



## THORNBURY TOWN COUNCIL

### Minutes of the Thornbury Town Council Meeting

held on Tuesday 28 June 2022 at 7:30pm  
at Thornbury Leisure Centre

**Members present:** Cllrs Chris Davies (Chair)  
James Murray (Deputy Chair)  
Jayne Stansfield  
Maggie Tyrrell  
Clive Parkinson  
Angela Symonds  
Pam Shipp  
Helen Ball  
Fiona Deas  
Paul Le Riche  
Shirley Holloway  
Matt Stringer  
Guy Rawlinson

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

**Absent:** Cllrs Bob Griffin  
Helen Harrison  
Benj Emmerson

#### **FC2223.31. Emergency evacuation procedure**

The procedure was outlined.

#### **FC2223.32. To note any apologies for absence**

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

#### **FC2223.33. To receive declarations of interest from members**

None were declared.

#### **FC2223.34. To approve the minutes of the Annual Meeting of the Full Council held on 24 May and the minutes of the meeting of the Extraordinary Meeting of the Full Council held on 25 May 2022**

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

#### **FC2223.35. To receive any representations from the public**

There were no members of the public present.

**FC2223.36. To agree the Town Council response to the Parish Poll held on 26 May 2022 in respect of the question “would you like the Town Council to carry out a consultation with residents and Armstrong Hall users as was previously done when coming to a decision on the future of the Armstrong Hall?”**

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

**FC2223.37. To approve the accounts for payment**

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

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

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

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

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

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

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

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

**FC2223.39. Annual Governance Statement 2021/22**

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

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

**FC2223.40. AGAR 2021/22 – Accounting Statements**

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

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

**FC2223.41. Notice the Public Rights and Publication of Unaudited AGAR 2021/22**

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

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

**FC2223.42. Correspondence**

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

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

**FC2223.43. Nomination of the Armstrong Hall Complex and Bakery Annex, Chapel Street, BS35 2BJ as an Asset of Community Value**

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

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

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

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

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

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

**FC2223.46. Defibrillator/Defibrillator Cabinets**

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

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

**FC2223.47. Grant application for the Armstrong Hall Trust**

- To consider the grant application from the Armstrong Hall Trust

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

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

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

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

**FC2223.49. Remembrance Day Parade**

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

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

**FC2223.50. To pass a resolution to exclude members of the public and press for agenda items 21,22 and 23, due to the COMMERCIALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted.**

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

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

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

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

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

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

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

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

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

The meeting date was noted.