

THORNBURY TOWN COUNCIL

Council Offices: (01454) 412103
info@thornburytowncouncil.gov.uk
www.thornburytowncouncil.gov.uk
Town Clerk: Kath MacConnachie, CILCA



Town Hall
35 High Street
Thornbury
Bristol BS352AR

23 September 2022

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

Please take notice that a meeting of the **Finance & General Purpose Committee** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on **Thursday 29 September 2022 at 7.30pm**.

Committee members are here by **summoned** to attend the above meeting for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

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

Kath MacConnachie, Town Clerk

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

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

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

AGENDA

1. Apologies for absence
2. To receive any members declarations of interest
3. To receive any representations from the public
4. To approve the minutes of the Finance & Policy meeting of 19 July 2022
5. To consider the following financial matters:
 - To approve the Accounts for Payment (to be circulated electronically in advance and tabled at the meeting)
 - To receive the bank reconciliations report from Cllr Parkinson
6. Quotations - To consider quotations received select suppliers for the following
 - Memorial inspection surveys at St Marys Churchyard
 - Mayoral Robes and accessories

7. To consider adoption of the following draft policies:

- Appraisal Policy
- Town Council Facility Usage Policy
- Debt recovery policy
- Menopause policy
- Document Retention Policy

8. To receive a recommendation from the Town Clerk to amend the grant awarding policy and procedure

9. To review cemetery charges

10. IT projected overspend

- To note and support request to Full Council to approve overspend at year-end

11. To consider request from the police to:

- a) Install signage on the side of the Town Hall building
- b) If a) is supported, to permit the police to apply for the necessary planning permission
- c) Install a TV aerial in the loft
- d) Carry out works to the rear entrance to the Town Hall including handrail removal, refresh of anti-vandal point and installation of an additional CCTV camera

12. To consider offering a 'Warm Space' extension to the Over 60s café in the Exhibition Room, including necessary investment

13. Christmas Lights

To grant permission for Thornbury Christmas Lights Association, this year and each year in the future, to:

- a) Erect Christmas Lights on the Town Hall, as per consent form supplied
- b) Hold the 'switch on' of the Christmas lights from either the front steps of the Town Hall or to the side of the Town Hall (Silver Street).

14. Date of the next meeting: 7.30pm on 22 November at the Town Hall

MINUTES of the meeting of the Finance and Policy Committee
held on Tuesday 19 July 2022, at the Town Hall

Present: Cllr James Murray (Chair)
Cllr Jayne Stansfield
Cllr Chris Davies
Cllr Benj Emmerson
Cllr Angela Symonds
Cllr Paul Le Riche
Cllr Maggie Tyrrell
Cllr Matt Stringer
Cllr Helen Ball

Kath MacConnachie (Town Clerk)
Hannah Cornford (Minutes)

Absent: Cllr Clive Parkinson
Cllr Bob Griffin
Cllr Guy Rawlinson

F&GP2223.19. APOLOGIES FOR ABSENCE

Apologies were noted from Cllrs Rawlinson, Parkinson and Griffin

F&GP2223.20. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

None were declared.

F&GP2223.21. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were no members of the public present.

F&GP2223.22. TO APPROVE THE MINUTES OF THE FINANCE AND POLICY MEETING OF 17 MAY 2022

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

F&GP2223.23. TO NOTE DECISIONS MADE UNDER DELEGATED AUTHORITY

The decisions were noted.

F&GP2223.24. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS

- To approve the Accounts for Payment

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

ACCOUNTS PAID OUT OF MEETING (27TH JUNE - 19TH JULY 2022)		
SOUTH GLOS COUNCIL	COUNCIL RATES - BAKERY ANNEX (JULY BACS)	111.00
THORNBURY TOWN COUNCIL	PAYROLL	28639.93
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL - (JUNE DD)	777.85
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX - (JUNE DD)	32.91
OCTOPUS ENERGY	ELECTRICITY - MPF - (JUNE DD)	274.85
OCTOPUS ENERGY	ELECTRICITY - CEMETERY - (JUNE DD)	47.58
O2 PHONE COMPANY	MOBILE PHONE USAGE CHARGE (DD)	20.98
PUBLIC WORKS LOAN	LOAN REPAYMENT (DD)	3807.21
AMAZON	AMAZON PRIME MEMBERSHIP FEE - CC259	0.99
AMAZON	CLEANER & SANITISER - CC260	59.99
HSQE LTD	ONLINE TRAINING BUNDLES - CC261	96.00
M.J.HARRIS REPAIRS LTD	CALL OUT - REPAIR TO PAVILION SINK PIPE - CC262	267.00
SOUTH GLOS COUNCIL	RECHARGE FOR THORNBURY PARISH POLL HELD ON 26.05.2022	8720.97
HEART SAFE AED LOCATOR	NON-BEACON DEFIB CABINET X2	1923.95
ARMSTRONG HALL TRUST	PARTIAL GRANT PAYMENT	10000.00
AMAZON	CLEANING MATERIALS - CC264	22.78
AMAZON	GARDENING GLOVES - STAFF WORKWEAR - CC263	38.96
UK CLEANING SUPPLIES	MIDI SOCKET MOP HEAD - CC265	31.21
PROFESSIONAL FEE	TRANSLATOR SERVICES FOR INTERVIEW	75.00
SOUTH GLOS COUNCIL	QUARTERLY PAYROLL RECHARGE (APRIL - JUNE 22)	170.64
ECOTRICITY.CO.UK	ELECTRICITY CHARGE FOR JUNE - TOWN HALL	138.70
ECOTRICITY.CO.UK	ELECTRICITY CHARGE FOR JUNE - PAVILION	27.33
SPORT & PLAY	OUTDOOR SPORT EQUIPMENT INSPECTION - CHANTRY	126.00
SPORT & PLAY	OUTDOOR SPORT EQUIPMENT INSPECTION - MPF	126.00
AMAZON	FIRECHIEF GLASS KEYBOX & REPLACEMENT COVER - CC266	11.20
AMAZON	HAND TOWELS / BULK TOILET ROLLS / CENTREFEED ROLLS - CC267	58.00
GOV.UK	BASIC DBS CHECK - CC268	18.00
EBAY	STAFF WORKWEAR - SHORTS - CC269	71.80

DECATHLON.CO.UK	STAFF WORKWEAR - BREATHABLE T-SHIRTS - CC270	62.87
A THOUSAND WORDS PHOTOGRAPHY	TOWN MAYOR PORTRAITS	250.00
	Total Expenditure:	56009.70
ACCOUNTS NOW DUE FOR PAYMENT - 19TH JULY 2022		
<u>CENTRAL SERVICES (110)</u>		
DIRECT IT SERVICES	IT SUPPORT	326.40
DIRECT IT SERVICES	PHONE AND BROADBAND (INVOICE SPLIT WITH CODE 130)	125.93
LOUD HIRE LTD	PA HIRE - LEISURE CENTRE MEETING	180.00
ABBEY LIFTS LTD	ANNUAL SERVICE AND MAINTENANCE CHARGE	327.60
CONSORTIUM	STATIONERY	8.41
ACORN RECRUITMENT	TEMPORARY STAFF - CEMETERY AND CLEANER	526.70
HORDERS THORNBURY PRESS	A4 COPIER PAPER	61.10
ACORN RECRUITMENT	TEMPORARY STAFF - CEMETERY	252.56
MATRIX OFFICE SUPPLIES	TOWN HALL OFFICE BOOKCASE	259.15
BARBARA'S CURTAINS	MAKE 2 PAIRS OF LINED LPEATED CURTAINS - COUNCIL CHAMBER	1084.00
	Total Expenditure:	3151.85
<u>OPEN SPACES (130)</u>		
DIRECT IT SERVICES	PHONE AND BROADBAND (INVOICE SPLIT WITH CODE 110)	54.00
CPS GROUNDS LTD	VERTI DRAINING TO 1ST, 2ND AND JUNIOR TEAM PITCHES	1140.00
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	239.25
THORNBURY MOTORS LTD	FUEL	335.45
THORNBURY MOTORS LTD	5 LTRS OIL	49.50
ALEXANDRA	STAFF WORKWEAR	39.50
RELYON GUARDING & SECURITY SERVICES	MONTHLY SECURITY CHARGE FOR JUNE 22 - MPF BARRIER	518.40
FALON NAMESPLATES LTD	BRONZE PLAQUE	59.28
THORN DISTRICT HERITAGE TRUST	PURCHASE OF THORNBURY HERITAGE TRAIL	45.00
AVON DISPLAYS LTD	SIGNAGE	72.00
CPS GROUNDS LTD	OVERSEED 1ST & JUNIOR PITCHES	1783.68
HAGS - SMP LTD	SWING SEATS	270.00
THE CDS GROUP	CEMETERY EXTENSION - DETAILED SITE LAYOUT PLAN	1530.00

T.&J. OWEN	SUMMER PLANTING	2020.44
AQUABLAST DRAIN SERVICES	CLEAR BLOCKED DRAIN RE SPLASH PAD	138.00
	Total Expenditure:	8294.50
<u>PRIVATE MEMORIAL REPAIRS (200)</u>		
MENDIP MEMORIALS	50% DEPOSIT FEE - REINSTATE MEMORIALS TO BRAMM STANDARD	2534.40
	Total Expenditure:	2534.40
<u>Land & Property (160)</u>		
MATRIX BES LTD	ISLOATE,DISCONNECT & REMOVE DEFIB UNIT FROM A/HALL	91.20
	Total Expenditure:	91.20

- To receive the bank reconciliation report from Cllr Parkinson

This item was deferred until the next meeting.

