

THORNBURY TOWN COUNCIL

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Town Clerk: Kath MacConnachie, CILCA



Town Hall
35 High Street
Thornbury
Bristol BS352AR

14 July 2022

To Councillors: J Murray (Chair), A Symonds, C Davies, B Emmerson, B Griffin, C Parkinson, G Rawlinson, J Stansfield, M Tyrrell, M Stringer, H Ball and P Le Riche

Please take notice that a meeting of the **Finance & General Purpose Committee** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on **Tuesday 17 July 2022 at 7.30pm**.

Committee members are here by **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'.

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. Apologies for absence
2. To receive any members declarations of interest
3. To receive any representations from the public
4. To approve the minutes of the Finance & Policy meeting of 17 May 2022
5. To note any decisions made under delegated authority
6. To consider the following financial matters:
 - To approve the Accounts for Payment (to be circulated electronically in advance and tabled at the meeting)
 - To receive the bank reconciliations report from Cllr Parkinson
7. Budget monitoring report for Q1 2022/23

- 8. Community Infrastructure Levy (CIL) programme monitoring**
- 9. To consider a request from the Open Spaces Committee to use CIL funds and the Land & Property/Maintenance budget to cover the cost of path works at the Cemetery and at the Mundy Playing Fields**
- 10. Quotations - To consider quotations received select suppliers for the following**
 - Three Replacement Doors at Mundy Playing Fields/Pavilion
- 11. To consider adoption of the following draft policies:**
 - Mobile Vendor Policy
 - Staff Uniform Policy
 - Body Worn Camera Policy
 - Councillor IT policy (accompanied by Officer Briefing)
 - Risk Management Policy and Procedure
- 12. Remembrance Parade 2022**
 - To agree arrangements as delegated by Full Council
- 13. Date of the next meeting:** 7.30pm on 20 September at the Town Hall

MINUTES of the meeting of the Finance and Policy Committee
held on Tuesday 17 May 2022, at the Town Hall

Present: Cllr Chris Davies (Chair)
Cllr Jayne Stansfield (Deputy Chair)
Cllr Bob Griffin
Cllr Benj Emmerson
Cllr Clive Parkinson
Cllr Guy Rawlinson
Cllr Maggie Tyrrell
Cllr Matt Stringer

Kath MacConnachie (Town Clerk)
Hannah Cornford (Minutes)
1 member of the public

Absent: Cllr Shirley Holloway

F&GP2223.1. TO CONSIDER ANY APOLOGIES FOR ABSENCE

Apologies were noted from Cllr Shirley Holloway.

F&GP2223.2. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

None were declared.

F&GP2223.3. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

One member of the public addressed the Committee.

F&GP2223.4. TO APPROVE THE MINUTES OF THE FINANCE AND POLICY MEETING OF 22 MARCH 2022

It was **RESOLVED** that the minutes were an accurate record.

F&GP2223.5. TO NOTE DECISIONS MADE UNDER DELEGATED AUTHORITY

The decisions were noted.

F&GP2223.6. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS

It was **RESOLVED** to pay the Accounts for Payment as follows:

ACCOUNTS PAID OUT OF MEETING (11th APRIL - 16th MAY 2022)		
LLOYDS BANK PLC	CREDIT CARD PAYMENT (DD)	2044.22
THORNBURY TOWN COUNCIL	PAYROLL/HMRC/AVON PENSION	26127.16
O2 PHONE COMPANY	MOBILE PHONE USAGE CHARGE (APRIL DD)	16.75

O2 PHONE COMPANY	MOBILE PHONE USAGE CHARGE (MAY DD)	20.98
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	702.74
OCTOPUS ENERGY	ELECTRICITY - BAKEREY ANNEX	28.60
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	194.02
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	65.64
TOWN COUNCIL	PETTY CASH	200.00
NKS CONTRACTS	MAINTENANCE WORKS TO COUNCIL OWNED BUILDINGS	1359.68
EASTON BEVINS	REFURBISHMENT WORK - PHASE 2	365.53
TOWN COUNCIL	STAFF EXPENSES - WORKWEAR	79.22
PROFESSIONAL FEES	TEMPORARY RFO (FINAL INVOICE)	282.60
LOUD HIRE LTD	PA HIRE	180.00
PHASE CIC	REVENUE GRANT	2000.00
JIGSAW THORNBURY	REVENUE GRANT	4000.00
THORNBURY VOLUNTEER CENTRE	REVENUE GRANT	3340.00
THORNBURY CHRISTMAS LIGHTS ASSOC	REVENUE GRANT	1357.00
OVER 60'S TEA ROOM	REVENUE GRANT	4640.00
THORNBURY ARTS FESTIVAL TRUST	REVENUE GRANT	2500.00
KRUNCH SOUTH WEST	REVENUE GRANT	1800.00
THORNBURY RADIO	REVENUE GRANT	3898.00
THORNBURY IN BLOOM	REVENUE GRANT	1500.00
CITIZENS ADVICE	REVENUE GRANT	5900.00
THORN & DISTRICT COMMUNITY ASSOC	REVENUE GRANT	3000.00
ECOTRICITY	GAS SUPPLY - PAVILION	9.69
ECOTRICITY	GAS SUPPLY - TOWN HALL	375.10
DIRECT IT	HP PROBOOK, KEYBOARD, MOUSE	1253.21
GLOUCESTER ELECTRICAL LTD	FIT LIGHT OUTSIDE MPF FLAT OVER DEFIB	150.00
SOUTH GLOS COUNCIL	PAYROLL CHARGES - (JAN - MARCH 2022)	151.68
AMAZON	EMERGENCY LIGHTING SWITCH KEY - CC217	10.65
AED HEARTSAFE	HEARTSINE ADULT PAD-PAK - CC218	253.50
JUST BIN BAGS	EXTRA HEAVY BIN BAGS - CC219	31.46
KEY SIGNS UK LTD	SIGNAGE FOR BODY WORN VIDEO EQUIPMENT - CC220	112.68
SCREWFIX	X2 PAIRS SAFETY BOOTS - CC221	88.97
ANMAZON	SHOULDER HARNESS STRAP - CC222	15.99

LEE'S MEND A SHOE	KEY CUTTING REF MPF & CEMETERY - CC223	115.00
AMAZON	SAFETY SIGNAGE - CC224	10.75
AMAZON	EXTERIOR PAINT - CC225	68.00
AMAZON	SAFETY LEATHER GLOVES - CC226	8.79
AMAZON	LEATHER GARDENING GLOVES - CC227	9.49
AMAZON	DEWALT SAFETY GLASSES - CC228	50.87
AMAZOM	AMAZON PRIME MEMBERSHIP - CC229	7.99
ZOOM	ANNUAL SUBSCRIPTION - CC230	143.88
DENIS RAWLINS LTD	FLOOR BUFFER PADS - CC231	80.55
SUPPLIES FOR FARMERS	3 BAR SPRING TINE HARROW - TRACTOR ATTACHMENT - CC232	503.55
SETON	DANGEROUS & FLAMMABLE SUBSTANCE COSHH STORAGE - CC233	510.88
AMAZON	WOODEN TABLE NAME HOLDERS - CC234	13.29
AMAZON	CLEAN UP AFTER DOG SIGNAGE	9.99
AMAZOM	HDMI CABLE	5.28
AMAZON	WATERPROOF WORKWEAR	30.95
AMAZON	HDMI CABLE	5.28
	Total Expenditure:	69629.61
ACCOUNTS NOW DUE FOR PAYMENT - 17th MAY 2022		
<u>CENTRAL SERVICES (110)</u>		
SPHERE LEISURE LTD	SEVERNSIDE SUITE ROOM BOOKING	149.50
PITNEY BOWES PURCHASE POWER	FRANKING MACHINE CHARGES	107.00
A P GRAVE DIGGER	GRAVE DIGGING FEES	720.00
ACORN RECRUITMENT	TEMPORARY STAFF - CEMETERY	868.85
RBS RIALTAS	YEAR END CLOSE DOWN 2021/22	669.60
SW HYGIENE BTE SERVICES LTD	ADDITIONAL UNIT RENTAL/SERVICE	25.64
ACORN RECRUITMENT	TEMPORARY STAFF - CEMETERY	389.34
MATRIX BES LTD	SIX MONTHLY PLANT CHECK - MPF & TOWN HALL	182.40
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	130.58
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	120.92
ACORN RECRUITMENT	TEMPORARY STAFF - CEMETERY	687.32
DIRECT IT SERVICES	PHONE AND BROADBAND (SPLIT INVOICE WITH 130)	125.93
DIRECT IT SERVICES	IT SUPPORT	326.40
HORDERS THORNBURY PRESS	ANNUAL REPORT BROCHURE PRINTING	125.00

INSURANCE SURVEYS LTD	DESKTOP VALUATIONS - REF 67A HIGH STREET	720.00
ECOTRICITY	GAS SUPPLY - TOWN HALL	323.08
JCW WINDOW CLEANER	WINDOW CLEANING - TOWN HALL	55.00
ACORN RECRUITMENT	TEMPORARY STAFF - CEMETERY	187.08
RELYON GUARDING & SECURITY LTD	ANNUAL KEYHOLDING CHARGES 2022-23	180.00
ACORN RECRUITMENT	PLACEMENT OF STAFF FOR TOWN COUNCIL	2773.84
PITNEY BOWES PURCHASE POWER	FRANKING MACHINE CHARGES	135.22
ICCM CEMETERY & CREMATORIUM MGMT	CORPORATE ANNUAL MEMBERSHIP	95.00
	Total Expenditure:	9097.70
<u>OPEN SPACES (130)</u>		
DIRECT IT SERVICES	PHONE AND BROADBAND (SPLIT INVOICE WITH 110)	54.00
THORN PAROCHIAL CHURCH COUNCIL	HIRE OF LARGE HALL	42.00
T H WHITE GROUP	EMERGENCY LIGHTS SYSTEM - ROUTINE SERVICE - CEMETERY	72.00
YATE SUPPLIES	COMPACTOR HEAVY DUTY BLACK SACKS	271.06
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	227.86
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	100.32
ALEXANDRA	WORKWEAR	46.75
NATIONAL SECURITY GROUP	LOCKING OF MPF BARRIER - (APRIL) MONTHLY CHARGE & KEY COLLECTION	546.00
ABBAY LOOS LTD	PORTABLE TOILETS CHARGE - CHANTRY PLAYING FIELDS	228.00
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	316.98
DAYS FLEET	FORD TRANSIT - ROAD FUND LICENCE RECHARGE	30.00
DAYS FLEET	FORD TRANSIT - RENTAL CHARGE	4217.33
OLDOWN TREE SURGEONS	REMAINING BALANCE OUTSTANDING FROM COMPLETED WORKS	1530.00
ECOTRICITY	GAS SUPPLY - MPF PAVILION	54.41
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	93.82
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	164.09
PLAYSAFETY LTD	ANNUAL INSPECTION OF TTC PLAY AREAS	567.00
MOLE COUNTRY STORES	MAINTENANCE MATERIALS	42.53
THORNBURY MOTORS	MONTHLY (APRIL) FUEL EXPENSES	293.55
RELYON GUARDING & SECURITY LTD	ANNUAL KEYHOLDING CHARGES 2022-23	180.00
RELYON GUARDING & SECURITY LTD	MPF - SECURITY LOCKING UP MONTHLY CHARGE (APRIL)	162.00

