



28 September 2022

To all Councillors

Please take notice that a **meeting of the Full Council** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on **Tuesday 4 October at 7.30pm**.

All Councillors are hereby **summoned** to attend the above meeting for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

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

Kath MacConnachie, Town Clerk

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

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

AGENDA

- 1 To note any apologies for absence**
- 2 To receive declarations of interest from members**
- 3 To approve the minutes of the Full Council held on 30 August 2022**
- 4 To receive any representations from the public**
- 5 To receive and agree responses to the following correspondence:**
 - 5.1 Email dated 26.08.22 from a resident concerning the Thornbury Museum plans
 - 5.2 Letter from Barratt Homes and David Wilson Homes dated 06.09.22 inviting Thornbury Town Council to nominate an observer to attend board meetings of the Park Farm (Thornbury) Community Interest Company
 - 5.3 Email dated 13.09.22 from Hanson inviting a Town Council representative to join the Hanson UK Tytherington Quarry Liaison Group
- 6 To receive any information from representatives on outside bodies**
- 7 To approve the accounts for payment**
- 8 To receive the Clerk's report, including items for information**
- 9 Items for action as detailed in the Clerk's report:**
 - 9.1 To approve an overspend to the Open Spaces Portable Toilet budget (130/ 4435)
 - 9.2 To consider a draft Policy for the Mundy Playing Fields Usage for potential recommendation to the Mundy Playing Fields Trust

9.3 To resolve to invest Town Council reserves with the CCLA Investment Fund

10 Events and Innovations Working Group

8.1 To approve the Terms of Reference

8.2 To elect members to the Group

8.3 To consider budget allocation and delegation to the Clerk

11 To consider a request from the Armstrong Hall Trust to rent storage space for document archives at the Town Hall

12 To consider a proposal to request that the Armstrong Hall Trust acts to quickly reform itself as a CIO. This is proposed in order to clarify that the two organisations are separate entities and thus remove the current lack of understanding in some quarters about the difference between the Town Council as a local authority and the Town Council as sole Trustee (Cllr Stansfield)

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

14 To receive a recommendation from the Open Spaces Committee regarding proposals relating to Thornbury Lawn Tennis Club

15 To receive a recommendation from the Open Spaces Committee regarding the cemetery expenditure

16 To consider scope for changes to licensing/leasing arrangements on the Mundy Playing Fields, as per Officer Briefing

17 Date of next meeting: 7.30pm on 13 December 2022



THORNBURY TOWN COUNCIL

Minutes of the Thornbury Town Council Meeting

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

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

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

Absent: Cllrs Bob Griffin
Helen Harrison
Benj Emmerson

FC2223.31. Emergency evacuation procedure

The procedure was outlined.

FC2223.32. To note any apologies for absence

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

FC2223.33. To receive declarations of interest from members

None were declared.

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

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

FC2223.35. To receive any representations from the public

There were no members of the public present.

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

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

FC2223.37. To approve the accounts for payment

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

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

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

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

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

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

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

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

FC2223.39. Annual Governance Statement 2021/22

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

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

FC2223.40. AGAR 2021/22 – Accounting Statements

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

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

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

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

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

FC2223.42. Correspondence

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

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

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

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

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

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

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

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

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

FC2223.46. Defibrillator/Defibrillator Cabinets

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

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

FC2223.47. Grant application for the Armstrong Hall Trust

- To consider the grant application from the Armstrong Hall Trust

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

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



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 COMMERCIALLY 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

Kath MacConnachie

From: Thornbury TC - Info
Sent: 30 August 2022 09:11
To: Kath MacConnachie
Subject: FW: [External] FOR ATTENTION OF THE COUNCILLORS AND MP - THORNBURY MUSEUM PLANS - THE PAST AND FUTURE OF OUR TOWN

Importance: High

From: XXXXXXXXXXXXXXXX
Sent: 26 August 2022 23:00
To: Thornbury TC - Info <info@thornburytowncouncil.gov.uk>
Cc: luke.hall.mp@parliament.uk
Subject: [External] FOR ATTENTION OF THE COUNCILLORS AND MP - THORNBURY MUSEUM PLANS - THE PAST AND FUTURE OF OUR TOWN
Importance: High

Dear Councillors,

I am writing to you regarding the ongoing plans for the redevelopment of the land currently occupied by the Thornbury and District Museum and Armstrong Hall.

It would be greatly appreciated if this letter could entered for consideration by the councillors.

The last few years have been a big time of change for Thornbury, with change and redevelopments being made in the high street and a massive number of new housing being built on the outskirts. It is clear from the amount of work that is being done that you have been planning well for the future of Thornbury. A town must always have an eye to the future to thrive, and refraining from change can often negatively impact its success.

It is my fear however, that the unintentional effect of some of this new growth and future planning may be a drastic loss of identity of our town.

Many of you I am sure know Thornbury better than I, but to me it is clear when going around that the history of our town is a source of pride for many people and businesses in the town. From the moment that you approach Thornbury on the A38 you can see a sign guiding down to the "Historic Market Town". Further on as you drive down the hill a sign stating "Welcome to Historic Thornbury" greets you. Entering in to the town itself you can see some of the historic buildings, pub signs and shop fronts, many of which have not changed greatly in a century or more. Road names such as "Bath Road", "Market Square" and "Sawmill Lane" hint at the history all around us and the structures that have been lost.

