



24 July 2022

To all Councillors

Please take notice that a **meeting of the Full Council** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on **Tuesday 30 August 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'.

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 To note any apologies for absence
- 2 To receive declarations of interest from members
- 3 To approve the minutes of the Full Council held on 28 June 2022
- 4 To receive any representations from the public
- 5 To approve the accounts for payment
- 6 To elect replacement councillor representative to the Thornbury Town Trust, to replace Helen Harrison
- 7 Banking arrangements
 - 7.1 To review the current bank mandate (assurance)
 - 7.2 To approve bank mandate change to remove former RFO as a signatory, in doing so accepting the resolution and declarations on page 7 of the Unity Trust Bank 'Account management: summary of changes' form
 - 7.3 To approve the signature of the Unity Trust Bank 'Post Office Paying In Facility – Cash only' application form
- 8 To receive the Clerk's report
- 9 Items for action as detailed in the Clerk's report:
 - 9.1 To approve the application for an Equals Money Expenses Card account and account administration arrangements

9.2 To delegate the Town Clerk to change energy provider

9.3 Thornbury Round Table Fireworks – Premises Licence request

9.4 Royal British Legion memorial bench request

9.5 Communications/advertisement budget - To consider budget virement

9.6 To consider establishing an Events and Innovations Committee, with delegated budget

9.7 To consider adoption of Annual Plan 2022/23

9.8 Town Council Logo and branding – to consider instructing the Town Clerk to investigate options

9.9 Charges and Fees

- To consider recommendation of the Town Clerk regarding cemetery fees, as per Officer Briefing, in relation to recommended action for immediate implementation
- To delegate future setting of all fees, charges and arrangements in relation to income to the Finance and General Purpose Committee

10 To review the Risk Register (assurance)

11 Local Nature Action Plan (LNAP)

- 11.1 To received proposal from Cllr Rawlinson to develop a LNAP
- 11.2 To consider resourcing of the Town Council's climate and nature response

12 SLCC Civility and Respect Pledge

- To consider signing the pledge

13 To pass a resolution to exclude members of the public and press for agenda items 14 and 15 due to the COMMERCIALY CONFIDENTIAL and SENSITIVE nature of the business to be transacted

14 Licence Agreement for Thornbury and District Heritage Trust to occupy the front reception of the Town Hall

- To receive letter from the Thornbury and District Heritage Trust
- To agree Town Council position and response

15 Tennis Club 10-year licence renewal

16 Date of next meeting: 7.30pm on 4 October 2022



THORNBURY TOWN COUNCIL

Minutes of the Thornbury Town Council Meeting

held on Tuesday 28 June 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
Helen Ball
Fiona Deas
Paul Le Riche
Shirley Holloway
Matt Stringer
Guy Rawlinson

In attendance: Kath MacConnachie - Town Clerk
Hannah Cornford - Minutes

Absent: Cllrs Bob Griffin
Helen Harrison
Benj Emmerson

FC2223.31. Emergency evacuation procedure

The procedure was outlined.

FC2223.32. To note any apologies for absence

Apologies were received from Councillors Benj Emmerson, Helen Harrison and Bob Griffin.

FC2223.33. To receive declarations of interest from members

None were declared.

FC2223.34. 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 25 May 2022

It was **RESOLVED** to approve the minutes of both meetings. The Clerk was thanked for making the arrangements for the Extraordinary Meeting, which had ensured its smooth delivery.

FC2223.35. To receive any representations from the public

There were no members of the public present.

FC2223.36. To agree the Town Council response to the 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?”

It was **RESOLVED** to respond: Thornbury Town Council (as a local authority) is not responsible for decisions around the Armstrong Hall. Thornbury Town Council will write to the Armstrong Hall Trust asking them to respond to the result of the Parish Poll.

FC2223.37. To approve the accounts for payment

It was **RESOLVED** to pay the accounts now due.

ACCOUNTS PAID OUT OF MEETING (24TH MAY - 27TH JUNE 2022)		
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - TOWN HALL (JUNE DD)	1148.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - CEMETERY (JUNE DD)	334.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - PAVILION (DD) (MAY)	143.95
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - PAVILION (DD)(JUNE)	143.95
SOUTH GLOS COUNCIL	COUNCIL RATES - BAKERY ANNEX (JUNE BACS)	111.28
THORNBURY TOWN COUNCIL	PAYROLL	26895.79
THORNBURY TOWN COUNCIL	PETTY CASH (CHQ)	200.00
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL - (MAY DD)	1011.71
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX - (MAY DD)	36.52
OCTOPUS ENERGY	ELECTRICITY - MPF - (MAY DD)	223.02
OCTOPUS ENERGY	ELECTRICITY - CEMETERY - (MAY DD)	67.68
O2 PHONE COMPANY	MOBILE PHONE CONTRACT CHARGE (DD)	16.75
O2 PHONE COMPANY	MOBILE PHONE USAGE CHARGE (DD)	20.98
LLOYDS BANK	MONTHLY CREDIT CARD PAYMENT (DD)	1055.54
PITNEY BOWES FINANCE	QUARTERLY RENTAL - FRANKING MACHINE	118.69
TOWER LEASING	QUARTERLY RENTAL FOR OFFICE PHOTOCOPIER	137.60
CROMHALL REFINISHING	PAINT FOR SKATEPARK	441.60
SOUTH GLOS COUNCIL	ANNUAL PREMISES LICENCE FOR MPF	70.00
T H WHITE GROUP	CORRECTIVE WORK TO FIRE ALARM SYSTEM	265.20
MARTIN STACEY PHOTOGRAPHY	TOWN MAYOR PHOTOS	50.00
THORNBURY CARNIVAL	URGENT GRANT PAYMENT	355.61
ECOTRICITY	GAS SUPPLY - PAVILION	35.20
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	139.73
CHECKS AND PROCESSING (ONLINE)	DBS CHECK - CC247	84.00
JOINTING TECHNOLOGY (ONLINE)	COATED STAINLESS STEEL BAND - CC248	140.58

GEARGEEK (ONLINE)	LIGHTNING TO USB ADAPTOR - CC249	13.94
JOBCENTRE NEAR ME	JOB LISTING - CC250	49.00
AMAZON	CROSS BODY SLING BAG - STAFF WORKWEAR - CC251	13.49
AMAZON	AMAZON MONTHLY PRIME MEMBERSHIP - CC252	7.99
AMAZON	GEARED HAND SHEARS - CC253	36.60
AMAZON	SAFETY HELMET/PROTECTIVE GLOVES/SAFETY GLASSES - CC254	78.71
AMAZON	STAFF SAFETY BOOTS - CC255	24.76
UPC DISTRIBUTION LTD	COMPUTER SOFTWARE - CC256	84.90
AMAZON	CABLE CUTTERS - CC257	16.49
AMAZON	PAPER HAND TOWELS - CC258	52.19
	Total Expenditure:	33625.45
ACCOUNTS NOW DUE FOR PAYMENT - 28TH JUNE 2022		
<u>CENTRAL SERVICES (110)</u>		
ZURICH MUNICIPAL	TOWN COUNCIL INSURANCE (SPLIT WITH CODE 130 & 160)	5333.09
HORDERS THORNBURY PRESS	PRINTING ORDER	59.00
LOUD HIRE LTD	PA HIRE FOR MEETING	264.00
DIRECT IT SERVICES	IT SUPPORT	326.40
DIRECT IT SERVICES	PHONE & BROADBAND (SPLIT WITH CODE 130)	125.93
ALCA	ESSENTIAL COUNCILLOR COURSE - FD	40.00
ALCA	ESSENTIAL COUNCILLOR COURSE - HB	40.00
ALCA	ESSENTIAL COUNCILLOR COURSE - PLR	40.00
CONSORTIUM	STATIONERY	11.99
SWAN THORNBURY	SUPPLY AFTERNOON TEA	144.00
SW HYGIENE	SANITARY UNITS RENTAL / SERVICE	74.41
IRONMAN	REMOVAL OF WOOD & FURNITURE FOR RECYCLING	162.00
ACORN	TEMPORARY STAFF - CEMETERY	224.50
ACORN	TEMPORARY STAFF - CEMETERY	261.91
T H WHITE GROUP	ROUTINE SERVICE - FIRE ALARM - TOWN HALL	84.00
CONSORTIUM	MAGNETIC WHITEBOARD	75.59
CONSORTIUM	A4 COPIER PAPER	43.18
ACORN	TEMPORARY STAFF - CEMETERY	84.19
ACORN	TEMPORARY STAFF - CEMETERY	364.81
ALCA	GOOD COUNCILLOR GUIDES	20.00
SPHERE LEISURE LTD	SEVERNSIDE SUITE - 28/06/2022	149.50

BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	168.62
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	235.30
	Total Expenditure:	8332.42
<u>OPEN SPACES(130)</u>		
ZURICH MUNICIPAL	TOWN COUNCIL INSURANCE (SPLIT WITH 110 & 160)	5880.37
DIRECT IT SERVICES	PHONE & BROADBAND (SPLIT WITH CODE 110)	54.00
SULLIVANS	MAINTENANCE MATERIALS	106.74
SULLIVANS	MAINTENANCE MATERIALS	107.33
ALMONDSBURY GARDEN CENTRE	450 BUXUS PLANTS	945.00
ALMONDSBURY GARDEN CENTRE	242 BEDDING PLANTS	881.66
AVON DISPLAYS	VINYL STICKERS	120.00
FALON NAMEPLATES LTD	BRONZE PLAQUE	59.28
FALON NAMEPLATES LTD	BRONZE PLAQUE	59.28
FALON NAMEPLATES LTD	BRONZE PLAQUE	59.28
FALON NAMEPLATES LTD	BRONZE PLAQUE	118.56
RELYON GUARDING & SECURITY SERVICES	DAILY LOCKING OF MPF BARRIER (MAY 22)	518.40
AVON DISPLAYS LTD	SIGNAGE	84.00
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	172.46
RIO POOLS	SPLASH POOL MAINTENANCE / REPAIR CALL OUT	1563.60
THORNBURY MOTORS LTD	FUEL FOR VEHICLES	170.92
MOLE COUNTRY STORES	MIRACLE GRO CHICKEN MANURE	9.98
T H WHITE	ROUTINE SERVICE- FIRE ALARM - PAVILION	96.00
T H WHITE	ROUTINE SERVICE EMERGENCY LIGHTS SYSTEM - PAVILION	182.40
ABBAY LOOS	PORTO LOO RENTALS / COLLECTION	360.00
COMPLETE WEED CONTROL	HERBICIDE FOR CONTROL OF BROADLEAF WEEDS AT MPF	378.00
IRON ACTON GARDEN CENTRE	HANGING BASKETS X60	2160.00
HAGS-SMP LTD	SWING SEATS	570.97
PHILIP BLATCHLY & SON	REPAIR MEMORIAL STONE	210.00
FORD FUELS	WHITE DIESEL	1792.26
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	125.40
BIFFA WASTE SERVICES	WASTE DISPOSAL - MPF	603.42
	Total Expenditure:	17389.31
<u>Grants & Contingencies (180)</u>		
STEAMERS (WHEATSHEAF)	COMMUNITY TOILET SCHEME	150.00
THE MALT HOUSE	COMMUNITY TOILET SCHEME	150.00

THE SWAN	COMMUNITY TOILET SCHEME	250.00
PAPILIO	COMMUNITY TOILET SCHEME	250.00
	Total Expenditure:	800.00
<u>Land & Property (160)</u>		
ZURICH MUNICIPAL	TOWN COUNCIL INSURANCE (SPLIT WITH 110 & 130)	430.84
MATRIX BES LTD	INSTALL X15 ELECTRICAL SOCKETS & EXTEND ELECTRICAL RING CIRCUIT	1465.20
MATRIX BES LTD	CARRY OUT ELECTRICAL WORKS FOLLOWING EICR - 67 HIGH STREET	349.20
MATRIX BES LTD	ISOLATE AND REMOVE INCINERATOR FROM FEMALE TOILET - MPF	91.20
MATRIX BES LTD	SUPPLY/INSTALL REPLACEMENT OVER SINK WATER HEATER - CEMETERY	493.20
NKS CONTRACTS LTD	MAINTENANCE WORKS FOR VARIOUS COUNCIL OWNED BUILDINGS	2278.70
EASTON BEVINS	CONTRACT ADMINISTRATOR AND OVERSEEING REBURBISHMENT WORKS	364.04
HAPPY FLOORING	FLOORING - SUPPLY & INSTALL - PAVILION FLAT	1038.60
T H WHITE	TOWN HALL FIRE ALARM MONITORING - 01/08/2022 - 31/07/2023	186.00
BEST O COAT LTD T/A THE ROOFING	CEMETERY OUTBUILDING WORKS - RE QUOTE 23726	1713.60
ASPIRE ENVIRONMENTAL	DIG AND REMOVE ASBESTOS CONTAMINATED WASTE - CHANTRY AREA	9392.40
	Total Expenditure:	17802.98

FC2223.38. Annual Governance and Accountability Return (AGAR) – Annual Internal Audit Report 2021/22

- To receive and note the AGAR Internal Audit Report 2021/22

The Annual Internal Audit Report 2021/22 was received and noted.

FC2223.39. Annual Governance Statement 2021/22

- To review the Financial Systems of Internal Control
- To approve the AGAR Annual Governance Statement 2021/22

The Financial Systems of Internal Control were reviewed. It was **RESOLVED** to approve the AGAR Annual Governance Statement 2021/22.

FC2223.40. AGAR 2021/22 – Accounting Statements

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

The 2021/22 full year Income and Expenditure report was received. It was **RESOLVED** to approve the AGAR 2021/22 Accounting Statements

FC2223.41. Notice the 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.

The time period for the Public Rights and Publication of Unaudited AGAR was noted.

FC2223.42. Correspondence

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

The Volunteer Centre Annual Report 2021/22 was noted. It was **RESOLVED** to delegate responsibility to the Clerk for drafting a response to Extinction Rebellion Youth.

FC2223.43. 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 Annex only (as owner of that property)

It was **RESOLVED** to delegate authority to the Clerk to formulate a response.

FC2223.44. WECA Transport Forum – to consider writing a letter concerning the group’s future

It was **RESOLVED** to delegate the wording of this letter to the Clerk.

FC2223.45. To consider appointing Cllr Ball to the Finance and General Purpose Committee

It was **RESOLVED** to appoint Cllr Ball to the Committee.

FC2223.46. Defibrillator/Defibrillator Cabinets

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

It was **RESOLVED** to buy new lockable cabinets for two of the defibrillators, but as this wasn’t an option for the third, the third one would be moved to a new location at the Town Hall.

FC2223.47. Grant application for the Armstrong Hall Trust

- To consider the grant application from the Armstrong Hall Trust

It was **RESOLVED** to pay the grant application.

[Cllr Parkinson wished it to be noted: the request for this grant was made on behalf of the Sole Trustee of the Armstrong Hall Trust. The potential of a conflict of interest when dealing with such requests was discussed with the Monitoring Officer at South Gloucestershire Council (circa 2009) who gave Town Councillors special dispensation when dealing with such requests to enable business to be transacted.]

FC2223.48. To give permission to the Thornbury and District Heritage Trust to display the Thornbury Quilt in the Council Chamber

It was **RESOLVED** to delegate to the Clerk the duty of wording a response letter.

FC2223.49. Remembrance Day Parade

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

It was **RESOLVED** to refer this item to the Finance & General Purpose Committee, and also for the Clerk to contact ALCA to request that they communicate with South Gloucestershire Council to see if their resources and experience could be called upon by local Councils across the area.

FC2223.50. 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.

It was RESOLVED to exclude members of the public and press for the above stated items.

FC2223.51. To approve the Licence Agreement for Thornbury and District Heritage Trust to occupy the front reception of the Town Hall

It was RESOLVED to charge for a licence a rate of 50% that of the average charge per square meter, of our existing Town Hall tenants that hold a lease. Thornbury and District Heritage Trust could apply for a grant from the Town Council towards the licence fee.

FC2223.52. To approve the Loan Agreement (LN0681) between the V&A Museum and Thornbury Town Council for the loan of the Mace

It was RESOLVED to delegate to the Clerk the authority for signing the agreement.

FC2223.53. Thornbury Town Council Strategy 2023-2028/Capital Strategy development

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

Proposals were considered and it was RESOLVED to select Lemon Gazelle.

FC2223.54. Date of next meeting: 7:30pm on 30 August 2022

The meeting date was noted.



Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG
T 0345 140 1000
email: us@unity.co.uk
unity.co.uk
[@unitytrustbank](https://twitter.com/unitytrustbank)

**Town Hall
35 High Street
Thornbury
Bristol
United Kingdom
BS35 2AR**

19 July 2022

Dear **Mrs K Macconnachie**,

Account Name: **Thornbury Town Council**

Please see below the authorised signatories on your account:

Account Number	Authorised Signatories AND Internet Banking (View, Submit & Authorise)
20387635	Mrs Belinda Morley – VSA Mr Matthew Stringer – VA Mrs Katie Simpson – VSA Ms Katherine Macconnachie – VSA Mr Guy Rawlinson – VA Mrs Shirley Holloway – VA Mrs Helen Harrison – VA Mrs Lesley Prout – VSA Mr Richard Parkinson – VA Mrs Pamela Shipp – VA Miss Hannah Cornford – VSA Mrs Wendy Sydenham – VSA Mr Robert Griffin – VA Mr Richard Emmerson – VA Ms Margaret Tyrrell – N/A Ms Angela Symonds – N/A Mr Christopher Davies – N/A Mrs Dorothy Stansfield – N/A

If any of the above information is incorrect, please contact us on one of the numbers shown below.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'KAP', written over a horizontal line.

Customer Services Department

General Enquiries
Email

0345 140 1000
us@unity.co.uk

Telephone calls may be recorded for security purposes and may be monitored to ensure that service quality is being maintained



Account management: submission form



The final stage is to complete this form and upload it using the link we sent you on email. This is the quickest way to get the changes over to us.

About this form

Please complete this form ensuring the declaration is signed in accordance with your existing bank mandate and all new signatories have signed in section 3. Upload the form and any supporting documentation listed on page 2 via the link we sent you in your confirmation email. If you need a new link, simply visit apply.unity.co.uk/resume-submission

Alternatively, you can post the documents required with this completed form to PO Box 7193, Planetary Road, Willenhall, WV1 9DG.

What happens next

Once we have received your documents, we'll start to make the changes you've submitted to us. As part of this process, we carry out checks and procedures and if we need further information, we'll be in contact via email. We look to make these changes within 10 to 14 days.

To help us, please ensure all the information requested is provided as any missing or incomplete details may delay your request.

