

# THORNBURY TOWN COUNCIL

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Town Clerk: Kath MacConnachie, CILCA



Town Hall  
35 High Street  
Thornbury  
Bristol BS352AR

18 November 2022

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

Please take notice that a meeting of the **Finance & General Purpose Committee** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on **Thursday 24 November 2022 at 7.30pm**.

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

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

Kath MacConnachie, Town Clerk

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

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

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

## AGENDA

1. Apologies for absence
2. To receive any member declarations of interest
3. To receive any representations from the public
4. To approve the minutes of the Finance & Policy meeting of 29 September 2022
5. To consider the following financial matters:
  - To approve the Accounts for Payment (to be circulated electronically in advance and tabled at the meeting)
  - To receive the bank reconciliations report from Cllr Parkinson
6. To consider adoption of the following draft policies:
  - Staff Probation Policy
  - Memorial Tree and Bench Policy
  - Bike Policy
  - Petty Cash Policy (updated)
  - GDPR Policy and associated statements

- 7. Budget Monitoring (M7 2022/23 update)**
- 8. Draft budget 2023/24**
- 9. To review Community Infrastructure Levy programme**
- 10. Date of the next meeting:** To be confirmed

MINUTES of the meeting of the Finance and General Purpose Committee  
held on Thursday 29 September 2022, at the Town Hall

Present: Cllr James Murray (Chair)  
Cllr Chris Davies  
Cllr Benj Emmerson  
Cllr Angela Symonds  
Cllr Matt Stringer  
Cllr Helen Ball  
Cllr Bob Griffin  
Cllr Clive Parkinson

Kath MacConnachie (Town Clerk)  
Belinda Morley (Minutes)

Absent: Cllr Paul Le Riche  
Cllr Guy Rawlinson  
Cllr Maggie Tyrrell  
Cllr Jayne Stansfield

**F&GP2223.31. APOLOGIES FOR ABSENCE**

Apologies were noted from Cllrs Stansfield, Tyrrell and Rawlinson.

**F&GP2223.32. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

None were declared.

**F&GP2223.33. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**

There were no members of the public present.

**F&GP2223.34. TO APPROVE THE MINUTES OF THE FINANCE AND POLICY MEETING OF 19 JULY 2022**

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

**F&GP2223.35. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS**

- **To approve the Accounts for Payment**

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

ACCOUNTS NOW DUE FOR PAYMENT - 29TH SEPTEMBER 2022		
<b><u>CENTRAL SERVICES (110)</u></b>		
ACORN RECRUITMENT LTD	TEMPORARY STAFF - CEMETERY	140.32
DIRECT IT SERVICES	IT SUPPORT	326.40

DIRECT IT SERVICES	PHONE & BROADBAND (SPLIT CODING WITH 130)	125.93
ALCA	ESSENTIAL COUNCILLOR TRAINING COURSE	40.00
PITNEY BOWES / PURCHASE POWER	FRANKING MACHINE CHARGE	107.88
ACORN RECRUITMENT LTD	TEMPORARY STAFF - CEMETERY	215.15
SLCC	SLCC - CLERK ANNUAL MEMBERSHIP RENEWAL	351.00
ACORN RECRUITMENT LTD	TEMPORARY STAFF - CEMETERY	168.37
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	157.84
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	1,050.00
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	409.87
WALC	STAFF TRAINING COURSE- MANAGING DIFFICULT PEOPLE & CONVERSATIONS	36.00
	<b>Total Expenditure:</b>	<b>3,128.76</b>
<b><u>OPEN SPACES (130)</u></b>		
DIRECT IT SERVICES	PHONE LINE (SPLIT CODING WITH 110)	54.00
RELYON GUARDING & SECURITY SERVICES LTD	MPF BARRIER DAILY LOCK UP - AUGUST 22	502.20
ALEXANDRA	STAFF WORKWEAR	44.53
ALEXANDRA	STAFF WORKWEAR	99.78
ALEXANDRA	STAFF WORKWEAR	27.83
GAPS	MAINTENANCE MATERIALS	7.20
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	29.67
THORNBURY MOTORS	FUEL FOR TTC VEHICLES	442.76
FALON NAMEPLATES LTD	BRONZE PLAQUE	59.28
PLAYSAFETY LTD	ANNUAL INSPECTION OF CHANTRY PLAY AREA	100.80
RAYS GARDEN SERVICES	GRASS CUTTING - CEMETERY	516.00
SULLIVANS	5 LTR STROKE OIL	36.00
YATE SUPPLIES	COMPACTOR BLACK SACKS	355.56
ALMONDSBURY GARDEN CENTRE	BUXUS PLANTS	735.00
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	125.40
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	337.92
CHELTENHAM SURFACING CO.LTD	35% DEPOSIT RE WORKS QUOTE - CEMETERY- ITEM 1, 2 & 3	10,588.20
CHELTENHAM SURFACING CO.LTD	35% DEPOSIT RE WORKS QUOTE - CEMETERY- ITEM 2	5,157.60
	<b>Total Expenditure:</b>	<b>19,219.73</b>
<b><u>Grants &amp; Contingencies (180)</u></b>		

STEAMERS	COMMUNITY TOILET SCHEME - QTRLY	150.00
THE MALT HOUSE	COMMUNITY TOILET SCHEME - QTRLY	150.00
THE SWAN	COMMUNITY TOILET SCHEME - QTRLY	250.00
PAPILIO	COMMUNITY TOILET SCHEME - QTRLY	250.00
	<b>Total Expenditure:</b>	<b>800.00</b>

- **To receive the bank reconciliation report from Cllr Parkinson**  
Cllr Parkinson had been into the Town Hall to review the reconciliations to the end of July 2022 and reported that all had been satisfactory.

**F&GP2223.36. QUOTATIONS – TO CONSIDER QUOTATIONS RECEIVED AND SELECT SUPPLIERS FOR THE FOLLOWING:**

- **Memorial Inspection Survey at St Marys Churchyard**  
It was **RESOLVED** to go with the quote for £5,970 excluding VAT.
- **Mayoral Robes and Accessories**  
It was **RESOLVED** to go with the better-quality fabric and gender-neutral hat and delegate authority to the Clerk to purchase a jabot in addition.

**F&GP2223.37. TO CONSIDER ADOPTION OF THE FOLLOWING POLICIES**

- **Appraisal Policy**  
It was **RESOLVED** to adopt the policy.
- **Town Council Facility Usage Policy**  
It was **RESOLVED** to adopt the policy.
- **Debt Recovery Policy**  
It was **RESOLVED** to adopt the policy.
- **Menopause Policy**  
It was **RESOLVED** to adopt the policy.
- **Document Retention Policy**  
It was **RESOLVED** to adopt the policy.

**F&GP2223.38. TO RECEIVE A RECOMMENDATION FROM THE TOWN CLERK TO AMEND THE GRANTS AWARDING POLICY AND PROCEDURE.**

It was **RESOLVED** that the Finance & General Purpose Committee recommend to the Full Council that applications are to be invited only for the 'non-revenue' grants stream (remaining 2022/23 budget allocation) for consideration in December 2022, pending a new grant awarding policy and procedure for the new year which would govern 2023/24 grant funding procedure.

**F&GP2223.39. TO REVIEW CEMETERY CHARGES**

It was **RESOLVED** to retain the £600 interment cost of a coffin burial, net of gravedigging, until the annual fees and charging review in April 2023.

**F&GP2223.40. IT PROJECTED OVERSPEND**

It was **RESOLVED** to allow the Clerk to overspend the 110/4165 (IT) budget in 2022/23 by up to £3.5k.

**F&GP2223.41. TO CONSIDER A REQUEST FROM THE POLICE TO:**

- **Install signage on the side of the Town Hall building.**  
It was **RESOLVED** to refuse any signage on the wall to the side of the Town Hall, or at the front entrance of the Town Hall, although a small sign on the door to the police office would be allowed.
- **Install a TV aerial in the loft**  
It was **RESOLVED** to allow the police to install an aerial in the loft. This must be at their cost, subject to any planning permissions required and in collaboration with the Town Council Facilities Manager.
- **Carry out works to the rear entrance to the Town Hall including handrail removal, refresh of anti-vandal paint and installation of an additional CCTV camera.**  
It was **RESOLVED** to allow the police to remove the handrail at the rear entrance to the Town Hall, refresh the anti-vandal paint and install an additional CCTV camera. This must be at their cost, subject to any planning permissions required and in collaboration with the Town Council Facilities Manager.

**F&GP2223.42. TO CONSIDER OFFERING A 'WARM SPACE' EXTENSION TO THE OVER 60s CAFÉ IN THE EXHIBITION ROOM, INCLUDING THE NECESSARY INVESTMENT**

It was **RESOLVED** to offer a 'warm space' extension to the Over 60s Café in the Exhibition Room, including a budget of up to £2,500 to prepare the room. It was agreed to limit expenditure as far as possible whilst reviewing success.

**F&GP2223.43. CHRISTMAS LIGHTS - TO GRANT PERMISSION FOR THORNBURY CHRISTMAS LIGHTS ASSOCIATION, THIS YEAR AND EACH YEAR IN THE FUTURE TO:**

- **Erect Christmas Lights on the Town Hall, as per consent form supplied**  
It was **RESOLVED** to allow the Christmas Lights to be erected on the Town Hall, this year, and each year in the future.
- **Hold the 'switch on' of the Christmas lights from outside the Town Hall**  
It was **RESOLVED** to allow the Christmas lights to be switched on from the front steps of the Town Hall.