It is not just these more subtle links to the past that exist for Thornbury and its surroundings. Sites and finds from in and around our town show that it is surrounded by history that goes far deeper into our past than many people realise. The very rocks that our area is built on shows the fossilized evidence of a time when Thornbury was at the bottom of a great sea. Within our area there have been found bones from animals such as Hyenas, which show a later time when the local area looked more akin to the savannahs of Africa. And then again forwards through time, with stone tools found around Abbey Camp, caves with Prehistoric finds excavated by Time Team, and hillforts appearing in the surrounding the area. Then the Romans arrive, and lining the A38 near Grovesend and beyond a series of villas appear. It is not just these villas however, Roman finds have been found within Thornbury itself, in the area of the old cattle market and police station, and of course there is the famous Thornbury Hoard of coins. All

these finds and sites mentioned briefly appear within Thornbury itself or within a few thousand meters from it. And all from before the medieval town of Thornbury appeared on the map. Many of the finds and records regarding the sites etc mentioned above are housed in Thornbury museum and provide an irreplaceable link to the past of the area.

The museum finds itself in a rather unusual position geographically. Thornbury is the main town in the area between Bristol and Gloucester and there are no other county towns in the old North Avon area, which in turn means this is the only accredited museum that covers this historically important area. If the museum ceases to exist then a vital access point to the history and heritage of this entire area is lost with it. Currently it is unknown what will happen to the historic objects and artefacts under the museums care. If they are taken by the museums of either Bristol or Gloucester they lose their importance and value as objects of local history. Many of these items would likely go straight into long term deep storage. Many of the items not taken by other museums may be lost entirely and forever.

I think it is worth also mentioning that there is much more to the museum than the brick, mortar and contents of the building. There are many other resources and services the Museum has provided. From providing assistance to visitors from Australia researching their family history, to providing finds and resources for a school education visits, the museum can provide great enrichment to the community. One large part of the museum's extended presence is the Thornbury Museum Archaeological Research Group, who have been conducting an excavation just outside of Alveston for the last 10 years. This excavation has been of great interest to the local people who have learnt of it, and recent exhibitions at Alveston and the Festival of Archaeology event at Blaise Castle has gained wider interest. Bristol University have also shown their interest in this site and have already joined the museum group in this summers excavations. Indeed, Bristol University has received there funding for continuing their project for another 5 years. Part of this project however involves local community involvement, something that the museum is a key player in. Through Bristol University we have also had greater exposure in the form of a television spot on Alice Robert's "Digging for Britain" series, which should be aired sometime in the coming January. As an archaeologist and member of both the museum and museum excavation team I have also been liaising with other community excavation groups with similarly dated sites in Siston and the Mendips. This network is continuing to grow, and even though our excavations have been ongoing for 10 years, there is a bright future for the project. This however would be put under threat by the closure of the museum as an entity, as without this framework we may struggle to continue.

There are many passionate volunteers that have dedicated much of their time and large parts of their lives to both the museum and the excavations. It has helped give people purpose, given structure to lives and has fostered community spirit, giving many a chance to meet when they may have never done otherwise. For me personally, the museum has given me a new life. At a time of bad mental health it gave me a chance to change tack, help to get into university, and the foundations for an entire new career. Volunteering at a place such as a museum and at an excavation is not always just merely a hobby or something to pass the time, to some such as myself it can become a massive catalyst of life itself.

Some volunteers of the museum and museum excavation team have unfortunately passed over time, and some have left small sums of money to support the museum in publication of our works at the excavation site, something that is still in preparation. Without the museum however this may become extremely difficult, if not impossible, and these people's wishes may be difficult to fulfil.

As for the future of the museum, I am sure many have contacted you with a hope to keep it open. This is of course also my hope. I also understand however that land must often be sold and redeveloped in order to make the best use of it, especially in a historic town where space is at a premium. It is my belief however that to leave the town and area without a museum entirely would be a great mistake. Although the towns history will not go anywhere, people's understanding of it will, and eventually the growing town will become just another suburb of Bristol. With the signs directing visitors to 'Historic Thornbury', it would only be right to acknowledge and present this history, instead of leaving it to fade with the memory of those that try so hard to upkeep it. The redevelopment and growth of the town should give the opportunity to provide an updated museum and community centre instead of removing them entirely. An expanded and updated museum could attract visitors and therefore business to the town. It could also provide a great opportunity to keep the spirit, heritage and history of the town alive, whilst updating and bringing it into the 21st Century.

I appreciate the opportunity to put forward my thoughts, and I hope that they are considered at least.

Yours Sincerely,

XXXXXXXXXXXXXXXXXXXXX

FAO: Mrs W Sydenham

By post and email: w.sydenham@thornburytowncouncil.gov.uk

Thornbury Town Council
Town Hall
High Street
Thornbury
BS35 2AR

Date: 6th September 2022

Your ref:

Our ref:

Dear Ms Sydenham,

PARK FARM, THORNBURY – COMMUNITY INTEREST COMMUNITY

As the majority of works are now complete on our Park Farm housing development (the "site"), Pinnacle Property Management will be taking over the management and maintenance of the assets on site going forward. The role of Pinnacle will be to operate the management of the site in accordance with the site specific principles of a Community Interest Company, as required by the planning permission for the development.

