



9 March 2023

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 14 March 2023 at 7.30pm**.

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

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

Kath MacConnachie, Town Clerk

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

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

## **AGENDA**

- 1 To note any apologies for absence**
- 2 To hold a minute's silence in memory of Councillor Pam Shipp**
- 3 To receive declarations of interest from members**
- 4 To approve the minutes of the Full Council meeting held on 10 January 2023**
- 5 To receive any representations from the public**
- 6 To receive a request from Thornbury Town Football Club to build an extension on the Pavilion at the Mundy Playing Fields**
- 7 To pass a resolution to exclude members of the public and press for agenda item 8 due to the COMMERCIALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted**
- 8 To consider proposal of Thornbury Football Club to build an extension on the Pavilion of the Mundy Playing Fields (consideration of commercially sensitive information and legal advice)**
  - 8.1 To consider the requirement for legal services and funding of this
  - 8.2 To consider granting permission for the project<sup>1</sup>
- 9 To approve the Accounts for Payment**

<sup>1</sup>In December 2021 the Mundy Playing Fields Trust confirmed to the Town Council that it was agreed that in principle the Trust had no objection to the proposals to extend the Pavilion on the Mundy Fields provided that the Town Council ensured that the implementation and use of the facility was carried out in accordance with the Trust documents and the Management Agreement

- 10 To note that the minutes/draft minutes of the following Committees**
  - 10.1 Open Spaces Committee 17 January 2023
  - 10.2 Open Committee 20 February 2023
  - 10.3 Finance and General Purpose Committee 14 February 2023
- 11 To approve the bank mandate/application for the CCLA deposit fund**
- 12 To receive the mid-year assurance 2022/23 internal audit report**
- 13 To review the Risk Register**
- 14 To consider the establishment of a Climate and Nature Committee and approve Terms of Reference**
- 15 To consider the Thornbury Town Council strategy for 2023 to 2028**
- 16 To consider the opportunity for/desirability of early engagement with the developers Barwood concerning development of the land West of Park Farm, with a view to discussing and potentially influencing:**
  - 16.1 Opportunities to influence/partner on S106 facilities
  - 16.2 Cycling and walking routes
  - 16.3 Potential for the Town Council to take on shared recreational land, rather than this pass to a private management company
- 17 Potential Pay-to-Play system on Mundy Playing Fields public tennis courts numbers 7 and 8**
  - 17.1 To consider the proposal for Thornbury Town Council to run a Pay-to-Play system
  - 17.2 To decide whether to recommend the implementation of a Pay-to-Play system to the Mundy Playing Fields Trust
- 18 To consider proposed designs for a new Thornbury Town Council logo**
- 19 To review two grant awards and decide upon action:**
  - 19.1 One where project was delivered and publicly communicated prior to funding award confirmation
  - 19.2 One where revised project content is requested due to shortfall in amount awarded
- 20 Thornbury Community Toilet Scheme**
  - 20.1 To consider the proposal for the scheme operation 2023-2024
- 21 To pass a resolution to exclude members of the public and press for agenda items 22 to 26 due to the COMMERCIALY CONFIDENTIAL and SENSITIVE nature of the business to be transacted**
- 22 To consider request from tenants concerning 67 High Street lease**
- 23 To agree the Service Level Agreement for the Citizens Advice Bureau funding**
- 24 To consider proposed Service Level Agreement funding for 2023-26 for:**
  - 24.1 The Thornbury Over 60s Tea Room
  - 24.2 The Thornbury Volunteer Centre
- 25 Lease for 67a The High Street**
- 26 To consider the early cessation of the Lemon Gazelle contract and review payment due**
- 27 Date of next meeting: 7.30pm on 16 May 2023 (Annual Meeting of the Full Council)**



## THORNBURY TOWN COUNCIL

### Minutes of the Thornbury Town Council Meeting

held on Tuesday 10 January 2023 at 7:30pm  
at Council Chamber, Town Hall

**Members present:** Cllrs Chris Davies (Chair)  
Benj Emmerson  
James Murray  
Maggie Tyrrell  
Clive Parkinson  
Angela Symonds  
Helen Ball  
Shirley Holloway  
Fiona Deas  
Jayne Stansfield  
Bob Griffin  
Guy Rawlinson

**In attendance:** Wendy Sydenham (Deputy Clerk)  
1 member of Council Administration Staff (Minutes)  
Kath MacConnachie (Town Clerk – attended by Zoom)  
6 members of the public

**Absent:** Cllrs Matt Stringer  
Pam Shipp  
Paul Le Riche

**FC2223.107. To note any apologies for absence**

Apologies had been sent by Cllrs Pam Shipp and Matt Stringer.

**FC2223.108. To receive declarations of interest from members**

Cllr Parkinson declared an interest in CSET, in relation to item 9. Cllr Emmerson declared an interest in Thornbury Volunteer Centre, also in relation to item 9.

**FC2223.109. To approve the minutes of the Full Council held on 13 December 2022**

It was **RESOLVED** that the minutes of the Full Council meeting held on 13 December 2022 were an accurate record of the meeting.

**FC2223.110. To receive any representations from the public**

Two members of the public spoke on items they had previously attended a meeting about – the Aequus development on Gloucester Road and High Street issues.

**FC2223.111. To approve the accounts for payment**

ACCOUNTS PAID OUT OF MEETING (25TH NOVEMBER - 13TH DECEMBER 22)		
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - (DEC) BAKERY ANNEX (BACS)	111.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - (NOV) PAVILION FLAT (DD)	143.00
UNITY TRUST BANK	OCTOBER BANK CHARGES - WAGES ACCOUNT	26.66
THORNBURY TOWN COUNCIL	PAYROLL	40,326.99
O2 PHONE COMPANY	MOBILE PHONE USAGE CHARGE (DD)	20.98
O2 PHONE COMPANY	MOBILE PHONE CONTRACT CHARGE (DD)	16.75
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DEC) (DD)	989.50
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DEC) (DD)	50.82
OCTOPUS ENERGY	ELECTRICITY - MPF (DEC) (DD)	345.50
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DEC) (DD)	97.07
LLOYDS BANK	MONTHLY CREDIT CARD PAYMENT (DD)	1,331.86
LA SUS CLEANING SERVICE	COMMERCIAL CLEANING SERVICE - TOWN HALL	714.00
BARRIERS DIRECT	WALL MOUNTED BIKE STAND	194.33
ALCA	COUNCILLOR TRAINING COURSE	40.00
AMAZON	LARGE 4 RING BINDERS - CC355	20.27
AMAZON	FOOTBALL GOAL NETS - CC356	103.95
AMAZON	SINGLE STRAP BUCKET TOOTH - CC357	13.74
AMAZON	PLANT BASED HAND WASH X6 - CC358	16.59
AMAZON	X2 PAIRS WATERPROOF TROUSERS FOR STAFF - CC359	41.19
AMAZON	4 HOLE PUNCH - CC360	36.20
AMAZON	ECO FRIENDLY SCATTERING TUBE - CC361	28.00
AMAZON	TENNIS COURT CLEANER - CC362	79.99
SCREWFIX	DEWALT SANDER - CC363	154.98
LAMP SHOP ONLINE	FLUORESCENT LIGHT TUBES X12 - CC364	69.91
OFCOM	BUSINESS RADIO ANNUAL LICENCE - CC365	112.50
AMAZON	COMPUTER DESK - CC366	79.99
KEYSIGNS.CO.UK LTD	SIGNAGE - REF BICYCLES - CC367	26.81
AMAZON	AMAZON PRIME MONTHLY SUBSCRIPTION - CC368	8.99
SCREWFIX	SANDING DISCS - CC369	12.26
AMAZON	STATIONERY - CC370	13.49
WORCESTER BOSCH GROUP	LABOUR - GAS BOILER FAULT - 67A FLAT - CC371	322.00
SCREWFIX	SAFETY BOOTS - CC372	54.99
RELYON GUARDING	ALARM RESPONSE - 19.11.22	45.00
RELYON GUARDING	ALARM RESPONSE - 22.11.22	45.00

T H WHITE GROUP	MACHINERY WINTER SERVICE	266.41
JCW WINDOW CLEANING	TOWN HALL WINDOW CLEANING	55.00
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	100.32
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	387.16
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	130.58
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	351.54
ECOTRICITY	MONTHLY GAS SUPPLY - MPF PAVILION	60.03
STEAMERS	COMMUNITY TOILET SCHEME - QTRLY	150.00
THE MALT HOUSE	COMMUNITY TOILET SCHEME - QTRLY	150.00
THE SWAN	COMMUNITY TOILET SCHEME - QTRLY	250.00
THE GREAT GATE COMPANY LTD	50% DEPOSIT FOR REPIARS TO GATES	1,254.00
ABBEY LOOS	PORTA LOO HIRE @ CHANTRY FIELDS	264.00
PROLUDIC	REPAIRS TO PLAY EQUIPMENT FOLLOWING FIRE DAMAGE	8,038.36
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	140.19
RELYON GUARDING	MPF BARRIER LOCKING DURING NOVEMBER	486.00
DIRECT IT SERVICES	BROADBAND AND PHONE LINE - T/HALL & PAVILION	179.93
DIRECT IT SERVICES	MONTHLY IT SUPPORT	432.42
THORNBURY MOTORS	NOVEMBER FUEL EXPENDITURE	245.02
FORD FUELS	ULTRA LOW WHITE DIESEL	1,343.93
TOWER LEASING	QUARTERLY RENTAL INSTALMENT - PHOTOCOPIER	137.60
S W HYGIENE	QUARTERLY RENTAL / SERVICE - SANITARY UNITS	74.41
T H WHITE INSTALLATION LTD	ROUTINE SERVICE TO FIRE ALARM SYSTEM - PAVILION & FLAT	96.00
T H WHITE INSTALLATION LTD	ROUTINE SERVICE TO FIRE ALARM SYSTEM - 67A FLAT	72.00
T H WHITE INSTALLATION LTD	ROUTINE SERVICE TO FIRE ALARM SYSTEM - TOWN HALL	84.00
T H WHITE INSTALLATION LTD	ROUTINE SERVICE TO EMERGENCY LIGHTS SYSTEM - TOWN HALL	132.00
T H WHITE INSTALLATION LTD	FIRE EXTINGUISHER MAINTENANCE - PAVILION & FLAT	214.20
T H WHITE INSTALLATION LTD	FIRE EXTINGUISHER MAINTENANCE - CEMETERY	105.60
T H WHITE INSTALLATION LTD	FIRE EXTINGUISHER MAINTENANCE - 67A FLAT	76.80
T H WHITE INSTALLATION LTD	FIRE EXTINGUISHER MAINTENANCE - WORKSHOP	93.60
T H WHITE INSTALLATION LTD	FIRE EXTINGUISHER MAINTENANCE - TOWN HALL	339.60
JAMIE DEAN PLUMBING & HEATING LTD	67A FLAT - CALL OUT TO LEAKING BOILER	54.00
FALON NAMEPLATES LTD	BRONZE PLAQUE	110.76
TOWN COUNCIL	STAFF EXPENSES	25.00
	<b>Total Expenditure:</b>	<b>61,594.77</b>

ACCOUNTS PAID OUT OF MEETING (14TH DECEMBER 22 - 9TH JANUARY 2023)		
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - PAVILION FLAT (DD)	143.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - TOWN HALL (DEC DD)	1,148.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - CEMETERY (DEC DD)	334.00
UNITY TRUST BANK	BANK CHARGES - WAGES ACCOUNT	144.52
UNITY TRUST BANK	BANK CHARGES - CURRENT ACCOUNT	52.80
THORNBURY TOWN COUNCIL	PAYROLL	41,537.16
O2 PHONE COMPANY	MOBILE PHONE CONTRACT CHARGE (DD)	16.75
O2 PHONE COMPANY	MOBILE PHONE USAGE CHARGE (DD)	20.98
PITNEY BOWES FINANCE LTD	QUARTERLY RENTAL - FRANKING MACHINE (DD)	118.69
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DEC) (DD)	1,168.44
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DEC) (DD)	63.56
OCTOPUS ENERGY	ELECTRICITY - MPF (DEC) (DD)	485.76
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DEC) (DD)	190.20
AVON DISPLAYS	SIGNAGE	56.40
AVON DISPLAYS	SIGNAGE	88.80
IRONMAN METAL RECYCLING	COLLECT & DISPOSE OF OLD FURNITURE FROM TOWN HALL	120.00
OLDOWN TREE SURGEONS	CLEAR UP AFTER STORM DAMAGE - MPF	700.00
PWL B LENDING FACILITY	QTRLY LOAN REPAYMENT - MOWER & BACKHOE (DD)	3,807.21
AMAZON	COVID-19 LATERAL FLOW TEST KITS - CC373	111.15
AMAZON	WATERPROOF OVER TROUSERS - CC374	98.08
AMAZON	MONTHLY AMAZON PRIME SUBSCRIPTION - CC375	8.99
FIRST AID BRISTOL	FIRST AID AT WORK COURSE - CC376	468.00
FIRST AID BRISTOL	EMERGENCY FIRST AID AT WORK COURSE - CC377	192.00
AMAZON	STACKING LETTER TRAYS - CC378	14.54
AMAZON	SECURITY TAG SEAL - CC379	6.77
AMAZON	WIRELESS MOUSE AND MONITOR STAND - CC380	13.99
AMAZON	HUAWEI SMART PHONE - CC381	170.00
VITAL SKILLS.CO.UK	ONLINE TRAINING COURSES - CC382	48.00
SCREWFIX	MAINTENANCE PARTS FOR TTC PROPERTIES - CC383	194.75
AMAZON	PAT TESTING LABELS - CC384	6.99
AMAZON	KAC CALL POINT TEST KEY (FIRE) - CC385	4.40
AMAZON	NOZLE MESH FILTERS & TOP HAT FILTERS -	7.99