**F&GP2223.44. DATE OF THE NEXT MEETING: 7.30 pm on 24 November at the Town Hall.**

# Probation Policy

Date Ratified: *To be considered 24 November 2022*

Meeting: Finance and Policy Committee

Next review date: May 2025

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## **1. Introduction**

- 1.1 A probationary period enables both parties in a contract of employment to assess the suitability of an individual to the role and the organisation, and to enable members of staff to be trained in the Council's working methods and procedures.
- 1.2 The purpose of a probationary period is to enable the organisation to assess the skills, conduct, capability and attendance of an individual before deciding whether to confirm the appointment. The Council is committed to providing clarity of expectation, reasonable training and support needed for new employees to meet the required standards during their probationary period.

## **2. Scope**

- 2.1 This policy applies to any employee who is taking up their first appointment with Thornbury Town Council, whether it is a temporary or permanent contract. All new employees (including those from other authorities) to the Council are subject to the Probationary Policy. Apprentices are not subject to the Probationary Procedure.

## **3. Probationary Policy**

- 3.1 The probationary period is usually six months and a probationary report must be completed at three and five months after the employee's start date and discussed with the employee. (This can be adapted for limited term contracts for periods of 6 months or less). The probationary period may be extended, for example where time is to be allowed for the member of staff to achieve an essential qualification/training course/other activity which is a requirement of the role.
- 3.2 A formal Probationary Interview should be arranged where an issue has been identified and no improvement is apparent by the fifth month at the latest. The outcome of the interview must be confirmed in writing to the Employee and where no improvement is apparent at the end of the probationary period, an employee will be dismissed with one weeks' notice.
- 3.3 When a formal Probationary Interview is required, the Manager should consider seeking HR advice. The Chairman should be consulted in the first instance as HR services are chargeable.

## **4. Probationary Procedure**

- 4.1 Probation is an element of performance management and as such, the development, performance and progress of employees should be constantly kept under review commencing with the probation period and throughout their employment.

## **5. Probationary Report**

- 5.1 The Manager should hold regular 1:1 meetings with the new employee during the probationary period and ensure that the employee is clear about their role purpose and specific objectives, which will continue to be reviewed and developed throughout

their employment. Records of the meetings should be kept and referred to. (see APPENDIX 1)

- 5.2 The Probationary Report must be completed at three and five months after the employee's start date.
- 5.3 An appointment can be confirmed at three months if the employee's performance is satisfactory.
- 5.4 An appointment can be terminated if the performance is unsatisfactory and unlikely to improve, and sufficient time has been allowed for improvement.
- 5.5 The manager should discuss the probation report with the employee to ensure the employee has the opportunity to comment on and improve their performance where an area of weakness has been identified.
- 5.6 Where no improvement is apparent at the end of the probationary period, an employee will be dismissed with one weeks' notice.

## **6. Probationary interview**

- 6.1 Where a need for improvement has been identified and discussed with the employee and no improvement is apparent, a formal Probationary Interview should be arranged by the manager as soon as reasonably possible (no later than the fifth month following the employee's start date).
- 6.2 The employee should be advised in writing of the interview giving a broad outline of the areas for improvement, which will be discussed fully at the interview.
- 6.3 The line manager and employee will be present at the interview and the Probation Interview Procedure followed. Employees have the right to be accompanied at this interview if they wish.
- 6.4 The line manager usually chairs the meeting, introducing all parties and explaining the format of the interview, they will then present the background and the facts of the case which should include:
  - Employee details – date of commencement, post title, grade, location;
  - Strengths and weaknesses identified;
  - Induction, support and training provided;
  - Guidance and assistance provided to overcome the weaknesses;
  - Objectives and timescales agreed;
  - Supervision and support provided including evidence e.g. reports from meetings
  - The line manager must make clear to the employee how their performance is less than satisfactory and that unless there are mitigating circumstances, the employment will not be confirmed.
- 6.5 The employee is invited to make a response or put forward any mitigating circumstances. The employee and person accompanying them leave the room.

- 6.6 The decision is made as to whether the employee's employment should be confirmed, or whether an alternative extension to the probation period should be agreed. If the decision is not to confirm employment, consideration will need to be given to whether the employee will be required to work the weeks' notice or payment in lieu of notice given.
- 6.7 The outcome of the interview must be confirmed by the manager in writing including reference to areas for improvement and the proposed course of action and confirm the employee's right of appeal.

## **7. Extensions**

- 7.1 If the performance is unsatisfactory but is likely to become satisfactory in a reasonable timescale, an extension to the probationary period may be granted. This extension should not exceed three months and the actions required to make improvements should be confirmed to the employee in writing by the manager. If there is no improvement within the set timescales, the employee will be dismissed under the terms of the Probationary Policy.

## **8. Dismissals**

- 8.1 If unsatisfactory at the end of the probationary period (whether extended or not, and unless it is gross misconduct), the employee will be dismissed with one weeks' notice. It is important that the period of notice does not cause continuous service to exceed six months (unless an extension has been agreed), otherwise the employee cannot be dismissed under the Probationary Policy.

## **9. Right of Appeal**

- 9.1 The employee has the right to appeal against a decision to extend the probationary period or a decision to dismiss under the Probationary Policy. The employee must lodge their appeal in writing to the Town Clerk within five working days of the decision.
- 9.2 The appeal will be heard by the Town Clerk. In the case of a decision to dismiss, the probationary period will be extended up to the date of the appeal hearing.
- 9.3 Where the line manager who carried out the probationary interview process is the Town Clerk, the appeal will be heard by 3 members of the Personnel Committee. In the case of a decision to dismiss, the probationary period will be extended up to the date of the appeal hearing.
- 9.4 In the case of dismissal, if the employee fails to attend the appeal hearing without good reason, the dismissal will take effect on that date and the hearing rearranged, probably on a date after the employment has ended.

## **10. Temporary Employees/Limited Term Contract**

- 10.1 Where temporary employees are appointed to permanent posts with no break in service, they will continue to be subject to this Probationary Policy.

10.2 Where a limited term contract has an end date, the contract will end irrespective of the length of probation served.

## **11. Break in Service**

11.1 Where there has been a break in service between employment contracts (whether temporary or permanent) then the normal probationary period applies.

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## APENDIX 1: Probation Report 3/5 months

<b>Employee Name:</b>				
<b>Start Date:</b>				
<b>Post Title:</b>				
<b>Probationary Objectives:</b>				
1. 2. 3.				
Tick appropriate boxes below for each category, any comments should be added together with an explanation				
	<b>Very Poor</b>	<b>Poor</b>	<b>Good</b>	<b>Excellent</b>
Quality of work and attention to detail				
Conduct and co-operation				
Attitude				
Progress Made				
Relationship with Manager and colleagues				
Reliability				
Attendance and time keeping				
Details of sick leave	Number of Days and reason:			
<b>Line Managers Comments</b> (including any remarks regarding performance against objectives, induction training, improvements identified and actions agreed):				
<b>Final Report</b>				
Do you recommend this employee passes their probation?		<b>Yes / No / Consider Extension</b>		
If No or an extension is required, please state reasons:				
Have you discussed this report with the employee?		<b>Yes / No</b>		
If No Please state reasons:				
<b>Signed:</b>				
<b>Name:</b>				
<b>Date:</b>				

# THORNBURY TOWN COUNCIL



## Policy on Memorial Trees and Memorial Benches on Town Council Land

Date Ratified: ?  
Meeting: ?  
Next review date: ?

## **Purpose of the Policy**

Thornbury Town Council receives requests from members of the public for the planting of memorial trees and the installation of memorial benches on land owned or looked after by it. The Town Council is happy to consider these requests but recognises the need for a consistent and planned approach to whether those requests are granted.

Thornbury Town Council is committed to increasing the overall numbers of trees on its land and has commissioned environmental surveys of all of its green spaces, including the identification of suitable areas for tree planting and suitable species of trees for those areas. Planting of trees and installation of benches will only be carried out in line with recommendations of the most recent environmental survey reports and other experts that may be consulted.

The Town Council maintains the right to refuse any requests.

## **SECTION ONE – MEMORIAL TREES**

### **Overview of the Application Process**

Only applications made on the appropriate official application forms will be considered. The application form should be completed, signed and submitted to the Town Council either by post, by email or by hand.

Once submitted, the application form will be considered by the Town Council (see below for a full outline of the decision-making process – “Locations for Planting, Species and Numbers of Trees”).

If an application is agreed, an agreement letter will be sent to the applicant for signature. This letter will set out the conditions for planting (outlined in more detail below), the process for planting, payment arrangements, etc. Payment must be received in advance of the planting.

Requests for memorial trees in Thornbury Cemetery will only be considered in memory of a deceased individual who is interred in Thornbury Cemetery (either coffin or cremated remains) or whose cremated remains have been officially scattered at Thornbury Cemetery (and recorded as such).

### **Payment and Costs**

The purchase price of memorial trees will be set out in the schedule of Town Council fees and charges which shall be updated annually. This will be at least £200 in the 2022/2023 financial year but must always be at least the cost of the tree plus 50%, so could be higher. The costs will always be confirmed with the applicant before the application is agreed. Once an application has been agreed, the Town Council will invoice the applicant. Details for payment will be included on the invoice. The purchase price will cover the tree, planting, planting accessories and ongoing maintenance.

### **Locations for Planting, Species and Number of Trees**

Applications will be considered in the following way:

- The environmental tree report will make recommendation regarding areas of Town Council land where tree planting is appropriate and desirable, as well as confirming appropriate numbers and species of tree.
- Using these recommendations, the Open Spaces Committee and the Climate Change Officer will agree areas suitable for planting and the numbers and species of tree that can be planted in those areas. This may differ from the report recommendations due to operational or structural considerations (see below). It is planned that this information will be collated, in time, into a Thornbury Town Council Tree and Hedge Policy.
- Individual locations will be considered and decided by the Tree Warden and Council officers in line with the areas, numbers and species already agreed by the Committee and the Climate Change Officer.
- The Tree Warden and/or Town Council officers will liaise directly with the applicant to keep them informed of the progress of their application and details regarding the tree.