F&GP2223.25. BUDGET MONITORING REPORT FOR Q1 2022/23

The budget monitoring report was received.

F&GP2223.26. COMMUNITY INFRASTRUCTURE LEVY (CIL) PROGRAMME MONITORING

An update was given on the current position.

F&GP2223.27. TO CONSIDER A REQUEST FROM THE OPEN SPACES COMMITTEE TO USE CIL FUNDS AND THE LAND AND PROPERTY/MAINTENANCE BUDGET TO COVER THE COST OF PATH WORKS AT THE CEMETERY AND AT THE MUNDY PLAYING FIELDS

It was **RESOLVED** to cover the entire cost with CIL funds and not use the Land and Property/Maintenance budget.

F&GP2223.28. QUOTATIONS – TO CONSIDER QUOTATIONS RECEIVED AND SELECT SUPPLIERS FOR THE FOLLOWING:

- Three replacement doors at Mundy Playing Fields/Pavilion

It was **RESOLVED** to go with Warmseal Windows to replace the doors on the meter cupboard, splash pad hut and door into Pavilion kitchen.

F&GP2223.29. TO CONSIDER ADOPTION OF THE FOLLOWING POLICIES

- Mobile Vendor Policy

It was **RESOLVED** to adopt the policy.

- Staff Uniform Policy

It was **RESOLVED** to adopt the policy.

- Body Worn Camera Policy

It was **RESOLVED** to adopt the policy.

- Councillor IT Policy

It was **RESOLVED** to adopt the policy.

- Risk Management Policy and Procedure

It was **RESOLVED** to adopt the policy.

F&GP2223.30. DATE OF THE NEXT MEETING: 7:30pm on 20 September at the Town Hall.

DRAFT



THORNBURY TOWN COUNCIL

Finance Committee Meeting 29 September 2022

CLERK'S REPORT

AGENDA ITEM 7: Mayoral Robes and accessories

The existing mayoral robes and accessories are circa 45 years old. The robe is faded, with holes in it which have been stitched together as best as possible for the short term. The real fur trim is in particularly poor condition. Real fur is also considered unacceptable this day and age.

The hats are dry cleaned each year before the new Mayor takes office. We were advised this year that the male hat would likely not survive another round of dry cleaning.

The remaining balance under the Civic Function budget code (4240) this year is £2,454.

In terms of Robes it is recommended that we proceed with Company 1 for the superior Melton fabric, as it is suggested that if Thornbury Town Council is to continue with the tradition of robes they should be of appropriate quality and durability. Samples will be made available at the meeting.

It is also suggested the Town Council adopt a gender neutral bicorn hat, rather than the traditional bicorn for male and tricorn for female. At the next level up, Lord Mayor, the hat is a gender neutral bicorn. With the cost of hats significant (£478.50) it is considered better value for money to opt for one hat, and it is also more inclusive to offer one gender neutral hat.

There is sufficient budget unallocated to cover the robes, one hat and the jabots.

It is suggested that the old robes and accessories should be offered to the Thornbury Museum.

AGENDA ITEM 9: Grant awarding policy and procedure

Thornbury Town Council is highly unusual compared to other local councils in its process and timetable for grant awarding: It is usual for all grant funding to be awarded in the year of budgeted expenditure.

The current process means the 'non-revenue' grants (although in reality they are all revenue grants) budget for year 2 is allocated in month 9 of year 1. This means that if a grant application was to be sought for an event/occasion in month 12 of year 2, the applying body would need to submit an application 16 months in advance of requirement. Given the intended target of community grant awarding it is small community organisations, it seems unreasonable to expect them to plan 18 months in advance of requirement. This means that positive causes which would appropriately benefit from Town Council support are likely missing out. It also does not encourage new applicants, who are not regular recipients of Town Council funding.

The Town Clerk will be drafting a revised grant awarding policy and procedure for consideration by Full Council in December 2022. This is in order that the new Thornbury Town Council aims and objectives, and 5-year strategy can feed into the grant awarding policy and criteria.

It is likely that the suggested new policy will involve different 'streams' of grant funding; likely along the lines of the following:

- **Community benefit grants of up to £5000:** To be considered once (or maybe twice), per annum and will a more detailed application process
- **Small grants of up to £500:** Possibly to be considered more frequently with a 'lighter touch' application process. This may also include 'start up' grants for new community groups/activities.
- **SLA/longer term grants:** To be considered in advance of the financial year start, to be awarded for up to 3 years at a time. This grant awarding stream would include grants currently awarded to the Tea Room and the Volunteer Centre.

2022/23 unallocated grant funding:

At the current time there is £10,644 of grant funding unallocated in the 2022/23 budget. It is proposed that the grant application process, using existing forms, is opened up to applications for what has previously been called the 'non-revenue' grants only.

Applications for other streams of grant funding can open in January 2023, to reflect any changes to the grant awarding policy and procedure that may be resolved at the December 2022 Full Council meeting.

Action requested: Finance & General Purpose Committee are asked to recommend to the Full Council that applications are to be invited only for the 'non-revenue' grants stream (remaining 2022/23 budget allocation), pending consideration of a new grant awarding policy and procedure in December 2022.

AGENDA ITEM 9: Cemetery charges

At the Full Town Council meeting on 30 August 2022 it was resolved that Thornbury Town Council would cease grave digging and that in future cemetery fees will be net of gravedigging. Finance and General Purpose Committee was also delegated at the same meeting to take overall responsibility for fees and charging structure across the Town Council.

The Town Clerk has drafted a letter for local funeral directors to let them know that the Town Council will no longer be providing gravedigging fees from 1 January 2023 and that the prices charged will be net of gravedigging. This is to give plenty of notice of the change.

As reported at the Full Council meeting on 30 August, a comparison of pricing with other cemeteries was shared and it was reported that Thornbury Town Council charging was considerably lower than cemeteries of a similar standard. In particular, the disparity in charging between Thornbury and neighbouring Almondsbury was noted. Since then, the Open Spaces Committee has received a report concerning the viability of the cemetery extension into the cemetery fields is looking an increasingly unviable option, which increases the focus on the dwindling capacity of the Thornbury Cemetery in the medium to long term. It is recommended that the planned audit of cemetery procedures and practices (as per the 2022/23 Annual Plan) is specified to make recommendations in relation to charging from 1 April 2023 onwards. This may be a tool in controlling demand, as employed by some other cemeteries.

In the meantime, from 1 April, gravedigging will no longer be included in prices for coffin burials. This will disproportionately affect those opting for a coffin burial compared to the interment of ashes. Therefore, it is suggested that the pricing of interment of coffin and ashes is adjusted as per Appendix 1, to more fairly even out the increased cost of gravedigging which will be incurred by those opting for a coffin burial. The overall income to the Town Council, based on historic interment rates, will remain the same.

This proposal means that the Town Council share for the interment of a coffin will be reduced from £600 to £450 (-£150) and the cost of interment of ashes will increase from £268 to £418 (+£150, digging included).

Action requested: Finance & General Purpose Committee are asked to approve the amendment of cemetery fees for the interment of coffin and interment of ashes, as per Appendix 1, for implementation on 1 January 2023.

AGENDA ITEM 9: IT projected overspend

Currently the IT budget is projected to outturn on budget. There are, however, capital equipment cost pressures which will take the budget overspend.

The requirement is for IT equipment for the site team, as there is currently no IT provision at all. This is significant challenge in terms of appropriate communication with staff, and inhibits their ability to carry out their roles safely and efficiently, in particular:

- There is currently no way to effectively communicate risk assessments with the site team. This is a critical requirement of the Risk Management Policy and Procedure, and a health and safety obligation. There is no value in having risk assessments if they are not communicated to users.
- Site staff cannot carry out routine aspects of their roles due to the lack of IT access, this may include finding materials or tools for jobs, carrying out risk assessments themselves (a role requirement in some cases), and they cannot carry out basic tasks such as printing signage/communications/lists etc.
- With the introduction of an Equals card for the site team to enable them to directly purchase low value items such as screws etc, the supervisor will be unable to keep track of spending, budget and card balance without IT access.
- Site staff are disadvantaged compared to office-based members of staff in terms of general communications.