1. Your application summary information

Reference:	APP-299304	Date application form submitted online:	29/07/2022
Organisation name:	Thornbury Town Council		
Account number:	20387635		
Email address:	clerk@thornburytowncouncil.gov.uk		

2. Declarations

On behalf of **Thornbury Town Council** you confirm that:

- ✓ You have read and acknowledged that you are bound by the [Terms and Conditions](#) for the bank's accounts.
- ✓ You have agreed to the resolution.
- ✓ You have agreed to the telephone and Internet Banking declaration.
- ✓ You have agreed to the declaration.

The following boxes must be signed in accordance with your organisation's existing bank mandate.

Signer 1

Print name:	Sign:	Date:
-------------	-------	-------

Signer 2

Print name:	Sign:	Date:
-------------	-------	-------

Signer 3

Print name:	Sign:	Date:
-------------	-------	-------

3. New or updated signatories/Internet Banking users

We can only proceed with the account changes submitted if the signatures and documents requested below are provided. Please complete this section in **black ink**.



Account management: summary of changes

About this form

This form is for your records and summarises the changes you submitted online, any information not provided will be left blank.

Security information including the memorable name should be kept secure and not shared.

As we have received your instructions/changes electronically you do not need to send us a copy of this form.

What happens next

We'll start to make the changes you've submitted once we have received your completed submission form, and any supplementary documentation.

As part of the process, we carry out checks and procedures and if we need further information, we'll be in contact with you via email.

1. Your contact details

Reference:	APP-299304	Date Request Submitted:	29/07/2022
Organisation Name:	Thornbury Town Council		
Account Number:	20387635		
Your E-mail Address	clerk@thornburytowncouncil.gov.uk		

2. Update organisation name

Do you need to update your organisation's registered name?

New Organisation Name

Do you need to update your organisation's legal status?

New Legal Status

3. Your key contact information

Do you need to update your key contact details?

Marketing Preferences

Post

☐

Email

☐

Text

☐

Phone

☐

No, thank you

☐

Change to organisation address?

4. Add individuals

Do you need to add any individuals?

5. Remove individuals

Do you need to remove any individuals?

Yes

Would you like to remove all individuals on this account?

No

Individual ID: IND-100240136

Name:

Mrs Katie Simpson

Access revoked:

Remove all access

6. Update individuals

Do you need to update your individuals?

7. Signatory and statement management

Would you like to update your account signing authority?

New Signing Authority:

Details:

Would you like to update your statement preferences?

Paper Statements:

8. Internet Banking authority levels

Would you like to update your authority levels?

Internal Authority:

External Authority:

Administrator:

9. Internet Banking payment limits

Would you like to update your payment limits?

✓ Your resolution and declaration

Your resolution

- ✓ I/We confirm this resolution has been recorded in accordance with the rules of the organisation.
- ✓ The people named in this form will be authorised individuals on all accounts.
- ✓ I/We are aware Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory
- ✓ I/We acknowledge that Unity's [Terms and Conditions](#) may vary from time to time and we agree to be bound by them.
- ✓ I/We will provide Unity with instructions and changes in line with the mandate.
- ✓ Unity should rely on this Mandate until we send future amends.
- ✓ I/We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's Rules, our Trust Deeds or our registration documents if requested. We will inform Unity of any changes.
- ✓ I/We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.
- ✓ Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions.

Your telephone and internet banking declaration

- ✓ I/We agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information.
- ✓ I/We agree to use the Internet Banking Service in accordance with the Terms and Conditions.
- ✓ The individuals named on this application form will be our authorised Telephone Banking and Internet Banking service users.
- ✓ The trustees of unincorporated entities acknowledge that they will be jointly and severally liable for any of the Trust's liabilities incurred by individuals authorised to give instructions.
- ✓ Responsibility for all transactions performed on our Internet Banking service lies with the final authorising user.

Your declaration

- ✓ I/We acknowledge your right to suspend operation of this account until we have given Unity Trust Bank any requested documentation or information.
- ✓ I/We authorise the bank to make any enquiries that it considers necessary to confirm the details in this form. The information we have provided is true to the best of our knowledge.
- ✓ I/We confirm that we have read the Terms and Conditions for the bank's accounts and agree to and acknowledge that we will be bound by them.

Post Office® Paying In Facility - Cash only



Application Form

Paying in **cash only** - complete this form to apply for a Post Office® paying in card, which will enable you to pay in **cash only** at a nominated Post Office® counter. Whenever you pay cash in over a Post Office® counter, you will receive a receipt for the value you have paid in.

Where you use the counter services of the Post Office® in the UK, they may levy a charge for the service. We reserve the right to debit any such charges, along with our own administration fee from your account. We will notify you of these charges at least 27 days before debiting your account.

This facility **cannot** be used to pay in cheques. To pay in a cheque, please put this in an envelope and send it to our one-line FREEPOST address: Freepost UNITY TRUST BANK 1984. Please note that UNITY TRUST BANK must be in capitals as shown, and the address must be on one line.

Organisation Name

Account Number

Please provide us with details of the Post Office® branch where you would like us to set up your facility.

Post Office® branch Name

Address

Postcode

Projected activity levels (delete as applicable) Daily / Weekly / Monthly

Approximate value of cash deposits £

Please ensure the below signature boxes are signed in accordance with your bank mandate

Title Forename Signature

Surname

Title Forename Signature

Surname

Title Forename Signature

Surname

**For more information, or if you need help to complete this form,
please call us on 0345 140 1000.**

www.unity.co.uk



THORNBURY TOWN COUNCIL

Full Council Meeting 30 August 2022

AGENDA ITEM 9: CLERK'S REPORT

1. CORRESPONDENCE – TOILETS

Two letters and Facebook Messenger correspondence have been received from members of the public regarding public toilet availability in Thornbury. Responses were provided explaining that the St Mary's Centre public toilets are controlled by St Mary's Centre and pointing the Town Council Community Toilet Scheme in Operation.

It appears that the Community Toilet Scheme is not widely know about. Additionally, the same providers have received grant funding for the scheme for a number of years without review. It is suggested this should be reviewed regularly to ensure fairness to High Street businesses and effective use of public funds. The Clerk will prepare a review and potential relaunch of the Community Toilet Scheme for implementation in April 2023. This will be brought to the next Full Council meeting. It is suggested that any revised scheme should involve 'tendering' for any interested High Street businesses to join the scheme, with businesses to be selected on a range of factors (opening hours, any disabled facilities available etc). It is also proposed that any revised scheme should include a requirement on the participating businesses to more actively advertise their membership of the scheme.

2. UTILITY CONTRACTS

The Town Council's energy contract was last changed around two years ago. The current energy market issues mean it is all the more important to ensure that this is reviewed.

There was a review undertaken a year ago, but by the time the change to the recommended supplier was ratified at Full Council, the offer was no longer available. An alternative offer was sought, but again this was withdrawn before Full Council was able to ratify the change.

It is recommended that delegation is given to the Clerk to review and change energy providers ongoing, with the remit of prioritising 'green' providers offering best value. This will ensure that regular review can be undertaken and necessary changes made in a timely way to ensure best value. Resulting decisions taken by the Clerk would be recorded and published on our website in line with transparency regulations.

Action requested: Full Council are asked to delegate the review and selection of all utility provision to the Town Clerk.

3. THORNBURY FIREWORKS COMMITTEE

Thornbury Round Table have requested permission to use the Town Council Premises Licence for 2022 fireworks event on the Mundy Playing fields:

We plan on using Colin Agius' Easter Crompton Farm Shop for our catering this year as we did last year. As discussed, he is the named individual for the Town Council's premises license. Could I please request that we use the Town Council's premises license again for this year's event. I understand that from next year this would not be an option. I will begin preparations for our own premises license for next year.

Colin Agius is a personal licence holder and is the named licence holder on the Town Council's current Premises Licence. The arrangements would be the same as for the 2022 Thornbury Carnival event.

Thornbury Round Table have undertaken to ensure that alternative arrangements are made for 2023, as the Town Council will not have a licence in place by then.

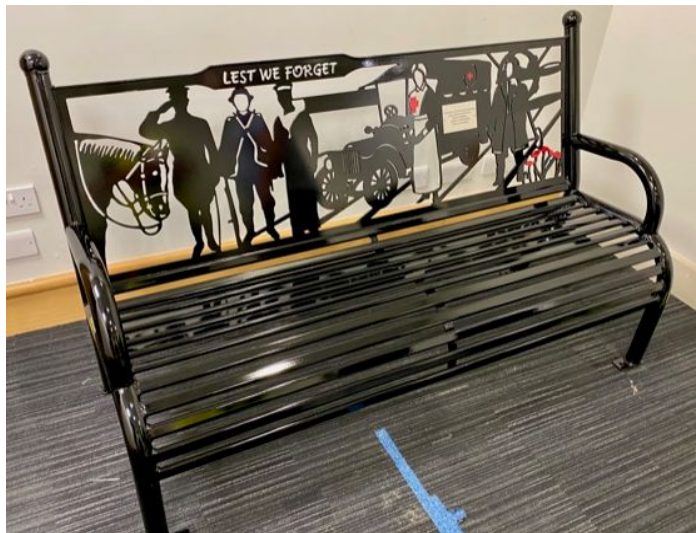
Action requested: Full Council are asked to authorise the use of the Town Council Premises Licence for the purpose of the Roundtable Thornbury fireworks event 2022 on the Mundy Playing Fields.

