annual monitoring service is in place, all alerts via

email and SMS will still work, so the designated contacts will be notified if the door is opened or the AED is removed from the cabinet. Having cabinets unlocked is preferred by the Ambulance Service, as there are no barriers to access of an AED in an emergency, however it obviously makes the defibrillator vulnerable to theft or tampering. The Town Council would need to register and appoint a guardian to check and report on the AED periodically and in the event of any alters in-line with the requirements of "The Circuit".

2. **Upgrade the SMART cabinets to brand new HeartSafe combination lock cabinets** with a new 10-year warranty. This type of cabinet provides a level of access security to protect the defibrillator from theft or tampering and is in use in many tens of thousands of other locations. It is fully compatible with the new "The Circuit" system and does not require any annual monitoring fee. The Town council would need to appoint and register a guardian to check and report on the AED periodically in-line with the requirements of "The Circuit". The information on the HeartSafe combination lock cabinet is appended to this Briefing.

The package would include the following:

- Bespoke wording
- Metal A4 information plaque to include full address and What3Words location finder. The plaque is then positioned adjacent to the cabinet.
- A metal identification sign supplied to be positioned above the cabinet
- 5 x A5 directional labels with speech bubble/QR Code enabling an instructional video to be downloaded of how the HeartSine 500P Defibrillator is used in an emergency

The cabinet would be finished with the latest British Heart Foundation Defibrillator livery.

The defibrillator would be monitored remotely as it is at present. There is no need to contact the Ambulance Service.

3. **Remove the SMART cabinets from service** and make other arrangements to house the AEDs. If the defibrillators are still to be made available for public use by SWAST, The Town Council will need to register and comply with the requirements of "The Circuit".

In relation to the defibrillator located outside of the Armstrong Hall, there are the following options:

4. **Decommissioning:** The defibrillator is taken out of service.
5. **Potential relocation to St Mary's Church Hall:** The Town Council engages in further discussion with St Mary's Church Hall with a view to siting the defibrillator there. The costs of installation and ongoing operation may be significant, as Wi-Fi and power would need to be made available. A HeartSafe combination lock cabinet would need to be purchased to house the defibrillator at this location.
6. **Relocation to inside the Town Hall:** The defibrillator is kept indoors at the at the Town Hall where it would be available during office hours and would be particularly well located for the Over 60s Tea Room. Power and Wi-Fi are available in this location and no cabinet would be required. If the defibrillator was still be made available for public use by SWAST, the Town Council would need to register and comply with the requirements of "The Circuit".

Costs

For existing HeartSafe customers with SMART cabinets a £200 discount is available on a new cabinet. The cost of the HeartSafe combination lock cabinet, including this discount, would be £795 + VAT.

Timescales

SWAST support for SMART defibrillator cabinets will cease from 1 November 2022. A decision is required now in order to ensure that alternative arrangements are in place in advance of this date and communicated to SWAST.

Options appraisal and recommended option

Leaving the cabinets unlocked would leave the defibrillators at risk of theft or vandalism, particularly given the locations. Insurance implications would need to be investigated.

The provision at St Mary's Centre would be relatively high-cost. There are also other defibrillators already located relatively closely at the Severn View Practice (daytime hours) and at the Anchor Inn at Morton.

The Officer's recommended option is for option 2 above (purchase of new cabinets) for the defibrillators located at St Mary's Centre and the Pavilion, and for Option 6 (relocation to the Town Hall) for the defibrillator currently located outside the Armstrong Hall.

Decision required

Full Council is asked to make a decision on the future of the three defibrillators in order that arrangements can be made by Officers to ensure continued availability.

Kath MacConnachie, CiLCA

Town Clerk and RFO

22 June 2022



Thornbury Town Council

Grant Application Form Oct. 2021

Tel: 01454 412103

E-mail: info@Thornburytowncouncil.gov.uk

Town Hall, High Street, Thornbury, Bristol, BS35 2AR

Please refer to the grants policy and terms and conditions before submitting your application.

If you need any assistance please contact us using the details listed above.

Please note that this process involves granting funds from monies received through local taxation and therefore it is essential that we request information on your group or organisation to be given in writing on this form. This ensures that the funds are being granted responsibly. This applies even if your organisation has provided the information in previous years.

Please indicate what type of funding you are seeking:

Urgent Grant *considered by Council upon receipt, in exceptional circumstances. Please contact us for more information if you wish to apply for an urgent grant.*

Name of Group / Organisation:

Armstrong Hall Trust

Main Contact Name:

Guy Rawlinson

Contact address:

Chapel Street
Thornbury,
Bristol,
BS35 2AW

Daytime phone number of contact:

07806 790795

Contact e-mail address:

Grawlinsonarmgstronghalltrust@gmail.com

Are you a newly formed group? (less than 1 year)

No

How long has your group been operating?

1972

Do you have a voluntary management committee / steering group?

Yes

Does your group have a formal constitution?

Yes

Does your group have an equal opportunities policy / statement?

No

Does your group have an annual record of accounts?

Yes

Please attach a copy of your most recent accounts or latest bank statement to your application

If you are a registered charity, please provide your charity number: 272883

Have you applied for a grant from Thornbury Town Council before?

