



THORNBURY TOWN COUNCIL

Minutes of the Thornbury Town Council Meeting

held on Tuesday 30 August 2022 at 7:30pm
at Council Chamber, Town Hall

Members present: Cllrs Chris Davies (Chair)
Benj Emmerson
Jayne Stansfield
Maggie Tyrrell
Clive Parkinson
Angela Symonds
Pam Shipp
Helen Ball
Fiona Deas
Paul Le Riche
Shirley Holloway
Bob Griffin
Guy Rawlinson

In attendance: Kath MacConnachie - Town Clerk
4 members of the public
1 member of Council Administration Staff (Minutes)

Absent: Cllrs Matt Stringer
Helen Harrison
James Murray

FC2223.55. To note any apologies for absence

Apologies had been sent by Cllrs Helen Harrison, Matt Stringer and James Murray.

FC2223.56. To receive declarations of interest from members

There were none.

FC2223.57. To approve the minutes of the Full Council held on 28 June 2022

Due to a technical error, an incomplete set of minutes had been sent to Councillors, so this item was deferred until the next Council meeting.

FC2223.58. To receive any representations from the public

One member of the public wished to speak regarding the Armstrong Hall. One member of the public wished to give more information on item 9.4, which was brought forwards, and two were there to give background and support to item 11, which was also brought forwards.

FC2223.59. Royal British Legion memorial bench request

The RBL had requested to install a bench on the green off Rock Street, along with a plaque for those who had helped with it. Council would take over ownership and maintenance of the bench. It was **RESOLVED** to agree to this.

FC2223.60. Local Nature Action Plan (LNAP)

- To receive a proposal from Cllr Rawlinson to develop a LNAP
- To consider resourcing of the Town Council’s climate and nature response

Cllr Rawlinson gave background to the proposal. It was **RESOLVED** to develop a LNAP, and to refer to the Staffing Committee the instruction to look at the terms of contract for hiring a qualified Officer to assist with this.

FC2223.61. To approve the accounts for payment

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

ACCOUNTS PAID OUT OF MEETING (3RD AUGUST - 30TH AUGUST)		
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - TOWN HALL (DD)	1,148.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - CEMETERY (DD)	334.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - PAVILION (DD)	143.00
LLOYDS BANK	MONTHLY CREDIT CARD PAYMENT (DD)	311.39
THORNBURY TOWN COUNCIL	PAYROLL	30,520.70
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL - (JULY DD)	858.53
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX - (JULY DD)	36.32
OCTOPUS ENERGY	ELECTRICITY - MPF - (JULY DD)	318.12
OCTOPUS ENERGY	ELECTRICITY - CEMETERY - (JULY DD)	56.02
O2 PHONE COMPANY	MOBILE PHONE USAGE CHARGE (DD)	20.98
CLLR C DAVIES	MAYOR'S FUND - REIMBURSED PAYMENT FOR MATILDA TICKETS	20.00
GREEN CARE	INDUSTRIAL STRENGTH WEED KILLER - CC276	200.97
AMAZON	CLEANING MATERIALS - CC275	72.21
AMAZON	ACCIDENT REPORT BOOKS - CC274	17.97
AMAZON	CLEANING MATERIALS - CC273	171.17
AMAZON	WIRELESS KEYBOARD & MOUSE - CC272	23.99
ECOTRICITY	GAS SUPPLY TOWN HALL (REVISED INVOICE)	11.34
WARMSEAL WINDOWS	REPLACEMENT DOORS - PAVILION	289.00
RURAL MARKET TOWN GROUP	ANNUAL MEMBERSHIP APRIL 22 - MARCH 23	156.00
SPHERE LEISURE LTD	CONFERENCE HALL BOOKING - 25.05.2022	441.00
AMAZON	WIRELESS KEYBOARD & MOUSE - CC277	25.77
AMAZON	DESK FAN - CC278	21.99
AMAZON	ADJUSTABLE HEIGHT FLOOR FAN - CC279	24.99