4. ROYAL BRITISH LEGION BENCH REQUEST

The Chairman of Thornbury & District Royal British Legion has contacted the Town Council for assistance in siting and installing a memorial bench which has been purchased by donations raised by the branch. The bench was originally to be sited adjacent to Aldi but due to recent antisocial activity the St Mary Centre manager has advised against this.

The Royal British Legion would like to request that the bench is placed outside of Grace Lodge, where there is already a lovely garden. This is Town Council owned land.

The Royal British Legion would like the Town Council to take on ownership of the bench.



Clerk's recommendation:

The usual concern with donated benches which have been purchased by a third party is that they may not meet Town Council standards in terms of quality and robustness. However, on this occasion the bench is of suitable construction and these benches are commonly purchased by other local councils.

If installed on Town Council land, it would be preferable for the Town Council to take on ownership of the bench, as this would be simpler in terms of the long-term maintenance and health and safety inspections. If the Royal British Legion were to retain ownership, this would pose challenges around responsibility for maintenance, regular inspections, and insurance.

A concrete base would need to be created to install the bench upon. Installation responsibilities would need to be agreed. If the Royal British Legion were to arrange installation, Town Council Officers would need to liaise closely with them to check the credentials, insurances and procedures of the contractor. The Town Council could choose to undertake the installation, which could reasonably be considered appropriate and of benefit to the Town. If this were the case, installation would be carried out in-house

with estimated costs of around £200. A utility check would need to be carried out in advance of installation, which would likely cost circa £150.

- Action requested:** Full Council are asked to consider the suggested proposal that:
- 1) The bench in question is installed on Town Council owned land outside of Grace Lodge;
 - 2) the Town Council takes on ownership of the bench as a Town Council asset and;
 - 3) the Town Council takes responsibility for the installation of the bench

5. COMMUNICATIONS/ADVERTISEMENT BUDGET - TO CONSIDER BUDGET VIREMENT

The current 2022/23 'Advertising & Public Notices' budget (nominal code 4185) is £400. £440 of this has been committed for the September 2022 article in the Voice publication (the Clerk has delegated expenditure up to 10% over nominal budget line).

Once the Town Council strategy is finalised in October/November, a draft communications strategy and action plan will be drafted by the Clerk, in line with the aims and objectives of the agreed strategy. It is recognised that there is much more the Town Council should be doing in terms of communications and engagement.

It is requested that a budget virement is made to increase the Advertising & Public Notices budget for the remainder of 2022/23. This will allow for additional articles/communications until the new budget year. The Clerk would like to draft articles on transparency, which is likely to be of interest to residents, and local democracy, with a view to encouraging interest from residents ahead of the May 2023 local council elections.

The following budget available and not expected to be drawn on within the budget year:

1510 Hanging Basket Service Income	£2,450 under budget
4555 Hanging Basket Service (costs)	£3,200 underspend
4555 Hanging basket net variance:	£750 available
4590 Fairtrade:	£275 available
4575 Britain in Bloom:	£106 available
TOTAL AVAILABLE:	£1,131

- Action requested:** Full Council are asked to approve a budget virement of £750 from nominal code 4555, £275 from nominal code 4590 and £106 from nominal code 4575, to 4185 (Advertising & Public Notices),

6. TO CONSIDER ESTABLISHING AN EVENTS AND INNOVATIONS WORKING GROUP WITH ASSOCIATED BUDGET ALLOCATION

The Town Clerk would like to suggest the creation of a small Events and Innovations Working Group (6 members?), or possibly Committee, which would be responsible for the generations of ideas for events, innovations and schemes, primarily low value, and the arrangements for these. There is currently no budget or method for arranging such activities, which can often provide low-cost benefits quickly, and positive engagement opportunities for the Town Council. Thornbury Town Council currently has no events budget allocation.

Examples activities that could be undertaken by the Committee/Group are:

- Arranging afternoon tea events for specific purposes (similar to tea for local Ukrainian guests hosted by the Mayor, funded by the Mayoral Allowance)
- Seasonal children's parties/events
- Thornbury Town Council branded golf umbrellas for public use at the cemetery
- Competitions (photography, children's 'design a X' competition)
- 'Plant a bulb' memorial area at the cemetery
- Hedgehog house, bird boxes, seed bombs, bug hotels
- Procurement of a Thornbury Town Council gazebo for events/councillor surgeries
- Scarecrow/themed window decoration trails with prizes
- Developing proposals for community awards
- Encouraging innovative suggestions from other councillors and staff members and considering these
- Anything innovative!

If constituted as a Committee, it would be open to members of the public and require agendas, minutes and statutory notice periods. If a Working Group, it could operate more flexibly and informally, but could not hold a delegated budget. This could be dealt with via delegation to the Clerk, however, as financial commitments could be made by the Clerk at the request of the working group. The Town Clerk already has delegation for expenditure across all budget lines up to £1,000. Higher value suggestions would require presentation to the Finance and General Purpose Committee for agreement.

The recommendation of the Town Clerk is for a Working Group arrangement, as this offers more flexibility, less administration, and is more conducive to 'brainstorming' and ideas generation. Terms of Reference would set the remit of the Group, which it is suggested would include considerations of public engagement and improving the Town Council reputation.

Budget: Thornbury Town Council currently has no events budget, which is unusual for a council of its size. Additional, unbudgeted income, is expected from the Tower Hill Solar Farm Community Benefit payments, that the Town Council is entitled to but has not yet claimed. The Town Clerk is currently working on invoicing for this backpay, but it is expected that this will total around £11,000 to £13,000. It is recommended that this would be an appropriate source for an Events and Innovations budget.

Staff resource: *Daytime only meetings? Could we resource evening meetings?*

Action requested: Full Council are asked to consider approving the creation of an Events and Innovations Working Group or Committee, instructing the Clerk to prepare draft Terms of Reference and a budget proposal for the next Full Council meeting.

7. TO CONSIDER ADOPTION OF ANNUAL PLAN 2022/23

Thornbury Town Council currently has a Business Plan, which runs from April 2021 to April 2023. The majority of the actions within this have already been delivered. Thornbury Town Council is currently working on its 5-year strategy to run from May 2023 to April 2028. Once this is completed, the Town Clerk will draft an Annual Action Plan as each year approaches. This will set out the core actions to be delivered by the Town Council in the year ahead, which will be informed by the Town Council Strategy.

An Annual Plan is an assessment criterion for the SLCC Quality Awards, which are offered at the Foundation, Quality and Gold levels. The Town Clerk is currently working through actions required with a view to the Town Council applying for the Quality Award Status by the end of April 2022. To this end, the

Town Clerk has drafted the attached draft Annual Action Plan for 2022/23. As we are already part way through the year, some of these activities are well underway.

Action requested: Full Council are asked to approve the draft Annual Action Plan for 2022/23.

8. TOWN COUNCIL LOGO AND BRANDING

There are number of practical concerns with the current Thornbury Town Council logo:

- 1) The logo is currently the coat of arms for the Town of Thornbury. This is a 'Town' logo, not a 'Town Council' logo. The Town Council should be distinguishable from the Town.
- 2) The logo is not easily identifiable as the logo of Thornbury Town Council: It is not particularly distinct, nor does it feature the name of the Town Council. Many people seeing the logo in isolation would not know to whom it relates.
- 3) The detail: The detail of the logo is such that it is not all that clear at a glance what it is.
- 4) The multiple colours within the logo make it difficult to reproduce. This poses an issue when the Town Council may want to reproduce the logo on printed items, such as on flags or a gazebo, as the printing process is more involved. A number of providers of logo-printed merchandise only offer up to 4-colour printing; full colour printing is less widely available and is far more costly. The resolution of the current logo is also poor, which can cause issues with reproduction.
- 5) The current logo can only have a white background. It is preferable to have an alternative, coloured background, which can be particularly useful when printing on items which may weather or age, such as a flag, gazebo or umbrellas (potentially for cemetery use). A flag with a white background soon looks dirty.

A good logo brings benefits in terms of public recognition, grabbing attention and making a strong first impression. A good logo should be simple, memorable and form the foundation of brand identity.

It is recommended that the Town Council should investigate options for an improved Town Council logo and creation of a brand identity (standard colour scheme, font etc) to ensure all Town Council communications are easily identifiable and professional in appearance. The Town coat of arms could, of course, still feature alongside.

There is no budget for this piece of work, so it would need represent an overspend against either the Professional Fees budget which is already overcommitted. It is likely that there will be offset underspend against other budget lines.

Action requested: Councillors as asked to consider instructing the Town Clerk to seek quotes for the design of a new the Town Council logo and supporting branding theme.

9. CHARGES AND FEES

- *To consider recommendation of the Town Clerk regarding cemetery fees, as per Officer Briefing, in relation to recommended action for immediate implementation*
- *To delegate future setting of all fees, charges and arrangements in relation to income to the Finance and General Purpose Committee*

9.1 Setting of fees:

Currently, the Open Spaces has delegation to set fees in relation to open spaces activity, for example cemetery. However, there is no such delegation in the Finance & General Purpose Committee currently in the terms of reference for fees in relation to indoor spaces, or other fees (for example mobile vendors).

It is the view of the Town Clerk that one body should be responsible for the setting of all Town Council fees, across the board, to ensure consistency of approach to charging and any increases.

It is suggested that the Finance and General Purpose Committee should be given responsibility for setting and regularly reviewing fees to be charged. If this is agreed, a review of fees will be included on the next agenda.

Action requested: Full Council is asked to delegate the Finance and General Purpose Committee for all income budget lines (precept exempted), to include setting and regularly reviewing fees to be charged.

