



Minutes of the Annual Meeting of the Full Council

held on Tuesday 16 May 2023 at 7:30pm
at Council Chamber, Town Hall

Members present: Cllrs Chris Davies (Chair)
Helen Ball
James Murray
Maggie Tyrrell
Danny Bonnett
Mark Oaten.
Phil O'Rourke
John Reynolds
Fiona Deas
Jayne Stansfield
Chris Woodhouse
Chris Bloor
Helen Harrison
Cheryl Jenkinson
Simon Johnson
Kath Greenman

In attendance: Kath MacConnachie (Clerk)
Wendy Sydenham (Deputy Clerk)
1 member of Council Administration Staff (Minutes)
9 members of the public

Absent: Cllrs None

FC2324.1. To elect the Chairman/Town Mayor for 2023/24

It was **RESOLVED** to elect Cllr Chris Davies as Chairman and Town Mayor for 2023/24.

FC2324.2. To receive the Declarations of Acceptance of Office for councillors and the Chairman/Town Mayor

It was confirmed that signed Declarations of Acceptance of Office were received from all 16 councillors in advance of the meeting.

Cllr Davies signed the acceptance of office for the position of Chair.

FC2324.3. To elect a Vice Chairman and Deputy Town Mayor for 2023/24

It was **RESOLVED** to elect Cllr Helen Ball as Vice Chairman and Deputy Town Mayor for 2023/24.

FC2324.4. To note any apologies for absence

There were no absent members.

FC2324.5. To receive any declarations of interest from members

There were no declarations of interest from members.

FC2324.6. To approve the minutes of the meeting of the Full Council held on 14 March 2023

It was **RESOLVED** to approve the minutes of the Full Council meeting held on 14 March 2023 as an accurate record of the proceedings.

FC2324.7. To redeclare General Power of Competence

It was confirmed that eligibility criteria for the declaration of General Power of Competence were met, namely that at least 2/3 of councillors were elected and that the Town Council employed a fully qualified Clerk (CiLCA qualified).

It was **RESOLVED** to adopt the authority of General Power of Competence for 2023/24.

FC2324.8. To review and approve the Standing Orders

It was **RESOLVED** to approve the Standing Orders as presented.

FC2324.9. To review and approve the Financial Regulations

It was **RESOLVED** to approve the Financial Regulations as presented.

FC2324.10. To review and confirm changes to the Town Council bank mandate for Unity Bank

It was **RESOLVED** to approve the bank mandate change request form as presented in order to remove the following individuals: M Stringer, G Rawlinson, S Holloway, R C Parkinson, R Griffin, B Emmerson, M Tyrell, A Symonds and P Shipp

FC2324.11. To confirm the arrangements for internal audit 2023/24

It was reported and noted that the Town Council was now in year two of a three-year contract for the provision of Internal Audit services by South Gloucestershire Council.

FC2324.12. Committees and Working Groups Structure and Terms of Reference

Having reviewed the Committee structure for 2023/24, it was **RESOLVED** to approve the Terms of Reference for all Committees and Working Groups as presented.

FC2324.13. To elect councillors to the above Committees for 2023/24

It was **RESOLVED** to elect members to Committees and Working Groups as follows:

Finance and General Purpose Committee	Chris Davies Helen Ball (Chair) Simon Johnson Fiona Deas Chris Woodhouse John Reynolds Jayne Stansfield Cheryl Jenkinson Maggie Tyrrell
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Open Spaces Committee	Chris Davies Phil O'Rourke
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	Kath Greenman Danny Bonnett John Reynolds Helen Harrison Chris Bloor Fiona Deas Simon Johnson
Planning Committee	Chris Davies Jayne Stansfield Chris Bloor Maggie Tyrrell Fiona Deas Helen Ball
Staffing Committee	Helen Ball Chris Woodhouse Jayne Stansfield Maggie Tyrrell Kath Greenman
Climate & Nature Committee	Kath Greenman Danny Bonnett Jayne Stansfield Helen Harrison Chris Bloor Chris Woodhouse
Events and Innovations Working Group	Chris Davies John Reynolds Chris Bloor Helen Ball
Grants Review Working Group	All Councillors invited

It was **RESOLVED** to elect Cllr Helen Ball as Chair of the Finance & General Purpose Committee.