AVON DISPLAYS LTD	VINYL STICKERS	36.00
FALON NAMEPLATES LTD	BRONZE PLAQUE	59.28
FALON NAMEPLATES LTD	BRONZE PLAQUE	59.28
OLDOWN TREE SURGEONS	REMOVAL OF STORM LIMB ON THE CHANTRY FIELDS	80.00
ALEXANDRA	STAFF WORKWEAR	73.08
GLENDALE COUNTRYSIDE	REDUCE HEIGHT OF HEDGING - MPF	2326.14
RIO POOLS LTD	OPEN SPLASH PAD @ MPF	176.40
PROLUDIC LTD	STREAMLEAZE PLAY AREA - EQUIPMENT INSTALLATION	17475.72
	Total Expenditure:	29525.60
<u>Grants & Contingencies (180)</u>		
TOWN COUNCIL	MAYOR'S EXPENSES	75.00
	Total Expenditure:	75.00
<u>Land & Property (160)</u>		
INNOPULSE ENVIRONMENTAL LTD	ASBESTOS SAMPLING	125.00
SEVERN PLUMBING & HEATING	GAS SAFETY TESTING - 67 HIGH STREET	80.00
T H WHITE GROUP	INSTALLATION OF NEW FIRE ALARM SYSTEM - 67A HIGH STREET	4313.11
BESTOCOAT LTD T/A THE ROOFING COMP	POLICE STATION ROOF REPAIRS	2035.20
MATRIX BES LTD	CARRY OUT 5 YR EICR - ELECTRICAL SURVEY - 67 & 67A HIGH STREET	345.60
	Total Expenditure:	6898.91

F&GP2223.7. TO RECEIVE THE BANK RECONCILIATIONS FOR MARCH 2022 AND RECONCILIATION REPORT FROM CLLR PARKINSON

Cllr Parkinson had been into the Town Hall to review the reconciliations to the end of March 2022 and reported that all had been satisfactory. He noted there were no debtors at the end of April.

The income and expenditure report for April 2022 was received.

F&GP2223.8. TO RECEIVE THE 2021/22 YEAR END ACCOUNTING STATEMENTS

The 2021/22 year end accounting statements were received.

F&GP2223.9. TO NOTE THE CURRENT LEVEL OF RESERVES

The current reserves were reviewed and noted.

F&GP2223.10. QUOTATIONS – TO CONSIDER QUOTATIONS RECEIVED SELECT SUPPLIERS FOR THE FOLLOWING:

- Insurance contract for 2022/23

It was **RESOLVED** to select Zurich for the Council's insurance contract for 2022/23.

- Pavilion Flat Flooring

It was **RESOLVED** to select Happy Flooring for the Pavilion Flat flooring.

- Installation of additional sockets in the Town Hall offices

It was **RESOLVED** to select Matrix BES for the additional sockets.

F&GP2223.11. TO REVIEW THE DRAFT FINANCIAL REGULATIONS, INCLUDING DRAFT SCHEME OF FINANCIAL DELEGATION

The draft documents were discussed and reviewed.

F&GP2223.12. TO CONSIDER ADOPTION OF THE FOLLOWING DRAFT POLICIES

- Training and Development Policy

It was **RESOLVED** to adopt the Training and Development Policy.

- Annual Investment Strategy 2022/23

It was **RESOLVED** to adopt the Annual Investment Strategy 2022/23.

- General Reserves Policy

It was **RESOLVED** to adopt the General Reserves Policy.

F&GP2223.13. TO CONSIDER PROPOSAL FOR CAPITAL STRATEGY DEVELOPMENT

It was **RESOLVED** to propose to Full Council that a consultant is engaged to progress the Town Council and Capital Strategy as detailed in the Officer Briefing.

F&GP2223.14. THE PAVILION FLAT, MUNDY PLAYING FIELDS

It was **RESOLVED** to proceed with a planning application for change of use for the upstairs flat of the Pavilion on the Mundy Playing Fields from residential to office use.

F&GP2223.15. KINGTON LANE CEMETERY – QUOTATION FOR BULK REPAIR OF MEMORIALS/PROCEDURE

The Clerk gave a verbal, noting that the Town Council were assisting residents affected by the toppling of memorials by arranging works on their behalf.

F&GP2223.16. TO PASS A RESOLUTION TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS FOR AGENDA ITEM 17, DUE TO THE COMMERCIALLY CONFIDENTIAL AND SENSITIVE NATURE OF THE BUSINESS TO BE TRANSACTED

It was **RESOLVED** to exclude members of the public and press for the following agenda item.

F&GP2223.17. LEGAL MATTER RELATING TO KINGTON LANE CEMETERY

It was **RESOLVED** to delegate authority to the Clerk to proceed with the matter in line with option 1 set out in the Officer Briefing.

F&GP2223.18. DATE OF NEXT MEETING: Tuesday 19th July 2022



BUDGET MONITORING REPORT Q1 2022/23 for Finance and General Purpose Committee 19 July 2022

Introduction

This report accompanies the Q1 2022/23 Income and Expenditure (I&E) report. Many budget lines in the I&E report are subject to seasonal profiles (e.g. utilities) or involve a once a year invoice/income receipt which may be at any point in the year (e.g. insurance, subscriptions).

The table below highlights and explains significant/notable variances, outside of the above expected variances outlined above:

COST CENTRE	NOMINAL	DESCRIPTION	Q1 ACTUAL	ANNUAL BUDGET	% SPEND AT Q1	COMMENTARY
110	4000	Staff Salary	£33,741	£283,000	11.9%	Under budget due to recruitment issues. Some offset with agency spend under 100/4060 below and grave digging expenditure of £720 under 110/4086. Total staffing cost (salary, PAYE, NI, pension and agency spend) is at £56,094 at the end of Q1, against Q1 budget of £105,875. Additional site team member has now been recruited. Additional expenditure on grave digging likely.
100	4060	Staff other expenses	£3,071	£8,500	36.1%	Over budget due to expenditure on agency staff to cover staff vacancies. Offset against Staff Salary underspend above.
110	4085	Professional Fees	£8,847	£10,000	88.5%	Ellis Whittam 22/23 full year cost incurred in M1 (£3,993). Agency introduction fee for new recruit (£2,311.53). Desktop valuations for council properties for insurance purposes (£600).
110	4090	Subscriptions & Memberships	£1,897	£2,500	75.9%	Expenditure frontloaded – ALCA annual subscription paid in M1.
110	4080	Audit Fees	-£1,600	£3,600	-44.4%	Historically external audit fees have been paid in the year to which the audit relates, not the year in which the audit work is carried out. The current RFO would expect the fees to be accounted for in the year that the work takes place/expenditure is incurred, so the following year. 2021/22 accounts accrued for the cost of the PKF audit relating to 2021/22 which will be carried out/invoiced in 2022/23. RFO likely to amend practice in future, in which case this will result in a projected £1,600 underspend.

COST CENTRE	NOMINAL	DESCRIPTION	Q1 ACTUAL	ANNUAL BUDGET	% SPEND AT Q1	COMMENTARY
110	4160	Trade Refuse	£1,013	£2,500	40.5%	Appears that sanitary refuse collection may have been omitted from the budget. However, when Trade Refuse nominal 4160 is taken across the board with cost centres 110 and 130 (Open Spaces) the total is almost exactly on budget for Q1 (£2,212 expenditure compared to quarter budget of £2175).
110	4165	IT	£1,931	£6,050	31.9%	Slightly over profiled budget at Q1 due to purchase of laptop due to new staff member.
110	4180	Gas	£115	£4,200	2.7%	Under budget due to seasonal profiling. The forecast outturn, however, is expected to be over budget due to energy price rises.
110	4190	Neighbourhood Plan	£144	£12,000	1.2%	This budget will remain unspent. This was spend budgeted to be transferred from CIL EMR. To be reallocated in CIL programme.
110	4245	Rates	£11,588	£14,000	82.8%	Some rates bills paid Direct Debit, some one-off annual payment
130	4245	Rates	£4,805	£5,000	96.1%	

Committed expenditure – Rialtas Omega Purchase Order module

It is a requirement of the Thornbury Town Council Financial Regulations that a purchase order is issued for all orders; this is currently a paper-based system and is not used for all orders. Officers have received a demonstration of the Purchase Order module of the Rialtas Omega system. The implementation of the Rialtas Omega purchase order module would mean that the value of orders placed would show in the 'Committed Expenditure' line on I&E reports, which would make budget monitoring data more meaningful and accurate. Where payment is made quarterly against an order, the 'Committed Expenditure' would automatically reduce as the expenditure is incurred.

The Purchase Order system would also help considerably with the year-end accruals process.

A proposal will be brought to Full Council in due course.