9.2 Cemetery fees

It has come to light that Thornbury Town Council are considerably undercharging in terms of its cemetery fees, when compared with other similar cemetery provision locally. Appendix 1 sets out the charging of some other local cemeteries. It is important to recognise that not all of these are like-for-like comparison, as provision and management practice varies widely across cemeteries. The Clerk has been advised by a local expert in cemetery management that our cemetery is most akin to the provision at Almondsbury. The costs at Almondsbury are considerably higher than Thornbury Town Council. We charge double fees for those 'out of area'; bearing this in mind, it is cheaper for Almondsbury residents to be buried in the Thornbury cemetery than in the Almondsbury Cemetery.

The Thornbury Cemetery is well maintained and managed. The cemetery income does not currently cover the costs of running the cemetery. This means that residents are subsidising private burials, which is inappropriate use of precept. Whilst the cemetery is an important local facility, the facility serves a minority of residents. The cemetery is also of limited capacity and setting ourselves to be the 'cheap option' does not help in terms of preserving capacity for Thornbury residents in the medium to long term.

It is important in Appendix 1 to note that many, particularly smaller, cemeteries do not dig graves in-house. Gravedigging is usually arranged by the funeral director direct with a third party gravedigger and the Town or Parish Council would have no involvement. There is a line on the spreadsheet at Appendix 1 that takes out gravedigging costs, to give a 'like-for-like' cost comparison of a burial. The cost that has been removed where gravedigging is included is £500. This is the likely cost of a third party gravedigger, and is comparable to the current Thornbury Town Council resource, which is calculated at £440 per grave excavation, as a minimum.

Separately, there has been concern around the impact of gravedigging on Town Council staff, in terms of health and safety and job satisfaction. Gravedigging is a strenuous activity and a health and safety risk. It is also an element of the job that is unpopular with staff and may impact on staff retention, which is of particular concern given the problems recruiting staff to the grounds team. It currently takes two members of staff two days to dig a standard grave, sometimes more if the ground is rocky and requires the use of a mechanical breaker. The Facilities Officer had been investigating the options for the purchase of a mini-digger to use for gravedigging; the cost was looking likely to be around £20k. It does not seem a sensible option to invest in this when the responsibility and costs can reasonably be expected not to be met by the Town Council.

The Town Clerk will be developing a full briefing with more detailed costings and options for the Finance and General Purpose Committee to consider (subject to them being delegated to decide fees and charging). However, in the meantime, it is requested that the Town Council change its fees to be exclusive

of grave digging with immediate effect. This will not apply to the digging for cremated remains, which is relatively low resource and less strenuous.

It is the view of the Clerk that this will cause an issue in terms of over-resourcing of the site team: The team are catching up from a significant period of being under resourced due to recruitment difficulties; there are new team members who will take some time to get up to speed and full efficiency with duties; and there is a backlog of work. It also means that more tasks can be carried out in-house rather than outsourcing. Importantly, the proposed change to exclude grave digging does not affect the Town Council income.

In terms of public perception of removing gravedigging, this is unlikely to be a legitimate issue, as it is the usual practice for other similar small cemeteries to not include gravedigging. Thornbury Town Council is currently an outlier in this practice. The public would also be able to see that the costs at Thornbury are still considerably cheaper than elsewhere, even with gravedigging removed. It is also likely that in some instances the costs would be reduced, as families are increasingly being charged for refrigeration costs of the deceased and unnecessarily delay causes these costs to build up (reportedly £120 per day at local hospital). Funeral Directors employing professional gravediggers are likely to get a quicker turnaround in gravedigging than we can always offer in house, especially where members of staff are off sick or on leave.

Action requested: Full Council are asked to approve the cessation of gravedigging in-house with immediate effect, with the current fees to be net of gravedigging costs. Further review of cemetery fees to be carried out by the Finance and General Purpose Committee.

Kath MacConnachie, CiLCA
Town Clerk and RFO
25 August 2022

Appendix 1: Comparison of cemetery costs

	PILNING & SEVERN BEACH	MILTON, WSM	WELLS CEMETERY	ALMONDSBURY	SGC CEMETERIES	BCC CEMETERIES	WESTERLEIGH	THORNBURY 2022/23
INTERMENT								
Adult or child > 12 years	£328.00	£750.00	£685.00	£670.00	£1,260.00	£935.00	£960.00	£600.00
Interment on Saturday	£343.00							
Interment of cremated remains	£458.00	£115.00	£245.00	£624.00	£270.00	£180.00	£275.00	£268.00
Interment of cremated remains on Saturday	£523.00							
Scattering of cremated remains	£46.00	£49.00	£88.00	£96.00	£120.00	£35.00		£100.00
Grave depth exceeding 2.13m					£430.00			£345.00
Additional fee - interment outside normal hours							£695.00	£189.00
Additional fee - late arrival or overrun					£95/£180			£39.00
PURCHASE OF EXCLUSIVE RIGHTS OF BURIAL								
Purchase of exclusive right in earthen grave	£595.00	£850.00	£715.00	£1,215.00	£1,260.00	£1,650.00	£2,105.00	£490.00
Purchase of exclusive right of burial in the cremated remain garden	£458.00	£550.00	£385.00	£624.00	£630.00	£1,720.00	£2,105.00	£323.00
TOTAL - EXCLUSIVE RIGHTS OF BURIAL PLOT AND INTERMENT (ADULT)	£923.00	£1,600.00	£1,400.00	£1,885.00	£2,520.00	£2,585.00	£3,065.00	£1,090.00
EQUIVALENT WITHOUT BURIAL	£923.00	£1,100.00	£900.00	£1,885.00	£2,020.00	£2,085.00	£2,565.00	£590.00
TOTAL - EXCLUSIVE RIGHTS OF BURIAL CREMATED REMAINS AND INTERMENT	£916.00	£665.00	£630.00	£1,248.00	£900.00	£1,900.00	£2,380.00	£591.00

Business Application Form

Company details

Company name:	<input type="text"/>	Industry:	<input type="text"/>
Company number:	<input type="text"/>	Country of registration:	<input type="text"/>
Registered address:	<input type="text"/>	Postcode:	<input type="text"/>
Trading address:	<input type="text"/>	Postcode:	<input type="text"/>
Telephone number:	<input type="text"/>	Company website:	<input type="text"/>
How did you hear about us:	<input type="text"/>		

Authorised signatures

Individuals allowed to transact and sign on the company's behalf; anyone authorised to book transfers.

Full name:	<input type="text"/>	Position:	<input type="text"/>
Tel number:	<input type="text"/>	Email:	<input type="text"/>
Full name:	<input type="text"/>	Position:	<input type="text"/>
Tel number:	<input type="text"/>	Email:	<input type="text"/>

The above authorised signatories are authorised to transact and to sign on the company's behalf and to verbally contract Equals for the provision of foreign exchange services. Effective until changed through the provision of reasonable written notice by the company to Equals. To read the full Equals Spend terms please visit equals.co/terms. To read the full Equals Pay terms please visit fairfx.com/terms.

Shareholder details

Please state the details of all company shareholders with more than 25% ownership.

Full name:	<input type="text"/>	Nationality:	<input type="text"/>
Home address:	<input type="text"/>	% of shares:	<input type="text"/>
Full name:	<input type="text"/>	Nationality:	<input type="text"/>
Home address:	<input type="text"/>	% of shares:	<input type="text"/>
Full name:	<input type="text"/>	Nationality:	<input type="text"/>
Home address:	<input type="text"/>	% of shares:	<input type="text"/>
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Home address:	<input type="text"/>	% of shares:	<input type="text"/>
Full name:	<input type="text"/>	Nationality:	<input type="text"/>
Home address:	<input type="text"/>	% of shares:	<input type="text"/>
Full name:	<input type="text"/>	Nationality:	<input type="text"/>
Home address:	<input type="text"/>	% of shares:	<input type="text"/>

Equals Spend - Business Expenses

Main use for card payments:

Estimated annual card load amount £

Business name on cards

Your Equals Spend cards will be printed with both the cardholder's name and your business name. The card format allows a maximum of 17 characters (including spaces) for the business name. Please indicate in the boxes below how you would like your business name to appear on your cards:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Equals Pay - International Payments

Currency required: EUR: USD: JPY: AUD: NZD: CAD: Other:

Main purpose of payments: Turnover:

Estimated annual amount required £ Estimated number of annual transactions:

Declaration

"I/We the undersigned as the Client(s) confirm that I/we have read, considered and understood Equals terms and conditions for use of the Equals Prepaid Mastercard, and the use of the Equals business expenses platform and international payments. I/We confirm that the Client(s) is/are acting on their own account and not on behalf of any other person.

I/We confirm that the above signatory has been authorised to sign the terms and conditions on behalf of the Client(s). I/We confirm that the information supplied to Equals is truthful and accurate."

To read the full Equals Spend terms please visit equals.co/terms. To read the full Equals Pay terms please visit fairfx.com/terms.

Full name:

Signature:

Complete this form in full to ensure there are no delays in the set-up of your account.

All email addresses have to be different - the same email address cannot be used for two or more people.

Please ensure all Dates of Birth (DOB) are provided as well as a mobile number for each user.

If you want to restrict the ability to make cash withdrawals please enter 'YES' in the *ATM block* column. The restriction is applied on an individual card basis.