The Town Council retain the right to decide on the location for the planting of any memorial trees. This is to ensure that any tree planting enhances its natural environment, is in keeping with its surroundings, will not affect any structures e.g. memorial stones, walls, etc, and that the trees can be surveyed and maintained appropriately and will not overcrowd working areas. Consideration will also be given to tree “debris” and how this might impact the area around the tree. It is possible that there will be a very limited choice (or possibly no choice) for the applicant as to the location, as the Town Council retains complete control of this process. The Town Council retains the right to refuse requests for a specific planting location, if it feels this location is not in line with the considerations set out above.

The Tree Warden and Council officers will liaise with relevant outdoor staff as necessary as regarding the location and species of tree to be planted. The Open Spaces Committee will be kept regularly updated on memorial tree planting by Council officers and the Tree Warden.

It is important that the species of tree planted is suitable for its location both in ecological terms and practical terms. The species must not impact on any surrounding structures as it matures. It is unlikely that requests for specific species will be allowed, but the Town Council will consider reasonable requests whilst retaining the right to refuse them (for the reasons set out above).

### **Timing of Planting**

The planting will only take place during an appropriate time period as identified by the Tree Warden. The time of the planting cannot be decided by the applicant. It is possible that there will be a delay between the time of the application and the actual planting of the tree. The applicant will be notified once the tree is planted.



### **Plaques, Tagging, “Mementos” and the Scattering of Ashes near Memorial Trees**

The Town Council no longer allows the use of plaques by or on memorial trees. This has been allowed in the past and the Town Council have decided not to remove existing plaques. Therefore, old plaques are in place on Town Council land, but the Town Council will not allow any new plaques to be placed. This is because plaques can easily become damaged, stolen, or interfere with grounds maintenance equipment. If a new plaque is placed, it will be removed by Town Council staff without notice to the applicant.

The Town Council will aim to “tag” memorial trees in some way in order to identify them as memorials. This will be done in a way that does not affect the growth of the tree. This is likely to necessitate changing the position of the tag as the tree grows. Although the Town Council will make reasonable efforts to place the tag securely, it is not responsible for any damage to the tag by a third party. Efforts will be made to replace damaged tags, but repeated damage may mean that a tag is not replaced.

The Town Council do not allow any additional “mementos” to be placed on, or in the vicinity of, memorial trees. This includes, but is not limited to, vases, statues, flowers, wreaths, balloons and ornaments. The Town Council is aware that such items may already be in place around existing memorial trees and is working towards the sensitive removal of these. However, these items will not be allowed on or near memorial trees planted since the implementation of this policy. If such items are placed, they will be removed by Town Council staff without notice to the applicant.

The Town Council do not allow the scattering or burial of cremated remains/ashes on or near memorial trees.

### **Ongoing Maintenance**

Whilst reasonable efforts will be made to ensure that the tree is established and grows, the Town Council cannot be held responsible for any tree that does not thrive, nor be responsible for replacing the tree. Applicants should understand that sometimes trees do not thrive for reasons which are beyond the reasonable control of the Town Council.

Once the memorial tree is planted on Town Council land, it becomes the property of Thornbury Town Council and will be managed in line with all other trees on its land. All trees on Thornbury Town Council land are regularly surveyed and maintenance is carried out in line with expert advice given by the surveyor. It may be necessary for memorial trees to have significant sections removed, or the tree felled, if expert advice recommends this, for example if the tree is damaged, unsafe or diseased. Thornbury Town Council also retains the right to remove trees that create unforeseen operational difficulties, although reasonable efforts will be made to avoid this.

### **Damage/Vandalism**

Thornbury Town Council will not be held responsible for any damage caused to the tree for reasons outside of its reasonable control. These reasons include, but are not limited to, vandalism, accidental damage caused by visitors to Town Council green spaces and severe

weather. If a tree needs to be removed due to such reasons, Thornbury Town Council is not responsible for replacing the tree. Reasonable care will be taken by Thornbury Town Council during routine grounds maintenance but it cannot be held responsible if the tree suffers a small amount of damage during this maintenance.

## **SECTION TWO – MEMORIAL BENCHES AND MEMORIAL PLAQUES ON BENCHES**

### **Overview of the Application Process**

Applications can be made for either a memorial bench plus plaque or for a memorial plaque to be placed on an existing bench onto which a number of plaques can be placed.

Only applications made on the appropriate official application forms will be considered. The application form should be completed, signed and submitted to the Town Council either by post, by email or by hand.

Once submitted, the application form will be considered by the Town Council, liaising as necessary with outdoor staff and relevant Town Council Committees.

If an application is agreed, an agreement letter will be sent to the applicant for signature. This letter will set out the conditions for the installation of the bench or the placement of a plaque (outlined in more detail below). Payment must be received in advance of the installation or placement.

The Town Council reserves the right to refuse an application for a bench on the grounds that it feels that it currently has sufficient numbers of benches, in which case the application will be added to a waiting list. Should “spaces” for a bench become available, applicants on the waiting list will be considered in strict date order.

### **Payment and Costs**

The purchase price of the memorial bench and/or a memorial plaque will be set out in the schedule of Town Council fees and charges which shall be updated annually. This will be confirmed in advance with the applicant by Town Council officers. The price will cover the cost of supply of the bench/plaque plus an administration/installation fee and an amount in consideration of ongoing maintenance. In the case of a plaque to be placed on an existing bench on which multiple plaques can be installed, there will also be a charge made for a contribution towards the cost of the bench.

Once the costs are confirmed, the Town Council will invoice the applicant. Details for payment will be on the invoice. Payment must be received in advance of the bench and/or plaque being ordered and installed.

### **Locations for Installation of New Memorial Benches**

The Town Council retain the right to complete control over the location of all memorial benches. This is ensure that the bench is in a location that is safe, will not create a nuisance (in Council’s opinion), will not interfere with grounds maintenance work, will not affect

underground utilities, will be in keeping with its surroundings, will be in an area where it is likely to be used and that the Town Council feels there is a need for an additional bench, will not overcrowd the area and will be easily accessible for maintenance. Its location must also align with the recommendations in the most recent environmental reports on Town Council green spaces.

The location of the bench will be discussed and agreed between the applicant and the Town Council, via the Open Spaces Committee. It is possible that there will be a very limited choice (or possibly no choice) for the applicant as to the location of the bench, as the Town Council retains complete control of this process. The Town Council will consider requests for a specific location but retains the right to refuse the request if it feels this location is not in line with the considerations set out above.

#### **Location for Placement of New Memorial Plaque on an Existing Memorial Bench**

The Town Council is happy to receive applications for a memorial plaque to be placed on existing benches that have been installed with the intention of having a number of plaques placed on them. Applicants should contact the Town Council to request up to date details of the location of these benches and what spaces are available. It is likely that there will be a bench of this kind within Thornbury Cemetery and potentially in another Town Council green space.

#### **Installation of Benches/Plaques**

There are a number of considerations that will affect how quickly a bench/plaque can be installed including, but not limited to, underground utility checks, staff workload, supplier lead times, etc. It is therefore possible that there will be a delay between the application being agreed and the actual installation. The timing of installation cannot be decided by the applicant. The applicant will be notified once the bench/plaque has been installed.

The Town Council will be completely responsible for the installation of the bench/plaque and will arrange for all relevant utility checks to be made.

#### **Type of Bench/Plaque and Inscription on Plaques**

Only benches selected and procured by the Town Council may be installed on Town Council land. The Town Council retains the right to complete control of the type of bench/plaque that it supplies. The Town Council will only supply benches that it considers are of an appropriate quality to ensure they are sufficiently robust. It will also usually only allow simple designs which are in keeping with its surroundings and other benches, and are also low maintenance. The applicant may therefore only be offered a choice of bench from a very limited range, or possibly no choice if there are supply issues affecting some options.

With regard to plaques, the Town Council will only supply plaques that are sufficiently robust and will be of simple design and in keeping with other plaques.

The inscription on the plaque will be agreed in advance by the applicant and the Town Council. The Town Council reserves the right to refuse any inscription that it feels is inappropriate. The inscription must be within the designated number of characters allowed.

### **“Mementos” and the Scattering of Ashes near Memorial Benches**

The Town Council do not allow any additional “mementos” to be placed on, or in the vicinity of, memorial benches. This includes, but is not limited to, vases, statues, flowers, wreaths, balloons and ornaments. If such items are placed, they will be removed by Town Council staff without notice to the applicant.

The Town Council do not allow the scattering or burial of cremated remains/ashes on or near memorial benches.

### **Ongoing Maintenance**

Once the memorial bench is installed, it becomes the property of the Town Council. The bench will be maintained to a reasonable standard by Town Council staff. Maintenance of the bench by any third party will not be allowed. The Town Council also retains the right to remove or reposition benches that create unforeseen operational difficulties. Applicants should also understand that memorial benches and plaques will have a limited lifespan and will most likely need to be removed at some point in the future. The Town Council retains the right to remove any bench that has reached the end of its lifespan. Should a bench need to be removed, reasonable efforts will be made to return the plaques to the original applicant.

The Town Council will inspect plaques from time to time and carry out minor maintenance tasks, such as tightening loose screws, but will not polish the plaque. Third parties are welcome to arrange or carry out the polishing of plaques for which they are responsible but the Town Council will not check with third parties carrying out such work that they are responsible for the plaque, nor is the Town Council responsible for any damage caused to any plaque by any third party.

