

THORNBURY TOWN COUNCIL

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Town Clerk: Kath MacConnachie, CILCA



Town Hall
35 High Street
Thornbury
Bristol BS352AR

4 April 2023

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

Please take notice that a meeting of the **Finance & General Purpose Committee** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on **Tuesday 11 April 2023 at 7.30pm**.

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

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

Kath MacConnachie, Town Clerk

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

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

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

AGENDA

1. Apologies for absence
2. To receive any member declarations of interest
3. To receive any representations from the public
4. To approve the minutes of the Finance & Policy meeting held on 14 February 2023
5. To consider the following financial matters:
 - 5.1. To approve the Accounts for Payment (to be circulated electronically in advance and tabled at the meeting)
 - 5.2. To receive the bank reconciliations report
6. To note increased Fidelity Guarantee Insurance Cover
7. To receive a proposal from Councillor Emmerson that the Council provides a notice board in the Town Hall foyer on which local community groups can display posters about future events. In addition, that the Council provides a facility by which local community groups can leave brochures and leaflets for the general public to take away

- 8. Heritage Open Days: To grant permission this year and for all future years for Heritage Open Days to be hosted at the Town Hall subject to sufficient Councillor volunteers to host the event**
- 9. To receive a request from Avon and Somerset Constabulary to change the light outside of the Town Hall for a blue one**
- 10. To consider proposal to replace the fencing at Eastland Avenue play area as part of the play area refurbishment works**
- 11. To review Cemetery charges and fees, following initial consultant feedback from the audit of cemetery procedures and practices**
- 12. To consider the following draft policies for adoption:**
 - 12.1. Media Policy
 - 12.2. Communications Protocol
- 13. To consider the refurbishment of the Thornbury Pump and agree course of action**
 - 13.1. To receive estimate for the refurbishment works
 - 13.2. To consider funding options, including potential community funding campaign
- 14. Date of the next meeting: 13 June 2023**

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

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 from Lemon Gazelle which was subject to a query.

ACCOUNTS PAID OUT OF MEETING (11TH JANUARY - 13TH FEBRUARY 2023)		
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

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

ACCOUNTS NOW DUE FOR PAYMENT - 14TH FEBRUARY 2023		
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
	Total Expenditure:	15,204.60

- **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. Cllr Parkinson reported to be particularly impressed at the efficiency of debt control. The Clerk noted that this was due to the diligence of the Financial Administrator, who was thorough and timely in chasing up payments. The meeting wished 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 guarantee 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 fidelity guarantee 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 quotes had 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

Kath MacConnachie

From: John Sumner (Estates) <John.Sumner@avonandsomerset.police.uk>
Sent: 07 March 2023 08:16
To: Kath MacConnachie; Robin Whittingham
Cc: Jon Brain
Subject: RE: [External] Proposed Alterations at Police Location rear of Town Council
Attachments: WP_20181203_12_53_42_Pro.jpg

Hi Kath

I hope all is well?

In an effort to try and let the public know the police are represented in ThornburyMight you consider, subject to any necessary planning permission/conservation area consent, replacing the external lantern on the external corner façade with a 'Blue Lamp' similar to the attached image?

I'd be grateful for your thoughts?

Regards
John



Request to Finance and General Purpose Committee
To change fencing by Eastland Avenue Play Area

Background and Proposal

Thornbury Town Council is redeveloping the play area off Eastland Avenue. The cost of the redevelopment (£70K) is being covered by CIL and has been approved. The order has been placed and work is due to start in June 2023.

The play area designer (Proludic) made some interesting and useful suggestions regarding reducing antisocial behaviour in the area. This included changing the fencing between the tarmacked car park and the play area, which is currently tall, solid, wooden fencing panels (see below). They suggested changing this to lower height, “see through” bow fencing (see below). This change would make whatever is happening in the play area more visible and may discourage unwanted and antisocial behaviour.

Comments made online following the launch of the online survey on this play area have indicated that it can seem very “hidden away”. Similar comments were made at the face to face consultation event where 100% of those who commented on the proposal, said they would like to see the fencing changed.