It was **RESOLVED** to elect Cllr Helen Harrison as Chair of the Open Spaces Committee.

It was **RESOLVED** to elect Cllr Maggie Tyrrell as Chair of the Planning Committee.

It was **RESOLVED** to elect Cllr Jayne Stansfield as Chair of the Staffing Committee.

It was **RESOLVED** to elect Cllr Danny Bonnett as Chair of the Climate and Nature Committee.

FC2324.14. Representatives on outside bodies

It was **RESOLVED** to elect Councillors to outside bodies as set out hereunder:

Armstrong Hall Management Committee	No representatives
Thornbury and District Community Association	No representatives
4 Towns and Vale Link Community Transport	Cllr Jayne Stansfield
Thornbury & District Heritage Trust	Cllr Simon Johnson
Heritage Partnership Forum	No representatives
Oldbury Nuclear Power Station Stakeholders Group	Cllr Chris Bloor

Thornbury in Bloom Town Centre Partnership	Cllr Kath Greenman Cllrs Mark Oaten, Cheryl Jenkinson and John Reynolds
Community Engagement Forum Krunch Avon Local Councils Association Town and Parish Council Forum Thornbury Christmas Lights Association Larger Councils Forum Rural Market Town Group Over 60's Tea Room Volunteer Link Town Trust	Cllrs Phil O'Rourke and Fiona Deas Cllr Helen Harrison Cllr Jayne Stansfield Cllr Helen Ball Cllr John Reynolds No representatives No representatives Cllr Fiona Deas Cllr Chris Bloor Cllrs Chris Davies and Helen Harrison continuing (mid-term) Cllr Chris Bloor Cllr Chris Woodhouse
Tytherington Quarry Liaison Group Park Farm CIC observer position	

FC2324.15. Voluntary Town Council positions

It was **RESOLVED** that the Judith Hurford would remain as Tree Warden.

It was **RESOLVED** that Cllr Bloor would fulfil the role of Footpath Warden.

FC2324.16. To confirm subscriptions and memberships for 2023/24, to include:

It was **RESOLVED** to continue membership with ALCA/NALC.

It was **RESOLVED** to continue membership with SLCC.

It was **RESOLVED** to continue membership with ICCM.

It was **RESOLVED** to cease membership of the Rural Services Network.

FC2324.17. To review the asset register as at 31 March 2023

The asset register was reviewed and noted by Council.

FC2324.18. To review the current Risk Register

The risk register was reviewed and councillors had opportunity to ask the Clerk questions. A risk relating to a splash pad technical issues was highlighted as an addition.

FC2324.19. Town Council Policies and Procedures

Council noted that the Finance and General Purpose Committee were delegated to review and adopt Town Council policies and procedures.

FC2324.20. To review Committee minutes (approved or draft as appropriate)

The minutes of the following Committee meetings were received and noted:

- 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 & General Purpose Committee meeting held on 11 April 2023

FC2324.21. Confirmation of insurance arrangements for 2023/24

The long-term agreement with Zurich from 2022 to 2025 was noted. The Clerk gave a verbal report concerning insurance cover, including reasons for an uplift in cover/premium for 2023/24.

It was **RESOLVED** to approve the uplift in insurance cover for 2023/24 as recommended by Zurich, which equated to a 20% increase of insured values, resulting in an annual premium of £12,708.

FC2324.22. To review the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence

It was reported and noted that the Council’s expenditure incurred under s.137 in 2022/23 was £13,240 which related to grants. As Thornbury Town Council declared General Power of Competence on 12 April 2022 all expenditure incurred since then was under the General Power of Competence.

FC2324.23. To consider any Conflicts on Interest in relation to BDO, the external auditor

Members were asked to consider if there were any conflicts of interest to declare in relation to the newly appointed external auditor, BDO LLP. There were no conflicts of interest declared.

FC2324.24. Annual Governance and Accountability Return (AGAR) – Annual Internal Audit Report 2022/23

It was noted that the year-end internal audit for 2022/23 was scheduled for Monday 22 April. Members were reminded of the in-year internal audit that had taken place.

FC2324.25. AGAR – Annual Governance Statement 2022/23

The Thornbury Town Council Financial Systems of Internal Control were reviewed and noted.