The current requirement is to purchase/install:

1. 1 x laptop for the one member of office-based staff who is currently using a desktop computer.
2. 2 x desktop computers at the pavilion (we potentially already have both of these available already, subject to one being freed up by 1) above)
3. 1 x 4g enabled tablet for the Cemetery. This will be particularly useful as cemetery software is rolled out at Thornbury Town Council, and for memorial inspections.
4. A small printer for the pavilion.
5. An upgraded mobile phone for outdoor staff (supervisor)
6. Installation and set up costs for the above.

There are variables in terms of what hardware we can re-use, and installation costs, but it is expected that this will result in an overspend to the IT budget (110/4165) of between £1.5k and £3k.

The Town Clerk has delegation to spend the IT budget (as it falls under 110 Central Services) up to the budget plus 10%. The planned expenditure will exceed this.

An appropriate capital programme for IT equipment replacement will be included in the five-year budget from 2023/24.

Action requested: Finance & General Purpose Committee are asked to delegate the Clerk to overspend the 110/4165 (IT) budget in 2022/23 by up to £3.5k.

AGENDA ITEM 9: Warm Space provision

A number of Town and Parish Councils are planning to provide 'Warm Spaces' for the winter of 2022/23, to accommodate those in the community who are unable to afford to heat their homes.

Finance and General Purpose Committee are asked to consider whether the Town Council would wish to open up the Exhibition Room as a 'Warm Space' acting as an extension to the over 60s café.

The manager of the over 60s café has been approached and considers that this would be a positive thing for the over 60s in Thornbury. Whilst it is unlikely that they would be able to get enough volunteers to staff it, there is potential for them to serve tea and coffee to those upstairs if they wished to, in which case the upstairs kitchen could be made available (staff can use the downstairs kitchen).

If the Over 60s café are unable to recruit volunteers to provide tea and coffee, no drink would be allowed to be taken upstairs. The area would not be supervised and opening hours would be in line with the Over 60s Café opening hours.

The exhibition room is unused, of an appropriate size and easily accessed via the lift. Some improvements/furnishings would be required to make the space pleasant as a Warm Space, to include a couple of leather effect sofas, some board games and playing cards, a rug, and possibly a Smart TV. It is estimated that around £2,500 would be required to facilitate this.

The Town Clerk has made some enquiries to find out if other organisations are planning on running something similar in Thornbury. The Baptist Church have confirmed that they are planning to provide a 'Warm Space' but have confirmed that any provision at the Town Hall or the over 60s would not be in conflict with their plans.

Action requested: Finance & General Purpose Committee are asked to consider if they wish to operate the Exhibition Room as a 'Warm Space' facility for the over 60s for the Winter of 2022/23, and if so, to approve the expenditure of up to £2,500 to facilitate this, from budget, or earmarked reserves, to be determined by the Clerk.

Kath MacConnachie, CiLCA
Town Clerk and RFO
27 September 2022

Appendix 1: Comparison of cemetery costs

	PILNING & SEVERN BEACH (not comparable)	MILTON, WSM	WELLS CEMETERY	ALMONDSBURY (most comparable)	SGC CEMETERIES	BCC CEMETERIES	WESTERLEIGH	THORNBURY EXISTING	THORNBURY SUGGESTED from 01.01.22
INTERMENT									
Adult or child > 12 years	£328.00	£750.00	£685.00	£670.00	£1,260.00	£935.00	£960.00	£600.00	£450.00
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	£418.00
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	£100.00
Grave depth exceeding 2.13m					£430.00			£345.00	
Additional fee - interment outside normal hours							£695.00	£189.00	£189.00
Additional fee - late arrival or overrun					£95/£180			£39.00	£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	£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	£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	£940.00
EQUIVALENT WITHOUT BURIAL	£923.00	£1,100.00	£900.00	£1,885.00	£2,020.00	£2,085.00	£2,565.00	£590.00	£940.00
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	£741.00

20th September 2022

Our Ref: 22350

Thornbury Town Council ref:
St. Mary's Church, Thornbury

By email to: j.brain@thornburytowncouncil.gov.uk

Dear Mr. Brain,

Re: churchyard survey, St. Mary's Church, Castle St. Thornbury

Thank you for enquiry recently regarding the tombs and gravestones within the churchyard at St. Mary's. The plans sent were also very useful.

Looking at the environs of the churchyard there are a large number of memorials (around 140 based on the plans) which fall within the wildflower areas, and some larger tombs which are very overgrown with ivy and inaccessible. We assume that these areas can be cut back by others, but would note that removing ivy can in fact destabilise some memorials, relying on plant roots for their support.

I also suspect there are substantially less physical stones, and the plans may be more indicative of plots, however we have costed based on the assumption that all plots have a physical marker.

Each marker would be photographed, measured and its condition recorded, using the details/numbering system from the supplied plans. We would look at both the condition of the structure and whether it is in danger of collapse, but also where we feel that structural repairs may be needed. This is not a 'push-test', which is no longer recommended for memorials due to the risk but will give some idea as to potential movement.

The table tombs would also be looked at in terms of any ferrous cramps, using a metal detector to mark locations of cramps, although it is generally safe to assume each tomb side will be cramped to each other.

We would also make comments on the surface condition – where this may be delaminating, and whether further investigations – using raking light or rubbings may be a good idea for the inscriptions. The Church Recording Society may have some ideas on how best to approach this.

Our report will itemise recommendations and budget costings for repair, which for the worst tombs may include full dismantling and rebuild. It is not possible to assess the condition of the vault beneath, so provisional sums for repairs to the ground and the creation of foundations can be summarised but not fixed.

The report is likely to take up to a week on site to carry out the recording, to all the tombs we can access and the war memorial. The cost of carrying out the survey and producing the report would be £5,970 excluding VAT.

This quote is valid for a period of three months and is in accordance with our terms and conditions. Please do not hesitate to contact us should you have any further questions.

Yours sincerely,
For & on behalf of

[Redacted Signature]

[Redacted Stamp]

Jon Brain

From: [REDACTED]
Sent: 27 July 2022 16:11
To: Jon Brain
Cc: [REDACTED]
Subject: [External] Thornbury St Mary's Churchyard Survey

Dear Jon,

I apologise for the delay in getting back to you with our quotation for the churchyard survey at Thornbury St Mary's.

The plans you sent through are very useful and give us a clear idea of the overall quantity of headstones, tombs and memorials that require inspection. The existing numbering system is also helpful. We understand that the survey is required to cover around 506 monuments, including 27 chest tombs and a war memorial. Given the large quantity of monuments in the churchyard, our approach would be to carry out a visual survey and to log all of them photographically in spreadsheet format, briefly summarising materials and condition, and giving each one a priority rating. Once set up, this format can be used to monitor and record the ongoing condition of the monuments within the quinquennial inspections.

Those monuments given a Priority 1 rating (highest risk) in terms of presenting a health and safety hazard, or in danger of loss of significance, will then be identified for a more in-depth survey and report, to include the following:

- Analysis and identification of materials.
- A survey of the surrounding environment.
- A full cover meter survey of the monuments to locate and record the internal iron fixings.
- A structural survey.
- A survey of the monuments surfaces and their condition.
- An analysis of previous interventions.
- A condition, recommendation and future maintenance report following the Church Buildings Council and Historic England guidelines.
- The recommendations for the repair, conservation cleaning and future maintenance to be presented as a schedule of works for tender purposes.
- Budget estimate against each item of the specification to carry out the recommendations detailed in the report.

Our Condition and Recommendation Reports follow the Guidelines for Conservation Reports set out by Historic England and Church Building Council and will inform faculty applications, grant applications and financial planning. For the purposes of this quote, we have included for detailed reports to 12 no. memorials plus the war memorial, but this may need to be adjusted once the survey is underway.

The cost for the report system detailed above will be **£10,982.40 + vat**.

Please do let me know if you have any queries, or if you would like us to approach this in a different way to achieve the outcome you require. For example, you could liaise with your architect and provide us with any information from your latest Quinquennial Inspection that identifies the monuments of most concern to enable us to inspect and report on those monuments only.

I look forward to hearing from you.