Kath MacConnachie
Town Clerk & RFO
18 July 2022

Detailed Income & Expenditure by Budget Heading 30/06/22

Month No: 3

Q1 2022/23 Budget Monitoring I&E

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	<u>Income</u>								
1076	Precept	783,980	417,657	835,313	417,657			50.0%	
1090	Interest Received	0	0	144	144			0.0%	
1110	Over 60's Tea Room	4,350	5,800	5,800	0			100.0%	
1115	Sloar Panels	0	0	800	800			0.0%	
1130	Casual Hire	130	122	80	(42)			151.9%	
1150	CIL Income	125,408	0	0	0			0.0%	
	Income :- Income	913,868	423,578	842,137	418,559			50.3%	0
	Net Income	913,868	423,578	842,137	418,559				
6001	less Transfer to EMR	125,408	0						
	Movement to/(from) Gen Reserve	788,460	423,578						
110	<u>Central Services</u>								
1150	CIL Income	0	138,413	0	(138,413)			0.0%	138,413
1990	Other Income	1,312	298	0	(298)			0.0%	
	Central Services :- Income	1,312	138,711	0	(138,711)				138,413
4000	Staff Salary	188,440	33,741	283,000	249,259	249,259		11.9%	
4030	PAYE and NI	53,545	11,881	64,000	52,119	52,119		18.6%	
4040	Pension	57,808	7,401	68,000	60,599	60,599		10.9%	
4060	Staff other Expenses	8,549	3,071	8,500	5,429	5,429		36.1%	
4065	Training	6,821	200	6,000	5,800	5,800		3.3%	
4075	Bank Charges	674	184	700	516	516		26.3%	
4080	Audit Fees	2,260	(1,600)	3,600	5,200	5,200		(44.4%)	
4085	Professional Fees	29,016	8,847	10,000	1,153	1,153		88.5%	
4090	Subscriptions & Memberships	3,168	1,897	2,500	603	603		75.9%	
4095	Insurance	4,779	5,305	5,000	(305)	(305)		106.1%	
4100	Stationery	1,430	161	1,600	1,439	1,439		10.1%	
4105	Postage	867	455	1,000	545	545		45.5%	
4110	Telephone & Broadband	2,194	408	2,000	1,592	1,592		20.4%	
4115	Office Equipment	2,116	731	2,000	1,269	1,269		36.6%	
4120	Website	498	0	770	770	770		0.0%	
4125	Photocopier	459	115	1,200	1,085	1,085		9.6%	
4130	Printing	490	227	500	273	273		45.3%	
4135	Cleaning	0	54	0	(54)	(54)		0.0%	
4140	Cleaning Materials	1,078	218	1,300	1,082	1,082		16.8%	
4145	Lift	2,155	273	1,600	1,327	1,327		17.1%	
4150	Maintenance	3,897	628	6,000	5,372	5,372		10.5%	
4155	Boiler	0	0	800	800	800		0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/22

Month No: 3

Q1 2022/23 Budget Monitoring I&E

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4160 Trade Refuse	2,895	1,013	2,500	1,487		1,487	40.5%	
4165 IT	5,188	1,931	6,050	4,119		4,119	31.9%	
4170 Water	429	0	600	600		600	0.0%	
4175 Electricity	5,324	1,509	6,500	4,991		4,991	23.2%	
4180 Gas	3,747	115	4,200	4,085		4,085	2.7%	
4185 Advertising & Public Notices	0	0	400	400		400	0.0%	
4190 Neighbourhood Plan	400	144	12,000	11,856		11,856	1.2%	
4200 Health & Safety	1,068	18	3,000	2,982		2,982	0.6%	
4205 Refreshments	128	45	150	106		106	29.7%	
4210 Youth SLA	32,083	9,250	37,000	27,750		27,750	25.0%	
4215 Hearing Loop	0	0	300	300		300	0.0%	
4245 Rates	12,711	11,588	14,000	2,412		2,412	82.8%	
4250 Clock R&R	180	0	300	300		300	0.0%	
4450 Machine Tools & Workwear	48	0	100	100		100	0.0%	
4451 Equipment/Machinery - New	12	8	0	(8)		(8)	0.0%	
Central Services :- Indirect Expenditure	434,458	99,819	557,170	457,351	0	457,351	17.9%	0
Net Income over Expenditure	(433,147)	38,892	(557,170)	(596,062)				
6000 plus Transfer from EMR	400	0						
6001 less Transfer to EMR	0	138,413						
Movement to/(from) Gen Reserve	(432,747)	(99,521)						
130 Open Spaces								
1300 Mundy Fees	7,557	1,115	5,425	4,310			20.6%	
1310 Poulterbrook Fees	3,848	188	2,500	2,312			7.5%	
1320 Chantry Fees	2,306	0	1,800	1,800			0.0%	
1330 Wayleave	74	0	40	40			0.0%	
1400 Cemetery Fees	34,463	10,606	34,000	23,394			31.2%	
1410 Memorial Fees	4,610	474	3,600	3,126			13.2%	
1420 Memorial Plaque Service Income	3,958	2,283	3,600	1,318			63.4%	
1430 Grave Maintenance Service	4,930	2,093	2,200	107			95.1%	
1510 Hanging Basket Service Income	0	1,513	4,100	2,588			36.9%	
1990 Other Income	6,300	300	0	(300)			0.0%	
Open Spaces :- Income	68,045	18,571	57,265	38,694			32.4%	0
4090 Subscriptions & Memberships	3,650	284	2,000	1,716		1,716	14.2%	
4095 Insurance	4,779	5,849	5,500	(349)		(349)	106.4%	
4110 Telephone & Broadband	660	135	800	665		665	16.9%	
4135 Cleaning	0	31	0	(31)		(31)	0.0%	
4140 Cleaning Materials	1,135	0	1,200	1,200		1,200	0.0%	
4150 Maintenance	4,347	4,351	10,500	6,149		6,149	41.4%	175

Detailed Income & Expenditure by Budget Heading 30/06/22

Month No: 3

Q1 2022/23 Budget Monitoring I&E

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4160 Trade Refuse	5,283	1,199	6,200	5,001		5,001	19.3%	
4170 Water	2,547	(400)	2,000	2,400		2,400	(20.0%)	
4175 Electricity	2,522	524	2,100	1,576		1,576	25.0%	
4180 Gas	71	95	1,000	905		905	9.5%	
4245 Rates	4,747	4,805	5,000	195		195	96.1%	
4400 Septic Tank	155	0	500	500		500	0.0%	
4401 Car Park Security	0	1,889	5,800	3,911		3,911	32.6%	
4405 Vehicle Maintenance/Tax	3,956	59	3,700	3,641		3,641	1.6%	
4410 Play Equipment Maintenance	3,410	473	7,500	7,028		7,028	6.3%	
4412 Mower 5 year servicing	200	0	1,200	1,200		1,200	0.0%	
4415 Path, Hedges	500	2,726	2,000	(726)		(726)	136.3%	
4420 Fuel	2,576	2,769	6,000	3,231		3,231	46.2%	
4425 Splash Pad Operation	555	147	1,000	853		853	14.7%	
4430 Courts & Pitches	7,700	1,265	6,000	4,735		4,735	21.1%	
4435 Portable Toilet	987	490	1,200	710		710	40.8%	
4436 New Skate Park (2022)	0	0	50,000	50,000		50,000	0.0%	
4440 Skatepark Maintenance	1,000	368	5,000	4,632		4,632	7.4%	
4445 Tree Works Inspection	0	6,590	8,200	1,610		1,610	80.4%	
4450 Machine Tools & Workwear	3,059	856	3,500	2,644		2,644	24.5%	
4451 Equipment/Machinery - New	2	0	0	0		0	0.0%	
4455 Litter Bins & Seats	1,391	0	2,000	2,000		2,000	0.0%	
4460 Signs	475	302	1,800	1,498		1,498	16.8%	
4465 Play Equipment - New	0	15,039	14,000	(1,039)		(1,039)	107.4%	14,563
4470 Play Parks maintenance	76,294	42	50,000	49,958		49,958	0.1%	
4476 Cemetery Meadow Project	2,700	0	45,000	45,000		45,000	0.0%	
4477 CCTV	0	0	1,000	1,000		1,000	0.0%	
4480 PWLB 481947 - playing fields t	1,810	0	1,810	1,810		1,810	0.0%	
4481 PWLB 503515 - splash pad	4,622	0	4,622	4,622		4,622	0.0%	
4482 PWLB 504320 - football pitches	5,643	0	5,643	5,643		5,643	0.0%	
4483 PWLB 509410 - mower,back hoe,	7,614	0	7,615	7,615		7,615	0.0%	
4485 Contract Hire - New Vehicle	3,514	3,514	3,620	106		106	97.1%	
4487 New Machinery	6,141	420	20,000	19,580		19,580	2.1%	
4490 St Mary's Churchyard	363	226	3,000	2,774		2,774	7.5%	
4495 Bedding Plants	1,036	735	1,230	495		495	59.7%	
4496 Cemetery Gate	2,564	0	0	0		0	0.0%	
4500 Memorial Plaque Service	1,217	580	2,000	1,420		1,420	29.0%	
4501 War memorial repairs	0	0	1,000	1,000		1,000	0.0%	
4540 Green Projects	0	0	4,500	4,500		4,500	0.0%	
4550 Tree Planting	0	0	1,115	1,115		1,115	0.0%	
4555 Hanging Basket Service	0	1,800	5,000	3,200		3,200	36.0%	
4560 Town Hall Planting	0	0	2,000	2,000		2,000	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/22