### **Damage/Vandalism**

Thornbury Town Council will not be held responsible for any damage caused to the bench for reasons outside of its reasonable control. These reasons include, but are not limited to, vandalism and accidental damage caused by visitors to Town Council green spaces. Should such damage occur, reasonable efforts will be made by the Town Council to repair the bench, but it retains the right to remove the bench if it considers repair to be impractical. If a bench needs to be removed due to such reasons, Thornbury Town Council is not responsible for replacing it. Reasonable care will be taken by Thornbury Town Council during routine grounds maintenance, but it cannot be held responsible if the bench suffers a small amount of damage during this maintenance. The Town Council will make reasonable efforts to install the bench securely but cannot be held responsible if the bench is stolen and are not responsible for replacing it.



## **Policy for abandoned bikes**

The Town Council provides bike racks for the temporary securing of bikes on Town Council owned or managed land. They are not intended for overnight or long-term storage.

Bikes are left at the owner's risk and the Town Council accepts no liability for any theft, loss or damage howsoever incurred.

The Town Council recommends that owners secure their bikes with robust locks, but it is the owner's responsibility to ensure they take appropriate measures to secure their own property.

Town Council staff will take action to remove and dispose of abandoned bikes. Bikes will be considered abandoned if left onsite for more than a week. Staff will cut locks and chains to access the bike, for which there will be no compensation awarded.

Abandoned bikes that have been removed from the racks may be stored onsite for up to one month before being disposed of in whatever manner the Council sees fit. During this period, they may not be kept in secure storage. Cut chains and locks will be returned the owner should they collect their bike during this period, or will be disposed of with the bike if not collected.

**Approved by Thornbury Town Council – DATE**

# **Petty Cash and Pre-loaded Cash Card Policy**

Date Ratified: *To be considered 24 November 2022*

Meeting: Finance and Policy Committee

Next review date: November 2025

Supersedes: Petty Cash Policy March 2022

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## **1. Introduction**

- 1.1 Thornbury Town Council is committed to reducing the requirement to deal in cash, due to the increased risk this poses. There will still be some requirement for cash, given the nature of some of the services run by the council and the fact that some customers and suppliers may only deal in cash.
- 1.2 The first port of call for all Town Council payments is by invoice and BACS payment authorised in accordance with Town Council Financial Regulations. Where this is not possible, credit card payment, or payment with one of the pre-loaded cash cards is the next preferred option.

## **2. Pre-paid cash cards**

- 2.1 Thornbury Town Council may issue pre-paid cash cards for use by named members of staff or teams.
- 2.2 Spend on these cards must be in line with approved delegations.
- 2.3 The balance on each card will not normally be maintained at more than £300. If additional funds are required on the cards to enable operational expenditure (for example for site maintenance materials) top-ups beyond this amount will be authorised by the Town Clerk, within delegation.
- 2.4 Cards must be kept safely and securely in a lockable cabinet with limited access.
- 2.5 Authority to use the Site Team card will be at the authorisation of the Site Manager.
- 2.6 Receipts for all expenditure on the pre-paid cash cards must be returned to the Finance Assistant.
- 2.7 Bank transfers to top up pre-paid cash cards will be reported to either Full Council or the Finance and General Purpose Committee at the same time as other payments are reported.

## **3. Petty Cash Policy and Procedure**

- 3.1 The petty cash system is designed for low value items where formal orders are not reasonably possible or appropriate, where a credit card or pre-paid cash card cannot be used or when a supplier will only accept cash payments. Petty cash is the payment option of last resort.
- 3.2 The maximum expenditure per year through petty cash is £500. The funds are permitted to be topped up, if required, through cashing Unity Trust cheques at the Post Office, or by withdrawing cash via a pre-paid cash card.



3.3 Office Administration Staff administer and manage the petty cash system with a rolling balance not exceeding £100 and a total annual expenditure not exceeding £500.

3.4 All expenditure incurred through petty cash is only as permitted under approved delegations.

3.5 The petty cash balance will not normally be maintained at more than £100.

#### **4. Other controls**

4.1 When members of staff are given access to a pre-paid card or to petty cash, they must sign a copy of this policy to indicate that they have read and accept its contents (Appendix 1).

4.2 Petty cash vouchers are issued with any cash advance and must be returned completed with any claim along with the related receipt and any change.

4.3 For petty cash reimbursements, only the receipt need be provided and a voucher logging the reimbursement will be signed and attached to the receipt. The voucher must be signed by the person making the claim and countersigned by either the Clerk or Deputy Clerk.

4.4 All receipts are to be placed in the petty cash tin with the voucher attached.

4.5 VAT receipts are obtained, where relevant and possible, and will be taken into account for any VAT returns.

4.6 The petty cash tin is kept locked in the safe overnight and in a lockable cupboard in the office during the day.

4.7 Petty cash expenditure will be recorded, using the Council's chosen financial package, no less than once a month, by an administrator.

4.8 The RFO or Clerk will make checks on the balance and recorded transactions before reconciliation. Reconciliation will take place as part of the main bank reconciliation process.

## Appendix 1: Record of staff acknowledgement of the Petty Cash and Pre-loaded Cash Card Policy

I confirm that I have read and understood the Petty Cash and Pre-loaded Cash Card Policy:

NAME	SIGNATURE	DATE



**THORNBURY**  
TOWN COUNCIL

# **INFORMATION & DATA PROTECTION POLICY**

Date Ratified: *To be considered 24 November 2022*

Meeting: Finance and Policy Committee

Next review date: November 2025

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## 1. INTRODUCTION

In order to conduct its business, services and duties, Thornbury Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Thornbury Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

## 2. PROTECTING CONFIDENTIAL OR SENSITIVE INFORMATION

Thornbury Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulations (GDPR) became law on 25<sup>th</sup> May 2018 and, like the the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.

### **The policy is based on the premise that Personal Data must be:**

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

## Data Protection Terminology

**Data subject** - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

**Personal data** - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

**Sensitive personal data** - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

**Data controller** - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

**Data processor** - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

**Processing information or data** - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Thornbury Town Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

**The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:**

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

#### **Who is responsible for protecting a person's personal data?**

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: [info@thornburytowncouncil.gov.uk](mailto:info@thornburytowncouncil.gov.uk)
- Phone: 01454 412103
- The Town Clerk, Thornbury Town Council, Town Hall, High Street, Thornbury, BS35 2AR

### **3. DIVERSITY MONITORING**

Thornbury Town Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

### **4. INFORMATION PROVIDED TO US**

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Thornbury Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

## 5. THE COUNCILS RIGHT TO PROCESS INFORMATION

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

## 6. INFORMATION SECURITY

The Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate policies and technical measures (such as clear desk/screen protection principles and what is expected of staff when taking assets offsite i.e. *keep on person at all times, not leaving equipment in vehicles and ensuring restriction from shoulder surfing when on public transport*).

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

## 7. CHILDREN

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

## 8. RIGHTS OF A DATA SUBJECT

**Access to Information:** an individual has the right to request access to the information we have on them. They can do this by contacting our Town Clerk.

**Information Correction:** If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Town Clerk.

**Information Deletion:** If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town Clerk.

**Right to Object:** If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk.

The Town Council does not use automated decision making or profiling of individual personal data.

**Complaints:** If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk or the Information Commissioners Office

[casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Staff handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request (see Appendix A – Subject Access Request form).

## 9. MAKING INFORMATION AVAILABLE

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.



In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in September each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

## **10. DISCLOSURE INFORMATION**

The Council will as necessary undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

## **11. DATA TRANSPARENCY**

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

"Public data" means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council's decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

- **Demand led:** new technologies and publication of data should support transparency and accountability
- **Open:** the provision of public data will be integral to the Council's engagement with residents so that it drives accountability to them.
- **Timely:** data will be published as soon as possible following production.

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## APPENDIX A: THORNBURY TOWN COUNCIL SUBJECT ACCESS REQUEST FORM

Process to Action		
Ful name of requester		
(Method of communication) Email Address Phone number Postal Address		
Date Subject Access Request made		
Is the request made under the Data Protection Legislation	Yes	No
Date Subject Access Request action to be completed by (One month after receipt time limit)		
Extension to the date of reply requested (An extension of another two months is permissible provided it is communicated to the subject within the one month period)	Yes	No
Extension date advised to the Subject Requester and method of contact		
Identification must be proven from the below list: Current UK/EEA Passport UK Photo card Driving Licence (Full or Provisional) EEA National Identity Card Full UK Paper Driving Licence State Benefits Entitlement Document State Pension Entitlement Document HMRC Tax Credit Document Local Authority Benefit Document State/Local Authority Educational Grant Document HMRC Tax Notification Document Disabled Driver's Pass Financial Statement issued by bank, building society or credit card company Utility bill for supply of gas, electric, water or telephone landline A recent Mortgage Statement A recent council Tax Bill/Demand or Statement Tenancy Agreement Building Society Passbook which shows a transaction in the last 3 months and their address		
Verification sought that the Subject Access request is substantiated	Yes	No
Verification received	Yes	No
Verification if the Council cannot provide the information requested	Yes	No
Is the request excessive or unfounded?	Yes	No
Request to be actioned	Yes	No
Fee to be charged (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	Yes	No
If the request is to be refused, action to be taken and by whom.		
Changes requested to data/ or removal		

Complaint Process (Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint)	
Completion date of request	
Date complaint received by requested and details of the complaint	
Date complaint completed and outcome	

#### Categories of Data to Check

Data	Filing Cabinet	Laptop	Checked	Corrected/Deleted	Actioned by
HR					
Democracy					
Statutory Function					
Business					
Legal requirement					
General Data					
Consultation Data					



**THORNBURY**  
TOWN COUNCIL

# GENERAL PRIVACY NOTICE

Date Ratified: *To be considered 24 November 2022*

Meeting: Finance and Policy Committee

Next review date: November 2025

## **Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a list a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

## **Who are we?**

This Privacy Notice is provided to you by Thornbury Town Council which is the data controller for your data.