We understand that there have been communications previously in terms of inviting Thornbury Town Council ("TTC") to appoint an observer to attend board meetings of Park Farm (Thornbury) Community Interest Company (the "CIC"), which will own & manage the public areas of the site going forward, and that Fiona Sweeting of Osborne Clarke had contacted your organisation to gauge your interest in such a position. The offer essentially would allow TTC to appoint one representative to attend meetings of the directors of the CIC with observer status, should they wish to do so (see Article 10.6 of the Articles attached). There is no obligation on TTC to appoint a representative to attend any board meetings, and there are no voting rights attached to this right to attend.

Although correspondence has been sent previously by email, we understand that for the process to have been appropriately completed, this should have been sent out by post. We would be grateful if you would therefore consider this as a formal invitation to appoint a representative to attend meetings of the directors of the CIC with observer status, and to respond to us in due course (using the attached SAE), ideally within the next calendar month to confirm the name and contact details of your proposed representative, or whether TTC does not wish to appoint anyone at this time.

Your

Alison Davies
Financial Director

Barratt David Wilson South West

For and on behalf of Barratt David Wilson South West (a trading name of BDW Trading Ltd)

cc: M Spencer – Pinnacle Property Management

Kath MacConnachie

From: GBR Shared, Tytherington Quarry (Wotton-under-Edge)
<Tytheringtonquarryenquiries@hanson.biz>
Sent: 13 September 2022 14:40
To: Thornbury TC - Info; Kath MacConnachie
Subject: [External] Hanson UK Tytherington quarry liaison group
Attachments: Tytherington Quarry-community-liaison-group-terms-of-reference 120922.pdf

For the attention of clerk Lousie Powell

Dear Louise

As per our recent phone call, I am making contact with regards to Hanson UK Tytherington quarry liaison group. Hanson is looking to develop a liaison group with broad local representation for Tytherington quarry. Our aim is to provide an information exchange between Hanson and its key stakeholders and local communities, as well as developing a channel to share our on-going thinking on the company's plans for the future.

We do hope that a representative from Thornbury Town Council would be willing to join the group? The first meeting of the new-look group is on **Thursday 20th October at 17.00** at our offices at Tytherington quarry.

Ahead of the meeting we would like to share our draft terms of reference which we hope will be adopted by the group at the first meeting, please see attached. Further information on Hanson and Tytherington quarry is available on our new community website at www.hanson-communities.co.uk/en/sites/tytherington-quarry



[Community
website for
our
Tytherington
quarry](http://www.hanson-communities.co.uk/en/sites/tytherington-quarry)

[www.hanson-
communities.co.uk](http://www.hanson-communities.co.uk)



We look forward to hearing from you and hope that a representative will be able to attend this and future meetings.

If you have any queries, please contact us on TytheringtonQuarryenquiries@hanson.biz or call our freephone number 0800 160 1321.

Many thanks and kind regards

Kind regards

Samantha Stagg

Tytherington communications team

Tel 0117 428 8725



THORNBURY TOWN COUNCIL

Full Council Meeting 4 October 2022

AGENDA ITEM 8: CLERK'S REPORT

AGENDA ITEM 9.1: To approve an overspend to the Open Spaces Portable Toilet budget (130/4435)

The existing full year budget for portable toilets (120/4435) is £1,200. This was set too low, likely because it was informed by the previous year's spend, which was reduced due to Covid-19. The full year cost will be circa, £1,500, which will be an overspend of approximately £300. As this overspend represents more than 10% of budget, this requires Full Council approval. The overspend, however, will be more than offset by the additional income against budget; income is likely to be circa £2,300 compared to £1,800 budget.

Additionally, the Council has received an urgent grant application from the Round Table Fireworks for £799 for portable toilets and bins for the fireworks this year, given that last year's event saw far larger crowds than previous years. The issue of toilet capacity was recently highlighted by our site staff and the Round Table Fireworks grant application was in response to this. Unfortunately, this grant application was not received in time to be listed on the agenda so the Town Council is unable to consider this, as a grant application, at the meeting. The Council could, however, choose to directly fund some portable toilets for the Round Table Fireworks if it were supported in principle, as the council is considering (as per the issued agenda) the budget for portable toilets. It could be made clear that this is a one-off arrangement, with the Town Council not accepting ongoing liability for the provision of toilets; in future a grant application would need to be submitted.

Action requested: A) Full Council are asked to agree an overspend to the portable toilet budget (130/4435) of circa £300.

OR

B) Full Council are asked to agree an overspend to the portable toilet budget (130/4435) of circa £12,000 (if portable toilets for the Round Table Fireworks are to be included)

AGENDA ITEM 9.2: Draft Policy for the Mundy Playing Fields Usage for potential recommendation to the Mundy Playing Fields Trust

Background:

The land known as the Mundy Playing Fields purchased as directed in the will of the Honourable Violet Wilhemina Mundy, dated 18 October 1945, and put into a Trust (The Mundy Playing Fields Trust). It was specified that the land should be;

1. used as a 'Recreation Park or Pleasure Ground'
2. 'for the Parish of Thornbury'.