Month No: 3

Q1 2022/23 Budget Monitoring I&E

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	3,131	13,543	10,412		10,412	23.1%	
4581 Dog Waste Bin Collection SGC	0	1,413	5,654	4,241		4,241	25.0%	
4585 Floral Displays SGC	0	614	2,456	1,842		1,842	25.0%	
4586 Water Fountain for MPF	0	0	1,005	1,005		1,005	0.0%	
4590 Fairtrade	0	0	275	275		275	0.0%	
4595 Street Furniture	0	0	1,000	1,000		1,000	0.0%	
Open Spaces :- Indirect Expenditure	169,224	62,320	338,978	276,658	0	276,658	18.4%	14,738
Net Income over Expenditure	(101,179)	(43,749)	(281,713)	(237,964)				
6000 plus Transfer from EMR	38,137	14,738						
6001 less Transfer to EMR	8,630	0						
Movement to/(from) Gen Reserve	(71,672)	(29,011)						
<u>150 Do Not Use (now open spaces)</u>								
1500 Tourist Information Sales	24	0	0	0			0.0%	
1510 Hanging Basket Service Income	6,319	0	0	0			0.0%	
1990 Other Income	609	0	0	0			0.0%	
Do Not Use (now open spaces) :- Income	6,952	0	0	0				0
4150 Maintenance	880	0	0	0		0	0.0%	
4420 Fuel	973	0	0	0		0	0.0%	
4445 Tree Works Inspection	5,000	0	0	0		0	0.0%	
4455 Litter Bins & Seats	1,145	0	0	0		0	0.0%	
4460 Signs	25	0	0	0		0	0.0%	
4540 Green Projects	3,268	0	0	0		0	0.0%	
4550 Tree Planting	1,171	0	0	0		0	0.0%	
4555 Hanging Basket Service	6,979	0	0	0		0	0.0%	
4560 Town Hall Planting	2,422	0	0	0		0	0.0%	
4580 Grass Cutting SGC	10,636	0	0	0		0	0.0%	
4581 Dog Waste Bin Collection SGC	5,260	0	0	0		0	0.0%	
4585 Floral Displays SGC	1,960	0	0	0		0	0.0%	
4595 Street Furniture	1,000	0	0	0		0	0.0%	
Do Not Use (now open spaces) :- Indirect Expenditure	40,720	0	0	0	0	0		0
Net Income over Expenditure	(33,768)	0	0	0				

Detailed Income & Expenditure by Budget Heading 30/06/22

Month No: 3

Q1 2022/23 Budget Monitoring I&E

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
160 Land & Property								
1600 Rent - Flat 67 High Street	7,800	1,950	7,800	5,850			25.0%	
1610 Rent - Offices 67 High Street	15,156	15,156	15,156	0			100.0%	
1630 Rent - V Link Town Hall	4,175	4,175	4,175	0			100.0%	
1640 Rent - Police	8,500	2,125	10,000	7,875			21.3%	
Land & Property :- Income	35,631	23,406	37,131	13,725			63.0%	0
4095 Insurance	303	429	400	(29)		(29)	107.1%	
4170 Water	684	0	750	750		750	0.0%	
4182 R & R 67 High St	0	0	800	800		800	0.0%	
4183 Garage Door - Pavillion	4,916	0	0	0		0	0.0%	
4200 Health & Safety	21,725	5,214	18,000	12,786		12,786	29.0%	
4600 Landlord Responsibilities	8,540	2,510	8,000	5,490		5,490	31.4%	
4601 Property Maintenance	136,989	11,102	100,000	88,898		88,898	11.1%	2,764
4602 Chantry Rd Pav Feasibility Sur	0	0	20,000	20,000		20,000	0.0%	
Land & Property :- Indirect Expenditure	173,157	19,254	147,950	128,696	0	128,696	13.0%	2,764
Net Income over Expenditure	(137,526)	4,152	(110,819)	(114,971)				
6000 plus Transfer from EMR	4,916	2,764						
Movement to/(from) Gen Reserve	(132,611)	6,916						
170 Armstrong Hall								
4181 Museum Bills	323	0	0	0		0	0.0%	
Armstrong Hall :- Indirect Expenditure	323	0	0	0	0	0		0
Net Expenditure	(323)	0	0	0				
180 Grants & Contingencies								
1100 Grants & Donation Received	1,000	0	0	0			0.0%	
Grants & Contingencies :- Income	1,000	0	0	0				0
4070 Chairman's / Mayors Allowance	5	135	1,000	865		865	13.5%	
4220 Grants & Donations Paid	27,463	31,051	31,695	644		644	98.0%	10,000
4225 Section 137 Expenditure	17,620	13,240	13,240	0		0	100.0%	
4229 Grant - Community Toilet Schem	3,200	550	4,500	3,950		3,950	12.2%	
4231 Youth Awards	228	13	500	487		487	2.7%	
4235 Elections	0	8,721	6,000	(2,721)		(2,721)	145.3%	
4240 Civic Function	617	0	2,500	2,500		2,500	0.0%	
Grants & Contingencies :- Indirect Expenditure	49,134	53,710	59,435	5,725	0	5,725	90.4%	10,000
Net Income over Expenditure	(48,134)	(53,710)	(59,435)	(5,725)				
6000 plus Transfer from EMR	(60,000)	10,000						
Movement to/(from) Gen Reserve	(108,134)	(43,710)						

Detailed Income & Expenditure by Budget Heading 30/06/22

Month No: 3

Q1 2022/23 Budget Monitoring I&E

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Private memorial repairs</u>								
1400 Cemetery Fees	0	288	0	(288)			0.0%	
Private memorial repairs :- Income	<u>0</u>	<u>288</u>	<u>0</u>	<u>(288)</u>				<u>0</u>
Net Income	<u>0</u>	<u>288</u>	<u>0</u>	<u>(288)</u>				
Grand Totals:- Income	1,026,807	604,554	936,533	331,979			64.6%	
Expenditure	867,017	235,103	1,103,533	868,430	0	868,430	21.3%	
Net Income over Expenditure	<u>159,791</u>	<u>369,451</u>	<u>(167,000)</u>	<u>(536,451)</u>				
plus Transfer from EMR	(16,547)	27,503						
less Transfer to EMR	134,038	138,413						
Movement to/(from) Gen Reserve	<u>9,205</u>	<u>258,540</u>						

Thornbury Town Council
CIL Programme as at 18 July 2022

Year related to	Source of CIL	CIL income received	Item CIL to be spent on	Spend date	Amount of CIL Expenditure proposed	CIL Expenditure Actual	CIL Unallocated	CIL remaining in reserves
2016/17		491.88	New play equipment (Mundy Playing Fields)		491.88	491.88		
TOTAL		491.88			491.88	491.88	0	0
2017/18	Land at Post Farm	33,730.68	Poulterbrook		4,500	2250.00		
			Osprey Park Play area		12,500	12499.75		
			Seedcorn funds for Armstrong Hall 19/20	2019/20	16,730.68	18980.93		
TOTAL		33,730.68			33730.68	33730.68	0.00	0.00
2018/19	Land at Post Farm	50,596.20	Seedcorn funds for Armstrong Hall 19/20	2019/20	18,409.82	18409.82		
	Land at Post Farm	33,730.68	Neighbourhood Plan (20/21)	2020/21	1,494.36	1494.36		
	Land at Morton Way	19,020.56	Cemetery Survey (20/21)	2020/21	4,450.00	4450.00		
	Land at Morton Way	19,020.56	Chantry play area (21/22)	2021/22	36,000.00	36000.00		
		619.45	Neighbourhood Plan (21/22)	2021/22	2,000.00	400.00		
			Cemetery Survey (21/22)	2021/22	50,000.00	2700.00		
			Eastland play area (22/23)	2022/23	10,633.27			
TOTAL		122,987.45			122,987.45	63,454.18	0.00	59,533.27
2019/20	Land at Post Farm	20,926.28	Eastland play area (22/23)	2022/23	29,366.73			
	Land at Morton Way	6,843.04	Skate Park (22/23)	2022/23	50,000			
	Land at Post Farm	3,251.98	Chantry Pavilion feasibility (22/23)	2022/23	20,000			
	The Slad	15,845.90	Neighbourhood Plan (22/23)	2022/23	8,618			
	Phase 3 Morton Way	57,061.70						
	Lodge Farm Cutts Heath Road	4,056.30						
TOTAL		107,985.20			107,985	0.00	0.00	107,985.20
2020/21	Land West of Glos Road	43,698.46	Neighbourhood Plan(22/23)	2022/23	3,382			
	Knapp Road	2,338.58						
	Park view, Butt Lane	1,337.21						
	Park view, Butt Lane	891.47						
	Land at Post Farm	15,694.72						
	Land West of Glos Road	43,698.46						
	Park view, Butt Lane	891.47						
	Land at Post Farm	15,694.72						
	Land at Manor Farm	543.57						
	High Street	169.58						
		450.00						
TOTAL		125,408.24			3,382	0.00	122,026.71	125,408.24
2021/22		138,412.00			0	0.00	138,412.00	138,412.00
GRAND TOTAL		529,015.45			265,195.21	97676.74	260,438.71	292,926.71

Thornbury Town Council
CIL programme 18.07.22 amended

RECEIPT				ALLOCATION		EXPENDITURE			BALANCE	
CIL SOURCE YEAR	CIL SOURCE YEAR	CIL INCOME RECEIVED	SPENDING DEADLINE	ALLOCATION	AMOUNT OF CIL EXPENDITURE PROPOSED	PLANNED SPEND YEAR	SPEND DATE	CIL Expenditure Actual	CIL Unallocated	CIL remaining in reserves
2016/17		491.88	Mar-22	New play equipment (Mundy Playing Fields)	491.88			491.88		
TOTAL 2016/17		491.88			491.88			491.88	0	0
2017/18	Land at Post Farm	33,730.68	Mar-23	Poulterbrook	4,500			2250.00		
				Osprey Park Play area	12,500			12499.75		
				Seedcorn funds for Armstrong Hall	16,730.68		2019/20	18980.93		
TOTAL 2017/18		33730.68			33730.68			33730.68	0	0
2018/19	Land at Post Farm	50,596.20	Mar-24	Seedcorn funds for Armstrong Hall	18,409.82	2019/20	2019/20	18409.82		
	Land at Post Farm	33,730.68	Mar-24	Neighbourhood Plan	1,494.36	2020/21	2020/21	1494.36		
	Land at Morton Way	19,020.56	Mar-24	Cemetery Survey	4,450.00	2020/21	2020/21	4450.00		
	Land at Morton Way	19,020.56	Mar-24	Chantry play area	36,000.00	2021/22	2021/22	36000.00		
		619.45		Neighbourhood Plan	400.00	2021/22	2021/22	400.00		
				Cemetery Survey	50,000.00	2021/22	2021/22	2700.00		
				Cemetery path works	12,233.27	2022/23				
TOTAL 2018/19		122987.45			122987.45			63454.18	0	59533.27
2019/20	Land at Post Farm	20,926.28	Mar-25	Cemetery path works	847	2022/23				
	Land at Morton Way	6,843.04	Mar-25	Eastland play area	29,366.73	2022/23				
	Land at Post Farm	3,251.98	Mar-25							
	The Slad	15,845.90	Mar-25							
	Phase 3 Morton Way	57,061.70	Mar-25							
	Lodge Farm Cutts Heath Road	4,056.30	Mar-25							
TOTAL 2019/20		107985.2			29366.73			0.00	78618.47	107985.2
2020/21	Land West of Glos Road	43,698.46	Mar-26							
	Knapp Road	2,338.58	Mar-26							
	Park view, Butt Lane	1,337.21	Mar-26							
	Park view, Butt Lane	891.47	Mar-26							
	Land at Post Farm	15,694.72	Mar-26							
	Land West of Glos Road	43,698.46	Mar-26							
	Park view, Butt Lane	891.47	Mar-26							
	Land at Post Farm	15,694.72	Mar-26							
	Land at Manor Farm	543.57	Mar-26							
	High Street	169.58	Mar-26							
		450.00	Mar-26							
TOTAL 2020/21		125408.24			0			0.00	125408.24	125408.24
2021/22		138,412.00	Mar-27		0					
TOTAL 2021/22		138,412.00			0			0.00	138412	138412
GRAND TOTAL		529,015.45			186,576.74			97,676.74	342,438.71	431,338.71