## **Other data controllers the council works with:**

- South Gloucestershire Council
- Community groups
- Charities
- Other not for profit entities
- Contractors and suppliers

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

## **The council will process some or all of the following personal data where necessary to perform its tasks:**

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details

of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

#### **How we use sensitive personal data**

- We may process sensitive personal data including, as appropriate:
  - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

#### **Do we need your consent to process your sensitive personal data?**

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

#### **The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

#### **We use your personal data for some or all of the following purposes:**

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;

- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

### **What is the legal basis for processing your personal data?**

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### **Sharing your personal data**

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";



- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

### **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **Your rights and your personal data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

#### **1) *The right to access personal data we hold on you***

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

#### **2) *The right to correct and update the personal data we hold on you***

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

#### **3) *The right to have your personal data erased***

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

#### **4) *The right to object to processing of your personal data or to restrict it to certain purposes only***

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

**5) The right to data portability**

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

**6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

**7) The right to lodge a complaint with the Information Commissioner's Office.**

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

**Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on this web page: <https://www.thornburytowncouncil.gov.uk/policies-and-procedures/>.

**Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

By post: The Data Controller, Thornbury Town Council, Town Hall, High Street, Thornbury, BS35 2AR.

Email: [info@thornburytowncouncil.gov.uk](mailto:info@thornburytowncouncil.gov.uk)



# **PRIVACY NOTICE**

## **For staff\*, councillors and Role Holders\*\***

Date Ratified: *To be considered 24 November 2022*

Meeting: Finance and Policy Committee

Next review date: November 2025

*\*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis*

*\*\*Includes, volunteers, contractors, agents, and other role holders within the council including former staff\*and former councillors. This also includes applicants or candidates for any of these roles.*

## **Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a list a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

## **Who are we?**

This Privacy Notice is provided to you by Thornbury Town Council which is the data controller for your data.

### **The council works together with:**

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

### **The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

### **What data do we process?**

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work

- history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

**We use your personal data for some or all of the following purposes:**

*Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.*

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.

- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

#### **How we use sensitive personal data**

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
  - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
  - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

### **Do we need your consent to process your sensitive personal data?**

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

### **Information about criminal convictions**

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

### **What is the legal basis for processing your personal data?**

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

### **Sharing your personal data**

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

## **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

## **Your responsibilities**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

## **Your rights in connection with personal data**

You have the following rights with respect to your personal data:

*When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.*

### **1. The right to access personal data we hold on you**

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data may be subject to an administrative fee.

### **2. The right to correct and update the personal data we hold on you**

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

### **3. The right to have your personal data erased**

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

### **4. The right to object to processing of your personal data or to restrict it to certain purposes only**

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

### **5. The right to data portability**

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.



**6. *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

**7. *The right to lodge a complaint with the Information Commissioner's Office.***

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

**Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

**Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on this web page: <https://www.thornburytowncouncil.gov.uk/policies-and-procedures/>

**Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

By post: The Data Controller, Thornbury Town Council, Town Hall, Thornbury, BS35 2AR  
Email: [info@thornburytowncouncil.gov.uk](mailto:info@thornburytowncouncil.gov.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

# Privacy policy

## A message from your Councillors



Small grants application window open

Home > Privacy policy

# Draft Website Privacy Policy & use of Cookies

**Thornbury Town Council**

## **Draft Website Privacy Policy & Use of Cookies**

This privacy policy explains how we (Thornbury Town Council) process any personal information we collect about you when you use this website ([www.thornburytowncouncil.gov.uk](http://www.thornburytowncouncil.gov.uk)).

Under GDPR, we have a legal duty to protect any personal information we collect about you. We use industry-standard Secure Socket Layer (SSL) encryption technology to safeguard transmission of data to and from this website. Any personal information we collect about you will be stored securely and treated with respect.

**Topics:**

[What information do we collect about you?](#)

[Your interaction with this website](#)

[Access to your information and correction](#)

[Cookies](#)

[Links to other websites](#)

[Changes to our privacy policy](#)

[How to contact us](#)

## **What information do we collect about you?**

When you browse this website certain information about your visit is automatically logged. This may include information about the type of browser you are using, the server name and/or IP address through which you access the internet, the date and time you accessed this website, the pages you accessed, and the internet address of the website (if any) that referred you to this website. This information is stored in the form of server logs. Unless we are investigating suspicious or potential criminal activity, we do not make any attempt to identify you from the information collected via server logs.

We collect personal information whenever you complete and submit a form via this website. This type of information can only be collected if you voluntarily provide it. Therefore, please do not submit such personal information to us if you do not wish for us to collect it.

## **Your interaction with this website**

Your personal information can be submitted via the following forms on this website:

### **Contact Form**

The contact form is provided as a quick and convenient method for you to contact the Town Council. The information that you submit via the contact form will not be retained on any database and will only be used by the Town Council to answer any questions you may have asked.

### **Public Consultation Form**

From time to time, the Town Council conducts public consultations on any new projects it undertakes. As and when these consultations arise, residents may be able to submit their views via a consultation form. When completing the consultation form, the Name and Email Address fields may be optional, to allow respondents to remain anonymous if they wish. The information that you submit via the consultation form will not be retained on any database and will not be used in the future for any purposes other than those of the consultation itself.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact us. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used across the Internet to make websites work, or work more efficiently, as well as to provide information to the owners of the website.

You can set your browser not to accept cookies and you can remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

CATEGORY	COOKIE NAME	PURPOSE
Necessary Cookies	PHPSESSID	Necessary cookies enable core functionality. The website cannot function properly without these cookies, and can only be disabled by changing your browser preferences.
Necessary Cookies	cookiesAccepted	Necessary cookies enable core functionality. The website cannot function properly without these cookies, and can only be disabled by changing your browser preferences.
Necessary Cookies	close_site_notice	Necessary cookies enable core functionality. The website cannot function properly without these cookies, and can only be disabled by changing your browser preferences.
Necessary Cookies	cookiesAcceptedGoogle	Necessary cookies enable core functionality. The website cannot function properly without these cookies, and can only be disabled by changing your browser preferences.

Necessary Cookies	__cfduid	Necessary cookies enable core functionality. The website cannot function properly without these cookies, and can only be disabled by changing your browser preferences.
Google	'NID','1P_JAR','GCIC','CONSENT','ANID','__Secure-3PAPISID','__Secure-3PSID','__Secure-3PSIDCC'	Used by Google to provide Maps and anti-spam Captcha services on contact forms

## Links to other websites

Our website may contain links to other websites. This privacy policy only applies to this website, so when you link to other websites you should read their own privacy policies.

## Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This draft privacy policy was last reviewed on 20 October 2022

## How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

Town Hall, High Street, Thornbury, Bristol, BS35 2AR

01454 412 103    [info@thornburytowncouncil.gov.uk](mailto:info@thornburytowncouncil.gov.uk)

**Updated (Draft) by Thornbury Town Council – 20 October 2022**



## **BUDGET MONITORING REPORT Q2 (M7) 2022/23 for Finance and General Purpose Committee 24 November 2022**

### **Introduction**

This report accompanies the M7 2022/23 Income and Expenditure (I&E) report. Due to the timing of the Finance & General Purpose Committee Meeting, M7 actual figures have been used to give the most up-to-date picture; any reference to Q2 in the table below should be taken to mean M7.

Many budget lines in the I&E report are subject to seasonal profiles (e.g. utilities) or involve a once a year invoice/income receipt which may be at any point in the year (e.g. insurance, subscriptions).

The report provide includes a forecast outturn projection for the full year. 2022/23 forecast is based on known/likely spend by year end. This should be taken with caution as this point in the year, but does indicate a potential surplus at year end of £414,976 (£165,882 of additional income and £249,094 of underspend).

This is offset with

- underspend against CIL EMR (not to be drawn down) of £115,944 (Neighbourhood Plan EMR not required, skate park, Eastland Avenue Play Area refurbishment will now likely incur cost in 2023/24, cemetery meadow project no longer viable) and;
- income not included in budget which will transfer to EMR of £153,561 (Solar Farm Community Benefit income and CIL).

The potential transfer to general reserves at year end is £145,471, versus budget surplus of £0. £76,000 of this relates to property maintenance which is unlikely to be incurred by year-end, due to timescales in relation to procurement of a contractor. This funding can be earmarked at year end for the same purpose. Almost £20,000 of this relates to New Machinery budget which will not be required (130/4487). The surplus would be reduced if additional projects are pursued in-year.