Kind regards,

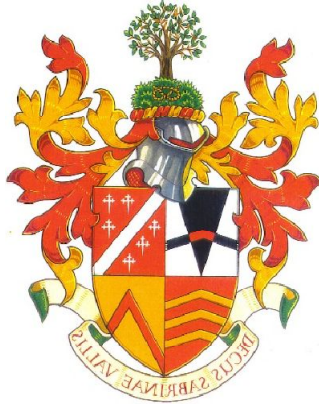
[REDACTED]

Robes – Company	Prices
Company 1	£1633.50 for melton fabric (superior quality to what we have now)
Company 2	£749.99 for polyester (inferior quality fabric, but matches existing)
Company 3	Did not respond to quote request

Hats - Company	Prices
Company 1	£478.50
Company 2	Unable to manufacture – too niche
Company 3	Did not respond to quote request

Jabots - Company	Prices
Company 1	£134.50 per jabot (2 required)
Company 2	Awaiting quote – but expected to be cheaper
Company 3	Did not respond to quote request

THORNBURY TOWN COUNCIL



Staff Appraisal Scheme

Date Ratified:
Meeting:
Next review date:

To be considered 29 September 2022
Finance and General Purpose Committee
September 2025

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1. AIMS OF THE APPRAISAL SCHEME

The Council's Appraisal Scheme is designed to promote both the development needs of the Council and its employees, in the context of reviewing past priorities and achievements. In addition, it allows employees to consider obstacles to success and helps them to find ways of removing them.

All performance and development appraisal procedures must ensure that the Council's vision, values and objectives are translated into personal, and, where relevant, team objectives to ensure that employees at all levels of the Council can see and understand that the objectives they are set contribute to the Council's success as a whole.

Appraisers must ensure that all appraisal processes are fair and equitable for all appraisees and that they are applied in line with the Council's Equality and Diversity Policy. Formal disciplinary and grievance issues are not to be part of any performance and development appraisal procedure and will be dealt with separately under the relevant policies. It is important that any issue concerning poor performance is recorded in the appraisal meeting documentation in order that any separate, formal monitoring of performance is not undermined by contradictory messages being given to the employee.

The Appraisal Scheme links to the Pay, Recognition and Rewards Policy by assessing an employee's contributions to the Councils' day-to-day activities.

The Appraisal Scheme seeks to ensure that all employees:

- Have an annual face to face performance and development appraisal meeting which is reviewed a minimum of every six months
- Receive regular meetings with their line manager to discuss their performance during the year and discuss work activity, learning and development
- Know what is expected of them in terms of the standard of their performance from the beginning of their employment
- Are set appropriate and SMART objectives with their appraiser to achieve over the following year
- Are made aware of any areas in their work which are not to the required standard
- Receive recognition for their achievements
- Receive feedback on a regular basis which aims to improve and develop their performance
- Identify their learning and development needs and aspirations

2. NEW STARTERS

All new employees will be set objectives in an initial performance and development plan within one month of starting. These objectives will be monitored during the probationary period through the Probation Procedure.

3. TEMPORARY AND FIXED TERM CONTRACTS

All employees on temporary and fixed term contracts will be set objectives and a development plan which will be reviewed through performance and development appraisal meetings and which will be appropriate to the length of their employment.

4. LONG TERM ABSENCES INCLUDING MATERNITY/ADOPTION LEAVE

If employees are absent during an appraisal year, objectives and timescales should be reviewed to accommodate the absence where possible. Absences due to a disability, long term illness, or maternity/adoption should not affect the overall outcome of the appraisal.

Long term planned absences will be factored into the objective setting timescales and, where appropriate, a performance and development appraisal will be held before the absence starts.

5. MITIGATING CIRCUMSTANCES

There may be occasions where an employee is unable to achieve objectives due to unexpected issues or circumstances outside of their control. Where this is the case, the employee should highlight this with the appraiser as soon as possible. Managers should take this into account and make appropriate allowances, which may involve modify objectives, extending timescales, or disregarding objectives.

6. ARRANGEMENTS

The form at Appendix 1 will be used as the basis for all appraisals. Appraisals will take place annually in March, or April at the latest, to align with the provisions of the Pay, Recognition and Awards Policy. The appraisal will review the achievements of the past year and set objectives for the following year

Appraisal and supervision meetings are a two-way communication process, the detail of which will remain confidential between line management and appraisee.

The Town Clerk's Appraisal will be carried out by a nominated member of the Staffing Committee, who will usually be the Chairman of the Staffing Committee. The outcome of the Town Clerk's appraisal will be shared with the Staffing Committee once completed, but not the final appraisal form, or any detail of the appraisal content. For other members of staff, the appraisal will be carried out by the line manager.

At least 14 days in advance of the appraisal meeting, the member of staff will be given the appraisal form. They will be asked to complete their sections in advance of the appraisal meeting, and to share this with the appraiser at least 7 days before the appraisal.

7. PREPARATION FOR THE APPRAISAL (for the member of staff)

When completing the form, you should consider following factors:

- Knowledge of duties
- Quality of work
- Relationships with others
- Communication skills
- Manual/numeric/operational skills
- Supervision/oversight of staff (if applicable)
- IT skills
- Managing resources

Make a note of any difficulties you have experienced or concerns you have, so that a constructive way to overcome them can be considered.

Consider any comments, questions or suggestions you may wish to make and be prepared to discuss these with your manager at the appraisal meeting.

8. THE APPRAISAL INTERVIEW

The appraisal interview is a review of the past year, including an overall assessment of whether the previous year's objectives, and the requirements of the job description have been met.

It is an opportunity to review the challenges of the year, to reflect on what has gone particularly well and to celebrate success.

There may be discussions around the way in which tasks carried out can be improved and training needs may be identified.

Key objectives will be set for the forthcoming year.

9. OBJECTIVE SETTING

Members of staff should normally be set between 3 and 5 annual objectives.

Individual performance objectives should:

- relate to the overall objectives of the service area
- be in line with the responsibility level and scope of work outlined in the appraisee's current, up-to-date job description
- be assessed by objective evidence

All appraisers will ensure consistency of objectives set across their team.

Significant changes to objectives should be discussed with the individual employee and confirmed as and when they arise.

Objectives need to be **SMART**:

- **Specific**
- **Measurable**
- **Achievable**
- **Relevant/Realistic**
- **Time related**

10. RECORDING

A record of all performance and development appraisal meetings will be kept. They can be typed into the appraisal form or written on a printed copy.

The member of staff will be given one week to review, sign and return the completed appraisal form, or to raise any issues in this time.

A copy of all appraisals will be kept on personnel files and will remain confidential.

11. REVIEW

Both the appraiser and appraisee share the responsibility for monitoring progress on the agreed objectives.

In addition to regular routine meetings with your line manager, there should be a review of the appraisal after six months. Any concerns or issues should be highlighted by either party at this meeting and not saved up to the end of year appraisal.

12. APPEALS

If an agreement cannot be reached between the appraiser and the appraisee, the matter will be referred to the Town Clerk, who will agree the outcome of the appraisal.

Where an appraisal disagreement relates to the Town Clerk's, or a direct report of the Town Clerk, two members of the Staffing Committee will be nominated to consider the dispute and will agree the outcome of the appraisal. One of these members will be nominated by the Staffing Committee and one by the appraisee. They shall take representations from the original appraiser and appraisee in reaching their decision.

Due to the confidential nature of appraisals, only the items of disagreement will be considered in detail by the Staffing Committee.

APPENDIX 1: Staff Appraisal Form

THORNBURY TOWN COUNCIL



Staff Appraisal Form

Appraisee: _____

Job Title: _____

Appraiser: _____

Date of Review: _____

1. How have you met your Objectives for the past year?

Objective	Staff Comment	Manager's Comment	Outcome <i>(Achieved/Partially achieved/Not achieved)</i>

2. What has gone well this year?

Staff Comment	Manager's Comment

3. Are there any areas that need improvement?

Staff Comment	Manager's Comment

4. Have you experienced any barriers/obstacles which have impacted on your ability to perform your role?

Staff Comment	Manager's Comment

5. What support or training do you feel would improve your performance further in the next year?

Staff Comment	Manager's Comment

6. Are there any matters you wish to bring to the Town Councils attention?

Staff Comment	Manager's Comment

7. Agreed objectives for the next year

Objective	Proposed Actions	Manager's Comment

8. Any other comments

Staff Member
Manager

9. Appraisal outcome

<i>Tick as appropriate</i>	Have not been met	Have been met	Have been exceeded
The requirements of the job:			

I agree and accept the comments in this Review.

Staff Signature: _____ Date: _____

Managers Signature: _____ Date: _____

10. 6 MONTH REVIEW NOTES

DATE: _____

Staff Member
Manager

THORNBURY TOWN COUNCIL



Town Hall Facility Usage Policy

Date Ratified:	<i>To be considered 29 September 2022</i>
Meeting:	Finance & General Purpose Committee
Next review date:	September 2025

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5. Town Councillor use of facilities	3
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DRAFT

1. Introduction

Thornbury Town Council has two rooms available for use at the Town Hall, namely the Council Chamber and the Exhibition Room. There is also the Pavilion on the Mundy Playing Fields.