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR CIL 18/19	59,533.27		59,533.27
321 EMR Cemetery	11,587.76	-175.00	11,412.76
322 EMR S106 Tennis Courts	0.00		0.00
323 EMR Skate park	0.00		0.00
324 EMR NP	7,000.00		7,000.00
325 EMR - Changing Facilities	200.00		200.00
327 EMR - New Play Equipment	0.00		0.00
329 EMR - Land and Property Mainte	54,000.00	-2,764.42	51,235.58
330 EMR CIL 19/20	107,985.20		107,985.20
331 EMR Equipment	5,084.14		5,084.14
332 EMR Grants	4,830.00		4,830.00
333 EMR ACC BENCH,PATHS - MPF	6,300.00		6,300.00
334 EMR CIL 20/21	125,408.24		125,408.24
335 EMR Streamleaze play park	14,563.10	-14,563.10	0.00
336 EMR Armstrong Hall Trust grant	60,000.00	-10,000.00	50,000.00
337 EMR Skatepark repairs	0.00		0.00
338 EMR CIL 21/22	0.00	138,412.92	138,412.92
	456,491.71	110,910.40	567,402.11

Kath MacConnachie

From: Wendy Sydenham
Sent: 13 July 2022 14:51
To: Kath MacConnachie
Subject: For F&GP Agenda - CIL Expenditure on Path Works

Hi Kath,

As discussed, please could you put the following on the next F&GP agenda:-

“To consider a request from the Open Spaces Committee to use CIL funds and the Land & Property/Maintenance budget to cover the cost of path works at the Cemetery and at the Mundy Playing Fields”

The Open Spaces Committee have considered quotes and chosen a contractor to carry out path works at the Cemetery and at the Mundy Playing Fields. They are asking the F&GP Committee to consider allowing the use of CIL funds to cover part of the works and the remaining cost to be covered by the Land & Property/Maintenance budget. They are asking for CIL funds to cover the “new” aspects of the path works and the Land and Property/Maintenance budget to cover the repairs/maintenance aspects. The costs are as follows:-

Mundy Playing Fields Path Works

Creation of disabled parking spaces added onto existing car park, access path from spaces to main path, line marking
Request to be funded by CIL - **£13080**

Cemetery Path Works

Creation of new paths through newly marked out burial sections
Request to be funded by CIL - **£20295**

Patch repairs to access road, repair of existing concrete pathway
Request to be funded from Land & Property/Maintenance budget - **£4915**

Thank you.
Wendy

Wendy Sydenham
Deputy Clerk – Thornbury Town Council
Tel: 01454 412103

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Summary of Quotes for Three Replacement Doors at Mundy Playing Fields/Pavilion – prices inclusive of VAT

All three doors are in a bad state of repair and need replacing.

Quotes for repair only of the Pavilion kitchen door have also been provided – recommend replacing as the cost difference for the cheapest quote is relatively small and the cheapest repair cost is not guaranteed.

Recommend – COMPANY 4 Windows and replacing Pavilion kitchen door, not repairing it.

Can be covered by Property Maintenance budget.

	<i>Door into Splash Pad Hut</i>	<i>Door into Pavilion Kitchen</i>	<i>Door on External Gas Cupboard</i>	<i>Total</i>
COMPANY 1	£1400	£729 repair	£1450	£3579
COMPANY 4	£624	£1170 new, £195 repair/not guar.	£1100	£2894/£1919

Company	Quote
COMPANY 1	<ol style="list-style-type: none"> 1. Door into splash pad hut 2. Door into Pavilion kitchen from toilet courtyard/may not need new door, just new fitting 3. Door into gas cupboard/on outside of Pavilion <p><u>Quote received from NKS</u></p> <ol style="list-style-type: none"> (1) Hi Wendy the cost to supply and fit new softwood door frame with a solid flush door (lipped all round), supply and fit new deadlock and decorate is £1167.20 + VAT. approx size of frame is 828mm x 2010mm. (2) Hi Wendy having looked at the door around the Mundy Playing Fields, the cost to take out the glass to the fanlight and re-fix the head, ease and adjust the door for the correct operation, supply and fit new handle set, supply and fit weather strip to bottom of the door and re-seal is £607.25 + VAT. (3) Hi Wendy the cost to supply and fit a purpose made softwood louvre door fitted in a softwood frame, supply and fit 1no deadlock and decorate in white paint is £1209.00 + VAT. approx size of opening is 695mm wide x 860mm high.

COMPANY 2	Emailed 31 st March – chased by phone 20.04.22. No response.
COMPANY 3	Emailed 20.04.22. No response.
COMPANY 4	<p>A Meter Cupboard Door/Window in Anthracite Grey £624.00 Inc Vat</p> <p>A PVC Door to Cupboard in Playground in Anthracite Grey £1100.00 Inc Vat.</p> <p>A PVC Door with Side Panel and Top Light in White PVC on a like for like basis £1170.00 Inc Vat.</p> <p>To undertake a repair to secure above door and try and raise and adjust £195.00 Inc Vat.</p> <p>Please note we cannot guarantee the repair will work and stop the door dragging.</p>
COMPANY 5	Filled in web contact form 17.5.22

THORNBURY TOWN COUNCIL



Mobile Vendors on Town Council Land Policy

Date Ratified: *To be considered 19 July 2022*

Meeting: Finance and Policy Committee

Next Review Date: July 2025

Thornbury Town Council strongly supports the permanent local businesses, many of which provide hot beverages, hot food, catering etc.

Thornbury Town Council would not usually consider any requests from mobile vendors to operate from Town Council land (or land for which the Town Council has operational responsibility) that may represent competition to the valued permanent businesses in Thornbury.

There are two exceptions to this:

1. **Seasonal vendor – ice cream van:**

The Town Council licenses an ice cream van to operate on the Mundy playing fields during the Summer months only. This has been in place for many years and it is not therefore considered as new, direct competition to any of the High Street businesses.

Permission to operate will be given to one vendor only and the licence will be granted for a period of 3 years. The opportunity will be advertised on the Town Council website. Bidders will be considered on the basis of how frequently/regularly they intend to be available on site, environmental factors and any appropriate governance (e.g. insurances, hygiene certification).

The licensee will make an annual payment to the Town Council of £1000 for the whole summer season for 2022. This fee will be increased annually based on the latest available 12 months CPI inflation at the time of invoicing, which will be on 1 July each year.

The vendor is required to take adequate steps to minimise the litter created from the products they sell. This requirement, as well as the general conduct of the vendor, is monitored by Council grounds staff.

2. **Organised temporary events:**

Mobile vendors may operate on Council Land during organised events such as Thornbury Carnival, Roundtable Fireworks, etc. This will, by its very nature, be a short-term situation and it

would be unreasonable to allow such events to be run without mobile vendors being involved. Where mobile vendors are arranged by third party event organisers, any fee payable will be direct to the event organiser, who will also be responsible for all governance arrangements (e.g. health and safety, insurances, premises licenses).

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THORNBURY TOWN COUNCIL



DRAFT Uniform Policy

Date Ratified: *To be considered 19 July 2022*

Meeting: Finance and General Purpose

Next review date: July 2025

1. Introduction

Thornbury Town Council expects employees to observe a standard of personal appearance which is appropriate to their position, the nature of the work undertaken, and which portrays a professional approach which the public will have confidence in.

The adoption of a uniform policy is aimed at providing clarity and guidance for employees.

2. Scope

This policy applies to all employees who have been provided with uniform.

Uniform is defined as any clothing or footwear, including Personal Protective Equipment (PPE), whether it be branded or not, supplied by the Town Council.

3. Responsibilities

The Town Council has a duty to ensure that it complies with the legislation on equality, health and safety legislation and human rights.

The Town Council will provide the appropriate uniform to enable employees and councillors to carry out their role safely whilst promoting the services of the Town Council.

The Town Council will provide the correct quantity and items of uniform for employees and councillors to carry out their duties.

Uniform is considered Town Council property and upon issue, it becomes the responsibility of the employee for maintenance and care. Uniform for outdoor staff, office staff and councillors are listed at the end of this policy. Employees are required to sign for any additional PPE that is issued to them.

In the event that an item needs repair or replacement, it is the employee's responsibility to notify their manager of the item required and size. The frequency of repair or replacement will depend on the type of work the employee does, for example, outdoor staff may need uniform replaced more frequently whilst office staff and councillors, only occasionally. Management will be responsible for monitoring the frequency of replacement uniform requests.

Employees are required to return all issued uniform upon leaving the Town Council's employment shortly after completing their last day of service as per the terms of their employment.

Employees and councillors should remember that whilst dressed in uniform they are a representative of the Town Council, and their behaviour should reflect this.

Uniform should not be worn outside of working hours other than to travel to and from work or whilst promoting the Town Council at public events, charity events etc.