The fencing belongs to Bromford and we have asked for their permission to change it. They have responded positively and are likely to give permission, once the usual assurances and paperwork is in place. They also asked us to consult with residents immediately adjacent to the tarmacked car park area, which we can easily do by writing to them to ask for any objections to the proposal.



EXISTING FENCING



PROPOSED NEW FENCING

Timescales

We need to confirm to Proludic whether we want to go ahead with this change by early May in order for it to be carried as part of the same job. The fencing replacement could be carried out as a separate job subsequently, but the costs would likely be higher if not carried out as part of the wider playground refurbishment works.

Funding Options

If TTC were to go ahead with the change in fencing, this would mean an additional cost of 3678.07 + VAT. This would be a suitable use of CIL funds, although the allocation of CIL funds must be approved

by Full Council which would not be until May 2023. Due to the project timescales it is not possible to wait until May.

There is £5084 in the legacy EMR 331 (Equipment) which has no other agreed commitments against it. It is proposed that Finance and General Purpose Committee could commit the fencing cost from this reserve, with a view to taking the request for CIL funding to the May 2023 Full Council meeting. If CIL funds are latterly agreed, the EMR funds would remain.

Officer recommendation

The Committee is asked to consider resolving to:

Replace the fencing at Eastland Avenue play area, subject to agreement with Bromford housing association, using EMR 331 if CIL funding is not subsequently approved.

Wendy Sydenham
Deputy Town Clerk

Kath MacConnachie
Town Clerk

THORNBURY TOWN COUNCIL EVALUATION REPORT

Date: March 2023

Extract from Report.

Cemetery Fees and Charges

The current fees offered for burial have reflected a very reasonable cost to the residents of Thornbury. Non-residents are charged the current fees x 2.

As with a lot of cemeteries across the UK, space for full burials is running out and the council need to look at future provisions for its residents as well as income revenue in order to sustain the maintenance of its cemetery.

Statistics provided by the Council show the following:

Average full Burials over the last three years	26
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Average Cremated remain burials over last three years	31
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It is currently unclear how many of the above include second interments in a plot.

The cemetery has approx. **118** New full burial plots available

Using the above figures, a crude approximation would mean the cemetery has 5 years of burial space available.

In reality interments taking place would include:

- second burials in existing plots
- New interments in prepurchased plots

thus, the cemetery would expect to have capacity for new full burials for up to 8 years.

The current trend within the UK, shows that 80% of the population now favour cremation over burial. If this trend continues the Council could approx. a slowdown of new full burial plots so extending its provisions up to 10 years.

The council would need to look at the revenue generated by its current fees and charge's structure.

An exercise was carried out at current rates charged by other comparable town and parish councils within the area . Using this data it is clear that Thornbury Council are charging below the current levels within the area.

The Council had purchased neighbouring land to be used as an extension to the current provision. However, further investigation has concluded that it is not suitable for full burials.

For the Council to maximise provisions for full burial for its residents the following are options to consider:

- *Increase the cost of the Purchase of Exclusive rights of Burial. To reflect the limited space now available.*
- *The Council to allow resident burials **only**.*
- *The Cemetery has approx. 150 plots that have not been used, however were prepurchased some time ago. The Council could also look at purchasing back these plots from the current EROB holders. (This practice must be done with caution and certain parameters set out prior to offering.)*

The cemetery has space to increase its cremated remains plot offering. The current plots available and the use of the new extension as a Garden of Remembrance to be used exclusively for the use of scattering/loose interment of cremated remains.

A scheme for the garden of remembrance could include different types of memorial offerings. Each on different lease lengths from 5 years up to 20 /30-year plots. This would ensure the council received renewable income year on year.

Grave Maintenance agreement charges

The Council currently offer Five different services.

- Removal of Mound - single charge £55
- Decorative Slate - single charge £280
- Removal of kerbs – single charge £POA
- Service A – annual charge £70
- Service B – annual charge £85.

Service A and Service B are labour intensive and the cost for both these services does not reflect the time and cost of planting.

Removal of mound service – recommend that this service is altered to remove the offering of a cultivated area for own planting.

Attached sheet shows current Burial and grave maintenance charges against recommendations for an increase to these charges for consideration.