2. Unacceptable use

Town Council premises/facilities are not to be used for any purposes which might bring the Town Council into disrepute. This includes for purposes that are unlawful, or that are in contravention of any of the Town Council's Policies, for example the Equality and Diversity Policy. The Town Clerk is delegated to refuse any bookings which they believe could cause reputational damage to the Town Council.

3. Charging

The fees and charges for the use of Town Council assets is reviewed annually. Charges for commercial, profit-making organisations will be double the list fees. For avoidance of doubt, publicly funded organisations, charities, local amateur sports clubs and other not-for-profit organisations will be charged the list price.

4. Fee Waiver

Registered charities based locally who provide a direct service to the local residents of Thornbury may have use Town Council facilities free of charge, subject to the following:

- Availability, as advised by Town Council staff
- The use of Town Council facilities should not be excessive. Around 6 occasions per annum is considered reasonable.
- The booking does not infringe the rights of licence or lease holders.

5. Town Councillor use of facilities

Town Councils are able to use Town Council meeting rooms, subject to availability, free of charge where they relate to Town Council business. Any meetings which are not for the purposes of Town Council business will be charged at the usual rate.

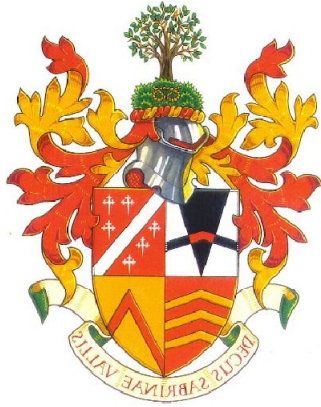
6. Booking

All bookings, whether chargeable or not, must be requested on the appropriate booking form, which features the booking terms and conditions. The booking form is available from the Town Hall.

7. Operation of this Policy

The Town Clerk is delegated to make decisions on facility usage in line with this Policy.

THORNBURY TOWN COUNCIL



Debt Recovery Policy

Date Ratified:	<i>To be considered 29 September 2022</i>
Meeting:	Finance & General Purpose Committee
Next review date:	September 2025

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DRAFT

1. Introduction

Thornbury Town Council generates significant income through invoicing for hire of Sports Grounds, Burial Ground charges, Leases and Tenancy agreements. Inevitably there is the odd occasion where invoices are not paid in accordance with the Council's standard payment terms. The Council has a duty to ensure that income generated for the council from taxpayer funded sites and services is diligently collected and pursued in accordance with this policy.

2. Standard Payment Terms

Thornbury Town Council invoices are subject to a payment term of 30 days from the date of the invoice unless alternative specific payment terms apply i.e. Leases or Tenancy Agreements.

3. Debt Recovery Procedure

Stage 1:

Debtors for invoices that are not paid within the 30-day payment term will be contacted within five working days by phone, email or letter. A copy of both the invoice and statement on account will be forwarded as a reminder.

Stage 2:

Debtors for invoices that are unpaid within 60 days of the date of issue and who have been sent a communication in accordance with stage 1 will be sent a Final Demand indicating that unless payment is made within 14 days of the date of that communication the outstanding debt will be pursued by way of formal debt recovery procedures. In appropriate cases as determined by the Clerk or RFO the debtor may also be advised that unless payment is made within 14 days their use of Thornbury Town Council facilities will be suspended.

Stage 3:

Invoices exceeding £50.00

Debtors that are unpaid at 80 days of the date of issue and who have been subject to the reminders as per stage 1 and stage 2 will be referred to the Council's Solicitors who will be instructed to issue letters before action to each debtor

Invoices below £50.00

Debtors that are unpaid at 80 days of date of issue and who have been subject to the reminders as per stage 1 and stage 2 will be referred to the Finance & General Purpose Committee of the Council who will in relation to each debt resolve to take one or more of the following steps:

1. Write off the debt.
2. Suspend the debtors use of the Town Council facilities (if ongoing).
3. Instruct the Clerk/RFO to pursue the debt using appropriate measures.

All outstanding debts that remain unpaid after stages 1, 2 and 3 will be referred to the Finance & General Purpose Committee who will determine the extent of any further debt recovery action to be taken.

4. Debts Arising under Leases or Tenancy Agreements

All debts arising under Lease or Tenancy Agreements will be treated on their own merit and will not be subject to Debt Recovery Procedure outlined above.

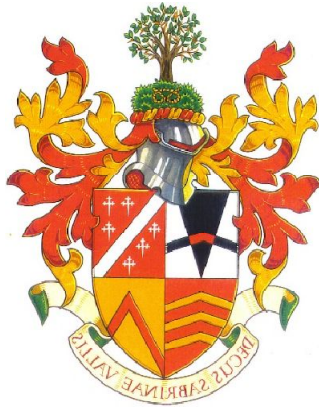
5. Outstanding Debts of £1,000.00 or more

For all outstanding debts of £1,000 or more and which are outstanding after the Debt Recovery Procedures above have been followed there will be a presumption in favour of the debt being pursued by way of appropriate Court proceedings.

Debts exceeding £1,000.00 may only be written off by a resolution of Full Council with each case being considered on its own merit.

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THORNBURY TOWN COUNCIL



Menopause Policy

Date Ratified:	<i>To be considered 29 September 2022</i>
Meeting:	Finance and General Purpose Committee
Next review date:	September 2025

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2. PURPOSE

Thornbury Town Council is committed to providing an inclusive and supportive working environment for everyone who works here and so, for the purposes of this policy, gender neutral pronouns will be used. Thornbury Town Council recognises that not every person going through the menopause will identify as 'female' and this policy is inclusive of all gender identities including trans and non-binary.

Menopause is a natural part of life for some, and it isn't always an easy transition. With the right support, it can be much better. Whilst every person does not suffer with symptoms, supporting those who do will improve their experience at work. Menopause should not be taboo or 'hidden'.

The council wants everyone to understand what menopause is, and to be able to talk about it openly, without embarrassment. The council considers this issue is not just for those suffering from menopausal symptoms, everyone should be familiar with it.

The changing age of the UK's workforce means that between 75% and 80% of people experiencing menopause are in work. Research shows that the majority are unwilling to discuss menopause related health problems with their line manager, or to ask for the support or adjustments that they might need.

This policy sets out the guidelines for member of staff and councillors on providing the right support to manage menopausal symptoms at work. It is not contractual and does not form part of the terms and conditions of employment.

3. SCOPE OF THE POLICY

This policy applies to all Thornbury Town Council staff (including volunteers) and councillors. The policy applies to all stages of the menopause: perimenopause, menopause and post menopause.

4. AIMS OF THIS POLICY

The aims of this policy are to:

- Foster an environment in which colleagues can openly and comfortably instigate conversations or engage in discussions about menopause.
- Ensure everyone understands what menopause is, can confidently have good conversations, and are clear on the town council's policy and practices.
- Educate and inform staff and councillors about the potential symptoms of menopause and suggest how they can support their colleagues, who may be experiencing symptoms, at work.
- Ensure that colleagues suffering with menopausal symptoms feel confident to discuss it, ask for support and ask for any reasonable adjustments that allow them to continue to be successful in their roles.

- Reduce absenteeism due to menopausal symptoms.
- Assure staff that the town council is a responsible employer, committed to supporting their needs during menopause.

5. DEFINITIONS

Menopause is defined as a biological stage in a person's life that occurs when they stop menstruating and reach the end of their natural reproductive life. Usually, it is defined as having occurred when someone has not had a period for twelve consecutive months (for people reaching menopause naturally). The average age for a person to reach menopause is 51, however, it can be earlier or later than this.

Perimenopause is the time leading up to menopause when a person may experience changes, such as irregular periods or other menopausal symptoms. This can be years before menopause.

Post menopause is the time after menopause has occurred, starting when a person has not had a period for twelve consecutive months.

6. SYMPTOMS OF MENOPAUSE

It is important to note that not every person will notice every symptom, or even need help or support. However, 75% of people do experience some symptoms, and 25% could be classed as severe. Symptoms can manifest both physically and psychologically including, but not exclusively, hot flushes, poor concentration, headaches, panic attacks, heavy/light periods, anxiety, and loss of confidence. Some people also experience difficulty sleeping.

7. POLICY GUIDANCE

Thornbury Town Council has used guidance from the Faculty of Occupational Medicine (FOM), and the National Institute for Health and Care Excellence (NICE), to inform this policy. The NICE guidelines set out the recommendations for medical professionals when treating menopausal symptoms.

Self-management, with support from managers and colleagues, will help to manage symptoms. Appendix A details some recommendations to support symptomatic people, and others, who might just need advice and support. Appendix 1 is a template to assist managers and/or councillors in recording conversations with members of staff and noting agreed actions and adjustments.