4. Personal Protective Equipment (PPE)

Under the Health and Safety at Work Act 1974 and Personal Protective Equipment at Work Regulations 1992, there is a duty upon the Town Council as the employer to provide PPE when required in the workplace, and in addition, to provide the requisite training in the use of such equipment.

Following a risk assessment, PPE will be issued with the aim of reducing significant risk as far as reasonably practicable.

Employees who occupy roles that require PPE clothing are required to wear this clothing while carrying out their duties whenever required by law or by the Council's health and safety rules.

Employees should alert the Clerk if they have concerns in connection with PPE, for example, if it becomes damaged, lost or if they feel that they require additional PPE.

5. Benefits

Employees are encouraged to claim tax relief for the washing of uniform provided by the Town Council. To do this, follow the link for further information. <https://www.gov.uk/tax-relief-for-employees/uniforms-work-clothing-and-tools>

6. Uniform Allocation:

Outdoor Staff

- 5 x Navy Polo Shirts with Town Council emblem
- 2 x Navy 'Combat Style' trousers
- 2 x Navy 'Combat Style' shorts
- 1 x Navy Fleece with Town Council emblem
- 1 x Hi-viz Contrast Trim Waterproof Coat with Town Council emblem
- 1 x Hi-viz Waterproof 'Bomber' Jacket with Town Council emblem
- 1 x pair of Steel-toe Safety Boots
- Baseball Cap and Neck Gaiter

Seasonally appropriate alternatives may be offered in addition to the above list at the discretion of the Town Clerk.

Additional Personal Protective Equipment will be allocated for any member of staff partaking in any activity that requires it. A risk assessment will identify the necessary PPE required.

Office Staff

Office staff are not obliged to wear uniform whilst at work however, there may be occasions when corporately branded uniform may be useful, both in terms of reinforcing the Town Council branding and in making Town Council officers identifiable to the public. Office staff are therefore permitted the following uniform allocation on request:

- 3 x Navy Polo Shirts with Town Council emblem
- 1 x Navy Fleece with Town Council emblem

Office staff who do not choose to wear uniform are expected to use their best judgement to dress with professionalism and not wear anything that would make other employees uncomfortable. Please wear clothing with no profanities or distracting or revealing designs. Our goal is to promote an inclusive environment for all employees.

Councillors

Polo Shirts and Fleece, with the Town Council emblem, are available to Councillors for public events etc and requests should be made, in writing, to the Clerk or Deputy Clerk. Councillors are expected to wear an ID lanyard or pin badge identifying them as a councillor when wearing Town Council uniform, to distinguish them from staff.

7. STAFF UNIFORM ALLOCATION RECORD

I have read, understood, and have received a copy of Thornbury Town Council's Uniform Policy. I agree to abide by the policy guidelines as a condition of my employment.

Items issued:

ITEM	QUANITITY
Navy Polo Shirts with Town Council emblem	
Navy 'Combat Style' trousers	
Navy 'Combat Style' shorts	
Navy Fleece with Town Council emblem	
Hi-viz Contrast Trim Waterproof Coat with Town Council emblem	
Hi-viz Waterproof 'Bomber' Jacket with Town Council emblem	
Steel-toe Safety Boots	
Baseball Cap and Neck Gaitor	
Other (please specify):	

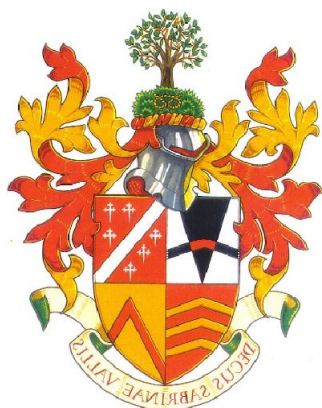
Employee Signature: _____

Employee Printed Name: _____

Town Clerk/Deputy Town Clerk: _____

Date: _____

THORNBURY TOWN COUNCIL



Body Worn Camera Policy

Date Ratified: *To be considered 19 July 2022*

Meeting: Finance and General Purpose

Next review date: July 2025

1. Policy Aim

This document will enable Councillors and staff of Thornbury Town Council to comply with legislation relating to video recording.

Policy Statement

The purpose of Body worn Camera's (BWC) is to protect staff and the public, discourage aggressive and abusive behaviour and provide evidence, where required, to investigate complaints.

The policy will set out the purpose of using BWC's, what information will be recorded, who will have access to this information and how this information will be stored and disposed of.

The purpose of using BWCs is to:

- serve as a deterrent to acts of aggression or verbal and physical abuse
- reduce Town Council staff's fear of crime or aggressive or violent behaviour
- introduce a more imposing recording system to address levels of anti-social behaviour
- keep people safe
- help protect Town Council Officers at work (for Health & Safety purposes)
- provide evidence to support formal and informal investigations, following an aggressive or violent incident, towards Town Council staff
- help investigate breaches in our terms and conditions of use in our outdoor spaces

The BWC will not be used as a tool to assist in the ad-hoc monitoring of Town Council Staff/Officers.

2. Implementation

All operators will be responsible for their own BWC.

BWC will be activated for recording when the operator:

- Has an engagement with a member of the public which, in the opinion of the operator, is confrontational and where they believe that they may be subject to physical or verbal abuse
- Encounter a situation in which they are approached by a member of the public in a manner perceived as aggressive or threatening
- BWC will be used in an overt manner and operators will verbally warn the public that the device is capable of visual and audio recording prior to it being switched on (where possible).
- If questioned, the operator must confirm to the enquirer that they are subject to recording and be prepared to answer questions as to the security of the data
- BWC will not be used in a hidden or covert manner
- BWC will only be used when wearing Council uniform

BWC's are worn so that they are clearly visible and a clear, verbal warning that the camera is in use will be given. This will ensure that both the maximum deterrent value is achieved, and that the public are fully aware that they are being recorded. CCTV and body worn camera signage will be in full sight around Thornbury Town Council properties.

In all instances where BWC are to be used, and where practical, operators will inform the individual (or group) that the BWC is switched on and recording. There may be occasions when to do so would escalate the incident or put the operator in danger if such a warning was given, but these should be very rare, and the operator may be required to justify such an action.

We respect and support the individual's entitlement to go about their lawful business and this is a primary consideration in the operation of a BWC system. Although there is inevitably some loss of privacy when BWC's are operational, cameras will not be used to monitor the progress of individuals in the ordinary course of their lawful business in the area under surveillance. Individuals will only be continuously monitored by BWCs if there is reasonable cause to suspect an offence or serious breach of discipline has been, or may be, about to be committed.

3. Retention of BWC recordings

Any recordings which have been made will be immediately uploaded to the Council's Secure IT network and stored in a restricted file available only to the Town Clerk and Deputy Town Clerk. Once it has been uploaded to the Council's Secure IT network, it will be deleted from the camera. All data will be stored for a period of 28 days. After 28 days, all recordings will be permanently deleted.

All Council BWCs will be kept in a secure, locked cupboard overnight.

BWC recordings will only be retained for longer than 28 days in instances where an investigation or prosecution case has not concluded.

BWC recordings may only be accessed by authorised staff including the Operators, their Supervisor, the Deputy Town Clerk and the Town Clerk.

BWC recordings will be made accessible as soon as practicable to Avon and Somerset Police upon their request.

If a member of the public has been identified as being recorded by BWC, he/she can request to view the recording. The request will be treated as a subject access request under Section 7 of the Data Protection Act 1998 and will need to be made in writing to The Town Clerk, Thornbury Town Council. The Council will request proof of identity and a standard £10 processing fee will be payable as per Section 7 (2) (b) of the same Act. Availability of the BWC recordings will be subject to the retention period described above.

4. Monitoring

The use of BWC and this policy will be regularly evaluated to ascertain whether it is necessary and proportionate to continue using it.

DECLARATION – BODY WORN CAMERA POLICY

I have read, understood, and agree to abide by Thornbury Town Council's Policy for the use of Body Worn Cameras.

Print Name: _____

Signature: _____

Date: _____

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THORNBURY TOWN COUNCIL



Officer Briefing - IT equipment for Councillors Finance Committee 19 July 2022

1. Executive Summary

It is proposed that either laptops or tablet devices are made available to any councillor who would like one, for use for Town Council purposes.

The current requirement for councillors to use their own IT equipment means that accessibility is not equal across all members, and therefore not all members are able to contribute on an equal footing.

This is an issue that is currently affecting Thornbury Town Councillors.

2. Requirement

Thornbury Town Council has 16 Councillors. Councillors are expected to attend at least 8 Full Council meetings a year and the meetings of any subcommittees of which they are members. This is an average of 22 meetings per year, per councillor. Councillors are expected to receive, process and respond to council communications electronically in order to contribute to council business in an efficient and timely way. Currently, councillors are reliant on personal IT equipment to fulfil this need.

The Covid-19 pandemic increased reliance on IT in order to conduct council business, including that all meetings were held online for a considerable time. This changed the ways of working for many people and a number of meetings and training sessions are now held virtually.

Where technical support is required for personal devices, the ability of the council's IT contractor to assist is limited. Remote access by the IT provider to personal devices is not possible. Currently, there is one councillor who is unable to receive communications on Town Council email and all meeting papers are provided by hard copy.

It is worth noting that not all councillors will require or want a device.

3. Options appraisal

Do nothing:

- Inequality amongst elected members will continue (IT equipment, support and skills).
- Councillors may not be able to contribute fully due to lack of access to information, or ability to participate in email discussions
- Councillors may be unable to join meetings, or training sessions held virtually.
- Limited IT support to councillors with their own devices.

Provide tablet devices for councillors who request one:

- This would enable all councillors to access emails, documentation and online meetings.
- Town Council owned tablets would be set up and maintained by the Town Council's IT provider, ensuring that all councillors have the same software and configuration.
- Technical support can be provided to tablet devices.
- Tablet devices are easily portable, ideal for use at meetings, but better value than a laptop.

The device recommended by the Town Council's IT provider is the Lenovo 10.3" IPS 64GB Tablet. The specification is provided at Appendix 1.