AMAZON	HEAVY DUTY REFUSE SACKS & VINYL WRAP- CC280	22.35
SCREWFIX	SOCKET, SCREWDRIVER & COMBINATION SPANNER SETS - CC281	115.97
GOV.UK ENVIRONMENT AGENCY	WASTE CARRIER REGISTRATION - CC282	159.00
ECOTRICITY	GAS SUPPLY - PAVILION	24.14
JAMIE DEAN PLUMBING & HEATING LTD	WORKS COMPLETED AT MPF PAVILION	7,214.14
FURNITURE @ WORK LTD	QUARTO LOCKERS GREEN X3 - CC283	180.00
AMAZON	VINYL WRAP SELF ADHESIVE - CC284	19.98
UK PLANNING MAPS	CAD MAP - OAKLEAZE ROAD - CC285	31.19
LEMON GAZELLE	THORNBURY TOWN COUNCIL STRATEGY	1,600.00
T H WHITE	PARTS FOR TRACTOR	41.88
T H WHITE GROUP	CORRECTIVE WORKS TO FIRE ALARM SYSTEM - 15.07.2022	316.80
AED LOCATOR / HEART SAVER	INTERNAL CABINET FOR DEFIB	237.00
MENDIP MEMORIALS	RE-ERECTING MEMORIALS TO MEET BRAMM FIXING STANDARDS	576.00
AMAZON	WATERPROOF CAPS - STAFF WORKWEAR - CC286	33.16
AMAZON	OPEN REEL TAPE MEASURE 100M - CC287	18.99
THE SAFETY SUPPLY COMPANY	MAX. HEADROOM SIGNAGE - CC288	39.48
HSQE - VITAL SKILLS	ONLINE TRAINING BUNDLE - CC289	48.00
AMAZON	MAGNETIC WHITEBOARD - CC290	18.99
AMAZON	FIRST AID REFILL PACKS - CC291	35.84
AMAZON	PAPER HAND TOWELS & REFUSE SACKS - CC292	62.69
SLCC	FINANCE SUMMIT EVENT - CLERK TRAINING	54.00
	Total Expenditure:	46,073.06
ACCOUNTS NOW DUE FOR PAYMENT - 30TH AUGUST 2022		
<u>CENTRAL SERVICES (110)</u>		
DIRECT IT SERVICES	IT SUPPORT	340.80
DIRECT IT SERVICES	PHONE & BROADBAND (SPLIT CODING WITH 130)	125.93
ACORN RECRUITMENT	TEMPORARY STAFF - CEMETERY	168.37
ACORN RECRUITMENT	TEMPORARY STAFF - CEMETERY	168.37
CONSORTIUM	STATIONERY	22.50
ACORN RECRUITMENT	TEMPORARY STAFF - CEMETERY	112.25
BIFFA WASTE SERVICES	WASTE DISPOSAL - T/HALL	130.58
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	120.92
MATRIX BES LTD	DISCONNECT DEFIB CABINETS / REINSTALL NEW CABINETS	418.80
WATER2BUSINESS	WATER/SEWAGE SERVICES - TOWN HALL (INVOICE SPLIT WITH 130 CODE)	263.36
A.H.S BUILDING GROUP	HANGING PICTURES IN COUNCIL CHAMBERS	780.00