	CC386	
ARGOS	HP LASERJET PRINTER - PAVILION OFFICE - CC387	233.94
	<b>Total Expenditure:</b>	<b>51,775.86</b>
<b><u>THORNBURY TOWN COUNCIL</u></b>		
<b>ACCOUNTS NOW DUE FOR PAYMENT - 10TH JANUARY 2023</b>		
SOUTH GLOS COUNCIL	PROPERTY RATES FOR BAKERY ANNEX	111.00
ABBEY LOOS	PORTABLE TOILET RENTAL - CHANTRY	204.00
DANTEK ENVIRONMENTAL SERVICES	X6 LEGIONELLA RISK ASSESSMENTS	1,242.00
NKS CONTRACTS LTD	MAINTENANCE REPAIRS TO TTC PROPERTIES REF CERTIFICATE 4	376.99
EASTON BEVINS CHARTERED SURVEYORS	TTC - REFURBISHMENT WORK PHASE 2	60.92
THORNBURY MOTORS LTD	MONTHLY - PETROL	105.54
LIONEL SAUNDERS ELECTRICAL CONTRACTOR	SUPPLY AND REPLACE EXTERNAL LED FLOODLIGHT ETC	542.76
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	229.97
HORDERS THORNBURY PRESS	1000 X COMPLIMENT SLIPS	84.00
SULLIVANS GARDEN MACHINERY	ECHO BACKPAC BLOWER AND BELT	629.94
BIFFA WASTE SERVICE	WASTE DISPOSAL - TOWN HALL	168.62
BIFFA WASTE SERVICE	WASTE DISPOSAL - MPF	337.92
BIFFA WASTE SERVICE	WASTE DISPOSAL - CEMETERY	113.41
BIFFA WASTE SERVICE	WASTE DISPOSAL - BAKERY ANNEX (CREDIT OF £29.08 USED AGAINST INVOICE)	94.03
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	150.50
PREMIER GROUP RECYCLING LTD	SHREDDING CHARGES & DISPOSAL OF IT/HARD DRIVE	267.60
WOTTON TREE CONSULTANCY LTD	TREE CONDITION SURVEYS OF 11 SITES ON THORNBURY	2,280.00
ABBEY LIFTS LTD	ATTEND SITE TO PLACE LIFT FOR FIRE SERVICE	264.00
YATE SUPPLIES	BLACK COMPACTOR SACKS	355.56
GLASDON UK LTD	METAL 50 LITRE DOG WASTE BINS	897.36
MATRIX OFFICE SUPPLIES	OFFICE FURNITURE - DOUBLE DOOR CUPBOARD	226.80
ECOTRICITY	GAS SUPPLY - PAVILION MPF	78.96
ECOTRICITY	GAS SUPPLY - TOWN HALL	682.91
DIRECT IT SERVICES	IT SUPPORT INCLUDING ANNUAL SOFTWARE RENEWALS	600.35
LEMON GAZELLE	TOWN COUNCIL - MEDIUM TO NEW LONG TERM STRATEGY ETC	1200.00
LA SUS CLEANING SERVICES	TOWN HALL CLEANING - DECEMBER	800.00
ALCA	COUNCILLOR - ONLINE TRAINING COURSE	30.00
	<b>Total Expenditure:</b>	<b>12,135.14</b>

It was **RESOLVED** to approve the accounts for payment.

**FC2223.112. To approve the budget for 2023/23**

It was **RESOLVED** to approve the 2023/24 budget as presented.

**FC2223.113. To confirm the precept for 2023/24**

It was **RESOLVED** to request a precept of £898,894 for 2023/24.

**FC2223.114. To consider applications received for small grant funding and agree grant awards**

Ref	Organisation	Charity No.	Purpose	Requested	Allocation
A	Thornbury Christmas Lights Association	Not a charity	General purposes	£ 1,000.00	£ 1,000.00
B	Thornbury Volunteer Centre	1180775	Event running costs for a volunteer award evening	£ 445.00	£ 445.00
C	Thornbury In Bloom	Not a charity	Winter planting in High Street, Rock Street and The Plain	£ 1,000.00	£ 1,000.00
D	Krunch South West	1114961	10 year anniversary fun day	£ 1,000.00	£ 787.00
E	Thornbury Community Composting	Not a charity	Storage container	£ 1,000.00	£ 787.00
F	Castle School Friends	1105569	Lighting tower for school hall	£ 1,000.00	£ 787.00
G	Jigsaw Thornbury	1172953	Photographer and printing for workshop	£ 1,000.00	£ 500.00
H	Friends of Manorbrook School	1052125	Replacement of playground equipment	£ 1,000.00	£ 1,000.00
I	Thornbury & District Royal British Legion	RBL219279	Plaque for Remembrance bench	£ 316.80	£ 316.80
J	Sight Support West of England	1178384	Run monthly hub and social group	£ 500.00	£ 393.50
K	The Willow Tree Centre	1143460	70% of cost towards insurance and memberships	£ 1,000.00	£ 450.00
L	Armstrong Arts Group	Not a charity	Insurance, venue hire, subsidy and publicity	£ 1,000.00	£ 787.00
M	The Inspire Arts Trust	1111784	Family fun day	£ 1,000.00	£ 600.00
N	Thornbury Carnival C.I.C	Not a charity	Costs associated with Friday evening event	£ 1,000.00	£ 1,000.00
O	2nd Thornbury Rainbows	Not a charity	Costs of taking on new girls and providing badges	£ 646.50	£ 250.00
P	Thornbury Duke of Edinburgh Open Award Centre	1072490	Purchase of maps, pans, compasses and GPS trackers	£ 634.00	£ 500.00

It was **RESOLVED** to award small grants as per the table above, and **RESOLVED** also to only pay awards once evaluation forms had been received for previous awards where they had not been submitted.



**FC2223.115. To consider a revised grant awarding policy and procedure**

It was **RESOLVED** to delegate the review and decision on a revised grant awarding policy and procedure to the Finance & General Purpose Committee.

**FC2223.116. To approve funding for the Coronation picnic event using the Tower Hill Solar Farm Community Benefit fund**

It was **RESOLVED** to approve the use of the Tower Hill Solar Farm Community Benefit funds for the Coronation Community Picnic and the Town Clerk was delegated to proceed with all necessary arrangements for the event. It was **RESOLVED** further to delegate to the Clerk authority to spend up to £5000 from reserves towards the Coronation picnic event if required.

**FC2223.117. To consider a proposal from Cllr Rawlinson to withdraw the Town Council as a representative observer on the Park Farm Community Interest Company due to a change of circumstances in relation to the Medieval Fishponds**

It was **RESOLVED** that Cllr Stansfield would replace Cllr Rawlinson as the representative observer, but that Council would retain this position.

**FC2223.118. To receive a proposal from Cllr Griffin to reposition the boards in the council chamber.**

It was **RESOLVED** to pay AHS Building Group Ltd. to move the boards at a cost of £540 inc. VAT.

**FC2223.119. To approve an increase in the monthly BACS limit for the payroll bank account**

It was **RESOLVED** to increase the monthly BACS limit to £60,000.

**FC2223.120. To consider details of a proposed footpath diversion order (Footpath OTH 68 at Land West of Gloucester Road)**

The order was noted.

**FC2223.121. To pass a resolution to exclude members of the public and press for agenda items 16 and 17 due to the COMMERCIALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted**

It was **RESOLVED** to exclude members of the public and press for the following two items.

**FC2223.122. To receive an update on the proposals from Thornbury Lawn Tennis Club regarding the Tennis Courts on Mundy Playing Fields and review the remit of the working group**

It was **RESOLVED** to investigate option 2 of those presented in the Private and Confidential Officer Briefing, which was to investigate options for the Town Council to run a Pay and Play system on the Mundy Playing Fields public courts 7 and 8.

**FC2223.123. To consider quotes for Town Council rebranding**

It was **RESOLVED** to select Avon Displays to redesign the Town Council logo and branding for the sum of £1440.

**FC2223.124. Date of next meeting: 7:30pm on 14 March 2023**

The date was noted.

Minutes of the Meeting of the Open Spaces Committee  
held on 17 January 2023 at 7.30pm  
in the Council Chamber, Town Hall

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Councillors present: Cllr Guy Rawlinson (Chair)  
Cllr Chris Davies  
Cllr Bob Griffin  
Cllr Clive Parkinson  
Cllr Angela Symonds  
Cllr James Murray  
Cllr Jayne Stansfield

Officers present: Wendy Sydenham (Deputy Clerk)

Non-Councillors present: None

Absent: Cllr Pam Shipp  
Cllr Paul Le Riche

**OS2223.67 TO CONSIDER ANY APOLOGIES FOR ABSENCE**

Apologies were received from Mike Elcock, representative of St Mary's Churchyard.

**OS2223.68 TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

There were none.

**OS2223.69 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**

A representative of Sustainable Thornbury addressed the Committee regarding a project to create a 'biodiversity ring' in Thornbury. This would include land on the Mundy Playing Fields. The Committee thanked the representative for attending and said it would welcome further information on this as it became available and that it could be useful in the Town Council's product of a Local Nature Action Plan.

**OS2223.70 TO APPROVE THE MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD ON 15.11.22 AND TO RECEIVE AN UPDATE ON ANY OPERATIONAL ISSUES OR MATTERS ARISING FROM THE REPORT NOT CONSIDERED ELSEWHERE ON THE AGENDA**

It was **RESOLVED** to approve the minutes. It was further **RESOLVED** that an addition should be made to item OS2223.49 as follows "It was **RESOLVED** that the option of installing brackets/baskets on individual properties was not feasible due to the costs involved *as well as potential insurance implications*".

**OS2223.71 TO RECEIVE A GENERAL REPORT ON ST MARYS CLOSED CHURCHYARD**

In Mike Elcock's absence, there was no report on the closed churchyard.

**OS2223.72 TO RECEIVE A GENERAL REPORT FROM THE TREE WARDEN AND A PRESENTATION ON THE TREE DATABASE**

The Tree Warden, Judith Hurford, provided an excellent presentation on the tree database which provides information on all new tree planting organised by her. The Committee thanked her for her presentation and continuing hard work on increasing the number of new trees planted in Thornbury.

**OS2223.73 TO RECEIVE ECOLOGICAL SURVEY REPORTS ON TOWN COUNCIL'S GREEN SPACES AND CONSIDER THE NEXT STEPS.**

The ecological surveys were noted. It was **RESOLVED** to accept the officer's recommended way forward, with the addition that draft management plans and draft policies would go to the Open Spaces Committee for approval.

**OS2223.74 TO RECEIVE AN UPDATE ON PROPOSALS AROUND THE TENNIS COURTS AT THE MUNDY PLAYING FIELDS**

The resolution agreed at the last Full Council meeting was confirmed and discussed. It was **RESOLVED** that a further meeting of the working group should be arranged to discuss the next steps.

**OS2223.75 TO CONSIDER A REQUEST TO USE THE PUBLIC TENNIS COURTS AS PART OF THE AVON TENNIS SPRING TOURNAMENT, AND IF AGREED, DELEGATE AUTHORISATION TO AGREE APPROPRIATE FEE**

The Deputy Clerk confirmed that since the issue of the agenda, Avon Tennis had confirmed that they would not be able to run the tournament at the Mundy Playing Fields as permission had not been given by Thornbury Lawn Tennis Club to use their courts. It was **RESOLVED** to write to Avon Tennis to confirm that the Committee would have been happy to give permission to use the two public courts had the tournament gone ahead. It was further **RESOLVED** to write to Thornbury Lawn Tennis Club to confirm that it was disappointment that the tournament could not go ahead because they had not given permission for their courts to be used.

**OS2223.76 TO DISCUSS CONCERNS RAISED BY CLLR SYMONDS REGARDING THE USE OF FOOTPATHS BY HORSE RIDERS**

The Committee noted email correspondence between the Deputy Clerk and the South Gloucestershire Council Public Rights of Way Officer.

**OS2223.77 TO CONSIDER CORRESPONDENCE PREVIOUSLY RECEIVED REGARDING ADDITIONAL SEATING ON THE MUNDY PLAYING FIELDS**

It was **RESOLVED** that additional benches should be installed in the Mundy Playing Fields, using the appropriate budget line and any earmarked reserves. These benches should be

located in areas not affected by any proposals in the ecological reports and tarmacked pathways should be provided to ensure the benches are accessible.

**OS2223.78 TO CONSIDER A REQUEST TO INSTALL A NEW LITTER BIN BY A NEW BUS STOP ON THE JUNCTION OF PRIMROSE DRIVE AND MORTON WAY**

It was **RESOVLED** to write to South Gloucestershire Council to confirm that they should provide the litter bin as an essential part of the installation of the bus stop, as they are doing with the new bus stop acceleration programme, and to suggest they approach the relevant developer to provide funding for this as part of CIL.

**OS2223.79 TO RECEIVE AN UPDATE ON ACTIONS FROM THE MOST RECENT RoSPA REPORTS ON TOWN COUNCIL'S PLAY AREAS**

Progress was noted by the Committee.

**OS2223.80 TO RECEIVE AN UPDATE ON DEVELOPMENT OF THE EASTLAND AVENUE PLAY AREA AND AGREE A DATE FOR A CONSULTATION EVENT IN MARCH/APRIL**

The Deputy Clerk outlined the timetable for the tender process and installation of the redeveloped play area. The Committee noted that due to Purdah it would not be possible for individual Councillors to assist with any public consultation events during late March/early April, and therefore these would be carried out by officers. The Deputy Clerk was asked to confirm whether Councillors who were not standing for re-election could participate.

**OS2223.81 TO NOTE DATE OF NEXT MEETING – TUESDAY 21 MARCH 2023**

The date was noted.

Minutes of the Meeting of the Open Spaces Committee  
held on 20 February 2023 at 9:30am  
in the Council Chamber, Town Hall

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Councillors present: Cllr James Murray (Deputy Chair)  
Cllr Chris Davies  
Cllr Bob Griffin  
Cllr Clive Parkinson  
Cllr Angela Symonds

Officers present: Wendy Sydenham (Deputy Clerk)

Non-Councillors present: None

Absent: Cllr Pam Shipp  
Cllr Paul Le Riche  
Cllr Guy Rawlinson  
Cllr Jayne Stansfield

**OS2223.82 TO CONSIDER ANY APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Guy Rawlinson.

**OS2223.83 TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

There were none.

**OS2223.84 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**

There were none present.