4. Benefits

- **Participation:** Reliability of enabling councillors to take part in the democratic functions of the Town Council. Councillors will be able to receive information in a more timely way compared to hard copy and will be able to participate dynamically, such as in email conversations.
- **Improved IT support and resolution of technical issues:** Improved ability for the council's IT provider to assist with resolving technical issues.
- **Environmental:** Reduced resources and lower carbon footprint, by removing the current need for some hard copy information (including printing, paper and delivery).
- **Equality and diversity:** Standard of IT hardware would be guaranteed to all councillors, regardless of personal circumstances, financial situation, or technical expertise.

5. Risks

- **Obsolescence:** In time the technology will become obsolete and renewal would be required. 5 year budget forecasting will need to allow for a rolling renewal programme.
- **Disposal:** When obsolescence occurs a disposal strategy would need to be in place to avoid devices sitting unused in a cupboard. The Town Council may choose to sell them on, or alternatively donate them to a local charity or other good cause.
- **Change of requirements;** Not all councillors will require a laptop. At the next elections in May 2023, new councillors may have differing wishes regarding IT provision, so more tablets may be required, or some may be redundant (links to disposal). Assumptions will need to be made by the RFO concerning demand when forecasting budget.
- **Loss, damage or theft:** IT equipment would need to be added to the Town Council's insurance schedule.

6. Costs

	ONE OFF COST	PER PERSON PER MONTH	PER PERSON PER ANNUM
Lenovo 10.3" IPS 64GB Tablet	£195.00		
O365 additional cost		£9.65	£115.80

Hire options have not been investigated on this occasion. The Town Clerk has investigated this in a previous role and it was found to be an unattractive proposition.

The purchase cost quoted for the tablet is sourced from the Town Council's IT provider, who is able to secure best-value pricing on our behalf.

There will be an additional cost for the O365 licence. The licence cost is £12 per person per month (pppm), which is more than the current £2.35pppm current cost for those using their own devices.

All prices are exclusive of VAT.

7. Investment appraisal

COST PROFILE:				
	NUMBER OF DEVICES			
	1	4	10	16
Year 1 TOTAL	£195.00	£1,243.20	£3,108.00	£4,972.80
Subsequent years (PA)	£310.80	£463.20	£1,158.00	£1,852.80
Average annual cost*	£164.55	£658.20	£1,645.50	£2,632.80

This investment appraisal assumes replacement of devices every four years (obsolescence). This may be amended (extended) at the recommendation of the IT provider.

8. Decision required

The Finance and General Purpose Committee are asked to approve the Councillor IT Policy at Appendix 2.

Kath MacConnachie
Town Clerk and Responsible Finance Officer
14.07.22

APPENDIX 2: TABLET SPECIFICATION

Recommendation

Lenovo 10.3" IPS 64GB Tablet – Black

Key Features

- Octa-Core CPU
- 10.3" Full HD Display
- 1920x1200 Resolution
- MicroSD Card (Up To 128GB)
- 5MP Front Camera
- 8MP Rear Camera
- Bluetooth 5.0

Lenovo Tab

The Lenovo Tab is a truly impressive media tablet designed to offer entertainment and practicality for a range of users with a range of needs. Designed with on-the-go functionality in mind, the Lenovo Tab boasts a long lasting battery life of up to 22 hours, an IP52 rugged certification for advanced durability and an incredibly portable and lightweight frame. Transform your daily commutes to and from work and home into productive work sessions or relaxed leisure time with the Lenovo Tab's range of software and applications designed to help you get things done as well as enjoy some time off.

Work and Play

The 10.3" Touchscreen display acts as your portal into a limitless world of entertainment and productive software. The Lenovo Tab allows you to tactilely interact with your digital activities with maximum responsiveness due to the 10-point multi-touch capability of the display, which makes this tablet perfect for precise work edits, as well as mobile gaming, so you truly get the best of both worlds.

Capture and Connect

Equipped with a 5MP front camera and 8MP rear camera, as well as a dual array microphone and stereo speakers, the Lenovo Tab is perfect for engaging with friends and family, as well as client and colleagues on video chat platforms. You'll be able to see and hear your conversation partners with clarity which makes this tablet ideal for professional online conferences.

Fast and Powerful

The Lenovo Tab features an octa-core MediaTek Helio P22T processor, which allows this tiny device to accomplish some might tasks. From complex workflows to memory-intensive media content and entertainment applications, the Lenovo Tab backs you with the processing power to do what you want, when you want. A generous storage capacity also helps to keep your favourite apps and software always ready for use.



THORNBURY TOWN COUNCIL



Councillor IT Policy

Date Ratified:	To be considered 19 July 2022
Meeting:	Finance and Policy Committee
Next review date:	July 2025 (<i>3 yearly review</i>)

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1. PURPOSE AND SCOPE

Thornbury Town Council recognises that not all councillors will have equal access to personal IT equipment. The Town Council commits to equipping councillors with the IT equipment to enable them to fully carry out the requirements of the role of councillor. This typically includes:

- To access and respond to emails
- To attend online meetings or training sessions
- To access the summons, agenda and papers for council meetings

It is also the case that some councillors may wish to use their own devices. The requirements for this are set out under section 3 'Bring Your Own Device'.

Town Councillors must comply with this policy where they use a Town Council device, or a Bring Your Own Device, as applicable.

2. PROVISION OF IT EQUIPMENT

2.1 Equipment

Thornbury Town Council will provide the following equipment to councillors who request it in order to carry out the requirements of the role:

1 x tablet device
1 x screen protector/case
1 x keyboard (optional)
1 x mouse (optional)
O365 software

2.2 Request

Requests for IT equipment shall be made to the Town Clerk who shall have delegated authority to place the necessary orders in accordance with this policy.

2.3 Replacement

Replacement shall be on a 4-yearly basis. This may be amended/extended on recommendation from the Town Council's IT provider.

2.4 Appropriate usage

- Councillors should use council issued IT equipment for council business only.
- Councillors will be held liable for the costs of any damage or loss resulting from inappropriate use.
- Councillors will be required to hand over IT equipment on request to Town Council officers, including for the purposes of any necessary IT updates or upgrades.
- Councillors will undertake to adhere to the security requirements set out in the 'Bring Your Own Device' section below.

2.5 Security – Town Council devices

- In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access the Town Council network.

- Passwords must be at least six characters and a combination of upper- and lower-case letters with a number and a symbol.
- Passwords must be kept confidential and must not be shared with family members or third parties.
- Passwords must be changed if it is disclosed to another person or discovered.
- The device must be set to lock itself with a password or PIN if it's idle for five minutes.
- Home Wi-Fi networks must be encrypted. Caution must be exercised when using public Wi-Fi networks as public Wi-Fi networks may not be secure.
- Public data backup and transfer services (Dropbox, Google Drive) must not be used
- Data must only be stored on internal memory, never on a removable memory cards
- Councillors must hand over the device to Officers on request where there is a personal data breach, a virus, or similar threat to the security of data.
- Councillors must return the device within 48 hours of ceasing to be a Thornbury Town Councillor.
- Care must be taken to avoid using approved devices in a manner which could pose a risk to confidentiality, whether by clicking on links in suspicious emails, accessing potentially harmful websites, using potentially harmful application software, using Wi-Fi facilities in public places (e.g. coffee shops or airports), or Some apps for smartphones and tablets may be capable of accessing sensitive information.
- Lost or stolen devices must be reported to Thornbury Town Council within 24 hours.

3. BRING YOUR OWN DEVICE (BYOD)

3.3 BYOD Introduction

Thornbury Town Council grants Councillors the use smartphones and tablets of their choosing for council business.

This policy is intended to protect the security and integrity of personal data controlled and processed by Thornbury Town Council.

Thornbury Town Council reserves the right to revoke this privilege if Councillors do not abide by the policies and procedures outlined below.

Thornbury Town Council Councillors must agree to the terms and conditions set forth in this Bring Your Own Device (BYOD) policy in order to be able to connect their devices to the Town Council network.

3.4 Devices and Support

- Smartphones including iPhone, Android, Blackberry and Windows phones are allowed
- Tablets including iPad and Android are allowed
- Laptops are allowed
- Connectivity issues may be supported by ICT services but this will be on a case by case In the first instance the connectivity issue should be reported to the Clerk
- The device manufacturer or their carrier should be contacted for operating system or hardware related issues.

3.5 Security – Bring Your Own Device

- In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access the Town Council network.

- Passwords must be at least six characters and a combination of upper- and lower-case letters with a number and a symbol.
- Passwords must be kept confidential and must not be shared with family members or third parties.
- Passwords must be changed if it is disclosed to another person or discovered.
- Devices must be encrypted
- The device must lock itself with a password or PIN if it's idle for five minutes.
- Home Wi-Fi networks must be Caution must be exercised when using public Wi-Fi networks as public Wi-Fi networks may not be secure.
- Public data backup and transfer services (Dropbox, Google Drive) must not be used
- Data must only be stored on internal memory, never on a removable memory cards
- Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network.
- All data relating to Thornbury Town Council will be erased at the end of a Councillor's term.
- All data relating to Thornbury Town Council will be erased if there is a personal data breach
- All data relating to Thornbury Town Council will be erased if there is a virus or similar threat to the security of data.
- Care must be taken to avoid using approved devices in a manner which could pose a risk to confidentiality, whether by clicking on links in suspicious emails, accessing potentially harmful websites, using potentially harmful application software, using Wi-Fi facilities in public places (e.g. coffee shops or airports), or Some apps for smartphones and tablets may be capable of accessing sensitive information.

3.6 Risks/Liabilities/Disclaimers

- Lost or stolen devices must be reported to Thornbury Town Council within 24. Councillors are responsible for notifying their mobile carrier immediately upon loss of a device.
- Councillors must adhere to the Thornbury Town Council's BYOD policy as outlined above.
- Councillors are personally liable for all costs associated with his or her device.
- Thornbury Town Council reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy

4. DECLARATION

Do you wish to use your own personal IT device for the purposes of Council business: YES / NO

IT equipment issued by the Town Council:

--

I confirm that I have read, understood and accept the conditions of the Thornbury Town Council IT Policy.

Councillor name: _____

Councillor signature: _____

Date: _____

Witnessed by:

Officer name: _____

Officer signature: _____

THORNBURY TOWN COUNCIL



Risk Management Policy

Date Ratified: *To be considered 19.07.22*

Meeting: Finance and General Purpose Committee

Next review date: July 2025 (3 yearly review)

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1. Introduction

Thornbury Town Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management procedure in line with the introduction of the Local audit and Accountability Act 2014, and the Accounts and Audit Regulations 2015, in order to protect the Council from avoidable losses.