There is a management agreement in place between Thornbury Town Council ("The Council") and Thornbury Town Council ("The Trustee" of Mundy Playing Fields Trust), in which the Council agreed that:

"The Council will maintain the Recreation Ground as a public recreation ground for the inhabitants of Thornbury and the neighbourhood without distinction of sex or of political religious or other opinions"

Issue:

The management of the Mundy Playing Fields involves arrangements with third parties who use them playing fields for various purposes and events. There are currently licence holders (the Tennis Club and the Football Club), and regular events such as the carnival and the Round Table Fireworks. Other organisations also use the fields, for example for fitness classes.

There are currently no guidelines on how the use of the Mundy Playing Fields will be determined in accordance with the Trust and Violet Mundy's instructions. Each use/request is taken in isolation and debated in isolation. Issues arise where the interpretation and beliefs around how the Mundy Playing Fields should be used differ. Some may feel that certain organisations should have more access, and others have issue with, for example, an event such as the fireworks taking sole use of the playing fields for a number of days, in effect preventing those who are not attending the fireworks from using the playing fields. The requirement is, however, for the space to be maintained for the benefit of the community as a whole.

There are situations where management of the playing fields could be more efficient, to the advantage of local clubs, and therefore residents, but there can be reticence due the uncertainty over what is and isn't acceptable under the terms of the Trust or the will.

Requirement:

As the managing body for the Mundy Playing Fields, the Council must act in the best interests of local residents. When making decisions about use of the playing fields, therefore, the Council should attempt to ascertain the desires and wishes of the community. Having a policy for how this will be done would ensure that decisions taken by the Council, as the managing agent, are fair, objective and transparent.

Suggestion:

It is suggested that a short Mundy Playing Fields Policy is adopted, setting out how decisions will be made around the use of the Mundy Playing Fields.

It is suggested that such a policy is based on the following:

1. **Recreation and Pleasure:** Any proposals, in the first instance, would have to demonstrate that they meet the remit of recreation or pleasure. This could include, for example, local community events or amateur sporting clubs/events. It would not include profit making enterprises which benefit private companies or individuals, which would include professional sporting events/clubs.
2. **For the Parish of Thornbury:** Any changes to use (e.g. licenses, leases, permissions, significant structural or layout changes) should involve a proportionate level of consultation with the local community to gauge support from the local community to whom the land was bestowed. This could take the format of a simple 'yes' or 'no' question, like '*Would you support the introduction of xxx?*'. Such short polls are easier for people to complete and usually result in a higher uptake.

When considering changes, the council would consider the outcome of the consultation, and if there was proportional support to the changes suggested, would support the changes for recommendation to the Trust.

'Proportional support' would be ascertained by establishing the commitment of the land in question, against the support for the activity. For example:

- If a request was held to hold an event on the playing fields for two days of the year, there would need to be 2/365 or 0.54% of respondents in support for the event.

- If a request was held to grant a licence for an area of the playing fields, which equated to 1/20 of the land, there would need to be 1/20 or 5% of respondents in support of the proposal.

Infrequent, non-exclusive use: The Mundy Playing Fields were left for the benefit of the local community. It is not appropriate that private, profit-making companies or individuals should benefit from the Trust. However, there are occasions currently when the playing fields are used in a transient way by, for example, local sports coaches, fitness clubs or professional dog walkers. The nature of these users means that the use of the Mundy Playing Fields by other users is not impeded in anyway, and exclusive use is not given over to them. To ban all such activities would also be unmanageable to enforce, and in likelihood would not be supported by the community. There are also similar occasions when the playing fields may be used in a similar way by not-for-profit groups, such as youth groups, or local walking groups. It is therefore suggested that provision is given to allow such users access to use the fields, within the following parameters:

- The activity is still within the remit of 'pleasure or recreation'
- The activity is of a transient nature that does not require exclusive use of any area of playing fields which would preclude other users access to the playing fields
- The activity does not affect other users enjoyment of the playing fields
- The activity is infrequent (generally not more than two hours at a time and no more than twice a week)

Legal advice would be sought to ensure that proposal is within the terms of the Trust.

Action requested: Full Council are asked to agree that:

- a Mundy Playing Fields Policy is drafted by the Clerk
- legal advice is sought on the on the draft proposal, subject to which;
- the policy is presented to the Mundy Playing Fields Trust for consideration,

AGENDA ITEM 9.3 To resolve to invest Town Council reserves with the CCLA Public Sector Deposit Fund

Thornbury Town Council currently (at 3 October 2022) has £1,461,413 in its Unity Trust Current Account.

In line with the requirements of the Thornbury Town Council Annual Investment Strategy 2022 (appended at Appendix 1 for information) it is recommended that Thornbury Town Council invest surplus funds in the CCLA Public Sector Deposit Fund. This is a AAmmf credit rated fund, managed with the priorities of security, liquidity and yield.

Details on the fund are available appended to this report (Appendix 2 and 3).

It is recommended that between 3 and 4 months of average monthly budgeted expenditure is retained in the Current Account, with the remainder to be deposited in the CCLA fund. Withdrawals are same day, on demand.

With average monthly budgeted expenditure at £91,961, it is recommended that £367,844 (4 months' of average monthly spend) is initially retained in the Current Account and £1,093,569 is deposited into the CCLA fund.