**OS2223.85 TO CONSIDER DELEGATING AUTHORISATIONS TO THE CLERK TO AWARD THE CONTRACT FOR THE REDEVELOPMENT OF THE EASTLAND AVENUE PLAY AREA IN LINE WITH PREVIOUSLY AGREED BUDGETS/FUNDING ARRANGEMENTS**

The following was **RESOLVED**:

- A member of the Committee should be on the panel conducting the tenderer interviews on Thursday 23 February and it was **RESOLVED** that this would be Cllr James Murray.
- To delegate authorisation to the Clerk to award the contract for the redevelopment of Eastland Avenue play area in line with previously agreed budgets/funding arrangements

MINUTES of the meeting of the Finance and General Purpose  
Committee held on Tuesday 14 February 2023, at the Town  
Hall

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Present:	Cllr James Murray (Chair) Cllr Chris Davies Cllr Benj Emmerson Cllr Helen Ball Cllr Bob Griffin Cllr Clive Parkinson Cllr Jayne Stansfield Cllr Maggie Tyrrell Cllr Matt Stringer Cllr Jayne Stansfield  Kath MacConnachie (Town Clerk) 1 member of Council administration staff (minutes) 4 members of the public
Absent:	Cllr Paul Le Riche Cllr Guy Rawlinson Cllr Angela Symonds

**F&GP2223.55. APOLOGIES FOR ABSENCE**

Apologies were noted from Cllrs Rawlinson and Symonds.

**F&GP2223.56. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

None were declared.

**F&GP2223.57. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**

One member of the public spoke concerning leaflets in the Town Hall reception area.

**F&GP2223.58. TO APPROVE THE MINUTES OF THE FINANCE AND POLICY MEETING HELD ON 24 NOVEMBER 2022**

It was RESOLVED that the minutes of 24 November 2022 were an accurate record.

**F&GP2223.59. TO NOTE DELEGATED DECISIONS TAKEN OUT OF MEETING**

The schedule of delegated decisions was noted. Committee were reminded that these are also published on the Council's website.

**F&GP2223.60. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:**

- To approve the Accounts for Payment

It was **RESOLVED** to approve the accounts for payment as tabled, with the exception of one invoice which was subject to a query.

<b>ACCOUNTS PAID OUT OF MEETING (11TH JANUARY - 13TH FEBRUARY 2023)</b>		
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - PAVILION FLAT (JAN)(DD)	143.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - TOWN HALL (JAN) (DD)	1,148.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - CEMETERY (JAN) (DD)	334.00
UNITY TRUST BANK	BANK CHARGES - WAGES ACCOUNT	26.66
LLOYDS CREDIT CARD	MONTHLY CREDIT CARD CHARGE	3.00
THORNBURY TOWN COUNCIL	PAYROLL	34,967.58
O2 PHONE COMPANY	MOBILE PHONE USAGE CHARGE (DD)	20.98
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (JAN) (DD)	1,129.25
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (JAN) (DD)	88.74
OCTOPUS ENERGY	ELECTRICITY - MPF (JAN) (DD)	355.07
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (JAN) (DD)	97.91
EQUALS MONEY PLC	TOP UP FUND FOR PRE-PAYMENT CARDS (REF PETTY CASH)	500.00
LOCKSHOP DIRECT	NON DEADLOCKING NIGHTLATCH - CC388	54.40
GIFFGAFF.COM	STAFF MOBILE PHONE CREDIT TOP UP - CC390	10.00
AMAZON	MOBILE PHONE PROTECTOR CASE - CC391	8.99
AMAZON	A4 ACRYLIC POSTER DISPLAY - CC392	8.51
AMAZON	5 PORT ETHERNET NETWORK SWITCH - CC393	10.46
GOV.UK	BASIC DBS CHECK - CC394	18.00
AMAZON	SCREEN PROTECTOR FOR MOBILE PHONE & GREASE GUN - CC395	14.74
GIFFGAFF.COM	STAFF TABLET - SIM CARD ACCOUNT - CC396	8.00
AMAZON	YALE, BRASS FINISH, HIGH SECURITY LOCK	30.00
AMAZON	LOCKABLE POSTER DISPLAY (FRONT DOOR) & TOILET ROLLS - CC398	56.94
AMAZON	CHAINSAW SAFETY PROTECTIVE BIB & BRACES TROUSERS - CC399	152.07
DURSLEY GARDEN MACHINERY	CHAINSAW SAFETY BOOTS - TWO PAIRS - CC400	299.60
SCREWFIX	COMBINATION DOOR SAFE - CC401	44.98

AMAZON	AMAZON PRIME MEMBERSHIP - JANUARY 2022 - CC402	8.99
AMAZON	VAT GUIDE BOOK & FIRST AID BAG - CC403	45.76
SCREWFIX	SMITH & LOCK EURO CYLINDER - CC404	16.99
AMAZON	SAFETY EQUIPMENT & CLEANING PRODUCTS - CC405	198.71
UK CLEANING SUPPLIES	MOP HEADS X6 - CC406	21.49
HEARTSAFE AED	ADULT PAD-PAK - CC407	126.75
UK HEALTH SECURITY AGENCY	RADON TESTING - CC408	69.30
AMAZON	KARCHER WINDOW VAC - CC409	69.98
LAND AND RESIDENTIAL	EXTENSIVE LAND SEARCH - CC410	35.95
DVLA VEHICLE LICENSING	ANNUAL VEHICLE TAX - CV11 KFC - CC411	292.50
UK CLEANING SUPPLIES	MOP HEADS X14 - CC412	34.45
RELYON GUARDING	SECURITY SERVICES FOR DECEMBER - MPF	453.60
A H S BUILDING GROUP	LABOR & MATERIAL COSTS TO REINSTATE MAYORAL NOTICE BOARD	360.00
SOUTH GLOS COUNCIL	PAYROLL SERVICE CHARGE FOR PERIOD - OCT - DEC 2022	194.34
RBS RIALTAS	ANNUAL CHARGE FOR SOFTWARE SUPPORT	148.42
LIGHTMEDIA DISPLAYS LTD	30% DEPOSIT FOR LARGE SCREEN HIRE - MAY 2023	2,661.50
THORN CHRISTMAS LIGHTS	TTC SMALL GRANT AWARD	1,000.00
THORN VOLUNTEER CENTRE	TTC SMALL GRANT AWARD	445.00
FRIENDS OF MANORBROOK SCHOOLK	TTC SMALL GRANT AWARD	1,000.00
THORN & DISTRICT ROYAL BRITISH LEGION	TTC SMALL GRANT AWARD	316.80
SIGHT SUPPORT WEST OF ENGLAND	TTC SMALL GRANT AWARD	393.50
THE WILLOW TREE CENTRE	TTC SMALL GRANT AWARD	450.00
ARMSTRONG ARTS GROUP	TTC SMALL GRANT AWARD	787.00
2ND THORNBURY RAINBOWS	TTC SMALL GRANT AWARD	250.00
THORN DUKE OF EDINBURGH OPEN AWARD C	TTC SMALL GRANT AWARD	634.00
THE INSPIRE ARTS TRUST	TTC SMALL GRANT AWARD	600.00
THORNBURY MUSEUM	PARTIAL REVENUE GRANT (21/22) - REF RENT	3,450.00
UK MARQUEE HIRE LTD	50% DEPOSIT FOR MARQUEE HIRE - MAY 2023	1,830.00
THORNBURY IN BLOOM	TTC SMALL GRANT AWARD	1,000.00
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	29.32



<b>CREDIT: HAWKINS OF THORNBURY</b>	PARTIAL <b>CREDIT</b> OBTAINED FROM REFUND OF OIL RADIATORS	-29.32
THORNBURY COMM COMPOSTING	TTC SMALL GRANT AWARD	787.00
	<b>Total Expenditure:</b>	<b>57,212.91</b>

<b>ACCOUNTS NOW DUE FOR PAYMENT - 14TH FEBRUARY 2023</b>		
FALON NAMEPLATES LTD	BRONZE PLAQUE	63.40
ALEXANDRA	STAFF WORKWEAR	44.92
BOWCOM	BOWGRASS SUPREME PLUS 10L	594.00
TTC MEMBER OF STAFF	STAFF EXPENSES	6.30
TTC MEMBER OF STAFF	STAFF EXPENSES	28.60
BIFFA WASTE SERVICE	WASTE DISPOSAL - TOWN HALL	142.13
BIFFA WASTE SERVICE	WASTE DISPOSAL - MPF	592.92
BIFFA WASTE SERVICE	WASTE DISPOSAL - CEMETERY	109.49
BIFFA WASTE SERVICE	WASTE DISPOSAL - BAKERY ANNEX	131.86
PROLUDIC	SWING SEAT WITH PROLUDIC LOGO	76.16
WESSEX ECOLOGICAL CONSULTANCY	ECOLOGISTS FEES - X7 SITES	3,282.00
GAP SUPPLIES LTD	PRESSED GREY SLABS (CEMETERY)	680.64
ABBAY LOOS LTD	RENTAL OF PORTO LOOS - CHANTRY FIELD	252.00
ALEXANDRA	STAFF WORKWEAR	74.64
SOUTH GLOS COUNCIL	BIN COLLECTION/GRASS CUTTING/PERENNIAL PLANTING/MEADOW	6,190.35
HORDERS THORNBURY PRESS	ORDER BOOK	62.00
THORNBURY MOTORS	FUEL EXPENDITURE FOR JANUARY 23	176.78
ECOTRICITY	GAS SUPPLY - TOWN HALL	554.28
ECOTRICITY	GAS SUPPLY - PAVILION	63.13
WATER2BUSINESS	WATER SUPPLY - CEMETERY	102.52
ALEXANDER	STAFF WORKWEAR	28.13
EASTON BEVINS	CONDITION SURVEY - THE BAKERY ANNEX	720.00
MOLE COUNTRY STORES	CHAINSAW GLOVES	128.45
T H WHITE GROUP	LOLER TEST AND INSPECTION (TRACTOR)	170.10
HAGS-SMP LTD	SPARES FOR PLAY EQUIPMENT	90.00

RELYON GUARDING & SECURITY SERVICES LTD	MPF BARRIER SECURITY SERVICE - JANUARY	469.80
JCW WINDOW CLEANING	QUARTERLY WINDOW CLEANING - TOWN HALL	55.00
ABBEY LOOS LTD	RENTAL OF PORTABLE TOILETS - CHANTRY	315.00
	<b>Total Expenditure:</b>	<b>15,204.60</b>

- **To receive the bank reconciliations from Cllr Parkinson**

Cllr Parkinson reported that the bank reconciliation reports to the end of January 2023 was found to be in order. He was particularly impressed at the efficiency of debt control. The Clerk noted that this was entirely due to the diligence of the Financial Administrator, was thorough and timely in chasing up payments. The meeting wished it for its thanks to be passed to the Financial Administrator for her excellent work.

- **Financial Monitoring – M10 2022/23 Income and Expenditure and budget report**

The Clerk presented the report, noting that the year-end forecast at month 10 was reassuringly close to the position reported at month 7.

- **To receive a report from the Town Clerk/RFO on review of insurance cover for 2023/24**

The Clerk had reviewed insurance cover and it was adequate except for fidelity insurance, which was capped at £1 million, whereas the cash at hand in the bank now exceeded this figure. The Clerk was seeking to increase the level of cover accordingly.

**F&GP2223.61. TO APPROVE THE BANK MANDATE FOR THE CCLA PUBLIC SECTOR INVESTMENT FUND**

The Clerk noted that this was listed in error and would be on the agenda for the Full Council meeting on 14.03.23.

**F&GP2223.62. TO CONSIDER PROPOSAL FROM CLLR MURRAY TO FUND PROMOTIONAL MATERIAL FOR 'FIVER FEST'**

It was **RESOLVED** to fund promotional material for 'Fiver Fest', by using £44 from general reserves to supplement the remaining Chairman's allowance allocation already agreed.

**F&GP2223.63. TO CONSIDER ADOPTION OF THE REVISED DRAFT GRANT AWARDING POLICY AND PROCEDURE**

It was **RESOLVED** to adopt from April 2021 the revised Grant Awarding Policy.

It was **RESOLVED** to adopt the transition arrangements for 2023/24 outlined in the Officer Briefing.

It was **RESOLVED** that the Clerk should draft guidance on how SLA funding should be sought by eligible organisations (including timescales to ensure that funding implications can be reflected in the annual budgeting cycle).

It was **RESOLVED** that the Council convenes a Grant Awarding Working Group to review grant applications and make recommendations to Full Council.

**F&GP2223.64. TO CONSIDER BUDGET CODING AMENDMENT AS PER OFFICER BRIEFING**

It was **RESOLVED** that the Citizens Advice Service budget line is moved from 110 'Central Services' cost centre to 180 'Grants', and that 180 'Grants' is renamed 'Grants and SLAs'.

**F&GP2223.65. TO RECEIVE THE OFFICER'S REPORT ON FEES AND CHARGING AND CONSIDER RECOMMENDATIONS**

It was **RESOLVED** to adopt the proposed new fees and charges for sports bookings from the 1 April 2023.

Going forwards it was agreed that all fees and charges would be reviewed annually in October.

It was **RESOLVED** further to invite bids in excess of £1100 for the opportunity to provide an ice cream van on the Mundy Playing Fields with the Town Clerk delegated to award the licence.

**F&GP2223.66. TO APPROVE THE PURCHASE OF THE FOLLOWING SOFTWARE**

- **Epitaph Edge Cemetery Software**
- **Pear Mapping Software**
- **Rialtas Omega Purchase Order Module**

It was **RESOLVED** to purchase the Epitaph Edge Cemetery and Pear Mapping Software, for improvements to Council's cemetery provision.

It was **RESOLVED** to purchase the Rialtas Omega Purchase Order Module, to be used alongside our existing Rialtas finance package.

**F&GP2223.67. TO CONSIDER OFFICER BRIEFING ON THE CONDITION OF THE BAKERY ANNEXE BUILDING**

- **To consider the updated condition survey**
- **To approve asbestos removal works as per quote**
- **To agree any further actions in relation to the condition survey**

The updated condition survey was considered. It was **RESOLVED** to delegate to the Clerk the responsibility of choosing a suitable provider to remove the asbestos, and commission this work as soon as possible. No further actions were to be taken at present.