2. Responsibilities

This Policy places a responsibility on all Members and Officers to have regard for risk in carrying out their duties. Its purpose is to enable the Council to manage its risks through anticipation and control.

3. Definition

The Audit Commission (2001) defined “risk” as an event or action which will adversely affect an organisation’s ability to achieve its objectives, project plans and processes and to successfully execute its strategies. Therefore “risk management” is the process by which risks are **identified, evaluated and controlled**.

It is good business practice that risk management processes should be supportive rather than restrictive and should be embedded in the culture of the Council and embraced by all staff and Members.

4. Aims

The Council’s aims with respect to risk management are as follows:

To integrate risk management into the culture of the Council.

- 4.1. To raise awareness of the scope of risk management including business risk, the identification of opportunities as well as threats and that the process supports innovation.
- 4.2. To manage risk in accordance with best practice.
- 4.3. To minimise losses, injury and damage and reduce the cost of risk.
- 4.4. To ensure appropriate actions are taken to address identified risks.
- 4.5. To ensure that risks are monitored and that an appropriate reporting mechanism exists to support the annual assurance statement on the effectiveness of the Council’s system of internal control.
- 4.6. To ensure appropriate actions are taken to identify and pursue opportunities.

These aims will be achieved through the Council’s Risk Management Procedure (Appendix 1) which details the roles, responsibilities and actions necessary for successful implementation.

The co-operation of all Members and Officers is essential to ensure the Council’s resources and service provision are not adversely affected by uncontrolled risk, to ensure the Council does not fail to seize opportunities which benefit the community.

5. Relevant Legislation

Thornbury Town Council will implement its Risk Management Policy in accordance with the current legislation governing local authorities and the associated codes of practice

THORNBURY TOWN COUCNIL



RISK MANAGEMENT PROCEDURE

A) Introduction

This procedure sets out the framework on which risk management processes at Thornbury Town Council are based. This framework ensures a consistent approach is taken across the Council and provides for an element of independent oversight by Council Officers.

B) Objectives

The objectives of this procedure are:

- to clearly identify roles and responsibilities for managing risk;
- to follow a structured framework for the identification, assessment and evaluation of risks;
- to ensure a corporate approach is adopted across the Council which facilitates the prioritisation of risks and avoids duplication of mitigating action;
- to ensure risk management principles are embedded in all systems and processes to help demonstrate openness, integrity and accountability in all the Council's activities;
- to ensure the risk management process contributes to the development of a more robust internal control framework, providing assurance to Officers and Members that appropriate levels of control exist, and;
- to provide a framework for ensuring actions are proportionate to identified risks thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls.

C) Definitions

- i. **Risk:** an event or action which will adversely affect an organisation's ability to achieve its project plans or processes and thus to successfully execute its strategies
- ii. **Risk Management:** the process, by which risks are identified, evaluated and controlled, which includes the following:
 - Treat the risk: Improve the controls to reduce the probability or impact to acceptable limits
 - Transfer the risk: Insure against risk / outsource
 - Tolerate the risk: Live with it, the risk is acceptable and additional controls would not be cost-effective
 - Terminate the risk: Do not pursue the course of action, the risk is unacceptable and cannot be economically mitigated to an acceptable level

D) Categories of Risk

STRATEGIC Risks which may threaten the achievement of the Council's objectives	OPERATIONAL Risks which Members and staff may encounter in the daily course of their work.
Political: Failure to deliver key objectives or policies of other levels of Government Use of political allegiance to influence Council policies	Professional: Professional competences of staff
Economic: The Council's ability to meet its financial commitments	Financial: Financial planning and control and the adequacy of insurance cover
Social: The effects in changes in demographic, residential or socio-economic trends on the Council's ability to deliver its objectives	Legal: possible breaches of legislation
Technological: The Council's capacity to deal with technological change or its ability to use technology to meet changing demands	Physical: fire, security, accident prevention and health & safety
Legislative: Current or potential changes in national or European law	Contractual: the failure of contractors to deliver services or goods to agreed costs and specifications
Environmental: The environmental consequences of service delivery (in terms of energy efficiency, pollution, re-cycling, landfill needs, emissions etc)	Technological: reliance on operational equipment (IT systems or equipment and machinery)
Customer: Failure to recognise the changing needs and expectations of the community	Environmental: pollution, noise or energy efficiency of on-going service operation

E) Processes

	STEPS	ACTION – Risk Assessment	ACTION – Risk Register
1	IDENTIFY	Activity based risks will be identified during the service delivery planning process. Ad hoc risks that arise during the normal course of business will be assessed as they are identified.	Core ‘standing’ business risks will be identified and entered in the Risk Register. These will include items such as the risk of fraud and financial loss.
2	ASSESS	<p>Risks will be assessed against probability and impact of the identified risks using the Council’s approved evaluation criteria to give a risk score. Risk Owner to be identified.</p> <p>The evaluation exercise will result in a risk score from which significant risks can be established.</p>	Individual risk assessments resulting in a mitigated risk score of over 10 (amber) will be entered in the Risk Register.
4	CONTROL	<p>Potential mitigating actions should be considered based on the risk score and a cost/benefit appraisal.</p> <p>Further actions required to reduce the threat of the risk occurring or minimise its impact will be stated in the risk assessment. Target dates and assignment of responsibility will also be stated.</p>	
5	RECORD	<p>Risk assessments must be recorded on the template at Appendix 1.</p> <p>‘Dynamic’ risk assessments may be carried out as and when the need arises for low risk ad hoc activities and need not be documented, as long as the risk is low.</p>	
6	REVIEW	All risk assessments are to be assigned a review date, which will be determined by taking into account the nature of the activity and the risk level. The Risk Owner will be responsible for timely review, and the update of the Risk Assessment (and Risk Register where appropriate).	<p>The Risk Register will be updated as actions are achieved, and risk scores amended as appropriate. Risk no longer warranting inclusion on the Risk Register will be removed to a separate sheet for record.</p> <p>The Risk Register will be reviewed by the Full Council biannually. Any new ‘red’ risk identified (mitigated risk score higher than 16) will be reported to the next scheduled Full Council or Finance and General Purpose Committee.</p>
7	COMMUNICATE	Risk Assessments must be communicated to all those who will be impacted by them. For example, all site activity based risk assessments will be made available to all members of the site team.	

F) Risk Management Matrix

		Financial	Reputation	Stakeholder	Community/ Customers	Health & Safety	Environmental
1	Negligible	Under £500	<u>Minimal loss of public trust</u>	<u>Minimal impact on stakeholder business arrangements</u>	<u>Minimal impact or disruption to community contained within a community area</u>	<u>First aid case, with no lost time.</u> <u>Negligible safety impact.</u> <u>Mild health effect for short period.</u>	<u>Minimal environmental impact.</u>
2	Minor	£501 - £1,000	<u>Slight loss of trust with no lasting impact. Little adverse publicity</u>	<u>Minor impact on stakeholder business arrangements</u>	<u>Minor impact to community and community dissatisfaction. Limited service disruption.</u>	<u>Minor injury (worker or third party).</u> <u>Medical treatment beyond first aid.</u> <u>Reversible health effect.</u> <u>Minor illness.</u>	<u>Local impact requiring response, but from which there is a natural recovery.</u>
3	Moderate	£1,001 - £5,000	<u>Moderate loss of trust that receives significant adverse publicity locally with no lasting impact</u>	<u>Moderate disruption to stakeholder's arrangements.</u>	<u>Moderate impact to community and customer dissatisfaction. Moderate service disruption.</u>	<u>Single major injury.</u> <u>Irreversible health effect for example loss of hearing.</u> <u>Serious illness from which there is full recovery.</u>	<u>Moderate environmental impact, requiring response to aid recovery.</u> <u>Reportable to authorities.</u>
4	Major	£5,001 - £10,000	<u>Significant loss of trust and receives local media attention. Potential for lasting impact</u>	<u>Significant disruption to and opposition from stakeholders</u>	<u>Significant service disruption and community opposition.</u> <u>Threat of legal action.</u>	<u>Multiple major injuries which may result in permanent disabilities.</u> <u>Life shortening health effect.</u> <u>Health effect causing significant irreversible disabilities.</u>	<u>Major environmental incident resulting in significant impact requiring management by external authorities</u>
5	Catastrophic	Over £10,000	<u>Significant loss of trust and receives national media attention with potential for persisting impact.</u>	<u>Major disruption to and strong opposition from stakeholders who represent vulnerable clients</u>	<u>Major service disruption.</u> <u>Significant community opposition. Legal action.</u> <u>Long-term public memory.</u>	<u>Death</u>	<u>Extreme environmental incident, resulting in irreversible long term or widespread harm</u>

Likelihood Ranges			
	Description	Guidance	Probability Range
1	Improbable	Very remote probability that the event would occur	0 -1%
2	Remote	Event may occur only in exceptional circumstances	1 - 10%
3	Possible	Event could occur at some time	11 - 50%
4	Probable	Event should occur at some time	51 - 90%
5	Almost Certain	Event will occur in most circumstances	>90%

Impact	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Likelihood				

RED RISK	Red Risk: Unacceptable risk. Reduce risk by mitigation. Transfer risk.
AMBER RISK	Amber Risk: Reduce risk by mitigation. Regularly review.
YELLOW RISK	Yellow Risk: Tolerate risk. Review control measures.
GREEN RISK	Green Risk: Acceptable Risk. Monitor risk.

Appendix 2: Risk Assessment Template



THORNBURY TOWN COUNCIL

Risk Assessment for:

Location/Dept:			Date Assessed:			Assessed by:				
Task/Activity:			Risk Owner:			Reference Number:				
			Risk rating before implementing control measures			Residual Risk rating after implementing control measures				
Activity/ Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Control Measures Required

IF RESIDUAL RISK SCORE (AFTER MITIGATION ACTION) IS OVER 10 (AMBER), PLEASE CONTACT TOWN CLERK/DEPUTY TOWN CLERK

Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date