

11 May 2023

To all Councillors

Please take notice that the **Annual Meeting of the Full Council** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall on Tuesday 16 May 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.



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. To elect the Chairman/Town Mayor for 2023/24
2. To receive the Declarations of Acceptance of Office for councillors and the Chairman/Town Mayor
3. To elect Vice Chairman and Deputy Town Mayor for 2022/23
4. To note any apologies for absence
5. To receive declarations of interest from members
6. To approve the minutes of the meeting of the Full Council held on 14 March 2023
7. To redeclare General Power of Competence
 - To confirm that eligibility criteria are met¹
 - To Resolve that, having met the eligibility criteria, the council adopts the authority of General Power of Competence²

¹ The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2021, Schedule (Conditions of eligibility), para2

² The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2021, Schedule (Conditions of eligibility), para1

- 8. To review and approve the Standing Orders**
- 9. To review and approve the Financial Regulations**
- 10. To review and confirm changes to the Town Council bank mandate for Unity Bank**
- 11. To confirm the arrangements for internal audit 2023/24**
 - Year 2 of a 3 year contract with South Gloucestershire Council for Internal Audit services
- 12. Committees and Working Groups 2023/24**
 - To review the Committee structure for 2023/24
 - To review and approve Terms of Reference for Committees and Working Groups
 - i. Finance & General Purpose Committee
 - ii. Open Spaces Committee
 - iii. Planning Committee
 - iv. Staffing Committee
 - v. Climate and Nature Committee
 - vi. Events & Innovations Working Group
 - vii. Grant Review Working Group
 - To elect councillors to the above Committees for 2022/23
- 13. Representatives on outside bodies**
 - To elect councillors to outside bodies
- 14. Voluntary Town Council positions**
 - To confirm the holder of the position of Tree Warden
 - To confirm the holder of the position of Footpath Warden
- 15. To confirm subscriptions and memberships for 2022/23, to include:**
 - ALCA/NALC
 - SLCC (Clerk)
 - ICCM
 - Rural Services Network
- 16. To review the asset register as at 31 March 2023**
- 17. To review the current Risk Register**
- 18. Town Council Policies and Procedures**
 - To note the delegation to Finance and General Purpose Committee for the adoption and periodic review of Town Council policies and procedures
- 19. To receive the minutes (approved or draft) from the following Committees**
 - Open Spaces Committee meeting held on 24 March 2023
 - Planning & Town Development Committee meeting held on 23 March 2023
 - Staffing Committee meeting held on 11 April 2023
 - Finance & Policy Committee meeting held on 11 April 2023
- 20. Confirmation of insurance arrangements for 2023/24**
 - To note long-term agreement with Zurich from 2022 to 2025
 - To receive verbal report of the Clerk/RFO concerning insurance cover
 - To agree the uplift in cover/premium for 2023/24

- 21. To review the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence**
- 22. To consider any Conflicts of Interest in relation to BDO, the external auditor**
- 23. Annual Governance and Accountability Return (AGAR) – Annual Internal Audit Report 2022/23**
 - To note the arrangements for year-end Internal Audit 2022/23
- 24. AGAR – Annual Governance Statement 2022/23**
 - To review the Thornbury Town Council Financial Systems of Internal Control
 - To approve the AGAR Annual Governance Statement 2022/23
- 25. AGAR 2022/23 – Accounting Statements**
 - To confirm Earmarked Reserve allocations at year-end 2022/23
 - To receive the 2022/23 full year Income and Expenditure report and Balance Sheet
 - To approve the AGAR 2022/23 Accounting Statements
- 26. Notice of Public Rights and Publication of Unaudited AGAR 2022/23**
 - To note that the period for Public Rights and Publication of Unaudited AGAR will commence on 5 June 2023 and will end on 14 July 2023.
- 27. To approve the accounts for Payment**
- 28. To consider the adoption of the Annual Business Plan 2023/24 as circulated**
- 29. Capital Strategy Development**
 - To receive a report from the Town Clerk concerning Capital Strategy development
 - To consider the quote received from ALC (consultancy subsidiary of the SLCC) to facilitate the development of a Capital Strategy for Thornbury Town Council.
- 30. Youth provision**
 - To consider a report from the Town Clerk concerning Thornbury Town Council Youth provision
 - To approve the establishment of a Youth Services Working Group and the Terms of Reference
 - To elect members to the Working Group
 - To agree to raise an initial Expression of Interest to South Gloucestershire Council Youth Commissioning Team to join the Youth Activities Offer procurement for implementation from 1 April 2024
- 31. To consider the use of CIL funds for the installation of new fencing at the Eastland Avenue Play area**
- 32. To pass a resolution to exclude members of the public and press for agenda items 33 and 34 due to the COMMERCIALY CONFIDENTIAL and SENSITIVE nature of the business to be transacted**
- 33. Over 60s Tea Room Service Level Agreement (SLA) 2023-2026**
 - To approve the Service Level Agreement as circulated
 - To approve the lease contract addendum
- 34. Thornbury Volunteer Centre SLA for 2023-26**
 - To approve the Service Level Agreement as circulated
 - To approve the lease contract addendum
- 35. Date of next meeting: 7.30pm on 11 July 2023**

END OF AGENDA

Councillor training to note:

- To note the ALCA Essential Councillor training course booked for 7.00pm Thursday 18 May at the Town Hall
- To note the Town Clerk training session booked for 7.00pm on Thursday 8 May at the Town Hall
- To note opportunity to meet staff Wednesday 24 May at 2.00pm at the Town Hall