Please describe your group's purpose and main activities:

To promote the use of the Armstrong Hall in the interests of social welfare for use as a public hall, community and recreation centre with ancillary uses for the recreation and leisure time, occupation of the inhabitants of Thornbury and the neighbourhood.

How much are you applying for? £60,000.00

Are there any deadlines or timescales we should be aware of when making payments? No ☐

What is the grant for?

The Armstrong Hall Trust are developing options for the furtherance of the Trust's objectives. To achieve this aim there is a need for additional funds over and above those available at the time of making this application.

Who in Thornbury will benefit from it?

Number of people:

14,000

All residents of the town.

How will Thornbury benefit from it?

By providing a performance space in the town for arts and entertainment organisations. This will bring the local community together.

Please provide a full breakdown of the project costs and how they will be funded:

[illegible]

Please continue on a separate sheet if necessary

Have any other bodies been approached for grant funding in relation to this project?

Not at the time of making this application

What will you do if you get less funding than you asked for? Will all or part of the project still go ahead? Please tell us what could be achieved if you only receive part funding.

This funding is needed to make this project possible

Please state below your current reserves.

No funding for this project is currently available.

If successful, we prefer to issue payments by BACS transfer. If you wish your payment to be made by cheque, please tell us who the cheque should be made payable to, or otherwise provide BACS details below.

Cheque made payable/
 Transfer funds to Armstrong Hall Trust.....

Bank: xxxxxxx
 Account: xxxxxxx
 Sort code: xxxxxxx

Please read the following important terms and conditions carefully. By signing this form you are confirming that:

- Your details can be held by Thornbury Town Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.

- The information you have provided about your group and your project may be made available as part of Thornbury Town Council's grant decision making process. The information will be stored and used for this purpose only and in line with General Data Protection Regulations. The information you have provided will not be shared with any third party.
- You have given due regard to any legal and statutory requirements associated with your project and have considered any health & safety or safeguarding implications and have controls in place to eliminate or reduce risk exposure.
- You will provide Thornbury Town Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant safeguarding and health & safety policies.
- You will provide Thornbury Town Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful.
- You are an official representative of your group and are authorised to apply for funding on their behalf and that as such you agree to abide by the terms and conditions of the grants process.
- Under s.8 of the Local Government Act 1984, we are unable to fund projects where the subject of the grant is "property relating to affairs of the church or held for an ecclesiastical charity". The National Association of Local Councils (NALC) advises that "this prohibition relates to the nature of the property concerned not to the use which that any funding will be put."
- Funding can only be used for the specific project you have outlined on your application form and not for any other purpose. The funding should be spent within 1 year of award. If your project is delayed or unable to happen because of Covid-19, please contact Thornbury Town Council as soon as you aware there will be a problem. Thornbury Town Council grants cannot be used as a substitute for Covid-19 related grants or loans provided by other government organisations.
- Recipients should acknowledge the financial support received from the Council in press releases and publicity. The Council will provide logos for use to indicate its support.
- The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/ partially for breach of conditions.
- The Council may apply any additional conditions it deems necessary as part of the grant award.

I agree to the terms and conditions: Yes

☐

I have attached to this form a copy of our most recent accounts or latest bank statement: *(Please tick the box)*

☐

Signature:

G W Rawlinson

Date:

23rd June 2022

Position in Organisation:

Treasurer

Please send completed application forms and requested supporting information to:
info@thornburytowncouncil.gov.uk or Thornbury Town Council, Town Hall, High
Street, Thornbury, Bristol, BS35 2AR.

Further information is available on our website: www.thornburytowncouncil.gov.uk



THORNBURY TOWN COUNCIL

OFFICER BRIEFING for Full Council Meeting 28 June 2022 The Thornbury Quilt

Background

Thornbury and District Heritage Trust have approached the Town Council to consider if they would be willing to host the Mrs Chamber's Quilt (the Quilt) for display in the Council Chamber of the Town Hall. The Quilt is currently in storage, so not on public display. The display of the quilt in the Council chamber would allow for it to be displayed during Thornbury Heritage Open Doors events, during public meetings and museum volunteers may be able to facilitate planned viewings of the quilt along with the Collings Clock.

Thornbury Roots information on the Mrs Chamber's Quilt: [The Chambers Quilt - Thornbury Museum \(thornburyroots.co.uk\)](http://thornburyroots.co.uk)

Proposal

The only viable wall to display the quilt, without the need to remove the existing locations of the former Mayor photos and the boards recording previous Mayors and Clerks, is on the wall to the left as you enter the Council Chamber. There is adequate space here to display the Quilt. The bottom of Quilt would hang down below the dado rail.

The quilt would be enclosed in a custom-built preservation case. Funding for this has already been allocated by the Thornbury Museum Friends group. The case would be plastic, so robust in case of any knocks.

There would also be a curtain, or a blind installed over the case, to allow for additional UV protection when not on display. This blind or curtain may include a printed image of the quilt on it.

The display of the Quilt at the Town Hall would be subject to a Placement Out agreement between the Thornbury and District Heritage Trust and the Town Council.

Insurance responsibilities need to be clarified.

Decision required

Full Council is asked to consider whether it wishes to host the Thornbury Quilt in the Council Chamber of the Town Hall and what the location of this should be.

Kath MacConnachie, CiLCA

Town Clerk and RFO

27 June 2022