The Grave digging is now outsourced to a third party; however, the interment fee also reflects the administration work undertaken for the burials. However, there is then no requirement to charge an additional depth fee for this reason.

Removing interment charges for children under 12 years can show consideration has been taken to the impact these charges have to families at a time of great distress.

Adjusting the fees and charges to reflect current levels of space and realistic costs of cemetery maintenance would assist the Council in generating revenue to sustain the continued maintenance of the grounds as well as insuring that burial plot space is available for many more years to come.

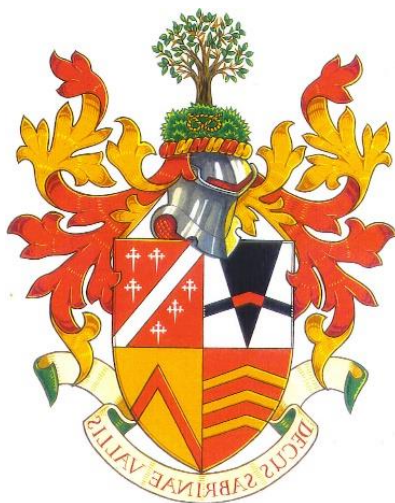
Marian Millington(AICCM)
ICCM Deputy president

March 2023

Cemetery Costs Comparison - local cemeteries of comparable standard

	PILNING & SEVERN BEACH (not comparable)	MILTON, WSM	WELLS CEMETERY	ALMONDSBURY (most comparable)	SGC CEMETERIES	BCC CEMETERIES	WESTERLEIGH	THORNBURY PRE 01.01.23	THORNBURY from 01.01.23
INTERMENT									
Adult or child > 12 years	£328.00	£750.00	£685.00	£670.00	£1,260.00	£935.00	£960.00	£600.00	£450.00
Interment on Saturday	£343.00								
Interment of cremated remains	£458.00	£115.00	£245.00	£624.00	£270.00	£180.00	£275.00	£268.00	£418.00
Interment of cremated remains on Saturday	£523.00								
Scattering of cremated remains	£46.00	£49.00	£88.00	£96.00	£120.00	£35.00		£100.00	£100.00
Grave depth exceeding 2.13m					£430.00			£345.00	
Additional fee - interment outside normal hours							£695.00	£189.00	£189.00
Additional fee - late arrival or overrun					£95/£180			£39.00	£39.00
PURCHASE OF EXCLUSIVE RIGHTS OF BURIAL									
Purchase of exclusive right in earthen grave	£595.00	£850.00	£715.00	£1,215.00	£1,260.00	£1,650.00	£2,105.00	£490.00	£490.00
Purchase of exclusive right of burial in the cremated remain garden	£458.00	£550.00	£385.00	£624.00	£630.00	£1,720.00	£2,105.00	£323.00	£323.00
TOTAL - EXCLUSIVE RIGHTS OF BURIAL PLOT AND INTERMENT (ADULT)									
	£923.00	£1,600.00	£1,400.00	£1,885.00	£2,520.00	£2,585.00	£3,065.00	£1,090.00	£940.00
EQUIVALENT WITHOUT BURIAL									
	£923.00	£1,100.00	£900.00	£1,885.00	£2,020.00	£2,085.00	£2,565.00	£590.00	£940.00
TOTAL - EXCLUSIVE RIGHTS OF BURIAL CREMATED REMAINS AND INTERMENT									
	£916.00	£665.00	£630.00	£1,248.00	£900.00	£1,900.00	£2,380.00	£591.00	£741.00
MEMORIAL FEES (Right to erect inc. 1st inscription)									
Headstone not exceeding 1m in height inc. base	£138.00	£175.00	£232.00	£313.00	£180.00	£245.00		£195.00	£195.00
Headstone exceeding 1m in height inc. base (old section only)								£300.00	£300.00
Flat or sloped tablet not exceeding .25m in height inc. base	£137.00	£175.00	£160.00	£197.00	£130.00			£94.00	£94.00
Vase exceeding .20m in height inc. base		£65.00	£60.00	£155.00				£84.00	£84.00
Additional inscription	£57.00	£40.00	£85.00	£102.00		£35.00		£84.00	£84.00
Replacement headstone					£115.00			£84.00	£84.00
Permit for removal of headstone for other purpose								£50.00	£50.00
MISC FEES									
Bronze plaque 6"x3" as memorial in cremated remains area			£160.00	£99.00		Included		£231.00	£231.00
Bronze plaque 6"x6"			£160.00			Included		£330.00	£330.00
Search fee	£0.00	£43.00	£45.00	£32.00	£125.00			£36.00	£36.00
Change of ERB ownership		£70.00			£48.00	£110.00	£75.00	£52.00	£52.00
Certified copy of Burial Register Entry	£31.00	£25.00		£32.00		£70.00		£52.00	£52.00
Exhumation							Cost + 10%		
Additional admin fee (statutory declarations, ICCM checks etc)								£52.00	£52.00
INDICATES GRAVE DIGGING INCLUDED									
30 year only for cremated remains									