**F&GP2223.68. THE THORNBURY PUMP**

- **To consider a request from the Thornbury Christmas Lights Association to decorate the Thornbury Pump**
- **To receive report from the Clerk on condition and refurbishment options**

It was **RESOLVED** that in principle, it was acceptable for the Thornbury Christmas Lights Association to decorate the Thornbury Pump, but authority to agree individual requests was delegated to the Clerk, so that she can assess viability of each proposal.

Quotes for condition and refurbishment would be brought to a later meeting, when all reports and costs have been received.

**F&GP2223.69. IT SUPPORT PROCUREMENT**

- **To receive report from the Clerk on arrangements**

- To agree procedure for contractor selection

The Clerk's report outlining the tender process for IT provider was received. It was **RESOLVED** to delegate the Clerk to award the contract to the successful bidder.

**F&GP2223.70. DATE OF THE NEXT MEETING: 11 April 2023**

DRAFT

# Audit Report

## Thornbury Town Council

**Audit Plan Year:** 2022/2023 In Year Assurance

**Audit Status:** Audit Completed

**Audit Review Date:** 6<sup>th</sup> – 8<sup>th</sup> February 2023

### Report Distribution:

Kath MacConnachie – Town Clerk and Responsible Finance Officer

Wendy Sydenham – Deputy Clerk

Lesley Prout – Finance Administrator

### 1. Objective

The objective of the audit was to provide an independent opinion on the appropriateness of the financial control procedures operated in the Council. Kerry Woodey, Audit Officer examined these procedures.

### 2. Opinion

The highlighted wording in the table below provides the opinion for this internal audit review and its accompanying description.

High Standard	Systems and processes are excellent providing good assurance. Significant strengths have been identified and are to be commended, any recommendations made will serve to further strengthen existing arrangements.
Reliable Standard	There are very few significant matters arising from the audit, systems of control are good and provide reasonable assurance.
Improvements Required	Existing procedures need to be improved in order to ensure that they are fully reliable. Extensive recommendations have been made but the issues are not of such a significance to represent a major risk to the Council.
Significant Improvements Required	Existing procedures are weak and reasonable assurance could not be provided over a number of areas. Prompt action is necessary to improve the situation and avoid unnecessary risks.
Fundamental Weaknesses Identified	The matters arising from the audit identify that there are fundamental weaknesses which place doubt on the reliability of the procedures reviewed. Urgent action is necessary to improve the current situation and reduce risk exposure.

### 3. Key Strengths

- Meeting minutes for Full Council and the Finance and Policy Committee are quorate, numbered and approved. The minutes confirm the budget has been presented and approved as well as Internal and External audit reports.
- A sample of purchases made including credit card purchases were reviewed and all were found to be for Council business.
- Arrangements are in place for the monitoring of the skate park, play areas and open spaces. Inspections are completed by RoSPA alongside weekly and daily checks completed by Town Council staff.
- Budget reporting is completed to the Finance and Policy committee quarterly and any significant variances are commented upon.
- Petty cash claims are supported by a receipt. The Town Council is now cashless and operate a pre-payment card for their petty cash.
- Lease and hire agreements sampled were available and signed by both parties. Public liability certificates were available where appropriate.
- The Town Council has insurance in place which is provided by Zurich Municipal.

### 4. Key Risks

- The incorrect thresholds for tendering could be used in error.

## 5. Key Actions

- To update the procurement thresholds within the Financial Regulations.

All of the matters arising from the audit are detailed in the Action Plan together with suitable recommendations.

## 6. The Control Environment

Key Control Objectives		Achieved?
A.	Appropriate accounting records have been kept properly throughout the financial year.	Yes
B.	The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes
C.	The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes
D.	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes
E.	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	Yes
F.	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes
G.	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes
H.	Asset and investment registers were complete and accurate and properly maintained.	Yes
I	Periodic bank account reconciliations were properly carried out during the year.	Yes
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Test at Year end
K	Councils with turnover of below £25,000.  If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i> .	Not currently applicable to any SGC clients.
L	The authority publishes information on a free to access website / webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements.	Not covered
M	The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations	Yes

## Audit Report: Thornbury Town Council In Year Assurance 2022/23

	<i>(evidenced by the notice published on the website and / or authority approved minutes confirming the dates set).</i>	
N	The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	Yes
O	Trust funds (including charitable) - The council met its responsibilities as a trustee.	Yes

### 7. Auditors & Acknowledgements

Audit Manager	Emily Carvell
Auditor	Kerry Woodey

We are extremely grateful to the following officers for their help during this review:

Kath MacConnachie – Town Clerk and Responsible Finance Officer

Wendy Sydenham – Deputy Clerk

Lesley Prout – Finance Administrator



**Audit Report: Thornbury Town Council In Year Assurance 2022/23**

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer; Proposed Timescale
<b>Priority: Low</b>				
1	<b>Procurement Thresholds</b> The thresholds noted in the Financial Regulations (page 14) do not reflect the changes to procurement thresholds in Procurement Policy Note 10/21, applicable from 1st January 2022.	Incorrect thresholds for tendering could be used in error.	<b>Recommendation</b> The Town Councils Financial Regulations should be updated to reflect the correct and most up to date tendering thresholds and limits. As of 1st January 2022, thresholds have increased to £213,477 for public supply and service contracts, and £5,336,937 for public works contracts. Awareness should be maintained of any future updates to thresholds, and these should be updated into the financial regulations when required. <a href="#">Procurement Policy Note 10/21 – Thresholds and Inclusion of VAT - GOV.UK (www.gov.uk)</a>	<b>Responsible Officer</b> Clerk / RFO <b>Target Implementation Date</b> 09/05/2023



## THORNBURY TOWN COUNCIL Risk Register

Risk title	Category	Detail of Risk / Consequence	Impact	Likelihood	Risk Rating	Risk mitigation controls in place (or required)	Mitigated Impact	Mitigated Likelihood	Mitigated Risk Rating	Further Risk Management (Treat/Transfer/Tolerate/Terminate)	Risk Owner			Date of last review	
	(Reputation /Service Provision /H&S /Financial /Legal)										(Committee / individual)	Clerk	Full Council		
Open Spaces maintenance	Reputation/H&S	Risk of Council owned spaces, and fixtures therein, falling into disrepair, or a poor state. Dirty, run-down or poorly maintained items/areas would have an impact on the reputation of the Town Council and unidentified hazards or faults could pose a serious health and safety hazards.	3	4	12	Risk assessments are carried out individually for different areas of open spaces and reviewed at least annually. These individual risk assessments are available for inspection in the Town Council offices and will be reported to the Open Spaces Committee. Individual issues to be escalated to this Risk Register only if the residual risk rating is 12 or above (amber). Regular schedule of maintenance checks are in place for all open spaces and assets located within open spaces, the frequency of which depends on the outcome of the individual risk assessments carried out.	2	2	4	Tolerate	Open Spaces Committee	03.03.22	30.08.22		
H&S procedures	H&S/Legal	Risk of injury, illness, or legal claim due to non-compliance with statutory health and safety obligations.	5	3	15	Legionella Risk assessment and fire risk assessments carried out regularly, with actions implemented and ongoing management procedures in place. Health and Safety policy in place. Risk Assessment Policy and Procedure in place. Training and Development Policy sets out minimum training requirements to ensure that staff are appropriately trained. External Health & Safety advisors are engaged to advise the Town Council. Annual Health and Safety audit is carried out by external consultants. Town Clerk and Facilities Officer have both undertaken IOSH Managing Safely Training.	2			Tolerate		03.03.22	30.08.22		
Risk to third party property or individuals	Legal/Financial	Damage to third party property or individuals. Risk to third party as a consequence of providing a service	5	3	15	Risk management policy and process in place. Insurance in place and reviewed annually to ensure adequate cover, to include appropriate Employers Liability Insurance, Public Liability Insurance	2	1	2	Tolerate	Finance & General Purpose	03.03.22	30.08.22		
Councillor propriety	Legal/Reputational	Risk of improper conduct related to conflicts of interests, bribes or undue influence.	4	2	8	Financial Procedures, Standing Orders, Register of interests and Code of Conduct all in place and followed. Councillor's are encouraged to attend training as per the TCC Training and Development Policy.	2	1	2	Tolerate	Full Council	03.03.22	30.08.22		
Fraud	Financial	Risk of financial loss due to fraudulent activity.	5	2	10	Financial Procedures and Standing Orders contain measures to safeguard against fraud. Records kept in accordance with regulations. Internal audit carried out twice per year. Annual external audit. Officer training (Clerk CiLCA training). Controls in place in terms of authorisation of payments. Fidelity guarantee insurance in place and level of cover reviewed annually.	3	1	3	Tolerate	Finance & General Purpose	03.03.22	30.08.22		
Human Resource management	Legal/financial	Risk of legal claims. Risk of high staff turnover and low staff morale.	4	4	16	Grievance procedure in place and reviewed regularly. NALC salary scales are adhered to and full suite of robust HR policies in place. Annual appraisals carried out for all staff in line with the Appraisal Procedure.	1	3	3	Tolerate	Staffing Committee	03.03.22	30.08.22		
HRMC	Financial	Non-compliance with tax obligations	5	3	15	VAT returns completed regularly, and employers tax and NI payments made regularly, in line with calculation by external payroll provider.	2	2	4	Tolerate	Finance & General Purpose	03.03.22	30.08.22		
VAT	Financial	Classification of business/non-business/exempt may be incorrect in some instances. Relatively small scope. Also option to tax needs to be considered to avoid future VAT risk.				VAT treatment is being maintained in line with long-standing historic practice so as not to further 'muddle' matters. Quote for independent specialist local council VAT advice being sought.	2	4	8	Treat	Finance & General Purpose	03.03.22			

Risk title	Category	Detail of Risk / Consequence	Impact	Likelihood	Risk Rating	Risk mitigation controls in place (or required)	Mitigated Impact	Mitigated Likelihood	Mitigated Risk Rating	Further Risk Management (Treat/Transfer/Tolerate/Terminate)	Risk Owner	Date of last review	
	(Reputation /Service Provision /H&S /Financial /Legal)										(Committee / individual)	Clerk	Full Council
Financial solvency	Financial	Inability for the Town Council to meet its financial obligations. Inability to deal with an emergency, costly event.	5	2	10	Annual budget reviewed and set by Full Council. Level of precept set based on requirement against budget. Regular budget monitoring reports presented to the Finance Committee by the Responsible Finance Officer. General reserves maintained at level determined by the Reserves Policy.	2	1	2	Tolerate	Finance & General Purpose	03.03.22	30.08,22
Acting within legal powers	Legal	Ensuring all activities carried out by the council are within available legal powers.	3	3	9	All members to have regard to the powers available to local councils and the relative role of the councillor. All members encouraged to attend the 'Good Councillor' course offered by ALCA. Officers to have knowledge of the powers available to local councils, especially for meetings/committees within their remit. Clerk to undertake CILCA training. Twice annual internal audit and annual external audit. Other relevant training to be sought where appropriate. Legal advice sought where required.	3	1	3	Tolerate	Full Council	03.03.22	30.08,22
Breach of GDPR legislation	Legal	Challenge by individuals if breach were to occur. Reputational damage and fines.	3	2	6	Policies and procedures in place in relation to GDPR legislation and reviewed regularly. For any suspected breaches, advise to be sought from the Information Commissioner's Office. Members of the public referenced in minutes and publically published documents to be anonymised. All staff required to complete GDPR training.	3	1	3	Tolerate	Full Council	03.03.22	30.08,22
Supplies and Services provided to the council.	Financial/Reputational	Risk of non-completion of work, substandard work, or association with a company with suboptimal practices	3	2	6	Regular suppliers, or those providing occasional services over the value of £5000, shall be required to provide evidence of their public and employers liability insurances on appointment. Statement of Works and Risk Assessment to be provided by contractors for any major building works. Due diligence should be carried out on all new suppliers to ensure they are properly constituted.	3	1	3	Tolerate	Full Council	03.03.22	30.08,22
Risk of consequential loss of income	Financial	Loss of income due to unforeseen circumstances (recession, pandemic etc).	1	2	2	Risk is low as the majority of income for TTC is precept. Other income is very low. Risk to precept is low. Debt Recovery procedure is in place. General Reserves maintained at appropriate level.	1	2	2	Tolerate	Finance & General Purpose	03.03.22	30.08,22
Loss of cash through theft or dishonesty	Financial	Financial loss	1	1	1	Scope for loss is low. Where payments are received (cemetery), cheque payments or BACS payments are encouraged. Payments made in cash are deposited in the safe and witnessed by two members of staff, where possible. Controls around payments are set out in the Financial Regulations. There is a Petty Cash/pre-payment Debit Card Procedure in place which is adhered to. Bank reconciliations are regularly reviewed by a councillor and reported to the Finance & General Purpose Committee.	1	1	1	Tolerate	Finance & General Purpose	03.03.22	30.08,22
Maintenance of buildings	H&S/Financial	Risk of disrepair causing health and safety hazard, or lack of maintenance resulting in higher cost remedial works	2	2	4	Condition survey carried out and works being progressed. Maintenance carried out on an ad hoc basis. PAT testing carried out. Fire systems and firefighting equipment serviced regularly (Fire Risk Assessment in place). Legionella and Asbestos surveys carried out and recommendations actioned.	1	1	1	Tolerate	Finance & General Purpose	03.03.22	30.08,22
Business continuity	Service provision and Legal	Potential for disruption to the services of the Town Council in the future, resulting from significant, unexpected event (e.g. natural disaster, cyber attack, fire, break in, issue with utility supply). Incapacitation of the Town Clerk/RFO.	5	2	10	Data is stored electronically and regularly backed up. Legally required hard copy records are stored in fire rated cabinets. All office based staff are issued with able to work from home. The Town Council has more than one site suitable for office based work, so there is contingency space. Business Continuity Plan to be developed to assist with management of any business continuity incident and to ensure continuation of essential Town Council functions. Insurance policy covers provision for business continuity costs.	3	2	6	Treat - Town Clerk to draft Business Continuity Plan	Full Council	03.03.22	30.08,22