In accordance with FOM and NICE guidelines, symptomatic people should be advised to seek medical advice from the GP in the first instance. Appendix B offers a helpful guide giving advice on how to have constructive conversations about menopause with a doctor.

8. ROLES AND RESPONSIBILITIES

Members of staff are responsible for:

- Taking personal responsibility to look after their health.
- Speaking to their line manager, or if their line manager is not supporting them, they can speak directly to the town clerk or a member of the Staffing Committee.
- Being open and honest in conversations with managers/staffing committee.
- Contributing to a respectful and productive working environment.
- Being willing to help and support their colleagues.
- Understanding any necessary adjustments their colleagues are receiving as a result of their menopausal symptoms.

Line managers (see Appendix 1 for Managers' Guidance) will:

- Familiarise themselves with the Menopause Policy and Guidance.
- Be ready and willing to have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and professionally.
- Use the guidance in Appendices A and B, signposting and reviewing together, before agreeing with the individual how best they can be supported, and any adjustments required.
- Record adjustments agreed, and actions to be implemented.
- Ensure ongoing dialogue and review dates.
- Ensure that adjustments are adhered to.

Where adjustments are unsuccessful, or if symptoms are proving more problematic, the line manager may:

- Discuss with the staff member a referral to Occupational Health for further advice, with the assistance and guidance of the town clerk.
- Review Occupational Health advice, and implement any recommendations, where reasonably practical.
- Update any action plan and continue to review.

The role of Occupational Health is to:

- Carry out a holistic assessment of individuals as to whether or not menopause may be contributing to symptoms/wellbeing, providing advice and guidance in line with up-to-date research.
- Signpost to appropriate sources of help and advice (refer to Appendix B for more information).
- Provide support and advice to the managers in identifying reasonable adjustments, if required.

The Town Clerk and the Staff Committee will:

- Offer guidance to managers on the interpretation of this Policy and Guidance.
- Undertake training and provide updates that affect this policy.
- Consider relevant applications for work adjustments made under this policy.

- Monitor and evaluate the effectiveness of this policy in respect of related absence levels and performance.
- Remind councillors of the Nolan Principles, including “Leadership”: Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs. ([The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-seven-principles-of-public-life))

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Appendix A Managers' Guidance for colleague discussions

The council recognises that everyone is different, and it is therefore not feasible to set out a structured set of specific guidelines. All advice is given, and written, in accordance with the Faculty of Occupational Medicine (FOM) recommendations and best practice. If an employee wishes to speak about their symptoms, or just to talk about how they are feeling (they may not recognise themselves that they are symptomatic), or if they wish to speak about a family member, please ensure that you:

- Allow adequate time to have the conversation,
- Find an appropriate room to preserve confidentiality,
- Encourage them to speak openly and honestly,
- Suggest ways in which they can be supported (see symptoms below) – hand out the Menopause advice sheet (Appendix B),
- Agree actions, and how to implement them (you should use template at Appendix A.1 to record the meeting, so that all parties agree what has been discussed, and the next steps, before the meeting ends). Ensure that this record is treated as confidential and is stored securely.
- Agree if other members of the team should be informed, and by whom,
- Ensure that designated time is allowed for a follow up meeting. Do not rely on quick queries during chance encounters in the corridor or office.

Symptom Support

Symptoms can manifest both physically and psychologically, including, but not exhaustively those listed below. Support for individuals should be considered as detailed below:

Hot flushes

- Request temperature control for their work area, such as a fan on their desk, or moving away from a heat source.
- Ensure storage space is available for a change of clothing.
- Permit staff to work from home for a time, where possible.

Headaches

- Have ease of access to drinking water.
- Offer a quiet place to work.
- Offer noise-reducing headphones to wear in open spaces.
- Have time out to take medication if needed.

Difficulty Sleeping

- Consider flexible working, particularly if suffering from lack of sleep.

Low Mood

- Agree time out from others, when required, without needing to ask for permission.
- Identify a 'buddy' for the colleague to talk to (outside of the work area if possible).
- Identify a 'time out space' to be able to go to 'clear their head'.

- Permit staff to work from home for a time, where possible, ensuring they do not become isolated.

Loss of Confidence

- Ensure there are regular Personal Development discussions.
- Have regular protected time with their manager to discuss any issues.
- Have agreed protected time to catch up with work.

Poor Concentration

- Discuss if there are times of the day when concentration is better or worse and adjust working pattern/practice accordingly.
- Review task allocation and workload.
- Provide books for lists, action boards, or other memory assisting equipment.
- Offer a quiet space to work.
- Offer noise reducing headphones to wear in open offices.
- Reduce interruptions, where possible.
- Have agreements in place in an open office that an individual is having 'protected time', so that they are not disturbed.
- Have agreed protected time to catch up with work.

Anxiety

- Promote the DAS – 24-hour counselling helpline service, available to employees and their immediate families, on 0117 934 2121.
- Identify a 'buddy' for the colleague to talk to (outside of their work area if possible).
- Be able to have time away from their work to undertake relaxation techniques.
- Encourage and allow reasonable time for mindfulness activities such as breathing exercises or going for a walk.

Panic Attacks

- Promote the DAS – 24-hour counselling helpline service, available to employees and their immediate families, on 0117 934 2121.
- Agree time out from others, when required, without needing to ask for permission.
- Identify a 'buddy' outside of the work area.
- Be able to have time away from their work to undertake relaxation techniques.
- Encourage and allow mindfulness activities such as breathing exercises or going for a walk.

Discuss whether the member of staff has visited the GP. Depending on the discussion, this may be the next step suggested, particularly if the areas of difficulty are sleeping, panic attacks or anxiety. If they have visited their GP and are being supported by them, it may be helpful at this point to make an Occupational Health referral to give specific advice regarding the workplace.

Appendix A.1 Confidential Colleague Discussion – Template

Member of staff's details

Name:

Job Title:

Location:

Names of those present at meeting:

Date of discussion:

Summary of discussion:

Agreed actions/adjustments:

Date of next review meeting:

Signed (member of staff):

Signed (manager):

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Appendix B Menopause Advice Sheet – How to talk to your GP about menopause

If you're suffering from menopausal symptoms to the point they're getting in the way of your work and enjoying life, it's time to talk to your doctor. However, sometimes, that is easier said than done.

We all know how difficult it can often be just to get an appointment, and then it's often only for 10 minutes. Talking about symptoms can be hard, let alone if you feel rushed or unprepared. So, what can you do? We've put together some helpful, straightforward tips to help you get the best from your appointment.

Don't wait. It is all too common to feel like you must simply 'put up' with menopausal symptoms as a part of life, but if they are affecting you, there are things you can do, and support available. There is no need to wait until symptoms feel unbearable. Read the NICE guidelines. This stands for National Institute for Health and Care Excellence and these guidelines are what your doctor will use to determine the type of conversations to have with you and treatments to offer. There are guidelines for patients, which are really useful to read before you see your GP, so you know what to expect.

Prepare for your appointment. It's easier for your doctor to understand what's going on if you provide them with all the information. That may sound obvious, but blood tests to say where you are on the menopause transition aren't always available or accurate – your hormones can fluctuate daily during this time. So, your doctor will be thinking about what to recommend for you, based on your symptoms.

Keep a list of your symptoms, your menstrual cycle, hot flushes, how you're feeling and any changes you've noticed. Write them down and take them to your appointment. Your doctor will thank you for it, and it's more likely that together, you'll find the right solution faster. If you have any preferences about how you manage your symptoms, tell them that too – for example, if you'd like to try hormone replacement therapy (HRT), or not.

Ask the receptionist which doctor is best to talk to about menopause. They are often the font of all knowledge at a surgery and can help you to find the best person to speak to – it might not be your usual GP, it could be someone who has had special training in the subject. Ask for a longer appointment. If you don't think your standard appointment will be long enough, try to book a double appointment, as some surgeries do offer this.

Don't be afraid to ask for a second opinion. If you don't feel that you have received the help that you need, ask to speak to someone else. Don't be put off, you know how you are feeling and how it is affecting you.

Ask if there is a menopause clinic in your area. Occasionally, there are regional clinics, specifically devoted to menopause. If there is one in your area and you think that it would be helpful to you, ask for a referral.

Take a partner or friend with you. The chances are, you spend your life supporting others and, during menopause, it may be your turn to ask for support. Your partner or a friend will

know how the symptoms are affecting you. They could support you at the appointment and find out how to continue to support you.

What to expect from your doctor

There are certain things a GP should, and should not, do during your appointment.

They should:

- Talk to you about your lifestyle, and how to manage both your symptoms, and your longer-term health.
- Offer advice on hormone replacement therapy and other non-medical options.
- Talk to you after the safety and effectiveness of any treatment

They should not:

- Tell you that it is just that time of your life. Yes, menopause is a natural stage, but please don't feel that means you should have to put up with every symptom without help.
- Tell you that they don't prescribe HRT. It's up to you what you want to try, and for them to say whether it could be right for you, depending on your medical history.
- Impose unnecessary time restrictions, such as they will only prescribe this once, or for a year or two. This is an ongoing conversation and if your symptoms persist, you will still need help to manage them.