Council declared in the affirmative to all assurance statements in the Annual Governance Statement 2022/23 and **RESOLVED** to approve the Annual Governance Statement 2022/23.

FC2324.26. To AGAR 2022/23 – Accounting Statements

It was **RESOLVED** to approve the Earmarked Reserve allocations at year-end 2022/23.

The 2023/23 full year Income and Expenditure report and Balance Sheet were received.

It was **RESOLVED** to approve the AGAR 2022/23 Accounting Statements (section 2) as presented and signed in advance by the Responsible Finance Officer.

FC2324.27. Notice of Public Rights and Publication of Unaudited Accounts 2022/23

It was noted that the period of Public Rights and Publication of the unaudited accounts would commence on 5 June 2023 and end on 14 July 2023.

FC2324.28. To approve the accounts for payment

It was **RESOLVED** to pay the accounts for payment listed below:

ACCOUNTS PAID OUT OF MEETING (BETWEEN 12th APRIL - 15th MAY 2023)		
SOUTH GLOS COUNCIL	RATES – CEMETERY	351.47

SOUTH GLOS COUNCIL	RATES - CARETAKER FLAT – MUNDY PLAYING FIELDS	152.16
SOUTH GLOS COUNCIL	RATES - TOWN HALL	1,301.00
O2 MOBILE	FINAL PAYMENT TO END CONTRACT	20.98
THORNBURY TOWN COUNCIL	PAYROLL	32,635.47
UNITY TRUST BANK	MARCH BANK CHARGES - BACS (WAGES ACCOUNT)	26.52
OCTOPUS ENERGY	ELECTRICITY - MPF (<i>PAID USING CREDIT ON ACCOUNT £253.79</i>)	0.00
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	72.03
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	799.26
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	56.04
LLOYDS CREDIT CARD	MONTHLY CREDIT CARD CHARGE (DD)	156.01
AVON DISPLAYS	SIGNAGE	70.80
ST MARY'S CHURCH, THORNBURY	ELECTRICITY COSTS FOR FLOOD LIGHTING AROUND CHURCH AND BINS	475.02
FALON NAMEPLATES	BRONZE PLAQUE	119.59
ZURICH MUNICIPAL	TTC INSURANCE - CORONATION EVENT COVER	560.00
CEMCREM SUPPORT	PROFESSIONAL AUDIT & BEREAVEMENT SERVICE	2,400.00
EQUALS PRE-PAYMENT ACCOUNT	FUNDS TO TOP UP PETTY CASH CARDS	500.00
KRUNCH SOUTHWEST UK	YOUTH SLA PAYMENT (QTR 4 2022/23)	9,250.00
THORNBURY JIGSAW	SMALL GRANT 22/23	500.00
THORNBURY CARNIVAL	SMALL GRANT 22/23	1,000.00
PITNEYBOWES	FRANKING MACHINE CHARGES	107.00
SOUTH GLOS COUNCIL	PAYROLL CHARGES - JANUARY - MARCH 2023	180.12
LASUS CLEANING	TTC CLEANING CHARGES VAT ONLY - REF NOV/DEC INVOICES	302.80
LASUS CLEANING	TTC CLEANING CHARGES - JANUARY 23	856.80
LASUS CLEANING	TTC CLEANING CHARGES - FEBRUARY 23	1,008.00
SIMPLE CLEANING	MONTH CHARGE FOR CLEANING CONTRACTORS	1,176.00
TOWER LEASING LTD	QTR RENTAL PAYMENT FOR PHOTOCOPIER	137.61
BLUE MARKET MEDIA	PRINTING & DISTRIBUTION OF TTC NEWSLETTER	2,844.00
DIRECT IT	IT SERVICES - APRIL 23	469.62
DIRECT IT	PHONE & BROAD BAND - APRIL 23	179.92
ISON SECURITY LTD	SECURITY SET UP FOR CORANATION EVENT	840.00
HAWKINS	MAINTENANCE MATERIALS (<i>PAID USING CREDIT ON ACCT £84.34</i>)	0.00
AMAZON	NOTICEBOARD - CC451	42.90
SCREWFIX	DRAYTON SENSING HEAD - CC452	29.99
TEST METER GROUP	LEGIONNAIRES TEMPERATURE KIT - CC453	172.14
SUREGREEN	ROUND FENCE POST - CC454	222.20
AMAZON	PENCILS, WIFI MESH, WALLETS, STORAGE BOXES -	188.34