Risk title	Category	Detail of Risk / Consequence	Impact	Likelihood	Risk Rating	Risk mitigation controls in place (or required)	Mitigated Impact	Mitigated Likelihood	Mitigated Risk Rating	Further Risk Management (Treat/Transfer/Tolerate/Terminate)	Risk Owner		Date of last review	
	(Reputation /Service Provision /H&S /Financial /Legal)										(Committee / individual)	Clerk	Full Council	
Armstrong Hall Trust negative PR	Reputation	Negative impact on the Town Council's reputation as a local authority as a result of misunderstandings around the role of the Town Council concerning the Armstrong Hall Trust. Good news stories are often overshadowed by comments relating to the Armstrong Hall. Members of the public do not understand the separation of duties between the Town Council and the Charity, and the role of councillors versus representatives of the Trust. Staff resource in dealing with negative PR and queries.	4	5	20	Communications issued explaining the role of the Town Council (difference between local authority and corporate body Trustee role). Clear separation between Town Council and Trust operations, in line with legal advice. Town Council resources, including emails, not to be used for AHT business. Potential to request that the AHT is transferred to a CIC, removing the Town Council as the Sole Trustee.	4	4	16	??	Full Council	03.03.22	30.08,22	
2023 elections	Service provision	A number of councillors have indicated that they do not intend to stand in the 2023 elections. Risk that sufficient candidates may not be forthcoming if there is a high level of vacancies. Also risk to GPC status if not enough councillors are elected, as opposed to co-opted.	3	3	9	March 2023 newsletter article on the role of councillor, what the council does, and encouraging members of the public to stand for election. Proactive website and Facebook communications drive to recruit new councillors. Officers staffing pop-up recruitment stands around Thornbury. 'Tea and chat' session arranged at the Town Hall for potentially interested candidates. Web page created collating information for potential candidates.	3	2	6	Tolerate	Full Council	03.03.22	30.08,22	
Cemetery governance	Legal, H&S and reputation	Historic sub-optimum practice means the Town Council is exposed to risk around legal/H&S compliance. Fairly routine issues arise resulting from historic practice which takes officer time to resolve and is a financial and legal risk to the Town Council.	4	4	16	Current practice is thought to be good. Issues arise from historic practices. Memorial inspection regime has been implemented. Third party independent audit of cemetery operations commissioned and will take place March 2023, to result in an improvement action plan. Cemetery management software procurement approved and to be rolled out in 2023/24. FAQs around common issues/processes to be produced for the public - publicised on website, Facebook, and handouts available in the office (some created, others to follow). Historic issues are dealt with and mitigated as they arise.	3	4	12	Treat - cemetery practices and procedures audit	Open Spaces Committee	03.03.22	30.08,22	
Climate emergency - Town Council actions	Legal/reputation/provision	The Town Council has declared a climate emergency. Failure to follow up appropriately with an action plan which embeds of climate and biodiversity action into Town Council operations will impact negatively on Town Council reputation and the environment.	3	4	12	Ecological Surveys have been carried out for Town Council owned land to result in action plans for the management of land to the benefit of biodiversity/nature, and to inform a tree planting strategy. Grassland management strategy to be developed. Climate and Nature Committee to be created. Climate and Nature Officer recruited to take forwards the creation of a Local Climate and Nature Action Plan.	2	2	4	Tolerate	Full Council	03.03.22	30.08,22	
St Mary's Closed Churchyard	H&S	Danger of injury to individuals as a result of unsafe memorials.	4	3	12	Survey of memorials has been carried out; awaiting report. This will inform a remedial action plan and budget allocation.	4	3	12	Treat	Open Spaces Committee	03.03.22	30.08,22	

Risk title	Category	Detail of Risk / Consequence	Impact	Likelihood	Risk Rating	Risk mitigation controls in place (or required)	Mitigated Impact	Mitigated Likelihood	Mitigated Risk Rating	Further Risk Management (Treat/Transfer/Tolerate/Terminate)	Risk Owner	Date of last review	
	(Reputation /Service Provision /H&S /Financial /Legal)										(Committee / individual)	Clerk	Full Council
Bakery Annexe deterioration	H&S/reputation	The condition of the Bakery Annexe has deteriorated rapidly. Leaking roof is a risk to the integrity of the asbestos ceiling below.	4	5	20	Urgent repeat condition survey was procured. Removal of asbestos ceiling liable to collapse has been commissioned from specialist contractor, work not yet commenced. Matter was considered at Finance & General Purpose Committee in February 2022.	3	3	9	Treat	Full Council	03.03.22	



## **TERMS OF REFERENCE**

### **CLIMATE AND NATURE COMMITTEE**

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

#### **1. COMPOSITION**

- 1.1 The Committee shall consist of a 6 Councillors.
- 1.2 All members shall be in position for one year. Membership of the group shall be determined annually at the Annual Meeting of the Town Council.
- 1.3 There will be up to six non-councillor members of the Committee, who will not have voting rights. These will consist of:
  - 1.3.1.1 The Thornbury Town Council Tree Warden
  - 1.3.1.2 A representative from Sustainable Thornbury
  - 1.3.1.3 A representative from the Holy Mowers
  - 1.3.1.4 A representative from Thornbury In Bloom
  - 1.3.1.5 Up to two additional members of the public as elected by the Climate and Nature Committee on the basis of their expertise, knowledge or experience in relation to climate or nature matters.

#### **2. CHAIR**

- 2.1 The Committee Chair must be a councillor and will be elected annually at the Annual Meeting of the Full Council.
- 2.2 The Committee shall elect a Vice-Chair, who must be a councillor, annually at the first meeting after the Annual Town Council Meeting.
- 2.3 The Chair, if present shall Chair the Committee meeting.
- 2.4 In the absence of the Chair and Vice-Chair a vote of committee members will appoint a Chair for that meeting.

#### **3. QUORUM**

- 3.1 The Committee shall be subject to a quorum of 3 voting members.

#### **4. CONDUCT OF THE MEETING**

- 4.1 All meetings of the Committee shall be convened in accordance with Thornbury Town Council standing orders and current legislation.
- 4.2 The meeting shall be administered by the Climate and Nature Officer.

#### **5. AREA OF OPERATIONS**

The Committee shall be responsible for all matters pertaining to climate and nature, including:

- 5.1 Tackling carbon emissions
- 5.2 Biodiversity management/enhancement
- 5.3 Climate and nature emergency action planning

- 5.4 Engagement with local and national stakeholder groups/charities such as the Wildlife Trust, Sustainable Thornbury
- 5.5 Engagement with other Town and Parish Councils and South Gloucestershire Council in relation to climate and nature matters
- 5.6 Map the environmental assets and achievements of the Parish
- 5.7 Research and apply for grant funding to fund environmental projects and initiatives
- 5.8 Climate and Nature projects, activities and events
- 5.9 Climate and Nature communications, both direct communications and feeding into wider Town Council communications (communications planning, contribution of articles etc)
- 5.10 Advising Full Council, or other Committees, on climate and nature impacts of proposals/operations
- 5.11 Public education/awareness campaigns

## **6. DELEGATED POWERS AND RESPONSIBILITIES**

- 6.1 To deal with any climate and nature applications, correspondence or consultations.
- 6.2 Delegation to spend on climate and nature related activities up to the amount agreed in the annual Town Council budget for Green Projects (Cost centre: 190/Nominal code: 4540)
- 6.3 To issue communications relating to the areas of operation of the Committee on behalf of the Town Council, via the Climate and Nature Officer
- 6.4 To engage with outside organisations on behalf of the Town Council
- 6.5 To develop the Thornbury Town Council Climate and Nature Action Plan for ratification by Full Council and following adoption to maintain this as a live document
- 6.6 To advise the Town Council on Climate and Nature matters, particularly relating to proposed projects or initiatives of the Town Council

## **7. HEALTH AND SAFETY**

- 7.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Finance Committee remit.

## **8. ENVIRONMENT**

- 8.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Committee and in reaching all decisions.

## **9. EQUALITY AND DIVERSITY**

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

## **10. FURTHER INFORMATION**

- 10.1 The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of Reference for those bodies
- 10.2 The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Full Council regarding its own Terms of Reference.

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# Strategic Vision, Values and Aims

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May 2023 - April 2028

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**THORNBURY**  
TOWN COUNCIL



## Contents

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1. Introduction	1
2. Thornbury Overview	2
3. Overview of Vision and Values	5
3.1 Thornbury Town Council Business Plan, as seen in April 2021 – April 2023:	5
3.2 Vision and Values for 2023-2028	6
3.2.1 Vision	6
3.2.2 Values	6
4. Aims, Community Response and Potential Future considerations	7
4.1 Communication	7
4.2 Services	9
4.3 Standards	11
4.4 Approach	13
5. Monitoring and Review	14
6. Equalities	14
Appendix 1 - Town Council Context	15

Appendix 2 - Equality and Diversity Policy	18
Appendix 3 - Information on Dimensions of Deprivation from the 2021 Census by the Office of National Statistics	26

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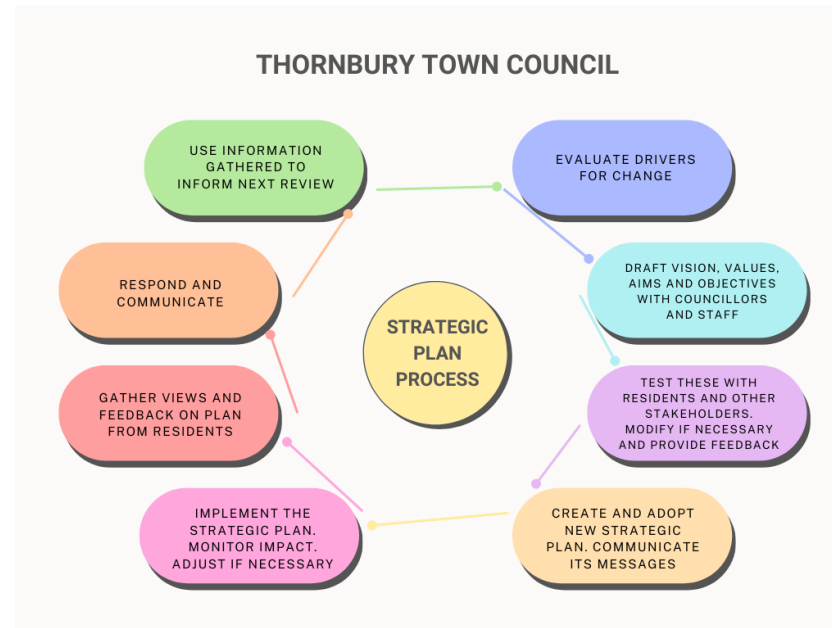
# 1. Introduction

This document updates the Vision Value and Aims contained in Strategic Business Plan in place for April 2021 and April 2023, and builds on the significant progress made in this period. It reflects upon and responds to issues and aspirations expressed by local people and frames Thornbury Town Council's strategic course for the next 5 years.

A thorough process has been undertaken between Autumn 2022- Spring 2023 in delivering the new Strategic Vision, Values and Aims, including the following key work areas:

- Theory of change workshops with Town Council Staff and Councillors
- Stakeholder Engagement
- Identification of local priorities
- Suggesting potential areas to consider and investigate through, for example, an Operations Plan
- Establishing the need for monitoring and review

These steps are summarised in the diagram below:



## 2. Thornbury Overview

Thornbury has undergone significant change in recent years with key issues being:

- Housing and population growth
- The challenges of the Covid period and cost of living crisis
- Increased pressure on local services, for example transport, medical and community facilities
- Changes to the function and layout of the Town Centre and key buildings/sites

Whilst some of these issues have affected the wider area, others are particular to Thornbury.

There remains a strong sense of community spirit in the Town that was especially evident during the pandemic. This can be seen through the amount of local voluntary and community group activity. This positive energy and involvement from the community is assisted by the Town Council in involving itself and promoting this burgeoning activity.

The challenge for the Town is to continue to provide the infrastructure and services to support its growing population. Thornbury Town Council supported the production of a Neighbourhood Plan which was adopted by South Gloucestershire Council in 2022, to help guide the development of the area and reflect the issues of significance to local people.

The 2021 Census reveals that the population of South Gloucestershire increased by 10.5% between 2011 and 2021. Further information relating to Thornbury from the 2021 Census is shown below.

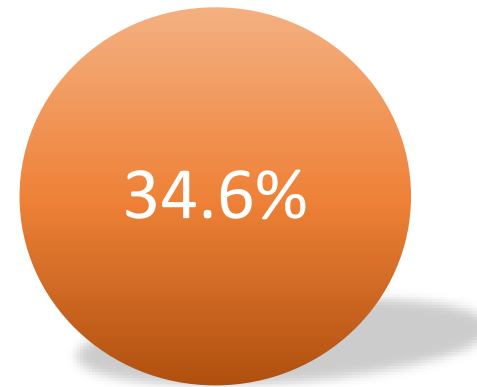
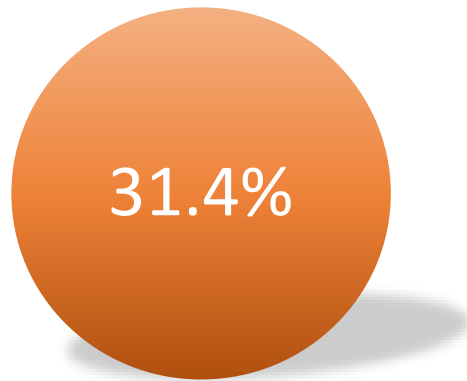
Whilst 2021 Census Middle Layer Super Output Areas are not precisely co-terminus to the Town Council ward boundaries, there are key trends and information relating to the Thornbury area which are noteworthy.

The following information is taken from the Office for National Statistics sources on the 2021 Census.