Remember your GP is there to help and support you, and you should feel comfortable and confident in talking to them about your symptoms, and any help you need. Don't think you have to struggle through menopause when there is help and support available.

THORNBURY TOWN COUNCIL



Document Retention and Disposal Policy

Date Ratified: *To be considered 24 September 2022*

Meeting: Finance and General Purpose Committee

Next review date: September 2025 (*3 yearly review*)

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1. INTRODUCTION

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space, and reduce unnecessary administrative burden when searching for records, including when responding to Freedom of Information Requests.

2. SCOPE AND OBJECTIVES OF THE POLICY

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips
 - Catalogues and trade journals
 - Non-acceptance of invitations
 - Trivial electronic mail messages that are not related to Council business
 - Requests for information such as maps, plans or advertising material
 - Out of date distribution lists
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed it needs to be disposed of under the General Data Protection Regulations

3. ROLES AND RESPONSIBILITIES FOR DOCUMENT RETENTION AND DISPOSAL

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of this policy at least once every three years to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. DOCUMENT RETENTION PROTOCOL

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
 - Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
 - Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed at the County Records Office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. DOCUMENT DISPOSAL PROTOCOL

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
 - Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?
 - Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest or intrinsic value?
- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

- 5.3 Documents can be disposed of by any of the following methods:
- Non-confidential records: place in wastepaper bin for disposal.
 - Confidential records or records giving personal information: shred documents.
 - Deletion of computer records.
 - Transmission of records to an external body such as the County Records Office.
- 5.4 The following principles should be followed when disposing of records:
- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
 - Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
 - Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office or the Thornbury and District Museum.
 - Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).
- 5.5 Records should be maintained of appropriate disposals. These records should contain the following information:
- The name of the document destroyed.
 - The date the document was destroyed.
 - The method of disposal.

6. DATA PROTECTION ACT 2018 – OBLIGATION TO DISPOSE OF CERTAIN DATA

- 6.1 The Data Protection Act 2018 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- a) from the data, or
- b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

- 6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.
- 6.3 Councils are responsible for ensuring that they comply with the principles of the General Data Protection Regulations namely:
- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met
 - Personal data shall only be obtained for specific purposes and processed in a compatible manner
 - Personal data shall be adequate, relevant, but not excessive
 - Personal data shall be accurate and up to date
 - Personal data shall not be kept for longer than is necessary
 - Personal data shall be processed in accordance with the rights of the data subject
 - Personal data shall be kept secure

- 6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. SCANNING OF DOCUMENTS

- 7.1 In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- 7.2 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. REVIEW OF DOCUMENT RETENTION

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- Local Council Administration, Charles Arnold-Baker, 12th edition, Chapter 11
 - NALC LTN 40 – Local Councils' Documents and Records, January 2013
 - NALC LTN 37 – Freedom of Information, July 2009
 - Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000

9. LIST OF DOCUMENTS

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

Appendix A: List of Documents for Retention or Disposal

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	DISPOSAL
Minutes	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the County Records Office.
Agendas	5 years	Management	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Confidential waste.
Scale of fees and charges	6 years	Management	Bin
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Bin
Wages books/payroll	12 years	Superannuation	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Bin

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	DISPOSAL
Town Park equipment inspection reports	21 years		
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Confidential waste.
Information from other bodies e.g. circulars from county associations, NALC principal authorities	Retained for as long as is useful and relevant		Bin
Local/historic information	The council may keep such information indefinitely to be securely kept for the benefit of the Parish. However, it may be more appropriate for such information to be lodged with County Records Office, or the Thornbury and District Museum		May retain, or pass to county archives/Thornbury and District Museum
Magazines and journals	Council may wish to keep its own publications. For others retain for as long as they are useful and relevant.	The Legal Deposit Libraries Act 2003 (The 2003 Act) requires a local council which after 1 February 2024 has published works in print (this includes a pamphlet, magazine, or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.	Bin if applicable
RECORD KEEPING			
To ensure records are easily it is necessary to comply with the following: <ul style="list-style-type: none"> A list of files stored in cabinets will be kept Electronic files will be saved using relevant file names 	The electronic files will be backed up on a cloud-based programme supplied by the Council's IT company.	Management	Documentation no longer required will be disposed of ensuring any confidential documents are destroyed as confidential waste.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	DISPOSAL
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence should be kept electronically only.	Management	Bin (shred confidential waste).
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3-6 months. Recommend this period be for 3 years.	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.	Confidential waste
DOCUMENTS FROM LEGAL MATTERS, NEGLIGENCE AND OTHER TORTS			
Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.			
Negligence	6 years		Confidential waste
Defamation	1 year		Confidential waste
Contract	6 years		Confidential waste
Leases	12 years		Confidential waste
Sums recoverable by statute	6 years		Confidential waste
Personal injury	3 years		Confidential waste
To recover land	12 years		Confidential waste
Rent	6 years		Confidential waste
Breach of trust	None		Confidential waste
Trust deeds	Indefinite		N/A
FOR HALLS, CENTRES, RECREATION GROUNDS			
<ul style="list-style-type: none"> Application to hire Invoices Record of tickets issued 	6 years	VAT	Confidential waste
Lettings diaries	Electronic files linked to accounts	VAT	N/A
Terms and conditions	6 years	Management	Bin
FOR BURIAL GROUNDS			

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	DISPOSAL
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial 	Indefinite	Archives Local Authorities Cemeteries Order 1977 (SI 204)	N/A
PLANNING PAPERS			
Local Plans	Retain as long as in force	Reference	Bin
Local Development Plans	Retain as long as in force	Reference	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	N/A
CCTV			
Observation sheets	3 years	Data protection	Confidential waste
Signing in sheets	3 years	Management	Confidential waste
Review requests	3 years	Data protection	Confidential waste
Internal Operations Procedure Manual/Code of Practice	Destroy on renewal. Review 3-yearly.	Management	Confidential waste
Photographs/digital prints	31 days	Data protection	Code of Practice

Kath MacConnachie

From: Robin Whittingham <Robin.Whittingham@avonandsomerset.police.uk>
Sent: 21 July 2022 16:07
To: Kath MacConnachie
Cc: John Sumner (Estates); Kerri Flynn
Subject: [External] Thornbury Police Station Sign
Attachments: 39269 Thornbury Station.pdf

Good afternoon

I hope you are well ?

Please find attached our potential proposals in the location you suggested .

We have 2no main sign options , one I feel is stronger and more in keeping than the other but that is your choice of course .

Although we have the wording sign , can you please confirm where you would propose for the **No Police Station** sign to be located on the front entrance .

I look forward to hearing from you and would be pleased to visit you if you feel appropriate .

Kind regards

Robin

Robin Whittingham
Building Surveyor
Estates Department
Avon & Somerset Constabulary