	CC455	
ONLINE PLAYGROUNDS	AERIAL CABLEWAY ZIP WIRE - CC456	20.40
AMAZON	WIFI MESH, CAR SEAT COVERS, CABLE SLEEVE - CC457	55.89
GIFFGAFF	STAFF PHONE TOP UP - CC458	10.00
AMAZON	SQUARE PLASTIC PLUGS - CC459	8.99
AMAZON	LAMINATING POUCHES, CHALK, LINE MARKER, BALLOONS - CC460	77.89
SURROUNDINGS	PHOTO COMPETITION PRIZE - CC461	20.00
MULTIPLE SCEROSIS PEOPLES HELP	PHOTO COMPETITION PRIZE - CC462	10.00
AMAZON	WASHING LINE, SEED GIFTS FOR CORONATION EVENT - CC463	53.95
PITCHMARK LTD	PENALTY CIRCLE MARKER - CC464	23.93
PITCHMARK LTD	100MTR MEASURING TAPE - CC465	54.53
AMAZON	DESK FAN, LAPTOP TABLE - CC466	15.19
DOBBIES	GIFT CARD PRIZE FOR PHOTO COMPETITION - CC467	20.00
GIFFGAFF	TABLET MONTHLY DATA TOP UP - CC468	8.00
AMAZON	MEMO PIN BOARD, DRAWING PINS, GLOVES, LOPPERS - CC469	85.47
GOV.UK	BASIC DBS CHECK - CC470	18.00
AMAZON	BOX FILES FOR COUNCILLORS - CC471	96.74
META PLATFORMS LTD	FACEBOOK ADVERTISING FOR CORONATION EVENT - CC472	75.00
AMAZON	PRIME MEMBERSHIP - APRIL - CC473	8.99
META PLATFORMS LTD	FACEBOOK ADVERTISING FOR CORONATION EVENT - CC474	17.00
CASTLE CRAFTS & GIFTS	BIAS BINDING - FOR CORONATION BUNTING - CC475	15.00
NISBETS	CUPS, PLATES, SLEEVES - CORONATION EVENT - CC476	74.35
AMAZON	TENT PEG PULLER & ROSETTES – CORONATION EVENT - CC477	18.45
AMAZON	BIN LINERS, HAND SOAP, PAPER HAND TOWELS - CC478	106.93
AMAZON	JUMBO TOILET ROLLS - CC479	72.90
	Total Expenditure:	60,171.39
ACCOUNTS NOW DUE FOR PAYMENT - 16th MAY 2023		
THE SWAN THORNBURY	COMMUNITY TOILET SCHEME	250.00
THE MALT HOUSE THORNBURY	COMMUNITY TOILET SCHEME	150.00
STEAMERS (WHEATSHEAF) THORNBURY	COMMUNITY TOILET SCHEME	150.00
TURNBERRIES COMMUNITY CENTRE	HIRE OF ROOM FOR COUNCIL MEETING - 26TH MAY 2023	22.00
KRUNCH SOUTHWEST UK	YOUTH SLA PAYMENT (QTR 1 2023/24)	9,250.00