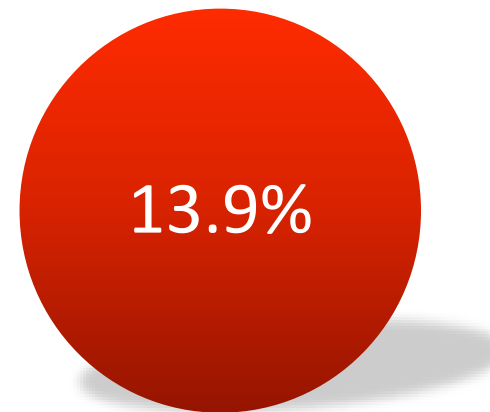
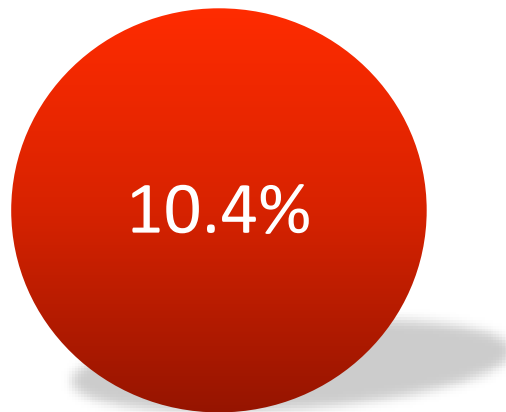
## Thornbury North

## Thornbury South

Households which are deprived in at least one dimension.  
(these are indicators around education, health, housing and employment, see Appendix 1 for full information)



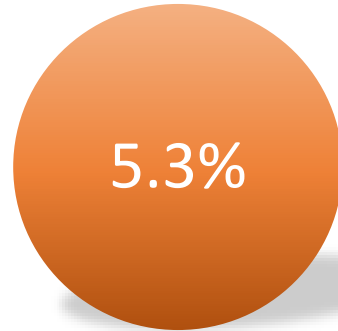
People aged 16+ having no qualifications.



## Thornbury North

## Thornbury South

Single parent households with dependent children



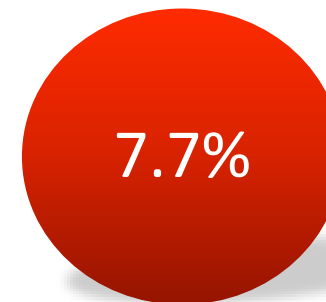
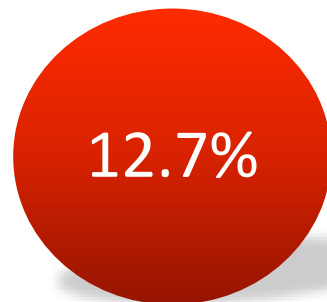
This figure rises as high as **15.1%** of households in some of the Output Areas within Thornbury North (smaller areas within the Middle Layer Super Output Areas)



This figure rises as high as **14%** of households in some of the Output Areas

People who have moved to this area within the last year from elsewhere in the UK

The year before the 2021 Census. Indicates a significant level of in-migration.



These up to date and locally derived statistics demonstrate the extent to which, despite being a relatively affluent area overall, there are many in Thornbury who are less well-off and may be experiencing significant life challenges.

### 3. Overview of Vision and Values

The Vision and Values adopted by Thornbury Town Council in the 2021-2023 Plan have been augmented and complemented by additional themes for 2023-2028. The new Strategic overview aims to ensure the views that local people have been listened to, and the needs of the Town that have been evidenced through the community engagement are understood.

#### 3.1 Thornbury Town Council Business Plan, as seen in April 2021 – April 2023:

The vision and values of the 2021-2023 Plan were set as:

*‘Our Town will be vibrant and welcoming, with an inclusive and engaged community enriching the lives of all who live, work and visit Thornbury by constantly working towards providing an improved sustainable, and life enhancing environment for all.’*

This was augmented by its Core Values and Behaviours in 2021-2023:

*“Inclusive and engaged Community - Being Fair - Learning and developing - Communicating well - Celebrating success - Delivering quality and sustainable services - Thinking Innovatively - Supporting each other - Delivering in a safe way – Providing leadership”*

## 3.2 Vision and Values for 2023-2028

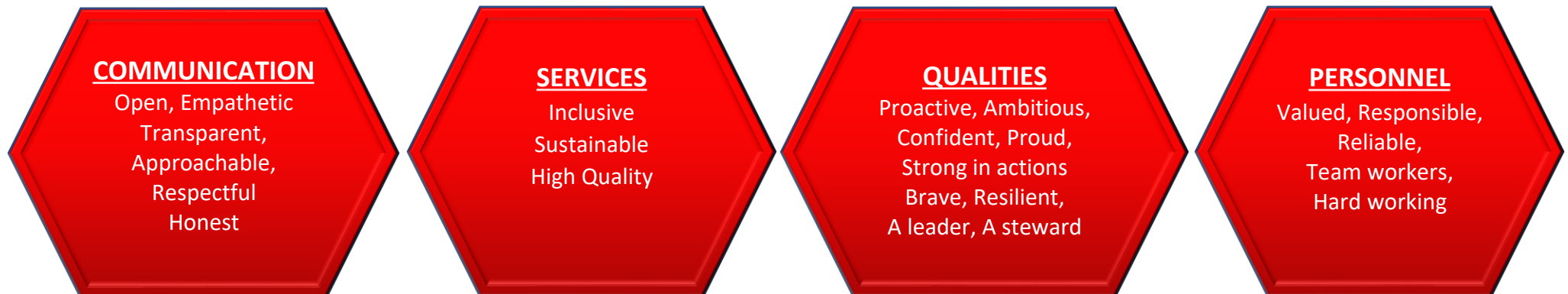
The refreshed vision and values have been arrived at through Theory of Change sessions with Councillors and staff and consolidated through the engagement phase in the Autumn of 2022.

### 3.2.1 Vision

*'To be a respected and trusted Town Council, making Thornbury the best possible place to live, work and play by using its Powers to represent its whole electorate, communicating and delivering the best possible quality services to meet local needs, and striving to improve quality of life in the town, whilst recognising their responsibilities in times of Climate Emergency.'*

### 3.2.2 Values

The Values broke into 4 areas, as:





## 4. Aims, Community Response and Potential Future considerations

The aims and objectives of the Strategic Plan are divided into the four sections, aligned to the values described in Section 3.

### 4.1 Communication

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#### **AIMS - Communication**

Effective internal and external communications between staff, Councillors, residents, South Gloucestershire Council and our partner organisations

To build a better relationship with people of the Town

Be clear on the role and services provided by the Town Council and inform/signpost people appropriately to other agencies

Communication Aims are set out in the Table below. The relevant community engagement response input is set alongside the aims to inform the development of a future Operations Plan.

Aim	Community consultation response	Potential areas to consider/investigate
<i>“Effective internal and external communications between staff, Councillors, residents, South Glos Council and our partner organisations”</i>	<p>Most effective information distribution was (in order of preference):</p> <ul style="list-style-type: none"> <li>• E-Newsletter</li> <li>• Hard copy newsletter</li> <li>• Articles in local newspapers / publications</li> <li>• Facebook</li> <li>• Website updates</li> </ul>	<ol style="list-style-type: none"> <li>1. Create and implement a Communications Plan, providing dedicated resource to enable success (personnel and financial).</li> <li>2. Provide resource and undertake training in effective communication and marketing.</li> <li>3. Methods of communication to be aligned to evidenced preferences of the recipient to optimise cost / benefit.</li> </ol>
<i>“To build a better relationship with people of the town”</i>	<p>A high proportion of the town were unaware of a significant number of areas that the Council dealt with and how the Council had responded and reasons for inaction on particular issues.</p>	<ol style="list-style-type: none"> <li>1. Demonstrate listening and reacting (“you said, we did”) in appropriate messaging</li> <li>2. Expedite clear messaging through preferred channels (guided by above) and through regular active, passive and interactive messaging.</li> <li>3. Provide feedback when community engagement has been undertaken.</li> </ol>
<i>“Be clear on the role and services provided by the Town Council and inform / signpost people appropriately to other agencies”</i>	<p>In only two areas was there a significant proportion of respondent awareness in which the council operated (consulting on planning and Neighbourhood plan). The role is unclear.</p>	<ol style="list-style-type: none"> <li>1. Clear, brief, positive and regular messaging on the role of the Town Council through various media, in line with the Communications Plan.</li> </ol>

### **AIMS - Services**

Welcoming services for people of all ages

Strengthen community infrastructure and cohesion.

Promote health and wellbeing in the community, providing for local sport and recreation.

Provide Town Council run public spaces that safe, welcoming and friendly for everyone.

Using our resources to promote Thornbury as a thriving cultural centre.

Support young people to thrive.

Services Aims are set out in the Table below. The relevant community engagement response input is set alongside the aims to inform the development of a future Operations Plan.

Aim	Community consultation response	Potential Areas to consider/investigate
<i>"Welcoming services for people of all ages"</i>	<p>"Older people" and "younger people" were significant for almost three quarters of respondents.</p> <p>Many issues that were stated in older people's section apply to many other groups (food / fuel poverty, cost of living, accessibility, health etc).</p>	<p>Evaluate services to ensure inclusion, referencing the Equalities Act 2010.</p> <p>Focus on issues that are likely to impact on the majority of people (eg cost of living crisis) – provide information on services appropriate to all and promote these services.</p>
<i>"Strengthen community infrastructure and cohesion"</i>	58% of those responding to the engagement felt this was important. There was support for actions and activities under this theme, with ideas proposed on bringing together all geographical parts of Thornbury and linking age groups to aid understanding	<p>Ensure new developments are linked up with the existing area, both physically and with local information.</p> <p>Encourage community cohesion by supporting activities which bring people together through funding, eg festivals, markets, carnival, seasonal events and ensure a positive Town Council presence at these.</p>
<i>"promote health and wellbeing in the community, providing for local sport and recreation"</i>	Wide range of suggestions – many around specific facilities and many of those outside the remit of TTC.	<p>This is a wide area which covers informal activity, organised sports and links to health and wellbeing services.</p> <p>Communication of existing offer where this is within Thornbury Town Council's control. Signposting to opportunities where this is outside the Town Council's control.</p>
<i>"Provide Town Council run spaces that are safe, welcoming and friendly for everyone"</i>	Present spaces supported by users and experience high footfall overall.	<p>Evaluate and report on the use of spaces to ensure their optimum use.</p> <p>Communicate information through multiple channels on the Town Council's offer in respect of spaces.</p>
<i>"Using our resources to promote Thornbury as a thriving cultural centre"</i>	High level of disappointment around Armstrong Hall and need for some sort of cultural input into development by the TC.	Select and develop a suitable location for Thornbury's cultural activities, ensuring effective communication and what Thornbury Town Council's role is within this.
<i>"Support young people to thrive"</i>	Awareness and support for supporting of activities.	Support youth activities and services through town council grants and provide space for activities within town council premises.

### **AIMS - Standards**

Acting on the climate and nature emergency, leading Thornbury on reducing carbon emissions

Improving the quality of Town Council services and working towards being a Gold Standard Council

Ensuring we meet and exceed health and safety standards across all areas of our work

Providing best value for money to Thornbury residents

Standards Aims are set out in the Table below. The relevant community engagement response data is set alongside the aims to inform the development of a future Operations Plan. This applies to only one area, as most were not areas appropriate or likely to elicit informed responses via the engagement process.

Aim	Community consultation response	Potential Areas to consider/investigate
<i>Acting on the climate and nature emergency, leading Thornbury on reducing carbon emissions</i>	<p>Strong support for climate action and leadership by TTC.</p> <p>Large number of ideas and initiatives suggested and strong community appetite.</p>	<p>Develop capacity and expertise to lead the response to climate emergency declaration made by TTC, drawing on experience of highly active local climate change groups.</p>
<i>Providing best value for money to Thornbury residents</i>	Not raised in community consultation	
<i>Improving the quality of Town Council services and working towards being a Gold Standard Council</i>	Not raised in community consultation	
<i>Ensuring we meet and exceed health and safety standards across all areas of our work</i>	Not raised in community consultation	

## 4.4 Approach

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### AIMS - Approach

Value and develop Town Council assets and resources, including our people.

Working as a supportive team to deliver on clearly defined objectives.

Approach Aims are set out in the Table below. The relevant community engagement response data is set alongside the aims to inform the development of a future Operations Plan. This applies to only one area, as the other was not appropriate or likely to elicit informed responses via the engagement process.

Aim	Community consultation response	Potential Areas to consider/investigate
<i>Value and develop Town Council assets and resources, including our people</i>	Broadly supportive, though this is a high-level aim.	Valuation of assets and resources, including spaces, buildings and places and align to Aims and Services of the Council.
<i>Working as a supportive team to deliver on clearly defined objectives</i>	Not raised in community consultation	

## 5. Monitoring and Review

The implementation of this Plan will be monitored regularly by the Town Council, and an overall progress review made at an appropriate interval pertinent to agreed outcomes to enable the Council to be responsive to changing local circumstances and needs.

## 6. Equalities

In preparing the Strategic Plan the Town Council has worked within the measures of its Equality and Diversity Policy, adopted in 2021. Within this Policy, the Council pledges to:

*“• Encourage mutual respect for all of our residents*

*• Recognise and work with every diverse group*

*• Give high quality inclusive services and facilities*

*• Make sure our employment policies and practices are fair*

*• Challenge harassment and discrimination”*

The full Equality and Diversity Policy is available at Appendix 2 of this document.



## Appendix 1 - Town Council Context

From Thornbury Town Council Business Plan April 2021 to April 2023:

### About Thornbury

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Thornbury is a medieval market town based around 10 miles north of Bristol. The last Census in 2015 gave Thornbury a population 15,166. However there has been considerable development over the last six years so the figure is now likely to be significantly higher.

Historically, Thornbury was a market town for the surrounding farms and hamlets on the road link between Bristol and Gloucester. However, in the late 20th Century, the town grew to accommodate workers building the nuclear power stations, Severn bridge and then later to support the growing aerospace insurance and defence industries to the North of Bristol. The Town has continued to grow with supporting infrastructure of schools, and the St Mary's shopping centre was built in the 1960's which added to the Town Centre shopping offer.

The Town has undergone rapid growth again in recent years, yet the community spirit that makes Thornbury unique remains. There is a large volume of local community and voluntary groups and many treasured Community events and activities that make the Town special.

The challenge for the Town is to continue to provide the infrastructure and services to support its growing population.

### Thornbury Town Council

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Thornbury is situated within the County of South Gloucestershire. There are two tiers of local government within South Gloucestershire Council with differing responsibilities.

Thornbury Town Council is the first and most local tier of government for residents of Thornbury. South Gloucestershire Council is the second tier, and its responsibilities include education, highways, libraries, health and social services, most parking, housing, street cleaning etc.