THORNBURY TOWN COUNCIL



DRAFT Media Policy

Date Ratified:	<i>To be considered 12 April 2023</i>
Meeting:	Finance and General Purpose Committee
Next review date:	<i>April 2026 (3 yearly review)</i>
Supersedes:	Press and Media Policy adopted Jan 21

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1. INTRODUCTION

- 1.1 Thornbury Town Council (“the Council”) is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council’s publication scheme, please contact the Council’s clerk or, in his absence, the deputy Clerk.
- 1.2 The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet (“the media”).
- 1.3 This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

2. LEGAL REQUIREMENTS AND RESTRICTIONS

- 2.1 This policy is subject to the Council’s obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council’s standing orders and financial regulations. The Council’s financial regulations and relevant standing orders referenced in this policy are available via the Council’s publication scheme.
- 2.2 The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council’s publication scheme.

3. MEETINGS

- 3.1 A formal meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council’s standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
- 3.2 Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak. Public participation is regulated by the Council’s standing orders.
- 3.3 The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the

meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.

- 3.4 The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
- 3.5 Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
- 3.6 The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
- 3.7 The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

4. OTHER COMMUNICATIONS WITH THE MEDIA

- 4.1 This policy does not seek to regulate councillors in their private capacity.
- 4.2 The Council's communications with the media must seek to represent the corporate position and agreed views of the Council (as resolved in the minutes or stated in adopted policies). If the views of councillors are different to the Council's corporate position and views, they will make this clear and ensure that third parties clearly understand this for onward reporting purposes.
- 4.3 Subject to the obligations on councillors not to disclose information referred to in paragraph 2.2 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.
- 4.4 Unless a Councillor has been authorised by the Council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.
- 4.5 The Council's Clerk, or in their absence, the deputy Clerk or delegated Officer may contact the media if the Council wants to provide information, a statement or other material about the Council.
- 4.6 If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure.

5. POLICY IMPACT ASSESSMENT

IMPACT ASSESSMENT	
Strategic	No impact
Equalities	No impact
Environmental/Sustainability	No impact
Crime and Disorder	No impact
Financial	No impact
Resource	No impact
Risk management	Mitigates against negative PR from inappropriate communications.

- END OF POLICY –

(this policy is based on the NALC template Media Policy)

THORNBURY TOWN COUNCIL



DRAFT Communications Protocol

Date Ratified:	<i>To be considered 12 April 2023</i>
Meeting:	Finance and General Purpose Committee
Next review date:	<i>April 2026 (3 yearly review)</i>

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1. TOWN COUNCIL CORRESPONDENCE

- 1.1 The point of contact for the Town Council is the Clerk, and it is to the Clerk that all correspondence for the Town Council should be addressed.
- 1.2 The Clerk should deal with all correspondence following a meeting.
- 1.3 No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the Town Council, a committee, sub-committee or working party. In particular, Councillors and Officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.
- 1.4 Official correspondence should be sent by the Clerk in the name of the Council using Council letter headed paper or on email with an appropriate Town Council signature. The Clerk may delegate the sending of correspondence to the Deputy Clerk or another Officer where appropriate.
- 1.5 Where correspondence from is copied from the Clerk to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to XX).