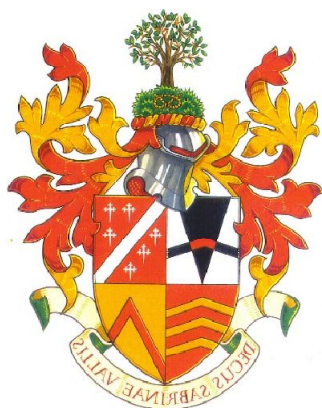
Action requested: Full Council are asked approve investment of Town Council funds in the CCLA Public Sector Deposit Fund, with an initial investment of £1,093,569.

Kath MacConnachie, CiLCA

Town Clerk and RFO

3 October 2022

THORNBURY TOWN COUNCIL



Annual Investment Strategy 2022/23

Date Ratified:	17 May 2022
Meeting:	Finance and Policy Committee
Next review date:	May 2023 (annual review)

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1. Introduction

- 1.1 Thornbury Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.
- 1.2 This strategy has been prepared in accordance with the Guidance on Local Government Investments ("the Guidance"), issued under section 15(1)(a) of the Local Government Act 2003, effective from 1st April 2018.
- 1.3 The Guidance states:
 - a) Where a Town or Parish Council expects its investments at any time during a financial year to exceed £100,000, the Guidance should apply in relation to that year.
 - b) Where a Town or Parish Council expects its investments at any time during a financial year to exceed £10,000 but not £100,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the Guidance in relation to that year.
 - c) Where a Town or Parish Council expects its investments at any time during a financial year not to exceed £10,000, no part of the Guidance need be treated as applying in relation to that year.
- 1.4 Where the Council expects investments during a financial year to exceed £100,000 it will agree to apply the Guidance as set out below. The expected level of investments will be considered alongside the annual approval of this policy at the Annual Meeting of the Town Council.

2. Investment Objectives

- 2.1 The Council's investment priorities are:
 - 1) the security of its reserves;
 - 2) the liquidity of its investments; and
 - 3) return.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

- 2.2 All investments will be made in sterling and, as a minimum, surplus funds will be aggregated in an interest bearing bank account.
- 2.3 The Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

3. Security of Investments

- 3.1 Government guidance differentiates between specified investments and non-specified investments.
- 3.2 Specified Investments
 - 3.2.1 Specified investments are those offering high security and high liquidity with a maturity of no more than one year. In addition, short-term sterling investments must be with bodies/institutions with "high credit ratings".

- 3.2.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:
- UK banks and UK building societies;
 - Public Bodies (including Local Authorities and Police Authorities);
 - UK FCA regulated qualifying money market funds with a triple A rating.

3.3 Non-specified investments

3.3.1 Non-specified investments are usually for longer periods (i.e. more than one year) and with bodies that are not highly credit-rated.

3.3.2 No non-specified investments are included in the Investment Strategy for this Council.

4. Liquidity of Investments

4.1 The Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

5. Long Term Investments

5.1 Long term investments shall be defined as greater than one year. The Council will use the same criteria for assessing long term investment as identified above for specified investments.

5.2 The Council does not currently hold any long-term investments.

6. Risk Investment

6.1 The Town Council's reserves are covered by the Financial Services Compensation Scheme up to the deposit limits of the scheme and must therefore be carefully managed to mitigate the risk of losses.

6.2 The Council will only invest in institutions of "high credit quality" as set out in section 3.2 of this strategy. Investments will be spread over different providers where appropriate to minimise risk.

6.3 The Council will monitor the risk of loss on investments by reference to credit ratings. The Council should aim for ratings equivalent to the Fitch F1 rating (AAA) for short-term investments or Fitch A – for long term investments. The Council will also have regard for the general economic and political environment in which institutions operate.

6.4 The investment position will be reviewed regularly by the Responsible Finance Officer and reported to the Finance and Policy Committee as part of the regular budget monitoring reporting cycle.

6.5 The Council does not employ, in-house or externally, any financial advisors but will rely on information which is publicly available.

7. Use of Investment Managers

7.1 If external investment managers are used, they will be contractually required to comply with this strategy.

8. Investment Reports

- 8.1 The Responsible Finance Officer will report on investment activity to the Finance and Policy Committee.

9. Review and Amendment of Strategy

- 9.1 The Council reserves the right to make variations to the Investment Strategy at any time, subject to the approval of the Finance and Policy Committee. Any variations will result in an updated strategy being published. The Investment Strategy will be considered and approved annually at the Annual Meeting of the Town Council.

10. Transparency

- 10.1 This strategy will be posted on the Town Council's website and a hard copy will be available from the Town Clerk.

Kath MacConnachie

From: Jamie Charters <Jamie.Charters@ccla.co.uk>
Sent: 14 September 2022 11:21
To: Kath MacConnachie
Subject: [External] Public Sector Deposit Fund
Attachments: 2022 08 31 PSDF Fund Factsheet.pdf

Dear Kath,

Thank you for the email,

I have set out below details of the fund, and also the latest PSDF fund factsheet.

The fund is same day access, withdrawals on demand.