Thornbury Town Council has 16 Councillors who are elected every four years. Thornbury has five electoral wards. The Town Mayor/ Chair of Council and Deputy Town Mayor/ Deputy Chair of Council are elected by Councillors at the Annual Statutory Town Council Meeting in May.

### Full Council

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The full Council meetings involve all of the corporate Council body of 16 councillors. The meetings are held 7 times a year, and the full Council is responsible for overseeing the work of the committees, making key decisions that can't be delegated and reviewing major strategic or financial matters.

### Planning and Town Development Committee

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The Council Planning and Town Development Committee considers applications in its area at its meetings, usually every three weeks and makes representations to South Gloucestershire Council. The Committee also considers major local and regional planning issues, and planning policy matters.

The Town Council is not the Local Planning Authority and has no powers to determine planning applications in Thornbury, these are decided by South Gloucestershire Council. However, they consult the

Town Council on most applications in Thornbury. As well as being able to raise any issues with the Town Council, we strongly recommend that anyone wishing to support or oppose an application does so directly to South Gloucestershire Council.

### Finance and Policy Committee

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The Finance and Policy Committee oversees Council strategy, policies, procedures, and finances, as well as approving grant applications. It meets every 8 weeks. It has two sub-committees, Youth subcommittee which monitors and manages the Youth Service Level Agreement and the Property Management and compliance sub-committee which manages issues to do with Council property.

### Open Spaces Committee

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The Open Spaces Committee oversees the managing of the Council's parks, playgrounds, football pitches, street furniture, and public toilets. It also looks at how Council services impact the environment and is developing a Local Nature Action Plan for the Council. It meets about 6-7 times a year.

### Staffing Committee

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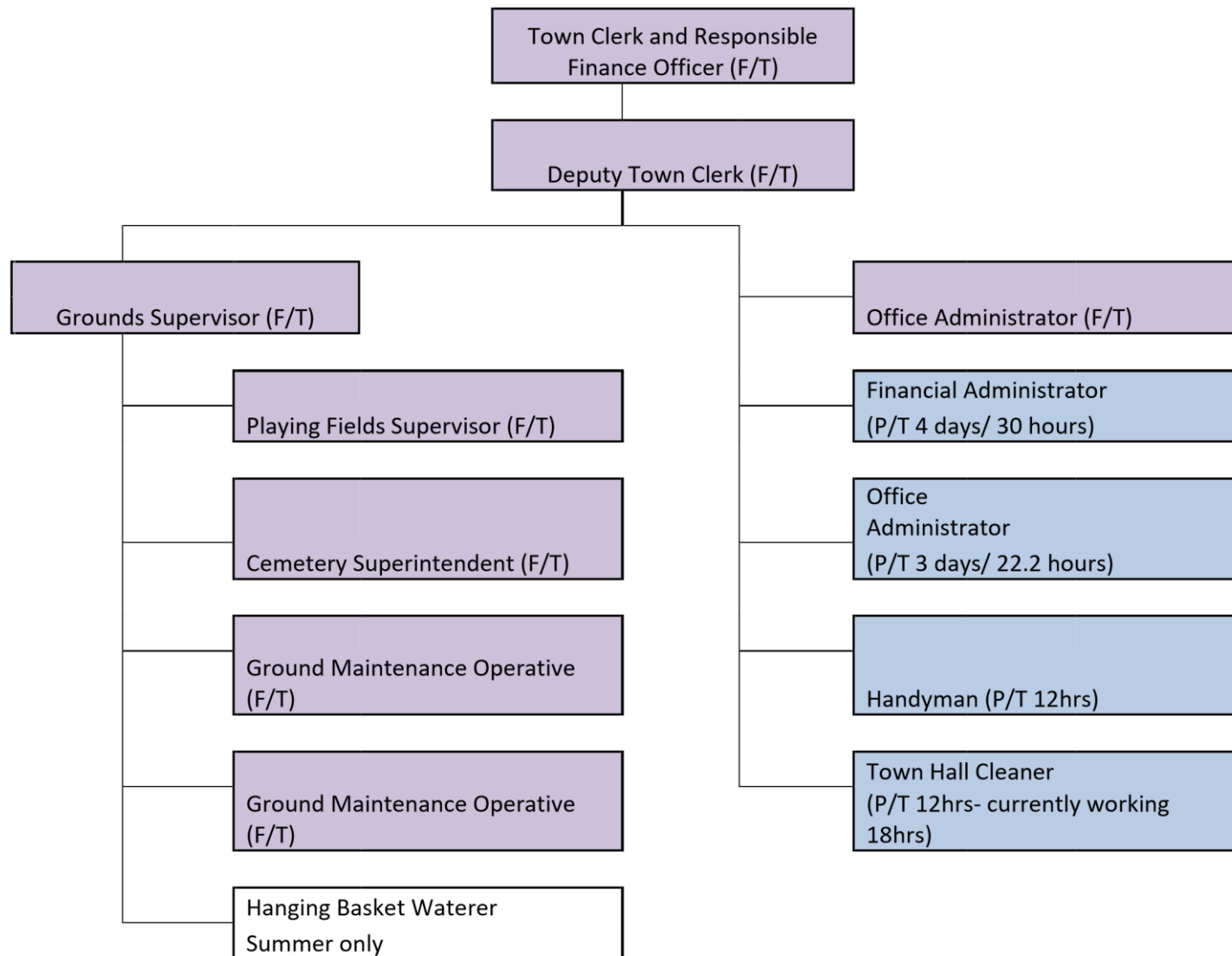
The Staffing Committee oversees the policies and procedures that manage the Council Staff through the Town Clerk and support the Town Clerk and Deputy Town Clerk in their management of Council Staff. They will look at the annual performance review process and training plans for staff. They meet four times a year or more often if required.

### Management Structure:

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The operational management of the Town Council is carried out by the Town Clerk who is appointed by the Town Council. The Town Clerk is required to carry out all the functions required by law as the Town Council's proper officer and to issue all statutory notifications. The Town Clerk is also currently the

Responsible Finance Officer and manages the budget set by full Council which this year is just over £1m. The Town Council is supported by a team of 12 staff some full time and some part time as detailed below.



## Appendix 2 - Equality and Diversity Policy

### Thornbury Town Council's Equality and Diversity Policy

#### 1. Thornbury Town Council's Commitment

Thornbury Town Council:

- Recognises and acknowledges that levels of discrimination and inequality continue to exist in society and seeks to redress these inequalities via its commitment to civil liberties and human rights
- Welcomes and celebrates diversity, accepting that the majority view is not always right
- Will develop a shared understanding of the essence of equality, which is to value and treat all human beings humanely, with respect and dignity
- Will strive to build equality of opportunity into its work
- Is committed to ensuring that all service users have equal and independent access to Council services and to creating an environment that is accessible to all
- Will encourage user groups and local residents to participate in the development and shaping of services
- Will not discriminate, through its policies, services, employment contracting and funding practices, on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (the protected characteristics) and will ensure that no service user, employee or job applicant will receive less favourable treatment on the grounds of these protected characteristics or on the grounds of economic or social status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable
- Will take all possible steps to eliminate any unfair and unlawful discrimination and take positive action to redress and remedy the effects of past discrimination on these groups and individuals
- Opposes all forms of less favourable treatment, unlawful and unfair discrimination (direct or indirect), victimisation or harassment on the grounds of any protected characteristic.

#### 2. Strategic Approach, Principles and Scope

Thornbury Town Council:

- Has legal and moral obligations specified in the Equality Act 2010
- Aims for the ethos of equalities to be integrated into mainstream policy development and service delivery
- Recognises that equality is inseparable from quality service provision and represents good management practice
- Recognises that diverse groups and individuals within the community have a right to have their specific needs recognised and addressed with the resources available
- Expects each individual employee, worker and volunteer to promote the spirit of its Equalities Policy. Each employee, worker and volunteer has a duty, both morally and legally, not to discriminate against other employees, workers or volunteers.

This policy applies to all permanent, temporary, agency and casual employees (including employees within their probation period) as well as to volunteers.

### 3. Principles

Equality principles and practices are integral to policy development, decision making and resource allocation.

Celebrating diversity by responding to the specific needs of diverse groups and individuals is a key element in the provision of quality services.

The Council recognises that disability is caused by a failure of society to meet the needs of disabled people.

The Council pledges to:

- Encourage mutual respect for all of our residents
- Recognise and work with every diverse group
- Give high quality inclusive services and facilities
- Make sure our employment policies and practices are fair
- Challenge harassment and discrimination

Under the Equalities Act 2010, it is unlawful to discriminate against an individual on any of the following grounds, known as 'protected characteristics':

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

#### 4. Equalities Objective in the Workplace

Thornbury Town Council is committed to:

- Valuing the difference between individuals and promoting equality and diversity in the workforce
- Fairness, dignity and respect in the workplace
- Providing equal opportunity to all applicants and employees
- Eliminating unlawful discrimination to employees and customers (when providing services to the community).

The Town Council's overall objectives will be to:

- Ensure employment policies and practices are fair and equitable
- Ensure equitable access to the Town Council
- Develop and support an effective consultation and participation process to enable groups at risk of discrimination and disadvantage to influence the Council's policies and practices

d) Integrate equalities into mainstream policy, planning and service delivery and monitor and evaluate progress

e) Aim for the workforce to be representative of all sections of the community and our customers, and for each employee to feel respected and able to give their best.

## 5. Recruitment and Employment

To be read in conjunction with the Thornbury Town Council Employee Handbook.

The Town Council is committed to ensuring that:

a) Job applicants or existing employees, workers and volunteers will receive no less favourable treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation or be disadvantaged by condition or requirements which cannot be shown to be justifiable

b) All posts will be advertised and applications will be welcomed from under represented groups

c) Equal opportunities will be provided to all applicants and employees, unless there are genuine occupational qualifications or requirements for not doing so

d) All individuals will be selected, promoted and treated on the basis of their ability

e) Employees, workers and volunteers will be protected from harassment and the Council will provide an effective response to deal with perpetrators and support from complainants

f) Recruitment and selection will be carried out based on equalities principles

g) Employment practices are developed which reflect the responsibilities of parents and carers.

Thornbury Town Council will ensure recruitment and selection, promotion, appraisal and access to training is based on aptitude and ability relevant to job roles. All employees will be helped and encouraged to develop to their potential to ensure talents and resources of the workforce are fully utilised, where appropriate, special training will be provided to progress within the organisation.

The Council is committed to providing a work environment that is free from intimidation, bullying or harassment and promotes dignity and respect to all. This is further defined in the Grievance (Including Bully and Harassment Procedure) and the Code of Conduct. All management (including redundancy selection), application of terms and conditions of employment and council policies such as Time Off Work and Leave (maternity, adoption, shared parental leave) and Flexible Working will be operated in non-discriminatory ways.

The Council will ensure disabled applicants and employees are not disadvantaged and in doing so will consider reasonable adjustments.

Any breach of this policy will be taken seriously and may be subject to the Managing Employees Performance procedure.

#### 6. Service Users Access to the Council

The Council is committed to ensure that all service users have equal and independent access to Council Services and to creating an environment which is accessible to all. The Council will:

- a) Collaborate closely with user groups and endeavour to eliminate policies and practices which inhibit equal access to council services
- b) Whenever practical, monitor the use of services to identify the reasons for the lack of use and to take action to remedy the situation within the resources available
- c) Ensure that Town Council buildings are accessible and seek effective solutions to the improvements of access in existing buildings working in partnership with service users
- d) Ensure that its publications are non-discriminatory and present a positive image for all sections of the community, welcoming and encouraging diversity

#### 7. Consultation and Participation

The Council will encourage and support equality interest groups to express their views as service users on ways in which services can be adapted to meet specific needs.

#### 8. Integrating Equality into Policy and Service Delivery

The Town Council will aim to produce a culture which enables equality to be put into action. The achievement of equality objectives will be integral to the plans of the Town Council.

Adopted Date: 28 January 2021

Review date: January 2022

#### The Equality Act 2010 – Protected Characteristics

##### Age

The Equality Act protects people of all ages. Age is the only protected characteristic that allows the justification of direct discrimination.



## Sex

Both men and woman are protected under the Act.

## Sexual Orientation

The Act protects bisexual, gay, heterosexual and lesbian people.

## Marriage and Civil Partnership

The Act protects people who are married or in a civil partnership.

## Race

‘Race’ includes colour, nationality and ethnic or national origins. A racial group can be made up of two or more different racial groups.

‘Ethnicity’ is where a group has a long-shared history and cultural tradition, come from a common geographical area, descend from a small number of ancestors, have a common language or literature and a common religion.

## Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person’s ability to carry out normal day-to-day activities.

## Religion or Belief

Religion has the meaning usually given to it, but belief includes religious and philosophical beliefs including lack of belief (atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

## Gender Reassignment

The process of transitioning from one gender to another.

## Pregnancy and Maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

## Types of Discrimination

The Equality Act 2010 defines the following different types of discrimination.

### Direct Discrimination

This occurs when a person is treated less favourable because of a protected characteristic they have.

### Indirect Discrimination

This occurs when a condition, rule, policy or practise that an organisation has in place disadvantages people who share a protected characteristic – even if the condition, rule, policy or practise is applied to everyone.

### Discrimination arising from Disability

This occurs when a disabled person is treated unfavourably because of something connected with their disability and the unfavourable treatment cannot be justified.

### Associative Discrimination

This occurs when a person is treated less favourably than another person because they associate with another person who possesses a protected characteristic.

### Victimisation

This occurs when someone is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act.

### Perceptive Discrimination

This occurs when a person is treated less favourably than another person because others think they possess a protected characteristic – even if the person does not actually possess the characteristic.

### Harassment

This is unwanted conduct related to a protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

### Third Party Harassment

This is when an employee faces unwanted conduct relating to a protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual by people who are not employees of the organisation

## Appendix 3 - Information on Dimensions of Deprivation from the 2021 Census by the Office of National Statistics

“The dimensions of deprivation used to classify households are indicators based on four selected household characteristics.

### Education

A household is classified as deprived in the education dimension if no one has at least level 2 education and no one aged 16 to 18 years is a full-time student.

### Employment

A household is classified as deprived in the employment dimension if any member, not a full-time student, is either unemployed or economically inactive due to long-term sickness or disability.