The table below highlights and explains significant/notable variances, outside of the above expected variances outlined above:

REPORTING PERIOD	COST CENTRE	NOMINAL	DESCRIPTION	Period ACTUAL	ANNUAL BUDGET	% SPEND AT Period	COMMENTARY
Q1	110	4000	Staff Salary	£33,741	£283,000	11.9%	Under budget due to recruitment issues. Some offset with agency spend under 100/4060 below and grave digging expenditure of £720 under 110/4086. Total staffing cost (salary, PAYE, NI, pension and agency spend) is at £56,094 at the end of Q1, against Q1 budget of £105,875. Additional site team member has now been recruited. Additional expenditure on grave digging likely.
Q2	110	4000	Staff Salary	£113,765	£283,000	40%	<b>Further commentary in addition to Q1:</b> Former cleaner has left employment. Short term agency cover with a view to ongoing contact with external contractor. Full Council to be asked to consider budget virement from salary to new 'Cleaning Contractor' code.
Q1	110	4060	Staff other expenses	£3,071	£8,500	36.1%	Over budget due to expenditure on agency staff to cover staff vacancies. Offset against Staff Salary underspend above.
Q1	110	4085	Professional Fees	£8,847	£10,000	88.5%	Ellis Whittam 22/23 full year cost incurred in M1 (£3,993). Agency introduction fee for new recruit (£2,311.53). Desktop valuations for council properties for insurance purposes (£600).
Q2	110	4085	Professional Fees	£10,533	£10,000	106%	<b>Further commentary in addition to Q1:</b> Additional approved cost pressure of Lemon Gazelle strategy fees. Forecast out turn is circa £15,000 (150% of budget); this also allows for the ecology surveys and an allowance for potential logo design work.
Q1	110	4080	Audit Fees	-£1,600	£3,600	-44.4%	Historically external audit fees have been paid in the year to which the audit relates, not the year in which the audit work is carried out. The current RFO would expect the fees to be accounted for in the year that the work takes place/expenditure is incurred, so the following year. 2021/22 accounts accrued for the cost of the PKF audit relating to 2021/22 which will be carried out/invoiced in 2022/23. RFO likely to amend practice in future, in which case this will result in a projected £1,600 underspend.
Q1	110	4090	Subscriptions & Memberships	£1,897	£2,500	75.9%	Expenditure frontloaded – ALCA annual subscription paid in M1.

REPORTING PERIOD	COST CENTRE	NOMINAL	DESCRIPTION	Period ACTUAL	ANNUAL BUDGET	% SPEND AT Period	COMMENTARY
Q1	110	4160	Trade Refuse	£1,013	£2,500	40.5%	Appears that sanitary refuse collection may have been omitted from the budget. However, when Trade Refuse nominal 4160 is taken across the board with cost centres 110 and 130 (Open Spaces) the total is almost exactly on budget for Q1 (£2,212 expenditure compared to quarter budget of £2175).
Q2	110 & 130	4160	Trade Refuse	£3,225/£3,165	£2,500/£6,200	73%	<b>Further commentary in addition to Q1:</b> Forecast over budget at year end (circa £10,300/118% of budget). Some additional costs due to clearing out/removal of additional items.
Q1	110	4165	IT	£1,931	£6,050	31.9%	Slightly over profiled budget at Q1 due to purchase of laptop due to new staff member.
Q2	110	4165	IT	£6,111	£6,050	101%	<b>Further commentary in addition to Q1:</b> New IT equipment for staff and one councillor. Overspend to budget line approved by Full Council.
Q1	110	4180	Gas	£115	£4,200	2.7%	Under budget due to seasonal profiling. The forecast outturn, however, is expected to be over budget due to energy price rises.
Q1	110	4190	Neighbourhood Plan	£144	£12,000	1.2%	This budget will remain unspent. This was spend budgeted to be transferred from CIL EMR. To be reallocated in CIL programme.
Q2	110	4105	Postage	£790	£1000	79%	Increased Royal Mail costs. Also cost of courier to retrieve documents to the county archives. Likely to be additional courier costs to take documents to county archives. FOT is £1,500, 150% of budget.
Q2	110/130	4175	Electricity	£4,776/£2,087	£6,500/£2,100	80%	Electricity costs expected to be significantly overspent due to energy price increase.
Q1	110	4245	Rates	£11,588	£14,000	82.8%	Some rates bills paid Direct Debit, some one-off annual payment
Q1	130	4245	Rates	£4,805	£5,000	96.1%	
Q2	130	4415	Path, Hedges	£2,726	£2,000	136%	£1,938 to reduce height of hedging at MPF to bring to a manageable maintenance height. New hedging at the cemetery £787.50.
Q2	130	4420	Fuel	£3,866	£6,000	64%	Fuel costs have increased and no longer able to use cheaper red diesel. Cost at year end will depend on whether the storage tank requires filling before the end of March. If so, the FOT is £6,750 at 113% of spend. There is offset with surplus red diesel which was sold (£300 under 130 Open Spaces 1990 Other Income).



REPORTING PERIOD	COST CENTRE	NOMINAL	DESCRIPTION	Period ACTUAL	ANNUAL BUDGET	% SPEND AT Period	COMMENTARY
Q2	130	4425	Splash Pad Operation	£5,059	£1,000	505%	Essential H&S works to deep clean the sump.
Q2	130	4445	Tree Works Inspection	£7,240	£8,200	88%	FOT at year end likely to be circa £12,000 (146% of budget). This is due to the requirement to immediately resurvey all trees due to the damage recently caused by high winds. This was not routinely due until 2023/24.
Q2	130	4460	Signs	£835	£1,800	46%	FOT set at £3,000 (167% of budget) to allow for potential additional costs if new logo option is pursued.
Q2	130	4476	Cemetery Meadow Project	£6,570	£45,000	15%	Project unable to progress following survey. Some additional budget allowed in-year to progress alternative site option. FOT £11,750 (26% of budget).
Q2	130	4487	New Machinery	£420	£20,000	2%	This will not outturn. It is unsure what the budgeted expenditure was intended for.
Q2	130	4490	St Mary's Churchyard	£768	£3,000	26%	FOT is £6,340 (211% of budget). This is for the survey of memorials, war memorial and walls.
Q2	180	4235	Elections	£8,721	£6,000	145%	Represents the cost of the two parish polls.

**Kath MacConnachie**  
**Town Clerk & RFO**  
**19 July 2022**

**M7 2022/23 Budget Monitoring / Full Year Forecast Outturn**

	ACTUAL LAST YEAR	ACTUAL YTD	CURRENT BUDGET	BUDGETED TRANSFER TO/FROM FMR 22/23	VARIANCE	% SPENT	TRANSFER TO/FROM EMR	FOT	FOT against budget	FOT TRANSFER TO/FROM FMR
<b>100 Income</b>										
1076 Precept	783,980	835,313	835,313		0	100%		835,313	100%	
1090 Interest Received	0	0	144		144			144	100%	
1110 Over 60's Tea Room	4,350	5,800	5,800		0	100%		5,800	100%	
1115 Solar Panels	0	722	800		800			800	100%	
1116 Solar Farm Community Benefit	0	15,148	0		15,148		15,148	15,148		15,148
1130 Casual Hire	130	239	80		-159	298%		239	299%	
1150 CIL Income	125,408	138,413	0	0	-138,413	0%	138,413	138,413		138,413
<b>Income :- Income</b>	<b>913,868</b>	<b>995,634</b>	<b>842,137</b>	<b>0</b>	<b>153,497</b>	<b>118%</b>	<b>153,561</b>	<b>995,857</b>	<b>118%</b>	<b>153,561</b>
<b>less Transfer to EMR</b>		<b>842,073</b>						<b>842,296</b>		
<b>110 Central Services</b>										
1990 Other Income	1,312	24	0		-24	0%	0	24		0
<b>Central Services :- Income</b>	<b>1,312</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>-24</b>	<b>0%</b>	<b>0</b>	<b>24</b>		<b>0</b>
<b>less Transfer to EMR</b>		<b>24</b>	<b>0</b>	<b>0</b>	<b>-24</b>			<b>24</b>		<b>0</b>
4000 Staff Salary	188,440	113,765	283,000		169,235	40%		228,366	81%	
4030 PAYE and NI	53,545	36,757	64,000		27,243	57%		82,695	129%	
4040 Pension	57,808	25,255	68,000		42,745	37%		64,013	94%	
4060 Staff other Expenses	8,549	8,658	8,500		-194	102%		8,658	102%	
4065 Training	6,821	830	6,000		5,170	14%		6,000	100%	
4075 Bank Charges	674	387	700		313	55%		700	100%	
4080 Audit Fees	2,260	400	3,600		3,200	11%		2,000	56%	
4085 Professional Fees	29,016	10,553	10,000		-553	106%		15,000	150%	
4090 Subscriptions & Memberships	3,168	2,681	2,500		-181	107%		2,681	107%	
4095 Insurance	4,779	5,305	5,000		-305	106%		5,305	106%	
4100 Stationery	1,430	270	1,600		1,330	17%		1,000	63%	
4105 Postage	867	790	1,000		210	79%		1,500	150%	
4110 Telephone & Broadband	2,194	1,065	2,000		935	53%		2,000	100%	
4115 Office Equipment	2,116	1,221	2,000		779	61%		2,000	100%	
4120 Website	498	498	770		272	65%		498	65%	
4125 Photocopier	459	229	1,200		971	19%		460	38%	
4130 Printing	490	427	500		73	85%		500	100%	
4140 Cleaning Materials	1,078	359	1,300		941	28%		1,300	100%	
<b>4143 Cleaning contractor</b>								<b>3,500</b>		
4145 Lift	2,155	273	1,600		1,327	17%		273	17%	
4150 Maintenance	3,897	3,892	6,000		2,108	65%		6,000	100%	
4155 Boiler	0	0	800		800	0%		400	50%	
4160 Trade Refuse	2,895	3,225	2,500		-725	129%		5,000	200%	
4165 IT	5,188	6,111	6,050		-61	101%		9,550	158%	
4170 Water	429	263	600		337	44%		600	100%	
4175 Electricity	5,324	4,776	6,500		1,724	74%		14,328	220%	
4180 Gas	3,747	400	4,200		3,800	10%		10,500	250%	
4185 Advertising & Public Notices	0	517	1,531		1,014	34%		1,531	100%	
4190 Neighbourhood Plan	400	144	12,000	12,000	11,856	1%		144	1%	
4200 Health & Safety	1,068	0	3,000		3,000	0%		0	0%	
4205 Refreshments	128	122	150		28	82%		200	133%	
4210 Youth SLA	32,083	9,250	37,000		27,750	25%		37,000	100%	
4215 Hearing Loop	0	0	300		300	0%		300	100%	
4245 Rates	12,711	12,032	14,000		1,968	86%		12,600	90%	
4250 Clock R&R	180	0	300		300	0%		300	100%	
4450 Machine Tools & Workwear	48	29	100		71	29%		100	100%	
4451 Equipment/Machinery - New	12	0	0		0	0%		0		
<b>Central Services :- Indirect Expenditure</b>	<b>434,458</b>	<b>250,486</b>	<b>558,301</b>	<b>12,000</b>	<b>307,815</b>	<b>45%</b>	<b>0</b>	<b>527,002</b>	<b>94%</b>	<b>0</b>
<b>plus Transfer from EMR</b>		<b>250,486</b>						<b>527,002</b>		
<b>130 Open Spaces</b>										
1300 Mundy Fees	7,557	4,630	5,425		795	85%		4,630	85%	
1310 Poulterbrook Fees	3,848	1,154	2,500		1,346	46%		1,154	46%	
1320 Chantry Fees	2,306	0	1,800		1,800	0%		2,410	134%	
1330 Wayleave	74	0	40		40	0%		74	185%	
1400 Cemetery Fees	34,463	22,548	34,000		11,452	66%		38,000	112%	
1410 Memorial Fees	4,610	474	3,600		3,126	13%		800	22%	
1420 Memorial Plaque Service Income	3,958	4,070	3,600		-470	113%		6,500	181%	