I hope this helps

The Public Sector Deposit Fund/CCLA:

- Fund-size is £1.1bn+, yield 1.6770%, net of fees (13/09/2022)
- CCLA (Churches, Charities & Local Authorities) is a mutually owned firm of investment managers, owned by LAMIT (Local Authorities Mutual Investment Trust), the Church of England (Central Board of Finance) Investment Fund and the Charities (COIF) Investment Fund;
- We have 35,000+ clients and manage £14bn+ of cash and investments;
- The Local Government Association invited us to develop the Fund in collaboration with the sector, as a result of the Icelandic banking crisis. It was launched in May 2011;
- The PSDF is a "Qualifying Money Market Fund" (QMMF) which is classed as a "low volatility net asset value" (LVNAV) short term money market fund. The fund is managed with the priorities of security, liquidity and yield.
- The fund is not covered by the FSCS, but it has a AAmmf credit rating by Fitch (highest possible rating)
- The rating was affirmed on the 10 September 2021 by the credit rating agency, Fitch Ratings and offers an independent assessment of the strength of the fund. The rating reflects the Fund's extremely strong capacity to achieve the investment objectives of preserving principal and providing shareholder liquidity through limiting credit, market and liquidity risk. The main drivers of the AAmmf rating are the high credit quality of the portfolio, the limited range of invested security types and the Fund's highly conservative investment guidelines as well as Fitch's assessment of the competencies of CCLA.
- The Fund boasts strong governance with an Advisory Board made up of representatives of the LGA, CIPFA and treasury specialists from the sector, including representatives of the LB of Waltham Forest and the GLA;
- The Fund is managed on a very conservative basis (beyond the requirements of AAmmf rating), only using plain cash products and instruments with well rated (minimum F1 short term) banks: call; term and certificates of deposit - the kind of products that Councils themselves feel comfortable using. There is no exposure to the stock market, derivatives, other funds, asset backed securities - nothing exotic;

- The minimum initial investment is just £25,000 so there are a number of parish and town councils making use of the Fund, besides principal authorities;
- Access is same day. We have an 11:30 cut-off time for instructions;
- The Fund has exceeded £1.1b under management with 600+ clients (including 22 County/unitary Councils, 400+ Parish, Town and Community Councils and 100+ District/Borough Councils, Police, Fire plus the LGA, NALC, 6 County Associations, SLCC, NILGA, 3 Port Authorities and 2 crematoriums)
- As a share class 4 investor the fee is currently 0.08%.
- The assets of the fund are strictly placed within agreed limits with a diversified list of quality counterparties in order to achieve a low level of risk and high security of capital, the list of approved counterparties is constantly monitored following credit rating upgrades or downgrades. Prior to adding a counterparty to the approved list of financial institutions we assess corporate governance, approach to sustainability and climate change.
- The Public Sector Deposit Fund ("PSDF") is a UK regulated fund and is subject to the FCA COLL Regulations ("COLL"). COLL requires that the assets of a regulated fund are held by the Depositary of the fund. The Depositary is responsible for the safe keeping of the assets of the fund. The Depositary of PSDF is HSBC Bank plc. The assets of the fund cannot be co-mingled with the assets of CCLA. While CCLA is the manager of PSDF, PSDF is a separate legal entity. The assets of PSDF could not be combined with the assets of CCLA in the event of the insolvency of CCLA.
- The Public Sector Deposit Fund is a short term LVNAV Qualifying Money Market Fund. This change from the previous Constant Net Asset Value (CNAV) structure is the result of European reforms intended to replicate some of the utility of the previous CNAV funds but with greater sensitivity to market pricing and extra controls built into the fund structure to protect investors. The Fund is not covered by the Financial Services Compensation Scheme, nor is it a guaranteed investment. An investment in the Fund is different to an investment in deposits and Investors may not get back what was invested. The risk of loss is borne by the Investor. The Fund does not rely on external support for guaranteeing liquidity or stabilising the share price. Further information can be found in the Scheme Prospectus

Jamie

From: Kath MacConnachie <clerk@thornburytowncouncil.gov.uk>

Sent: Wednesday, September 14, 2022 11:04 AM

To: Client Services <Client.Services@ccla.co.uk>

Subject: Public Sector Deposit Fund

Please could you provide me some information on the Public Sector Deposit Fund, particularly how it works and what the notice periods are for accessing funds? I have had a look on your website but the documentation is very long and detailed.

Kind regards,

Kath

Kath MacConnachie, CiLCA

Town Clerk and Responsible Finance Officer

Thornbury Town Council

Email: Clerk@thornburytowncouncil.gov.uk **tel:** 01454 412103

The Public Sector Deposit Fund

UK domiciled short-term LVNAV Qualifying Money Market Fund rated AAmmf
Fact Sheet – 31 August 2022

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The Fund will be invested in a diversified portfolio of high quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short term credit rating or an equivalent and correspondingly strong long term rating.

The weighted average maturity of the investments will not exceed 60 days. The Fund will not invest in derivatives or other collective investment schemes.

Target investors

The Fund is designed for local authorities and public sector investors seeking a high level of capital security and a competitive rate of interest for their short-term investments.

Who can invest?

Any public sector organisation can invest in the Fund.

Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Ethical and Responsible Investment Team.

Key risks

Investors should consider the following risk factors before investing: Issuer/Credit Risk (issuer/financial institution may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general operational risks), Maturity Profile (timings of investment maturity), Liquidity Risk (investment in non-readily realisable assets), Concentration Risk (need for diversification and suitability of investment) and Interest Rate Risk (changes to interest rate affecting income). Please see the Fund Prospectus for further details.