### Health

A household is classified as deprived in the health dimension if any person in the household has general health that is bad or very bad or is identified as disabled.

People who have assessed their day-to-day activities as limited by long-term physical or mental health conditions or illnesses are considered disabled. This definition of a disabled person meets the harmonised standard for measuring disability and is in line with the Equality Act (2010).

### Housing

A household is classified as deprived in the housing dimension if the household's accommodation is either overcrowded, in a shared dwelling, or has no central heating.”

# Proposed draft Thornbury Town Council Strategic Plan 2023- 2028

## INTRODUCTION

This Strategic Plan sets out Thornbury Town Council's vision and priorities for the next 5 years. The Strategy builds on the council's track record, takes into account latest census information and feedback from the resident's survey 2022.

## VISION

***To be a local leader as Thornbury expands; deliver high quality, affordable services; work positively in partnership with local and public sector organisations, local businesses and the community throughout Thornbury***

## VALUES

- Transparency and integrity
- Quality and sustainability
- Community cohesion
- Forward thinking

## PRIORITIES

These priorities will guide the Town Council's decision making and budget allocation for the next 5 years, and will be delivered by more detailed action plans, reviewed annually.

- Implement Thornbury's 'Climate Change and Nature' Plan to deliver the council's commitment to tackle the Climate Emergency
- Develop enhanced support and services for young people in recognition of Thornbury's growing younger population
- Implement the Council's Capital Strategy to ensure that our building and land assets are used in the best interests of the town
- Promote community activities to build Thornbury's sense of community and pride

At the same time, the council will continue to

- Deliver high quality open spaces and cemetery services
- Deliver its partnership with voluntary and community organisations through the grants programme, and Service Level Agreements
- Work to engage all parts of the community, such as older and young people; new residents and communities; cultural and historical organisations; sports and recreation clubs.
- Represent the town and council's views as appropriate, for example: planning applications and consultations
- Regularly communicate with residents, using all appropriate media outlets, so that everyone can be involved
- Be prepared to explore new ideas and opportunities that fit within our 5 year Strategic Plan
- Be a good employer and deliver value for money



## THORNBURY TOWN COUNCIL

### OFFICER REPORT Full Council meeting 14 March 2023

#### **AGENDA ITEM 15: To consider the Thornbury Town Council Strategy for 2023 to 2028**

The involvement of Lemon Gazelle in the development of a new Town Council Strategy has come to an end. Lemon Gazelle circulated a revised draft strategy before withdrawal from the commission. Councillors were asked to provide comments on this, or any suggested alternatives, to the Town Clerk.

An alternative strategy for consideration was drafted by Councillor Ball in conjunction with the Town Clerk. This proposal still reflects the feedback of the public survey and the councillor workshops that took place, but may form a more clear, concise and meaningful representation of this.

The Lemon Gazelle proposed document contains a number of factual errors which would need correcting. It is unclear where some of the information was sourced from, as it was not produced by officers and some of the information is out-of-date

If either of the strategy documents were agreed by Full Council, the Town Council's annual report would be an ideal vessel for communicating this to residents. The approval of a Town Council Strategy would make way for the progression of a capital strategy by the new council post May.

If the Councillor Ball option is preferred, further work would be carried out by the Town Clerk to incorporate an introduction and the background information similar to the Lemon Gazelle proposal, to prepare it for public communication.

#### **Recommended actions:**

Full Council may wish to consider resolving to:

- Adopt one of the two proposed draft Town Council strategies for 2023 to 2028

#### **AGENDA ITEM 18: To consider proposed designs for a new Thornbury Town Council logo**

At the Full Council meeting on 30 August 2022 the Town Council considered the report of the Town Clerk concerning the Town Council logo and branding. This is attached at Appendix 1. It was resolved to instruct the Town Clerk to investigate options for a new logo and branding.

At the Full Council meeting of 10 January 2023 Full Council resolved to accept the quote from Avon Displays to redesign the Town Council logo and branding.

The designer at Avon Displays provided various initial logo options which were circulated to councillors. Feedback from councillors was collated and fed back to the designer, and after a few rounds of revised logos, narrowing down the pool of options based on feedback. We have now received a logo and branding proposal as a result of this process which is included with these papers. Further tweaks may be requested as required. The designer at Avon Displays has been responsive and accommodating to feedback to date.

It is worth reiterating the issues with the current logo, which is actually the Thornbury Town Crest (and will always remain so). The current logo appears to be a scan of a painting or similar. Our best quality version of the logo is very low resolution which makes it difficult to reproduce to any reasonable scale, such as demonstrated with the banner recently produced for the councillor recruitment 'pop-up' stands. The quality of the reproduction is embarrassingly unprofessional.

If a new logo is agreed, officers would proceed to plan for the roll-out of the new logo, including an action plan for a phased replacement of signage, vehicle livery, uniforms etc. There is budget available for much of this, and whether additional budget is required will depend on the timescales/preferred options for roll-out. For example, some signage may be updated by way of using vinyl stickers and some may be prioritised for full replacement. A proposal for the roll-out of new signage would be brought back to Full Council, or appropriate Committee, to consider. This may also provide a good opportunity to review Town Council signage in more general terms to ensure it is fit-for-purpose.

**Recommended actions:**

Full Council may wish to consider resolving to:

- Adopt the new logo and branding as proposed, or;
- adopt the new logo subject to minor amendments.

**AGENDA ITEM 19: To review two grant awards and decide upon action:**

- 19.1 At the Full Council meeting on 10 January 2023 a grant award was agreed for the Castle School Friends to fund a lighting tower for the school hall, to the value of £787. Before the grant award was communicate to the Castle School Friends a press article was released stating that the lighting tower had been purchased and giving credit and thanks to the Castle School Friends.

Full Council are asked to consider if they wish to continue to award the funding despite the lighting tower having already been purchased (clearly without the need for the Town Council funds) and also considering that this has been publicly advertised, which means that the Town Council has also missed the opportunity to be publicly credited for the award.

- 19.2 At the Full Council meeting on 10 January 2023 a grant award was agreed for Jigsaw Thornbury for the photographer and printing for a workshop for the creation of a film, to the value of £500, which was 50% of the amount requested. Jigsaw have contacted the Town Council to explain that due to the reduced funding the originally planned film activity was no longer financially viable, but asking to retain the award for the purposes of celebrating their 10<sup>th</sup> birthday still, but by using it slightly differently towards the project rather than specifically for the photographer and printing. Jigsaw are happy to provide a breakdown of the use of the £500 award.

Full Council is asked to consider whether it wishes to:

1. Resolve to retain the award to the Castle Friends PTA for general use, not for a lighting tower.
2. Resolve to retain the award to Jigsaw Thornbury for alternative activities to celebrate their 10<sup>th</sup> birthday to those originally detailed.

## **AGENDA ITEM 20: Thornbury Community Toilet Scheme**

### **Background:**

The Community Toilet Scheme appears not to have been reviewed since 2018, at which point it was agreed to continue with the existing scheme providers. The current scheme agreement is appended at Appendix 2.

It is recommended that the scheme membership is reviewed to ensure that it is providing best value for money and benefit for residents. It is also would also be appropriate and fair to ensure that the opportunity to be a scheme member is open to all retailers/establishments in Thornbury.

### **Current membership and funding:**

Currently scheme membership is as follows:

- Steamers (Wheatsheaf) £600 per annum
- The Malt House £600 per annum
- The Swan £1000 per annum
- Papilio (Heritage) £1000 per annum (payments suspended due to sale of business)

The total budget for the Community Toilet Scheme for 2023/24 is £4,500.

### **Proposal for future scheme refresh:**

It is recommended the opportunity to join the scheme is readvertised to all business in Thornbury to represent a fair opportunity to all. It is recommended that expressions of interest in becoming a scheme provider are invited. It is recommended that the requirements of the scheme would remain as in Appendix 2, with the addition of the following:

- In addition to the requirement to display a window sticker, it is recommended that scheme providers be required to display an A-frame board advertising the scheme membership (to be provided) outside their establishment.
- A requirement to ensure that all staff working in the establishment are aware of scheme membership. This is in response to anecdotal feedback that some members of the public do not always feel welcome when they ask to use the facilities, as if the staff members are not always aware of scheme participation.

It is proposed that a total four providers are appointed and that the grant payment is structured as follows:

- £600 per annum for ladies, gents, or gender-neutral facilities only.
- £800 per annum for ladies, gents, or gender-neutral and disabled facilities.
- £1000 per annum for ladies, gents, or gender-neutral and disabled and baby changing facilities
- An additional £100 per annum will be added to the sum payable for scheme providers open on a Sunday in particular reflection of the demand for Sunday opening, due to fact that the St Mary Shopping Centre public toilets are closed on a Sunday

It is recommended that the following criteria are taken into account when determining the selection of scheme participants who express an interest in joining the scheme:



1. Facilities available (including disabled and baby changing facilities)
2. Location (a wide geographic spread is desirable)
3. Opening hours (daytime, evening and weekend availability)
4. Accessibility considerations
5. Type of business (a range of business types would be desirable as some members of the public, for example, may not feel comfortable visiting a public house)
6. Cleanliness and condition of facilities on initial inspection (to be carried out by Town Council officers)

It is recognised that no business will score perform 100% in all categories. Award of scheme membership will be at the discretion of the council based on a balance of the above factors; for example the locational spread may compete with some of the other factors, requiring an overview of the scheme provision to be taken into account.

### **Communications:**

The Town Council periodically receives complaints from members of the public concerning the lack of public toilets, particularly during certain hours. Some communications have highlighted the particular issue for those who are disabled or have health conditions which make the requirement for toilet availability all the more important. The Community Toilet Scheme is not currently well known or communicated by the Town Council, so a Town Council officers would ensure a communications campaign following selection of new scheme providers, using all available media channels.

The cost of the A-frame signs is around £75 each, so an investment of £300 would be required to purchase these. It is expected that there would be capacity within the existing Community Toilet Scheme budget to fund these alongside the provider grant payments for four providers. It is believed that the A-frame signs would give a far more visible advert of the Community Toilet Scheme.

### **Next steps and timescales:**

It is recommended that the scheme is advertised to potential providers with a view to considering expressions of interest at the Finance and General Purpose Committee on 11 April 2022. Scheme membership for new providers would commence on 1 May 2023, which will fit well ongoing, in terms of grant payment dates, with the council financial year.

It is recommended that current scheme providers are contacted as soon as possible to alert them to refresh of the scheme membership, explaining that they are of course welcome to reapply. Pro-rata payment of current grants would be made to outgoing scheme providers up until 30 April.

### **Recommended actions:**

Full Council are asked to consider resolving to:

- Relaunch the Community toilet scheme as set out in this officer briefing
- To purchase A-frame signs for use by scheme members from the Community Toilet Scheme budget
- To delegate provider selection to the Finance and General Purpose Committee (or Clerk if preferred)

**Kath MacConnachie, CiLCA**  
Town Clerk and RFO  
10 March 2023

## 8. TOWN COUNCIL LOGO AND BRANDING

There are number of practical concerns with the current Thornbury Town Council logo:

- 1) The logo is currently the coat of arms for the Town of Thornbury. This is a 'Town' logo, not a 'Town Council' logo. The Town Council should be distinguishable from the Town.
- 2) The logo is not easily identifiable as the logo of Thornbury Town Council: It is not particularly distinct, nor does it feature the name of the Town Council. Many people seeing the logo in isolation would not know to whom it relates.
- 3) The detail: The detail of the logo is such that it is not all that clear at a glance what it is.
- 4) The multiple colours within the logo make it difficult to reproduce. This poses an issue when the Town Council may want to reproduce the logo on printed items, such as on flags or a gazebo, as the printing process is more involved. A number of providers of logo-printed merchandise only offer up to 4-colour printing; full colour printing is less widely available and is far more costly. The resolution of the current logo is also poor, which can cause issues with reproduction.
- 5) The current logo can only have a white background. It is preferable to have an alternative, coloured background, which can be particularly useful when printing on items which may weather or age, such as a flag, gazebo or umbrellas (potentially for cemetery use). A flag with a white background soon looks dirty.

A good logo brings benefits in terms of public recognition, grabbing attention and making a strong first impression. A good logo should be simple, memorable and form the foundation of brand identity.

It is recommended that the Town Council should investigate options for an improved Town Council logo and creation of a brand identity (standard colour scheme, font etc) to ensure all Town Council communications are easily identifiable and professional in appearance. The Town coat of arms could, of course, still feature alongside.

There is no budget for this piece of work, so it would need represent an overspend against either the Professional Fees budget which is already overcommitted. It is likely that there will be offset underspend against other budget lines.

**Action requested:** Councillors as asked to consider instructing the Town Clerk to seek quotes for the design of a new the Town Council logo and supporting branding theme.



Thornbury Town Council  
Community Toilet Scheme Agreement  
with  
**premises**

The

scheme provides clean, safe and accessible public toilets in more convenient locations for residents and visitors. The Wheatsheaf public house will allow members of the public to use its toilet facilities free of charge during normal opening hours and without the need to make a purchase. A Community Toilet sticker indicating that The Wheatsheaf is participating in the scheme will be placed in the window of both main entrances to the public house building. In return for participating in the scheme **premises** will receive a grant of £. The grant is calculated on the opening hours and facilities provided. ( *Please note there may be extra funds available if facilities for disabled and baby changing are provided*)

The **premises** agrees:-

- To have its doors open to the public to use the toilet facilities at the times indicated to the Council
- To have adequate public liability insurance
- Clean the toilets regularly.
- Have facilities on site for male and female as a minimum.
- Display a sticker, provided by the Council, to indicate that **premises** is participating in the scheme
- Notify the Town Council if either your opening times or facilities change at any time
- To allow a Council representative from time to time, upon a minimum of 24 hours prior notification, to inspect the toilet facilities

The Town Council agrees:-

- To provide window stickers indicating that the premises are participating in the Community Toilet Scheme
- To give an annual grant of ????to be paid in quarterly instalments of ????? on the 1<sup>st</sup> days of March, June, September and December.

This agreement will commence on **date** and continue until further notice. Either party will be required to give three months' notice in writing to terminate this agreement.

Signed on behalf of **premises**                    }  
Public House in the presence of:-            }

Signed on behalf of Thornbury                    }  
Town Council in the presence of            }