BRIGSTONE MEDIA LTD	ADVERTISING IN VOICE PAPERS, SEPT 22	440.00
	Total Expenditure:	3,091.88
<u>OPEN SPACES (130)</u>		
DIRECT IT SERVICES	PHONE LINE (SPLIT CODING WITH 110)	54.00
THE CDS GROUP	WORKS FOR THORNBURY CEMETERY EXTENSION	2,970.00
SULLIVANS	STRIMMER PARTS	108.53
SULLIVANS	X2 SETS OF BLADES / CARRIER	74.94
SULLIVANS	SAFETY HELMET / TRIMMER LINE	84.00
YATE SUPPLIES	HEAVY DUTY COMPACTOR BLACK SACKS	258.91
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	92.99
THORNBURY MOTORS	FUEL - JULY 22	250.85
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	76.33
BIFFA WASTE SERVICES	WASTE DISPOSAL - MPF PAVILION	493.36
BIFFA WASTE SERVICES	WASTE DISPOSAL- MPF BINS TEMPORARILY ON BAKERY SITE - DUE TO ACCESS ISSUE	240.00
ALEXANDRA	STAFF WORKWEAR	64.96
AVON DISPLAYS	CAR PARKING SIGNAGE INCL RAILS AND FIXTURES	344.40
WATER2BUSINESS	WATER/SEWAGE SERVICES - MPF (INVOICE SPLIT WITH 110 CODE)	417.11
	Total Expenditure:	5,530.38
<u>Land & Property (160)</u>		
NKS CONTRACT LTD	MAINTENANCE WORKS TO VARIOUS TTC BUILDINGS	3,057.61
EASTON BEVINS	ACTING AS CONTRACT ADMINISTRATOR FOR WORKS TO BUILDINGS	182.76
WATER2BUSINESS	WATER/SEWAGE SERVICES - 67 HIGH STREET	374.78
	Total Expenditure:	3,240.37
<u>Grants & Contingencies (180)</u>		
ARMSTRONG HALL TRUST	TRANCHE FROM GRANT FUNDS TO COVER ARCHITECTS FEES	10,000.00
	Total Expenditure:	10,000.00

FC2223.62. To elect a replacement councillor representative to the Thornbury Town Trust, to replace Cllr Helen Harrison

It was **RESOLVED** to elect Cllr Angela Symonds.

FC2223.63. Banking arrangements

- To review the current bank mandate (assurance)
- To approve bank mandate change to remove former RFO as a signatory, in doing so accepting the resolution and declarations on page 7 of the Unity Trust Bank 'Account management: summary of changes' form

- To approve the signature of the Unity Trust Bank 'Post Office Paying In Facility – Cash only' application form

It was **RESOLVED** to approve all three points under 'Banking arrangements'.

FC2223.64. To receive the Clerk's report

The report was received.

FC2223.65. Items for action as detailed in the Clerk's report:

- To approve the application for an Equals Money Expenses Card account and administration arrangements.

It was **RESOLVED** to approve the application and administration arrangements.

- To delegate the Town Clerk to change energy provider

It was **RESOLVED** to delegate this task to the Town Clerk.

- Thornbury Round Table Fireworks – Premises Licence request

It was **RESOLVED** to allow Thornbury Round Table to use the Council's Premises Licence for the 2022 event.

- Communications/advertisement budget – to consider budget virement

It was **RESOLVED** to execute the proposed virement.

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

It was **RESOLVED** to establish an Events and Innovations working group, with budget delegated to the Town Clerk.

- To consider adoption of Annual Business Plan 2022/23

It was **RESOLVED** to adopt the Annual Business Plan 2022/23.

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

It was **RESOLVED** to instruct the Town Clerk to investigate options.

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

It was **RESOLVED** to stop digging graves in house and require an external grave digger to prepare and backfill plots, at the Organiser's expense. The current pricing structure would remain in place. It was **RESOLVED** secondly that future setting of fees and charges would be delegated to the Finance and General Purpose Committee which, it was **RESOLVED** thirdly, would conduct a review into cemetery prices.

FC2223.66. To review the Risk Register (assurance)

The Risk Register was reviewed.

FC2223.67. SLCC and Respect Pledge

- To consider signing the pledge

It was **RESOLVED** to sign the pledge.

FC2223.68. To pass a resolution to exclude members of the public and press for agenda items 14 and 15 due to the **COMMERCIALY CONFIDENTIAL and **SENSITIVE** nature of the business to be transacted.**

It was **RESOLVED** to pass the exclusion.

FC2223.69. Licence Agreement for Thornbury and District Heritage Trust to occupy the front reception of the Town Hall

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

The letter was received. It was **RESOLVED** to offer the Thornbury and District Heritage Trust a different proposal.

FC2223.70. Tennis Club 10-year licence renewal

It was **RESOLVED** to sign the licence renewal.

FC2223.71. Date of next meeting: 7:30pm on 4 October 2022