	ACTUAL LAST YEAR	ACTUAL YTD	CURRENT BUDGET	BUDGETED TRANSFER TO/FROM FMR 22/23	VARIANCE	% SPENT	TRANSFER TO/FROM EMR	FOT	FOT against budget	FOT TRANSFER TO/FROM FMR
1430 Grave Maintenance Service	4,930	2,093	2,200		107	95%		2,093	95%	
1510 Hanging Basket Service Income	0	1,674	4,100		2,426	41%		1,674	41%	
1750 Insurance claim	0	6,599	0		-6,599	0%		6,599		
1990 Other Income	6,300	400	0		-400	0%		400		
<b>Open Spaces :- Income</b>	<b>68,045</b>	<b>43,642</b>	<b>57,265</b>	<b>0</b>	<b>13,623</b>	<b>76%</b>	<b>0</b>	<b>64,334</b>	<b>112%</b>	<b>0</b>
<b>less Transfer to EMR</b>		<b>43,642</b>						<b>64,334</b>		
4090 Subscriptions & Memberships	3,650	488	2,000		1,512	24%		488	24%	
4095 Insurance	4,779	5,849	5,500		-349	106%		5,849	106%	
4110 Telephone & Broadband	660	325	800		475	41%		557	70%	
4140 Cleaning Materials	1,135	896	1,200		304	75%		1,200	100%	
4150 Maintenance	4,347	20,888	10,500		-10,388	199%	13,729	24,500	233%	13,729
4160 Trade Refuse	5,283	3,116	6,200		3,084	50%		5,300	85%	
4170 Water	2,547	149	2,000		1,851	8%		2,000	100%	
4175 Electricity	2,522	2,087	2,100		13	99%		5,600	267%	
4180 Gas	71	189	1,000		811	19%		1,000	100%	
4245 Rates	4,747	4,805	5,000		195	96%		4,805	96%	
4400 Septic Tank	155	310	500		190	62%		310	62%	
4401 Car Park Security	0	3,295	5,800		2,506	57%		5,800	100%	
4405 Vehicle Maintenance/Tax	3,956	611	3,700		3,089	17%		3,700	100%	
4410 Play Equipment Maintenance	3,410	1,823	7,500		5,677	24%		3,750	50%	
4412 Mower 5 year servicing	200	0	1,200		1,200	0%		1,200	100%	
4415 Path, Hedges	500	2,726	2,000		-726	136%		2,726	136%	
4420 Fuel	2,576	3,866	6,000		2,134	64%		6,750	113%	
4425 Splash Pad Operation	555	5,059	1,000		-4,059	506%		5,059	506%	
4430 Courts & Pitches	7,700	3,351	6,000		2,649	56%		6,000	100%	
4435 Portable Toilet	987	740	1,200		460	62%		1,500	125%	
4436 New Skate Park (2022)	0	0	50,000	50,000	50,000	0%		0	0%	
4440 Skatepark Maintenance	1,000	368	5,000		4,632	7%		1,000	20%	
4445 Tree Works Inspection	0	7,240	8,200		960	88%		12,000	146%	
4450 Machine Tools & Workwear	3,059	2,624	3,500		876	75%		3,500	100%	
4451 Equipment/Machinery - New	2	0	0		0	0%		0		
4455 Litter Bins & Seats	1,391	0	2,000		2,000	0%		300	15%	
4460 Signs	475	835	1,800		965	46%		3,000	167%	
4465 Play Equipment - New	0	15,039	14,000		-1,039	107%	14,563	15,039	107%	14,563
4470 Play Parks maintainence	76,294	42	50,000	40,000	49,958	0%		1,000	2%	
4476 Cemetery Meadow Project	2,700	6,750	45,000	45,000	38,250	15%		11,750	26%	
4477 CCTV	0	0	1,000		1,000	0%		0	0%	
4480 PWLB 481947 - playing fields t	1,810	905	1,810		905	50%		1,810	100%	
4481 PWLB 503515 - splash pad	4,622	2,311	4,622		2,311	50%		4,622	100%	
4482 PWLB 504320 - football pitches	5,643	2,821	5,643		2,822	50%		5,643	100%	
4483 PWLB 509410 - mower,back hoe,	7,614	3,807	7,615		3,808	50%		7,615	100%	
4485 Contract Hire - New Vehicle	3,514	3,514	3,620		106	97%		3,620	100%	
4487 New Machinery	6,141	420	20,000		19,580	2%		500	3%	
4490 St Mary's Churchyard	363	768	3,000		2,232	26%		6,340	211%	
4495 Bedding Churches	1,036	735	1,230		495	60%		1,230	100%	
4496 Cemetery Gate	2,564	0	0		0	0%		0		
4500 Memorial Plaque Service	1,217	1,111	2,000		890	56%		2,000	100%	
4501 War memorial repairs	0	0	1,000		1,000	0%		0	0%	
4540 Green Projects	0	0	4,500		4,500	0%		4,500	100%	
4550 Tree Planting	0	0	1,115		1,115	0%		1,115	100%	
4555 Hanging Basket Service	0	1,824	4,250		2,426	43%		1,824	43%	
4560 Town Hall Planting	0	1,684	2,000		316	84%		2,000	100%	
4570 Christmas Card	0	37	84		47	44%		37	44%	
4580 Grass Cutting SGC	0	6,263	13,543		7,280	46%		13,543	100%	
4581 Dog Waste Bin Collection SGC	0	2,827	5,654		2,827	50%		5,654	100%	
4585 Floral Displays SGC	0	1,228	2,456		1,228	50%		2,456	100%	
4586 Water Fountain for MPF	0	0	1,005		1,005	0%		1,005	100%	
4595 Street Furniture	0	0	1,000		1,000	0%		0	0%	
<b>Open Spaces :- Indirect Expenditure</b>	<b>169,224</b>	<b>123,725</b>	<b>337,847</b>	<b>135,000</b>	<b>214,122</b>	<b>37%</b>	<b>28,292</b>	<b>201,197</b>	<b>60%</b>	<b>28,292</b>
<b>plus Transfer from EMR</b>		<b>95,433</b>						<b>172,905</b>		
150 Do Not Use (now open spaces)										
1500 Tourist Information Sales	24	0	0		0	0%				

	ACTUAL LAST YEAR	ACTUAL YTD	CURRENT BUDGET	BUDGETED TRANSFER TO/FROM FMR 22/23	VARIANCE	% SPENT	TRANSFER TO/FROM EMR	FOT	FOT against budget	FOT TRANSFER TO/FROM FMR
1510 Hanging Basket Service Income	6,319	0	0		0	0%				
1990 Other Income	609	0	0		0	0%				
<b>Do Not Use (now open spaces) :- Income</b>	6,952	0	0		0		0			
4150 Maintenance	880	0	0		0	0%				
4420 Fuel	973	0	0		0	0%				
4445 Tree Works Inspection	5,000	0	0		0	0%				
4455 Litter Bins & Seats	1,145	0	0		0	0%				
4460 Signs	25	0	0		0	0%				
4540 Green Projects	3,268	0	0		0	0%				
4550 Tree Planting	1,171	0	0		0	0%				
4555 Hanging Basket Service	6,979	0	0		0	0%				
4560 Town Hall Planting	2,422	0	0		0	0%				
4580 Grass Cutting SGC	10,636	0	0		0	0%				
4581 Dog Waste Bin Collection SGC	5,260	0	0		0	0%				
4585 Floral Displays SGC	1,960	0	0		0	0%				
4595 Street Furniture	1,000	0	0		0	0%				
<b>Do Not Use (now open spaces) :- Indirect Expenditure</b>	40,720	0	0		0		0			
<b>Net Income over Expenditure</b>	(33,768)	0	0		0					