Please note generic cards do not hold chargeback rights meaning we will not be able to reclaim funds following any disputed or fraudulent activity. Equals will not be liable for any disputed or fraudulent activity that may occur on a generically named card. We strongly recommend ordering individually named cards.

* Mandatory details

[illegible]



Annual Business Plan 2022/23

		ITEM	ACTION	LEAD RESPONSIBILITY	RESOURCE IMPLICATIONS
Business Operations	1	Town Council Strategy 2023-2028	To develop the Town Councils Aims, Objectives and Mission and a 5-year Town Council Strategy	Full Council	Consultant cost
	2	Capital strategy	To develop a medium to long-term capital strategy	Full Council	Consultant cost
	3	Review grant awarding policy and process		Town Clerk / F&GP Committee	
	4	Local Council Award Scheme	To work towards Quality council status	Town Clerk / Full Council	
	5	Community Toilet Scheme	To review, contract and relaunch for 2024/25. To consider alternative options alongside.	Town Clerk/Full Council	Budget currently allocated
	6	Budgeting	To create a 5-year budget forecast for 2024 - 2029	Town Clerk/RFO	
Communications	7	Communications Plan	To develop a Communications Strategy and plan for 2023 onwards.	Town Clerk	Budget allocation required for communications
	8	Public engagement	Conduct a Youth Survey and a wider public survey as part of the strategy development process, with a view to repeating as an annual survey.		
Environment	9	Climate and Nature Action Plan	Creation of a Climate and Nature Action Plan (combined or separate plans)	Climate and Nature Working Group / Full Council	To be detailed in the Action Plan
Open Spaces	10	Cemetery operations	<ul style="list-style-type: none"> To conduct a cemetery operations/governance audit and create an action plan To complete memorial safety testing To procure a safety audit of the memorials at St Mary's Church 	Open Spaces	Independent auditor cost
	11	Eastland Road Play area	Procure and deliver new play area at Eastland Road	Open Spaces Committee	CIL funding earmarked
Property	12	Procure and arrange the next phase of works identified in the property condition surveys		F&GP Committee	Costs as outlined in the condition surveys



THORNBURY TOWN COUNCIL Risk Register

Risk title	Category	Detail of Risk / Consequence	Impact	Likelihood	Risk Rating	Risk mitigation controls in place (or required)	Mitigated Impact	Mitigated Likelihood	Mitigated Risk Rating	Further Risk Management (Treat/Transfer/Tolerate/Terminate)	Risk Owner	Date of last review	
	(Reputation /Service Provision /H&S /Financial /Legal)										(Committee / individual)	Clerk	Full Council
Open Spaces maintenance	Reputation/H&S	Risk of Council owned spaces, and fixtures therein, falling into disrepair, or a poor state. Dirty, run-down or poorly maintained items/areas would have an impact on the reputation of the Town Council and unidentified hazards or faults could pose a serious health and safety hazards.	3	4	12	Risk assessments are carried out individually for different areas of open spaces and reviewed at least annually. These individual risk assessments are available for inspection in the Town Council offices and will be reported to the Open Spaces Committee. Individual issues to be escalated to this Risk Register only if the residual risk rating is 12 or above (amber). Regular schedule of maintenance checks are in place for all open spaces and assets located within open spaces, the frequency of which depends on the outcome of the individual risk assessments carried out.	2	2	4	Tolerate	Open Spaces Committee	11.07.22	
H&S procedures	H&S/Legal	Risk of injury, illness, or legal claim due to non-compliance with statutory health and safety obligations.	5	3	15	Legionella Risk assessment and fire risk assessments carried out regularly, with actions implemented and ongoing management procedures in place. Health and Safety policy in place. Risk Assessment Policy and Procedure in place. Training and Development Policy sets out minimum training requirements to ensure that staff are appropriately trained. External Health & Safety advisors are engaged to advise the Town Council. Annual Health and Safety audit is carried out by external consultants. Town Clerk and Facilities Officer have both undertaken IOSH Managing Safely Training.							
Risk to third party property or individuals	Legal/Financial	Damage to third party property or individuals. Risk to third party as a consequence of providing a service	5	3	15	Risk management policy and process in place. Insurance in place and reviewed annually to ensure adequate cover, to include appropriate Employers Liability Insurance, Public Liability Insurance	2	1	2	Tolerate	Finance & General Purpose	11.07.22	
Councillor propriety	Legal/Reputational	Risk of improper conduct related to conflicts of interests, bribes or undue influence.	4	2	8	Financial Procedures, Standing Orders, Register of interests and Code of Conduct all in place and followed. Councillor's are encouraged to attend training as per the TCC Training and Development Policy.	2	1	2	Tolerate	Full Council	11.07.22	
Fraud	Financial	Risk of financial loss due to fraudulent activity.	5	2	10	Financial Procedures and Standing Orders contain measures to safeguard against fraud. Records kept in accordance with regulations. Internal audit carried out twice per year. Annual external audit. Officer training (Clerk CiLCA training). Controls in place in terms of authorisation of payments. Fidelity guarantee insurance in place and level of cover reviewed annually.	3	1	3	Tolerate	Finance & General Purpose	11.07.22	
Human Resource management	Legal/financial	Risk of legal claims. Risk of high staff turnover and low staff morale.	4	4	16	Grievance procedure in place and reviewed regularly. NALC salary scales are adhered to and full suite of robust HR policies in place. Annual appraisals carried out for all staff in line with the Appraisal Procedure.	3	2	6	Tolerate	Staffing Committee	11.07.22	
HRMC	Financial	Non-compliance with tax obligations	5	3	15	VAT returns completed regularly, and employers tax and NI payments made regularly, in line with calculation by external payroll provider.	4	1	4	Tolerate	Finance & General Purpose	11.07.22	
Financial solvency	Financial	Inability for the Town Council to meet its financial obligations. Inability to deal with an emergency, costly event.	5	2	10	Annual budget reviewed and set by Full Council. Level of precept set based on requirement against budget. Regular budget monitoring reports presented to the Finance Committee by the Responsible Finance Officer. General reserves maintained at level determined by the Reserves Policy.	2	1	2	Tolerate	Finance & General Purpose	11.07.22	

Risk title	Category	Detail of Risk / Consequence	Impact	Likelihood	Risk Rating	Risk mitigation controls in place (or required)	Mitigated Impact	Mitigated Likelihood	Mitigated Risk Rating	Further Risk Management (Treat/Transfer/Tolerate/ Terminate)	Risk Owner	Date of last review	
	(Reputation /Service Provision /H&S /Financial /Legal)										(Committee / individual)	Clerk	Full Council
Acting within legal powers	Legal	Ensuring all activities carried out by the council are within available legal powers.	3	3	9	All members to have regard to the powers available to local councils and the relative role of the councillor. All members encouraged to attend the 'Good Councillor' course offered by ALCA. Officers to have knowledge of the powers available to local councils, especially for meetings/committees within their remit. Clerk to undertake CiLCA training. Twice annual internal audit and annual external audit. Other relevant training to be sought where appropriate. Legal advice sought where required.	3	1	3	Tolerate	Full Council	11.07.22	
Breach of GDPR legislation	Legal	Challenge by individuals if breach were to occur. Reputational damage and fines.	3	2	6	Policies and procedures in place in relation to GDPR legislation and reviewed regularly. For any suspected breaches, advise to be sought from the Information Commissioner's Office. Members of the public referenced in minutes and publically published documents to be anonymised. All staff required to complete GDPR training.	3	1	3	Tolerate	Full Council	11.07.22	
Supplies and Services provided to the council.	Financial/Reputational	Risk of non-completion of work, substandard work, or association with a company with suboptimal practices	3	2	6	Regular suppliers, or those providing occasional services over the value of £5000, shall be required to provide evidence of their public and employers liability insurances on appointment. Statement of Works and Risk Assessment to be provided by contractors for any major building works. Due diligence should be carried out on all new suppliers to ensure they are properly constituted.	3	1	3	Tolerate	Full Council	11.07.22	
Risk of consequential loss of income	Financial	Loss of income due to unforeseen circumstances (recession, pandemic etc).	1	2	2	Risk is low as the majority of income for TTC is precept. Other income is very low. Risk to precept is low. Debt Recovery procedure is in place. General Reserves maintained at appropriate level.	1	2	2	Tolerate	Finance & General Purpose	11.07.22	
Loss of cash through theft or dishonesty	Financial	Financial loss	1	1	1	Scope for loss is low. Where payments are received (cemetery), cheque payments or BACs payments are encouraged. Payments made in cash are deposited in the safe and witnessed by two members of staff, where possible. Controls around payments are set out in the Financial Regulations. There is a Petty Cash Procedure in place which is adhered to. Bank reconciliations are regularly reviewed by a councillor and reported to the Finance & General Purpose Committee.	1	1	1	Tolerate	Finance & General Purpose	11.07.22	
Maintenance of buildings	H&S/Financial	Risk of disrepair causing health and safety hazard, or lack of maintenance resulting in higher cost remedial works	2	2	4	Condition survey carried out and works being progressed. Maintenance carried out on an ad hoc basis. PAT testing carried out. Fire systems and firefighting equipment serviced regularly (Fire Risk Assessment in place). Legionella and Asbestos surveys carried out and recommendations actioned.	1	1	1	Tolerate	Finance & General Purpose	11.07.22	
Business continuity	Service provision and Legal	Potential for disruption to the services of the Town Council in the future, resulting from significant, unexpected event (e.g. natural disaster, cyber attack, fire, break in, issue with utility supply). Incapacitation of the Town Clerk/RFO.	5	2	10	Business Continuity Plan to be developed to assist with management of any business continuity incident and to ensure continuation of essential Town Council functions. Insurance policy covers provision for business continuity costs.	5	2	10	Treat - Town Clerk to draft Business Continuity Plan by the end of October 2022	Full Council	11.07.22	
Armstrong Hall Trust negative PR	Reputation	Negative impact on the Town Council's reputation as a local authority as a result of misunderstandings around the role of the Town Council concerning the future of the Armstrong Hall Trust.	4	5	20	Communications issued explaining the role of the Town Council (difference between local authority and corporate body Trustee role). Clear separation between Town Council and Trust operations, in line with legal advice. Town Council resources, including emails, not to be used for AHT business. Potential to request that the AHT is transferred to a CIC, removing the Town Council as the Sole Trustee.	4	4	16	??	Full Council	11.07.22	