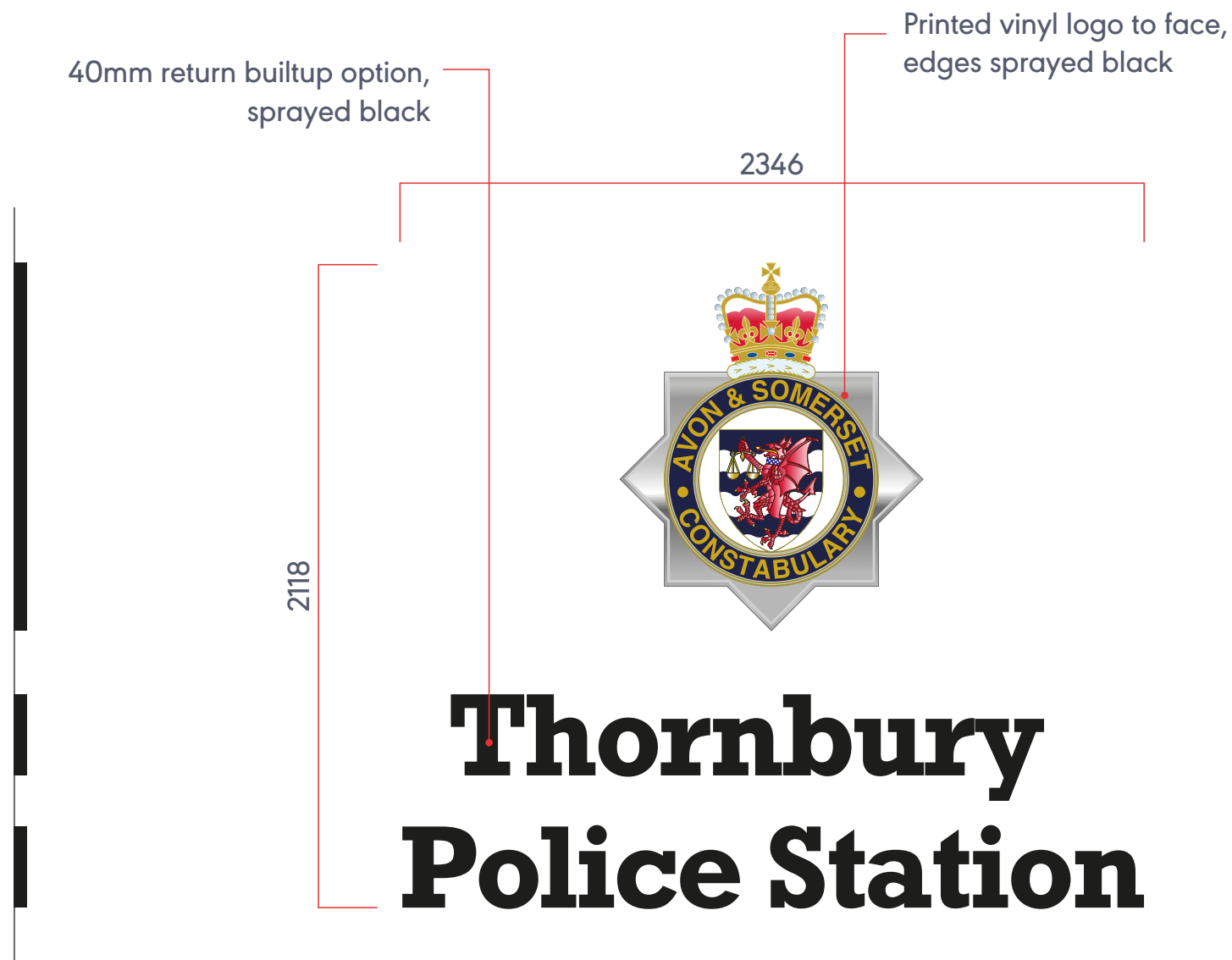
Mobile : 07741 269709
E mail : robin.whittingham@avonandsomerset.police.uk

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Avon and Somerset Constabulary

Working to make the communities of Avon and Somerset feel safe and be safe



Avon and Somerset • 39269 Thornbury Police Station

ARTWORKS

Option 1. 40mm return built-ups, sprayed black satin, with vinyl logo to face. Fixed to external wall

Artworks Solutions Ltd

Unit 4 Sheene Road, Bristol BS3 4EG / 42-46 Princelet Street, London E1 5LP
t.0117 9666 331 e.sales@artworks-solutions.com w.artworks-solutions.com

Disclaimer. We advise that you review your job carefully before approving. We encourage you to carefully check the content and pay special attention to the following items: spelling, fonts, grammar, punctuation, graphics, colour and finished size. After a proof is approved by yourself, Artworks are not liable for errors and a charge may be applicable to reproduce the artwork.

ED

40mm return buildup tray,
sprayed black

Vinyl applied to face

3500

2800



Avon and Somerset • 39269 Thornbury Police Station

ARTWORKS

Option 2. 40mm return built-ups, sprayed black satin, with vinyl to face. Fixed to external wall

Artworks Solutions Ltd

Unit 4 Sheene Road, Bristol BS3 4EG / 42-46 Princelet Street, London E1 5LP
t.0117 9666 331 e.sales@artworks-solutions.com w.artworks-solutions.com

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ED

Thornbury Police Station

**This station is not open
for public enquiries**



Your nearest enquiry office is:

Patchway Police Centre

Gloucester Rd, Patchway, BS34 6PY

Open Monday to Friday: 8:00 to 20:00

Saturday and Sunday: 9:00 to 17:00

For current opening hours, please visit www.avonandsomerset.police.uk



For immediate assistance use the yellow phone

This phone is free to use and will connect you to a 101/999 police operator.
It is located on the outside of the building, to your left 30m.

In an emergency always call **999**.

For non-emergency matters visit www.avonandsomerset.police.uk
to make an online report or call us on 101.

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Item B1. Print to dibond, CAD cut to size. VHB to rear

Artworks Solutions Ltd

Unit 4 Sheene Road, Bristol BS3 4EG / 42-46 Princelet Street, London E1 5LP
t.0117 9666 331 e.sales@artworks-solutions.com w.artworks-solutions.com

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ARTWORKS

Item B2. Print to dibond, CAD cut to size. VHB tape to rear

Artworks Solutions Ltd

Unit 4 Sheene Road, Bristol BS3 4EG / 42-46 Princelet Street, London E1 5LP
t.0117 9666 331 e.sales@artworks-solutions.com w.artworks-solutions.com

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ED

Kath MacConnachie

From: John Sumner (Estates) <John.Sumner@avonandsomerset.police.uk>
Sent: 20 July 2022 15:19
To: Kath MacConnachie
Cc: Lisa Holder
Subject: [External] Police at Thornbury Town Council - TV Aerial

Dear Kath

We're wanting to install a TV in our rest room. We have tried an indoor portable aerial but that hasn't worked.

A company has assessed and they say it will work if they put an aerial in the loft. Notwithstanding the content of the lease are you able to provide your consent to install an aerial in the loft together with associated cabling along unobtrusive runs.

I'm checking to see if we need planning consent. I'm sure we wouldn't as it is not visible to the outside.

I'd be grateful for your thoughts and hopeful consent.

Kind regards

John

John Sumner BSc (Hons) MRICS Registered Valuer

Asset Manager/ Valuer

Estates Department,

Finance and Business Services

Police Headquarters, PO Box 37, Valley Road, Portishead, Bristol BS20 8QJ

Currently working from home

Mobile 07802 87 4321

John.Sumner@avonandsomerset.police.uk

For Skype / Video calls please use email address

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Kath MacConnachie

From: Wendy Sydenham
Sent: 31 August 2022 09:00
To: Kath MacConnachie
Subject: FW: Proposed Alterations at Police Location rear of Town Council

Hi Kath,
As discussed, this is for the next F&GP meeting.
Thank you.
Wendy

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

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From: Robin Whittingham <Robin.Whittingham@avonandsomerset.police.uk>
Sent: 30 August 2022 16:36
To: Wendy Sydenham <w.sydenham@thornburytowncouncil.gov.uk>
Cc: John Sumner (Estates) <John.Sumner@avonandsomerset.police.uk>; Mark Goff <Mark.Goff@avonandsomerset.police.uk>
Subject: [External] Proposed Alterations at Police Location rear of Town Council

Good afternoon Wendy

Thank you for ringing me

Writing on behalf of the force , I wonder if it will be possible to undertake the below works purely based on a vulnerability of our security that has recently been brought to my attention .

- Removal of handrail on side elevation by our entrance door on the Costa side
- Refresh anti vandal paint on the half step (near your current warning sign) , not sure if there actually is paint currently
- The addition of another CCTV camera opposite the existing camera (grey painted location) , there would appear to be a blind spot

Many thanks

Robin

Robin Whittingham
Building Surveyor
Estates Department
Avon & Somerset Constabulary

Mobile : 07741 269709
E mail : robin.whittingham@avonandsomerset.police.uk

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Thornbury Christmas Lights Association Consent Form

I, _____ being the person responsible for
_____ (address/business)

Thornbury, South Gloucestershire, BS35 _____

Telephone Number _____

Email address _____

Hereby authorise and request Thornbury Christmas Lights Association to arrange the erection, on the outside of the above-named premise, light fittings, as described below, as part of the Thornbury Christmas Lights display for 2022 with the cost of these displays being met by the association.

I confirm that:-

- (a) I shall supply the electricity for the display at my own cost
- (b) I shall allow such access as is reasonably required, to the premises, for the work
- (c) It is agreed that neither I, my business, my servants, or my agent shall be under any liability whatsoever, either in contract or tort, for any loss, expense, damage or injury to any person or property due to or arising from the fixing &/or presence of the said lights (save insofar as liability for death or personal injury arising due to negligence)

The Association confirms:-

- (a) That it has, & will maintain in force, insurance cover in respect of any claims for damage to property or injury to person arising from the fixing &/or presence of the said lights
- (b) The association will indemnify you, your business, your servants, or agents against any claims arising from the said lights that cause damage or injury to any persons referred to in condition (a)
- (c) The association reserves the right not to erect lights on the property you are responsible for and are signing this agreement in respect of

Description of Fitting

Display as suited to premises

Signed: _____ Date: ____/____/ 2022__

Completed forms can be returned to Thornbury Town Council Offices, High Street, Thornbury,
to Rex Davis, Pithay Lodge, Castle Street, Thornbury, BS35 1HQ or emailed to Sally Higgins at
sallyanhiggins@hotmail.com