2. AGENDA ITEMS FOR COUNCIL, COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES

- 2.1 Agenda should be clear and concise. They should contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.
- 2.2 Generic items such as 'Matters Arising', 'Correspondence' or 'Any Other Business' will not feature on agendas. They do not meet the legal requirement to specify the nature of business to be transacted and represent poor practice.
- 2.3 Items for information should be kept to a minimum on an agenda, for example where there is a need to demonstrate the noting or receiving of information for governance purposes.
- 2.4 Where the Clerk or a Councillor wishes fellow Councillors to receive matters for "information only", this information can be circulated to councillors directly including via email. The Clerk should be copied in on such correspondence.

3. COUNCILLOR CORRESPONDENCE TO EXTERNAL PARTIES

- 3.1 Any official Council correspondence to other bodies will be issued by the Clerk, Deputy Clerk or an alternative Officer delegated by the Clerk.
- 3.2 A copy of all outgoing correspondence sent by a Councillor acting in their official capacity relating to the Council or a Councillor's role within it, should be copied to the Clerk, and it be noted on the correspondence, e.g. "copy to the Clerk" so that the recipient is aware that the Clerk has been advised.

- 3.3 Councillors are encouraged to engage with residents, whom they are elected to represent. Councillors should ensure in corresponding with residents where they are representing their individual views versus the formally agreed council position/decision.

4. COMMUNICATIONS WITH PARISH COUNCIL STAFF

- 4.1 Individual Councillors must not give instructions to any member of staff.
- 4.2 Telephone calls should be appropriate to the work of the Town Council.
- 4.3 Emails:
- Instant replies should not be expected from the Clerk, or other Officers; reasons for urgency should be stated;
 - E-mails from Councillors to external parties should be copied to the Clerk;
 - Councillors should regularly review and respond to their council e-mails, and acknowledge receipt of emails when requested to do so.
- 4.4 Meetings with the Clerk or other officers:
- Wherever possible an appointment should be made;
 - Meetings should be relevant to the work of that particular officer;
 - Councillors should be clear that the matter is legitimate Council business and not matters driven by personal or political agendas.
- 4.5 The Clerk is able to provide advice to councillors on any queries relating to appropriate communications.

5. FREEDOM OF INFORMATION CONSIDERATIONS

- 5.3 Councillors and Officers should be aware that as a public body the Town Council is subject to Freedom of Information Legislation. This means that all data held, including communications such as letters and emails, relating to Town Council business is available to the public. This includes information saved on personal devices and systems.
- 5.4 The Town Council must also comply with Subject Access Requests, whereby any individual can request information on the data held on them.
- 5.5 Councillors and Officers should be aware that they could be required to disclose any information and correspondence that is held. It is prudent to maintain efficient housekeeping of records, both electronic and hard copy.
- 5.6 Councillors and Officers should remain aware of the Privacy Notices in force, which govern how personal data will be used, and should give due regard to privacy of members of the public.

6. POLICY IMPACT ASSESSMENT

IMPACT ASSESSMENT	
Strategic	No impact
Equalities	No impact
Environmental/Sustainability	No impact
Crime and Disorder	No impact
Financial	No impact
Resource	No impact
Risk management	Mitigates against negative PR from inappropriate communications.

- END OF POLICY –



By Appointment to
HRH The Prince of Wales
P & S Timbrell Decorators,
Painters and Decorators

P & S Timbrell Decorators Ltd

Estimate

Hannah Cornforth
Thornbury Town Council Administrator
19.2.23

Dear Hannah,

Re: Water pump and surrounding structure

We are pleased to submit our estimate for exterior decorating work.

- £3156 (£2630 + Vat)

Cone off all sides
Erect a tower scaffold for access
Remove all loose paint and rust back to a firm edge
Sand and wire brush smooth all surfaces
Tidy up and remove all waste material
Prime bare galvanised metal with Zinsser Bulls Eye 123 primer sealer
Spot prime localised areas of rust with zinc phosphate primer
Touch-up all primed areas with black HMG C71 Speedline gloss
Paint with 2 coats of black HMG C71 Speedline gloss; sanding smooth between coats.

We assume we will be allowed to park within the chevroned zone.
We assume the planters will be removed before work starts.

This price includes materials as stated.

Thank you for considering our firm.

Yours sincerely,

Steve Timbrell

Traditional and Special Finishes

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