



THORNBURY TOWN COUNCIL

Minutes of the Town Council Annual Meeting

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

Members present:	Cllrs	Jayne Stansfield (Chair for item 1) Chris Davies (Chair for item 2 onwards) Shirley Holloway Maggie Tyrrell Clive Parkinson Benj Emmerson Angela Symonds Pam Shipp Matt Stringer James Murray Guy Rawlinson Paul Le Riche (item 8 onwards) Fiona Deas (item 8 onwards)
In attendance:		Kath MacConnachie - Town Clerk Wendy Sydenham – Deputy Town Clerk Hannah Cornford - Minutes
Absent:	Cllrs	Bob Griffin Helen Harrison

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

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

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

Cllr Chris Davies signed the Declaration of Acceptance of Office.

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

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

FC2223.4. Apologies for absence

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

FC2223.5. Public participation

Two members of the public addressed the Council.

FC2223.6. To receive declarations of interest from members

None were declared.

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

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

FC2223.8. Co-option of councillors

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

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

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

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

FC2223.10. To receive and approve the Standing Orders

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

FC2223.11. To review and approve the Financial Regulations

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

FC2223.12. Committees 2022/23

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

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

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

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

FC2223.13. Representatives on outside bodies

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

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

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

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

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

- NALC
- Clerk SLCC
- ICCM
- Rural Services Network

FC2223.15. To review the asset register

The Town Council asset register was reviewed.

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

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

FC2223.17. To receive the minutes from Committees:

The minutes from the following Committees were received:

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

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

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

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

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

FC2223.20. To approve the accounts for payment

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

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

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

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

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

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

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

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

Committee Structure and Membership:

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

Representatives on outside bodies:

Armstrong Hall Management Committee	8	Angela Symonds
		Benj Emmerson
		Chris Davies
		Clive Parkinson
		Guy Rawlinson
		James Murray
		Jayne Stansfield
		Maggie Tyrrell
Thornbury & District Community Association (The Chantry)	1	Chris Davies
Four Towns / Vale Link Community Transport	1	Jayne Stansfield
		Angela Symonds
Thornbury & District Heritage Trust Council (Museum)	1	Guy Rawlinson
Heritage Partnership Forum	1	Guy Rawlinson
Oldbury Nuclear Power Station Site Stakeholder Group	1	Clive Parkinson
Thornbury in Bloom	2	Angela Symonds
		Pam Shipp
WECA Transport Forum	2	Pam Shipp
		Jayne Stansfield
Town Centre Partnership	3	James Murray
		Chris Davies
		Maggie Tyrrell
Community Engagement Forum	2	Matt Stringer
		Guy Rawlinson
Krunch Stakeholder Group	1	Clive Parkinson
Avon Local Counties Association	1	Jayne Stansfield
Town and Parish Council Forum	1	Matt Stringer
Christmas Lights Association	2	Bob Griffin
		Benj Emmerson
Larger Councils Forum	2	Clive Parkinson
		Jayne Stansfield
Rural Market Town Group	1	Clive Parkinson
Over 60s Tea Room	1	Clive Parkinson
		Pam Shipp
Volunteer Link	1	Benj Emmerson
Town Trust	Year 3 of 4	Clive Parkinson
	Year 3 of 4	Helen Harrison
	Year 1 of 4	Chris Davies
Youth Contract Monitoring		Clive Parkinson
		Helen Harrison
		Maggie Tyrrell