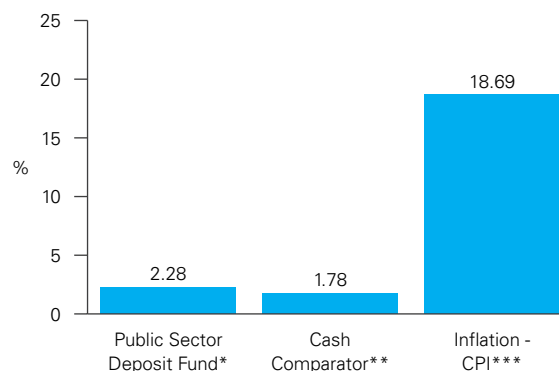
Top 10 counterparty exposures (%)

8.8%	Bank of Montreal
8.8%	Landesbank Baden-Wuerttemberg
8.8%	Yorkshire Building Society
6.5%	DBS Bank Limited
4.2%	Handelsbanken plc
3.9%	Nationwide Building Society
3.7%	Credit Industriel et Commercial
3.7%	Landesbank Hessen-Thüringen Girozentrale
3.7%	Sumitomo Mitsui Trust Bank
3.7%	Toronto Dominion Bank (The)

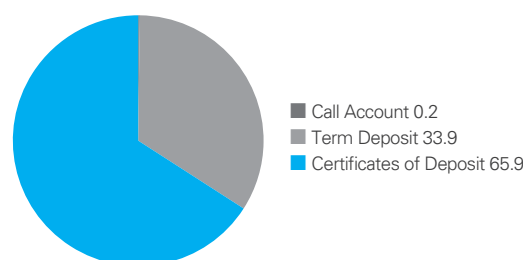
Share class 4 yield as at 31 August 2022

1.6205%

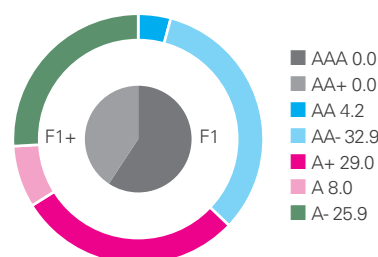
5 years cumulative performance



Asset type (%)



Credit rating† (%)



Top 10 country exposures (%)

25.3%	United Kingdom
13.9%	Canada
12.9%	France
12.9%	Germany
9.7%	Singapore
7.9%	Japan
5.5%	Sweden
3.2%	Finland
2.8%	Netherlands
1.8%	Norway

*Source: CCLA - Net performance shown after management fees and other expenses with gross income reinvested. The yield on the Fund will fluctuate and past performance is not a reliable indicator of future results. **Comparator Benchmark - Sterling Overnight Index Average (SONIA) from 1 January 2021. Prior to that, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate (7-Day LIBID). ***Consumer Price Index (CPI) is lagged one month. †Using Fitch Ratings methodology.

Income - period to end August

Average yield over the month	1.5377%
Yield at the month end	1.6205%

Discrete year total return performance

	2022	2021	2020	2019	2018
12 months to 31 August					
The Public Sector Deposit Fund	+0.53%	+0.05%	+0.52%	+0.75%	+0.42%
Comparator Benchmark	+0.58%	+0.00%	+0.26%	+0.58%	+0.34%
Relative	-0.05%	+0.05%	+0.26%	+0.17%	+0.08%

Annualised total return performance

	1 year	3 years	5 years
Performance to 31 August			
The Public Sector Deposit Fund	+0.53%	+0.36%	+0.45%
Comparator Benchmark	+0.58%	+0.28%	+0.35%
Relative	-0.05%	+0.08%	+0.10%

Net performance shown after management fees and other expenses with gross income reinvested. Comparator Benchmark - SONIA from 1 January 2021. Prior to that, the comparator benchmark was 7-Day LIBID. Past performance is not a reliable indicator of future results. Source: CCLA

Market update

The Bank of England's Monetary Policy Committee (MPC) raised the official rate of interest from 1.25% to 1.75%. The increase of 0.5% was the largest since before the Bank took independent responsibility for monetary policy in 1997. The accompanying quarterly report on the Bank's view of the economic outlook was deeply despondent, noting the deterioration in household finances caused principally by sharply rising energy prices. With the latest inflation data showing the CPI rising by 10.1% the MPC once again revised upwards its forecast for the peak of inflation, to more than 13% towards the end of 2022. It also projected that the UK economy would enter recession by the end of 2022 with output continuing to fall throughout 2023. The latest jobs data indicated that the labour market remained tight, with unemployment still at 3.8% - exceptionally low by historical standards and in line with the level seen just before the pandemic. However, the MPC report anticipated that as economic activity slowed, unemployment could be expected to rise, to over 5% by the end of 2023 and over 6% by mid-2025.

Key facts

Fund size	£1,082m
Credit quality and sensitivity rating by Fitch	AAAmf
Weighted average maturity (Maximum 60 days)	47.84 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure (OCF)**	0.08%***

*Dealing instructions (including cleared funds for purchases) must be received by 11.30 am. **The OCF is based on the annual management charge ("AMC") but excludes portfolio transaction costs. The AMC for the Fund is 0.10% and is inclusive of all other costs and expenses of operating and administering the Fund such as depositary, custody, audit and regulatory fees. The AMC was reduced to 0.08% on a temporary basis in November 2015 to improve the income distribution, due to low interest rates. In May 2021, the AMC was temporarily reduced further to 0.06%. ***With effect from 1 April 2022 and until further notice, the AMC applied to the Fund reverted to the previously discounted rate of 0.08%.