Risk title	Category	Detail of Risk / Consequence	Impact	Likelihood	Risk Rating	Risk mitigation controls in place (or required)	Mitigated Impact	Mitigated Likelihood	Mitigated Risk Rating	Further Risk Management (Treat/Transfer/Tolerate/ Terminate)	Risk Owner	Date of last review	
	(Reputation /Service Provision /H&S /Financial /Legal)										(Committee / individual)	Clerk	Full Council
2023 elections	Service provision	A number of councillors have indicated that they do not intend to stand in the 2023 elections. Risk that sufficient candidates may not be forthcoming if there is a high level of vacancies. Also risk to GPC status if not enough councillors are elected, as opposed to co-opted.	3	3	9	Communications explaining promoting 'local democracy' and the role of the Town Council to be produced in Winter 2022/Spring 2023.	3	2	6	Tolerate	Full Council	11.07.22	
Cemetery governance	Legal, H&S and reputation	Historic sub-optimum practice means the Town Council is exposed to risk around legal/H&S compliance.	4	4	16	Memorial inspection regime has been implemented. Third party independent audit of cemetery operations and governance to be investigated, to result in an improvement action plan. Cemetery management software to be procured. Appropriate ICCM training to be sourced for the Town Clerk. FAQs around common issues/processes to be produced for the public - publicised on website, Facebook, and handouts available in the office.	4	3	12	Treat - Town Clerk, action plan to be in place by end December 2022	Open Spaces Committee	11.07.22	
Climate emergency - Town Council actions	Legal/reputation/provision	The Town Council has declared a climate emergency. Failure to follow up appropriately with an action plan which embeds of climate and biodiversity action into Town Council operations will impact negatively on Town Council reputation (and the environment).	3	4	12	Climate Change and Nature Working Group established to draft a Climate Emergency and Nature Action Plan for proposal to Full Council. Proposal being developed by a subgroup of the Climate Change and Nature Working Group for the creation of a Local Nature Action Plan. Ecological Surveys being carried out for Town Council owned land to result in action plans for the management of land to the benefit of biodiversity/nature, and to inform a tree planting strategy.Grassland management strategy to be developed.	2	2	4	Tolerate	Full Council	11.07.22	
St Mary's Closed Churchyard	H&S	Danger of injury to individuals as a result of unsafe memorials.	4	3	12	Currently getting quotes for a specialist survey of the memorials in the closed churchyard. This will inform a remedial action plan and budget allocation.	4	3	12	Treat	Open Spaces Committee	19.08.22	

THORNBURY TOWN COUNCIL



PROPOSAL TO DEVELOP A LOCAL NATURE ACTION PLAN

1. INTRODUCTION

The Town Council has declared a Climate Emergency and has set up a Climate and Nature Working Group who has been tasked with creating an overarching Climate and Nature Action Plan. A subgroup of this working group has been set up to take forward proposals for the creation of a Local Nature Action Plan. It is request of this subgroup that Thornbury Town Council commit to creating a Local Nature Action Plan (LNAP) for the area, including committing to the resource required to deliver this.

This proposal seeks the support and resolution of the Town Council to proceed with the development of a LNAP, as set out below.

2. RESPONSIBILITY

The development of the LNAP would be led by the LNAP subgroup of the Climate and Nature Working Group. It is proposed that Cllr Rawlinson is designated as the Councillor lead on the development of the LNAP development project. Town Council Officer resource would be required to support the development of the LNAP and in the delivery of the actions therein.

Full Council would be responsible for adoption of any proposed LNAP.

3. SCOPE OF PLAN

The Terms of Reference for the LNAP appended as Appendix 1 sets out the suggested outline content of the Local Nature Action Plan. This should be read in conjunction with the South Gloucestershire Council document Local Nature Action Plans: Guidance for town and parish councils¹.

Local Nature Action Plans tend to be wide both in terms of range and reach, covering not only Town Council owned land, but also land owned by other local authorities and privately owned land. Town Council land would rated as 'high' in terms of Town Council's ability to influence change, so these would be the first priority of the Action Plan. Further phases would move to include land owned by others, where the engagement of the identified stakeholders will be key.

4. TIMESCALES

The proposed timetable for development of the LNAP is set out below. Month '0' is August 2023. The draft timetable involves approval of the LNAP by Full Council in November/December 2022.

¹ [Local-Nature-Action-Plans-guidance-for-town-and-parish-councils.pdf \(southglos.gov.uk\)](https://www.southglos.gov.uk/media/10000/Local-Nature-Action-Plans-guidance-for-town-and-parish-councils.pdf)

				0	1	2	3	4	5	6	7	8	9	10	11	12
Terms of reference																
Development of plan																
Gaining approval of plan by TC																
Developing engagement plan																
Developing actions on land to be covered by plan																
Delivery of Plan (1st phase)																
Develop 2nd phase																

5. RESOURCE

In terms of delivering the actions contained in the LNAP, the resource available will dictate how broad and ambitious the plan can be. Full Council are asked to consider 'in principle' approval of budget allocation and potentially additional staffing.

Budget:

Full Council may wish to approve in principle allocation of a Climate and Nature budget allocation for the 2023/24 budget. Budget allocation could be derived from Community Benefit money from the Tower Hill Solar Farm, CIL allocation, Annual budget from precept or a mix of the three. For context, Frampton Cotterell Parish Council have an annual £10k budget for Climate and Nature allocated from CIL funds.

It is recommended that the tree planting budget is also increased significantly to allow for the delivery of the tree planting strategy to be developed. This should include ongoing maintenance costs (e.g. watering), which are essential to a successful planting scheme.

Staffing:

There is no spare staffing resource to support the climate and nature agenda, beyond the drafting of the initial LNAP.

The Town Council may wish to invest in a Climate & Nature Officer post to drive forward the climate and nature agenda for the Town Council. Investment in such a post would represent the difference between delivering the minimum acceptable response to the Climate Emergency declaration, or a commitment to prioritising the climate and nature response in our local area. It would also ensure an ongoing focus and continuous improvement if the post were to be substantive, or fixed term for a number of years.

A 21 hour per week Climate & Nature Officer would cost the Town Council circa £16,734 (including on-costs and using assumptions on annual salary uplifts) in 2023/24. Similar posts are employed elsewhere, with clear impact. A notable example is Frampton Cotterell Parish Council, who have implemented wide ranging climate and nature schemes, and whose Climate & Nature Officer has written an article for the national SLCC Clerk magazine (attached at Appendix 3).

The Town Clerk and Responsible Finance Officer is able to confirm that there is a projected underspend against the staffing budget in 2022/23 due to site team recruitment delays. This would allow adequate budget if a post were to be recruited in year. Budget for 2023 onwards could be allocated in the upcoming budget setting process.

It is also worth bearing in mind that there are many climate and nature actions which can in turn save money, for example in terms of energy efficiency schemes/improvements.

The LNAP will include details of any required resources against any of the actions contained therein, for consideration by Full Council. This may include, for example, financial resources, in terms of budget allocation, or staffing resource.

6. REVIEW

It is intended that the LNAP would remain a live document, regularly reviewed and updated to remain current. This will ensure long-term, evolving benefits realisation, as opposed to a one off 'hit'.

As the LNAP will remain a live, evolving document, it may be considered to revise it after phase 1 (covering Town Council owned land) has been completed, whilst further phases involving third party owned land continue, to prevent delaying benefits realisation. These stages will form a roadmap to enable the whole town to be covered and all residents offered the opportunity to be engaged in supporting nature.