#### 160 Land & Property

1600 Rent - Flat 67 High Street	7,800	4,550	7,800		3,250	58%		7,800	100%	
1610 Rent - Offices 67 High Street	15,156	15,156	15,156		0	100%		15,156	100%	
1630 Rent - V Link Town Hall	4,175	4,175	4,175		0	100%		4,175	100%	
1640 Rent - Police	8,500	6,375	10,000		3,625	64%		10,000	100%	
<b>Land &amp; Property :- Income</b>	<b>35,631</b>	<b>30,256</b>	<b>37,131</b>	<b>0</b>	<b>6,875</b>	<b>82%</b>	<b>0</b>	<b>37,131</b>	<b>100%</b>	<b>0</b>
<b>less Transfer to EMR</b>		<b>30,256</b>						<b>37,131</b>		
4095 Insurance	303	429	400		-29	107%		429	107%	
4170 Water	684	375	750		375	50%		750	100%	
4182 R & R 67 High St	0	0	800		800	0%		0	0%	
4183 Garage Door - Pavillion	4,916	0	0		0	0%		0		
4200 Health & Safety	21,725	6,465	18,000		11,535	36%		10,000	56%	
4600 Landlord Responsibilities	8,540	4,196	8,000		3,804	52%		4,196	52%	
4601 Property Maintenance	136,989	23,640	100,000		76,360	24%	2,764	23,640	24%	2,764
4602 Chantry Rd Pav Feasibility Sur	0	0	20,000	20,000	20,000	0%		0	0%	
<b>Land &amp; Property :- Indirect Expenditure</b>	<b>173,157</b>	<b>35,104</b>	<b>147,950</b>	<b>20,000</b>	<b>112,846</b>	<b>24%</b>	<b>2,764</b>	<b>39,015</b>	<b>26%</b>	<b>2,764</b>
<b>plus Transfer from EMR</b>		<b>32,340</b>						<b>36,251</b>		

#### 170 Armstrong Hall

4181 Museum Bills	323	0	0		0	0%				
<b>Armstrong Hall :- Indirect Expenditure</b>	323	0	0		0		0			
<b>Net Expenditure</b>	-323	0	0		0					

#### 180 Grants & Contingencies

4070 Chairman's / Mayors Allowance	5	795	1,000		206	80%		1,000	100%	
4220 Grants & Donations Paid	27,463	41,051	31,695		-9,356	130%	20,000	51,695	163%	20,000
4225 Section 137 Expenditure	17,620	13,240	13,240		0	100%		13,240	100%	
4229 Grant - Community Toilet Schem	3,200	1,600	4,500		2,900	36%		4,500	100%	
4231 Youth Awards	228	13	500		487	3%		500	100%	
4235 Elections	0	8,721	6,000		-2,721	145%		8,721	145%	
4240 Civic Function	617	470	2,500		2,030	19%		2,500	100%	
<b>Grants &amp; Contingencies :- Indirect Expenditure</b>	<b>49,134</b>	<b>65,889</b>	<b>59,435</b>	<b>0</b>	<b>-6,454</b>	<b>111%</b>	<b>20,000</b>	<b>82,156</b>	<b>138%</b>	<b>20,000</b>
<b>6000 plus Transfer from EMR</b>		<b>45,889</b>						<b>62,156</b>		

#### 200 Private memorial repairs

1400 Cemetery Fees	0	5,069	0	0	-5,069	0%		5,069		
<b>Private memorial repairs :- Income</b>	<b>0</b>	<b>5,069</b>	<b>0</b>	<b>0</b>	<b>-5,069</b>		<b>0</b>	<b>5,069</b>		
<b>4497 Private memorial repair costs</b>	<b>0</b>	<b>2,966</b>	<b>0</b>	<b>0</b>	<b>-2,966</b>	<b>0%</b>		<b>5,069</b>		
<b>Private memorial repairs :- Indirect Expenditure</b>	<b>0</b>	<b>2,966</b>	<b>0</b>	<b>0</b>	<b>-2,966</b>		<b>0</b>	<b>5,069</b>		

	ACTUAL LAST YEAR	ACTUAL YTD	CURRENT BUDGET	BUDGETED TRANSFER TO/FROM FMR 22/23	VARIANCE	% SPENT	TRANSFER TO/FROM EMR	FOT	FOT against budget	FOT TRANSFER TO/FROM FMR
Grand Totals:- Income	1,026,807	1,074,624	936,533		-138,091	115%		1,102,415		
Expenditure	867,017	478,170	1,103,533		625,219	43%		854,439		
Net Income over Expenditure	1,597,941	596,454	-167,000		-763,454			247,976		
plus Transfer from EMR	-16,547	51,056	167,000					51,056		
less Transfer to EMR	134,038	138,413						153,561		
Movement to/(from) Gen Reserve	9,205	509,097	0					145,471		

**Thornbury Town Council**  
**CIL programme 18.07.22 amended**

RECEIPT			ALLOCATION			EXPENDITURE			BALANCE	
CIL SOURCE YEAR	CIL SOURCE YEAR	CIL INCOME RECEIVED	SPENDING DEADLINE	ALLOCATION	AMOUNT OF CIL EXPENDITURE PROPOSED	PLANNED SPEND YEAR	SPEND DATE	CIL Expenditure Actual	CIL Unallocated	CIL remaining in reserves
2016/17		491.88	Mar-22	New play equipment (Mundy Playing Fields)	492			491.88		
<b>TOTAL 2016/17</b>		<b>491.88</b>			<b>492</b>			<b>491.88</b>	<b>0.00</b>	<b>0.00</b>
2017/18	Land at Post Farm	33,730.68	Mar-23	Poulterbrook	4,500			2,250.00		
				Osprey Park Play area	12,500			12,499.75		
				Seedcorn funds for Armstrong Hall	16,731		2019/20	18,980.93		
<b>TOTAL 2017/18</b>		<b>33730.68</b>			<b>33,731</b>			<b>33,730.68</b>	<b>0.00</b>	<b>0.00</b>
2018/19 (EMR 320)	Land at Post Farm	50,596.20	Mar-24	Seedcorn funds for Armstrong Hall	18,410	2019/20	2019/20	18,409.82		
	Land at Post Farm	33,730.68	Mar-24	Neighbourhood Plan	1,494	2020/21	2020/21	1,494.36		
	Land at Morton Way	19,020.56	Mar-24	Cemetery Survey	4,450	2020/21	2020/21	4,450.00		
	Land at Morton Way	19,020.56	Mar-24	Chantry play area	36,000	2021/22	2021/22	36,000.00		
		619.45		Neighbourhood Plan	400	2021/22	2021/22	400.00		
				Cemetery Survey	27,000	2021/22	2022/23	2,700.00		
				Cemetery path works	12,233	2022/23	2022/23	4,298.00		
				MPF carpark disabled bays & path	23,000		2022/23	9,255.64		
<b>TOTAL 2018/19</b>		<b>122987.45</b>			<b>122,987</b>			<b>77,007.82</b>	<b>0.00</b>	<b>45,979.63</b>
2019/20	Land at Post Farm	20,926.28	Mar-25	MPF carpark disabled bays & path	2,642	2022/23				
	Land at Morton Way	6,843.04	Mar-25	Eastland play area	70,000	2023/24				
	Land at Post Farm	3,251.98	Mar-25	Temporary Summer sandpit	8,000	2023/24				
	The Slad	15,845.90	Mar-25	Streamleaze play area	27,343	2023/24				
	Phase 3 Morton Way	57,061.70	Mar-25							
	Lodge Farm Cutts Heath Road	4,056.30	Mar-25							
<b>TOTAL 2019/20</b>		<b>107985.2</b>			<b>107,985</b>			<b>0.00</b>	<b>0.00</b>	<b>107,985.20</b>
2020/21	Land West of Glos Road	43,698.46	Mar-26	Streamleaze play area	15,518	2023/24				
	Knapp Road	2,338.58	Mar-26	Skatepark	109,890	2023/24				
	Park view, Butt Lane	1,337.21	Mar-26							
	Park view, Butt Lane	891.47	Mar-26							
	Land at Post Farm	15,694.72	Mar-26							
	Land West of Glos Road	43,698.46	Mar-26							
	Park view, Butt Lane	891.47	Mar-26							
	Land at Post Farm	15,694.72	Mar-26							
	Land at Manor Farm	543.57	Mar-26							
	High Street	169.58	Mar-26							
		450.00	Mar-26							
<b>TOTAL 2020/21</b>		<b>125408.24</b>			<b>125,408</b>			<b>0.00</b>	<b>0.00</b>	<b>125,408.24</b>
2021/22		138,412.00	Mar-27	Skatepark	90,110	2023/24				
				Water fountain MPF	1,000	2023/24				
				Mundys play area (1)	47,302	2024/25				
<b>TOTAL 2021/22</b>		<b>138,412.00</b>			<b>138,412</b>			<b>0.00</b>	<b>0.00</b>	<b>138,412.00</b>
2022/23				Mundys play area (1)	22,698	2024/25				
				Osprey Play Area	30,000	2027/28				
				Mundys play area (2)	50,000	2025/26				
				Chantry Play Area	30,000	2026/27				
<b>TOTAL 2022/23</b>		<b>0.00</b>			<b>132,698</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2023/24										
<b>TOTAL 2023/24</b>		<b>0.00</b>								
2024/25			Mar-30							
<b>TOTAL 2024/25</b>		<b>0.00</b>								
2025/26			Mar-31							
<b>TOTAL 2025/26</b>		<b>0.00</b>								
2026/27			Mar-32							
<b>TOTAL 2026/27</b>		<b>0.00</b>								
2027/28			Mar-33							
<b>TOTAL 2027/28</b>		<b>0.00</b>								
<b>GRAND TOTAL</b>		<b>529,015.45</b>			<b>265,195</b>			<b>111,230.38</b>	<b>0.00</b>	<b>417,785.07</b>