SURROUNDINGS	FRAME MAYORS PICTURE AND ADD VINYL LETTERING	94.00
SHIELD ENVIRONMENTAL SERVICES LET	SURVEY OF BAKERY ANNEX - REMOVAL OF ALL ASBESTOS FOUND	5,040.00
DAYS FLEET	FORD TRANSIT ANNUAL RENTAL/SERVICE (02/05/23 - 01/05/24)	4,162.83
DAYS FLEET	FORD TRANSIT ANNUAL RENTAL RFL RECHARGE	60.00
DATALINE EXPRESS COURIERS	DEPOSIT OF OLD TTC RECORDS	95.04
RELYON GUARDING & SECURITY	MPF SECURITY SERVICES FOR APRIL	518.40
SOUTH GLOS COUNCIL	LOCALISM SERVICE CHARGES FOR APRIL - MAY 23	6,483.50
THORNBURY DELI	CATERING ORDER - MAY 23	122.40
ICCM	STAFF ONLINE TRAINING COURSES - 11TH MAY 23	204.00
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE - APRIL 23	248.04
ABBAY LOOS LTD	PORTA LOOS MONTHLY RENTAL - CHANTRY FIELD	216.00
LASUS CLEANING SERVICES	CLEANING SERVICES (END OF CONTRACT) - MARCH/APRIL 23	1,663.20
OLDOWN TREE SURGEONS	COMPLETION WORKS QUOTED 3/3/2023	2,950.00
DIRECT IT SERVICES	IT SERVICES FOR MAY 23	486.18
DIRECT IT SERVICES	PHONE & BROADBAND SERVICES FOR MAY 23	179.92
RELYON GUARDING & SECURITY	ANNUAL KEYHOLDING CHARGE - 21.04.23 - 20.04.24	180.00
JCW WINDOW CLEANING	WINDOW CLEANING - TOWN HALL	55.00
FALON NAMEPLATES LTD	BRONZE PLAQUE	119.59
BIFFA WASTE SERVICES	MONTHLY WASTE DISPOSAL - PAVILION	477.70
BIFFA WASTE SERVICES	MONTHLY WASTE DISPOSAL - CEMETERY	109.49
BIFFA WASTE SERVICES	MONTHLY WASTE DISPOSAL - BAKERY ANNEX	131.86
BIFFA WASTE SERVICES	MONTHLY WASTE DISPOSAL - TOWH HALL	142.13
PITNEY BOWES LTD	INK CARTRIDGE FOR FRANKING MACHINE	119.88
RIALTAS BUSINESS SOLUTIONS LTS	ANNUAL SUPPORT & MAINTENANCE PACKAGE FOR ACCOUNTS	1,114.00
ECOTRICITY	MONTHLY GAS SUPPLY - MPF PAVILION	59.34
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	337.61
	Total Expenditure:	35,192.11

DD = direct debit payment
CC[n] = Credit card payment

FC2324.29. To consider the adoption of the Annual Business Plan 2023/24 as circulated

It was **RESOLVED** to approve the Annual Business Plan 2023/24.

FC2324.30. Capital Strategy Development

A report from the Town Clerk concerning Capital Strategy development was received. Members were asked to consider the quote received from Local Council Consultancy (LLC) (consultancy subsidiary of the SLCC) to facilitate the development of a Capital Strategy for Thornbury Town Council

It was **RESOLVED** to delegate to the Clerk the authority to commission ALC to facilitate a Capital Strategy for Thornbury Town Council, for a fee of up to £10,000, to include amendments to the proposal for the facilitation of councillor workshops as required.

FC2324.31. Youth provision

The Town Clerk's report concerning youth provision was received and considered.

It was **RESOLVED** to establish a Youth Services Working Group and with Terms of Reference as presented.

It was **RESOLVED** to elect Cllrs Greenman, Oaten, Harrison, Jenkinson, Bloor and Deas to the Working Group membership.

It was **RESOLVED** to raise an initial Expression of Interest to South Gloucestershire Council to join the Youth Activities Offer procurement for implementation from 1 April 2024.

FC2324.32. To consider the use of CIL funds for the installation of new fencing at the Eastland Avenue play area

It was **RESOLVED** to use CIL funds for the installation of new fencing at the Eastland Avenue play area.

FC2324.33. Public participation invited at the discretion of the Chair

Two members of the public spoke concerning Thornbury High Street.

FC2324.34. To pass a resolution to exclude members of the public and press for agenda items 33 and 34 due to the **COMMERCIALLY CONFIDENTIAL and **SENSITIVE** nature of the business to be transacted**

It was **RESOLVED** to pass a resolution to exclude members of the public and press for agenda items 33 and 34, due to the commercially confidential and sensitive nature of the business to be transacted.

FC2324.35. Thornbury Volunteer Centre SLA for 2023-2026

It was **RESOLVED** to approve the Service Level Agreement with Thornbury Volunteer Centre as presented. It was **RESOLVED** to approve the lease contract addendum as presented.

FC2324.36. Over 60's Tea Room Service Level Agreement (SLA) 2023-2026

It was **RESOLVED** to approve the Service Level Agreement with the Over 60s Tea Room as presented, subject to correction of a typographical error (incorrect organisation name). It was **RESOLVED** to approve the lease contract addendum as presented.

FC2324.37. Date of next meeting: 7:30pm on 11 July 2023

