



THORNBURY TOWN COUNCIL

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Town Clerk: Kath MacConnachie, CILCA



Town Hall
35 High Street
Thornbury
Bristol BS35 2AR

8 December 2022

To all Councillors

Please take notice that a **meeting of the Full Council** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on **Tuesday 13 December at 7.30pm**.

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

Kath MacConnachie, Town Clerk

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

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

AGENDA

- 1 To note any apologies for absence
- 2 To receive declarations of interest from members
- 3 To approve the minutes of the Full Council held on 4 October 2022
- 4 To receive any representations from the public
- 5 To receive any correspondence
- 6 To receive a proposal from Cllr Ball to fully fund the Citizens Advice Bureau (CAB) service in Thornbury, with corresponding expenditure to be included in the draft 2023/24 budget
 - Representatives of South Gloucestershire CAB have been invited to attend the meeting
- 7 **AGAR 2021/22**
 - To receive the external auditor report for 2021/22
 - To note that the full AGAR documentation, including the external auditor report, was displayed on the Town Council noticeboard on 30 September 2022
- 8 To consider proposal from Cllr Rawlinson to withdraw the Town Council representative observer from the Park Farm Community Interest Company due to a change of situation

9 Town Hall cleaning arrangements

- To consider outsourcing cleaning of the Town Hall to a contractor, with a budget virement from the salary budget to create a 'cleaning contractor' budget (recommendation of the Personnel Committee)
- To consider delegating contract award to the Town Clerk (following Standing Orders and Financial Regulations procurement requirements).

10 To resolve to tender for the Eastland Avenue Play area refurbishment, with funding to be drawn down from CIL earmarked reserves.

11 To consider recommendations from the Events Working Group to progress and budget for the following projects in 2023/24:

- **King's Coronation celebrations:** Community picnic/coronation screening on the Mundy Playing Fields. Potentially funded using the Tower Hill Solar Farm Community Benefit funding.
- A Covid-19 memorial circular tree bench, subject to establishing a suitable location.
- A temporary sandpit for the Mundy Playing Fields for the Summer of 2023.

12 Draft budget 2022/23

- To discuss any outstanding issues/queries in relation to the latest draft budget (*Final budget approval at January Full Council meeting*)

13 Code of conduct

- To receive a recommendation from the Staffing Committee to adopt the Local Government Association Code of Conduct, potentially subject to the South Gloucestershire Council additions to the model
- To receive a recommendation from the Staffing Committee to develop supplementary guidance to the Code of Conduct, giving further examples of acceptable/unacceptable behaviours.

14 To pass a resolution to exclude members of the public and press for agenda items 15 to 17 due to the **COMMERCIALLY CONFIDENTIAL and **SENSITIVE** nature of the business to be transacted**

15 To review and comment on the draft designs for the High Street layout provided by South Gloucestershire Council

16 To review quotes for cemetery processes and procedures audit and award contract

17 Mundy Playing Fields licensing/leasing arrangements

- To receive an update from the Town Clerk on potential changes to licensing/leasing arrangements on the Mundy Playing Fields.
- To consider whether to recommend changes to the MPF Trust, and request for permission to negotiate this as an extension to the current management agreement

18 Date of next meeting: 7.30pm on 10 January 2023