7. ACTION REQUESTED

Full Council is asked to:

- 1. Resolve to develop a Local Nature Action Plan as per this briefing**
- 2. Consider whether to recruit a Climate and Nature Officer, with detail to be agreed by the Staffing Committee**
- 3. To approve, in principle, budget allocation for Climate and Nature for 2022/23, with the RFO to propose level, and source, options as part of budget setting process**

Cllr Guy Rawlinson
Councillor
XX July 2022

Kath MacConnachie
Town Clerk & RFO
XX July 2022

THORNBURY TOWN COUNCIL



TERMS OF REFERENCE FOR THE LOCAL NATURE ACTION PLAN DEVELOPMENT

The Thornbury Town Council Local Nature Action Plan will contain the following elements:

- **Responsibilities**
- **Scope**
 - Land and influence (High/Medium/Low)
- **Stakeholder appraisal**
 - Who?
 - How they can help
- **Stocktake – current position**
- **Mapping**
- **Key aspects for management**
 - Tree cover and planting
 - Hedgerows
 - Borders
 - Cemeteries
 - Maintenance and mowing
 - Floral displays
 - Hedgehog recovery
 - Nesting birds
 - Bats
 - Watercourses
 - Green screens
 - Grassland management
 - Pesticides and fertilisers policy
 - Standing dead wood
 - Litter management
 - Access for nature
 - Nature corridors/connectivity
 - Night corridors
 - More land
 - Pollinator planting
 - Events, activities and education
- **Stages/Phases and timescales**
- **Review**
 - Timing
 - mechanisms
- **Communications and Engagement Plan**
- **Resource considerations**
 - to include financial, training, human resource and funding opportunities
- **Operational/Health and Safety considerations** (e.g. services searches)

JOB DESCRIPTION

JOB TITLE: Climate & Nature Officer
SALARY SCALE : SCP 15-17
HOURS: 21 hours per week. Part- time

RESPONSIBLE TO: Clerk/CEO

Role

Undertake the management, delivery, and implementation of a range of identified council strategic climate and nature projects to set timescales, including: conducting research; liaising with the Clerk and councillors and other professionals; arranging, servicing and contributing to meetings; supervising or carrying out agreed actions as appropriate; monitoring and recording progress across a range of projects; monitoring budgets; and reporting both to the Clerk and to Council and/or Committees.

Implement and progress climate & nature projects from the latest adopted Council Strategic Plan.

Align projects with the identified strategic outcomes.

Ensure projects meet the overall budget, biodiversity aims, climate change, equality, and other agreed outcomes.

Liaise with all tiers of local government to facilitate joint projects to enable a holistic approach to improving the town.

Facilitate and champion change programmes and initiatives in a collaborative way.

Network and liaise with other partners and stakeholders in the town to progress identified joint projects.

Develop engagement strategies and dialogue with different community groups and organisations.

Network and collaborate with stakeholders to facilitate financing and fundraising to allow the formulation and progression of identified projects.

Keep accurate records of proposals, submissions, approvals, and deadlines of projects.

Monitor expenditure and compliance for projects and prepare reports for the Clerk and Council.

Assist the RFO in the preparation of annual budgets.

To work methodically to prioritise work and meet deadlines.

Prepare agendas and minutes and attend the Climate & Nature meetings.

Undertake other duties appropriate to the post that may reasonably be required from time to time.

The following accountabilities apply to all posts as relevant to and consistent with their grade and duties:

Work Environment: This post demands a high level of flexibility, a positive attitude and ability to adapt to changes due to service needs.

This post is office based, with some flexibility to work from home, and the postholder will be expected to work across XX..

The postholder will be expected to cover similar roles.

To implement the Council's Equal Opportunities and Diversity policies and to work actively to overcome discrimination on grounds of age, disability, gender, race, religion/belief, sexuality or status in the Council's service.

To take responsibility appropriate to the post held for tackling racism and promoting good race, ethnic and community relations.

To ensure that the Council's values, policies, procedures, Standing Orders, and Financial Regulations, and relevant external regulations, standards or legal requirements, including the Data Protection Act, the Computer Misuse Act, the Health & Safety at Work Act and other relevant legislation are integrated into work programmes and service delivery.

To undertake research including identifying examples of established best practice in other authorities and organisations and taking account of current and planned protocols and processes within the Council and prepare and present advice and reports to professional standards which enhance the council's reputation.

To maintain strict confidentiality wherever required.

Partnership Working

1. Act as climate & nature ambassador for the Council and the village.
2. Assist the Council in fulfilling its role as Community Leader through determining, in partnership with Elected Members and other partners, the key climate & nature priorities for the local community.

Valuing Diversity

Ensure that all service delivery is customer focused and delivered within a framework that recognises and respects the diverse nature of the community, with an emphasis on inclusion and access.

PERSON SPECIFICATION

CLIMATE & NATURE OFFICER

Experience and Knowledge

- Successful track record of delivering climate & nature projects.
- Evidence of building working relationships and networks with the public, private and voluntary sectors.
- Demonstrable success in climate & nature change and improvement management, managing a diverse range of services and translating organisational ambitions into real achievements that benefit service users.
- Qualified to degree level with a record of continuous professional development in project management and climate & nature.
- Proof of implementing effective strategic thinking and introducing innovative working in a multi-disciplinary environment.
- Detailed knowledge of the functions and role of a Parish Council.

Personal Qualities

- Highly committed and enthusiastic.
- Confident in liaising with Officers, Members, Committee Members, Volunteers, and the general public.
- An effective, visible Officer with an approachable style.
- Politically aware, robust and resilient enough to work within a challenging and complex environment.
- Team worker who can work across boundaries and achieve performance and results.
- The ability to see the bigger picture but with an eye for detail.
- Excellent communicator in both written and oral form.

Personal Style and Behaviour

- An inspirational, motivational enthusing Officer and corporate player.
- Personality, conduct and credibility that engages and commands the confidence of councillors, staff, local communities, external partners/organisations, and other stakeholders.
- Energy and resilience to lead and drive the pace of change.
- Advocate of equality and diversity and dignity and respect in the work place.

- Strong commitment to performance, culture, and accountability.
- Committed to local democracy, social justice, and accountability to the community.
- Objective and outcome focused, capable of critical reasoning and evidence based decisions.
- Able to get the balance right between vision, strategy, and a pragmatic results driven approach.
- Able to attend and participate in community events, committee and other meetings during the evenings and at weekends.

Other Factors

- Degree, or equivalent in climate & nature.
- Additional relevant specialist professional qualifications with regards to climate & nature.
- Resource management - Project/contract management and evaluation, including policies & procedures.
- Experience of working within a Parish Council.
- Research, analysis, and policy development experience.
- Communication and influencing (negotiations, report writing, presentations, media, meetings).
- I.T. to a high standard (Word, Excel, PowerPoint, Outlook, Teams, internet).

Skills required

- Negotiating skills
- Influencing skills
- Project management
- Partnership working
- Creative writing
- Critical thinking
- Critical appraisal
- Local Government administration
- Relationship building
- Climate & Nature

CLIMATE AND NATURE EMERGENCY: PLANNING FOR ACTION



Daisy Finniear, Climate and Nature Officer to Frampton Cotterell Parish Council, shares how local councils can plan to support the climate and nature at a local level.

The thought of tackling the climate and nature emergency can be at best daunting and at worst overwhelming. If you take a step back to review your resources though, you will be able to do a lot more than you think. If all town and parish councils use their limited power wisely, we will create a greener, cleaner and more species-rich country.

HAVE A PLAN, DON'T PLAN TO FAIL!

First things first, you need a plan. This does not have to be a huge in-depth strategic plan, but an overall action plan to guide your climate and nature projects over the next three to five years. Granted, not many town or parish councils have a climate and nature officer to write a plan. However, writing an action plan can be made easier with the help of South Gloucestershire Council's local nature action plan guidance at <https://bit.ly/3NeeNUF>.

At Frampton Cotterell Parish Council, we started a Local Climate and Nature Action Plan based on this guidance, covering:

- ★ Overall aims
- ★ Key stakeholders and partnerships
- ★ Mapping of habitats, opportunities, and parish council land
- ★ Communications
- ★ Wildlife lists (compiled by volunteers)
- ★ Previous and future projects
- ★ Funding
- ★ Service checks

As the Climate and Nature Officer, I was the only member of staff working on our action plan. However, I was not alone in this mission and had input from our climate and nature committee, which has six members.

Two volunteers also worked on the plan and South Gloucestershire Council's Nature Team provided support. Involving your residents is arguably the most important part of creating your plan, as it only enables ownership and participation, and you will undoubtedly receive brilliant suggestions that you had not considered. Try public zoom meetings, social media posts, or a call-out in a local newspaper or magazine.

MAKING YOUR ACTION PLAN A REALITY

We have rolled out several projects to act on the climate and nature emergency, including:

- Starting a woodland and grassland management plan to enhance wildlife
- Leaving areas of grass to grow long
- Planting over 300 trees with the help of the Scouts and nature group for the Queen's Jubilee
- Approving a bird nesting policy to protect birdlife
- Approving a pesticide policy to stop the use of herbicides and insecticides on parish land
- Collaborating with Plastic Free Frampton Cotterell to work towards 'Plastic Free Community' status
- Installing a water bottle refill station and currently working on three more

FACT FILE: FRAMPTON COTTERELL

🏠 Population	Circa 10,000
👥 Staff (FTE)	9
£ Annual budget	£382,600
£ Parish share Council Tax at Band D	£136
🗳 No. of councillors	15
👤 Is the clerk qualified	CiLCA Article author ILCA qualified
👤 Clerk a Principal or Fellow?	PSLCC
★ Local Council Award Scheme accredited?	No

If you would like some more ideas, you can read about all our previous and planned projects in our action plan at www.framptoncotterell-pc.gov.uk/climate-nature/.

Don't try and tackle all projects in your plan alone, instead involve your community. By doing this, we found that so many residents have varied skillsets, from hedgehog enthusiasts to fruit tree experts and project managers.

Residents are keen to share their knowledge, so be sure to tap into this fantastic resource and build your volunteer base.

NOT ALL ROSES

The council is proud of the above projects, but they were not managed without the odd hitch and some mistakes are to be expected. For example, the pesticide policy was approved before fully trialling non-chemical alternatives, resulting in some ad hoc trial and error of manual removal and various vinegar-based concoctions.

If all town and parish councils do their bit, we can help tackle the climate and nature emergency.



Civility and Respect Pledge suggested agenda item:

‘To pass a resolution to sign up to the civility and respect pledge’

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	

Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	