Please Contact

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Risk warning and disclosures

This document is a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. The market commentary contained in this document is the opinion of the author only. To ensure you understand whether CCLA's product is suitable, please read the Key Investor Information Document and the Prospectus. CCLA strongly recommends you seek independent professional advice prior to investing. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund. In addition to the general risk factors outlined in the Prospectus investors should also note that purchase of PSDF shares is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share, there can be no assurance that it will be maintained. Notwithstanding the policy of investing in short-term instruments, the value of the PSDF may also be affected by fluctuations in interest rates. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. The Fund is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. CCLA Investment Management Limited (registered in England & Wales No. 2183088 at Nomura Building, 1 Angel Lane, London, EC4R 3AB) is authorised and regulated by the Financial Conduct Authority and the Authorised Corporate Director of the PSDF. For information about how we obtain and use your personal data please see our Privacy Notice at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

	THORNBURY TOWN COUNCIL	Committee/Working group Terms of reference Date Agreed: To be considered 04.10.22 (Full Council) Minute Number: Reviewed: Version: DRAFT
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These terms of reference should be read in conjunction with Thornbury Town Council Standing Orders.

TERMS OF REFERENCE – EVENTS AND INNOVATIONS WORKING GROUP

These terms of reference should be read in conjunction with Thornbury Town Council Standing Orders.

1. NAME

1.1 This Working Group shall be called, “Events and Innovations Working Group” (The Group).

2. COMPOSITION

2.1 The Group shall be open to councillors and staff representatives.

2.2 The group is open to any Councillor who wishes to be a member. There shall be a maximum of 6 standing councillor members. Other councillors may attend where they have ideas or suggestions they wish to put forwards. There shall be a maximum of 3 staff members at any time.

2.3 The Town Mayor (ex officio) and the Deputy Town Mayor (ex officio) shall be given first opportunity of membership, which they may decline.

3. CHAIR

3.1 The position of Group Lead will be held by a councillor and will be chosen by the Group. The position shall be reviewed annually.

3.2 The Lead shall be responsible for co-ordinating the Group and reporting progress to the Town Council, including submitting items for the agenda to the Town Clerk in line with Standing Orders.

4. QUORUM

4.1 There is no quorum for meetings as the Group is not a delegated (decision making) committee.

5. CONDUCT OF THE MEETING

5.1 As an undelegated Working Group, the provisions of the Public Bodies (Admission to Meetings) Act 1960 section 1 (1)), The Openness of Local Government Bodies Regulations 2014 and Local Government Act 1972, Schedule 12, para 41(1) shall not apply. Any meetings held shall not be open to members of the Public or Press.

5.2 In accordance with paragraph 5.1, no formal agenda, nor minutes, are required of the meeting.

5.3 In consideration of paragraph 5.1, the Group is free to operate as it feels appropriate, which may include meeting face-to-face, meeting virtually, collaboration on email etc.

- 5.4 Any information shared that is commercially sensitive should be kept within the membership of the Group.
- 5.5 Any communications to be shared by the Group must go through the usual Town Council channels, via the Town Clerk, and must comply with the Town Council communications and social media policies.
- 5.6 In carrying out the objectives above, the Group should give due regard to the Town Council's areas of operation, Strategy, Aims & Objectives and Annual Plan

6. AREA OF OPERATIONS

The Group is set up with the following objectives:

- 6.1 To generate ideas for events, innovations and schemes, with the aim of improving public engagement, raising the profile of the Town Council, and providing tangible benefit to residents.
- 6.2 To investigate the requirements, constraints and resources for recommended activities.
- 6.3 To assist in the arrangements for events, innovations and schemes once agreed.
- 6.4 To identify resource requirements for proposed actions. This may include staff resource and financial resources.
- 6.5 To recommend any public engagement exercises that may be considered necessary or beneficial (see 5.5 above).
- 6.6 To consult with other Working Groups or Committees where relevant to the proposals.
- 6.7 To consider request from outside groups and organisations to partner in events and activities and subsequently make recommendations to the Town Council.
- 6.8 To maintain a calendar of events (Town Council run and supported) for inclusion on the Town Council website.
- 6.9 To make arrangements for councillor surgeries

7. POWERS AND RESPONSIBILITIES

- 7.1 Making recommendations to the Town Clerk for lower value events, schemes and innovations up to the value of £2,000. The Clerk is delegated by the Town Council to approve and commit up to £2,000 on such events, schemes and innovations. This delegation also applies to income for any charges that may apply to events.
- 7.2 Making recommendations to Council on events, schemes and innovations where the value is in excess of £2,000.
- 7.3 To forward plan for known upcoming large events or commemorations, making recommendations to the Town Clerk for consideration in the budget setting process.

8. HEALTH AND SAFETY

- 8.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Working Group's remit.

9. ENVIRONMENT

9.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Working Group and in reaching all decisions.

10. EQUALITY AND DIVERSITY

10.1 To consider equality and diversity (race, gender, sexual orientation, marital status and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in carrying out the functions of this Working Group.

11. FURTHER INFORMATION

11.1 The Working Group shall undertake reviews of Terms of Reference as and when appropriate and may make recommendations to Full Council regarding its own Terms of Reference.

12. FURTHER INFORMATION

12.1 The Town Council may not always be able to act on all advice offered and there is no formal obligation to do so.