

6 July 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 11 July 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 consider a proposal to suspend Standing Order 3(s) to allow for agenda item 3 to be transacted by way of an anonymous ballot
2. To note the resignation of the Chair and elect a replacement
3. To note any apologies for absence
4. To receive the declarations of interest from members
5. To approve and sign the minutes of the annual meeting of the full council held on 16 May 2023
6. To receive any representations from the public relating to items on the agenda
7. **Committee membership:**
 - 7.1 To consider if the Chair wishes to join any committees ('first refusal' as per terms of reference)
 - 7.2 For Committee members to consider standing down to make way for the Chair subject to agenda item 7.1
 - 7.3 To elect a member to the Staffing Committee due to carried vacancy
8. **To receive the minutes (approved or draft) from the following Committees**
 - Open Spaces Committee meeting held on 23 May 2023
 - Planning Committee meeting held on 25 May 2023

- Staffing Committee meeting held on 6 June 2023
- Climate & Nature Committee meeting held on 8 June 2023
- Finance & General Purpose Committee meeting held on 13 June 2023

9. To approve the accounts for payment

10. To receive the Annual Internal Audit Report for year end 2022/23

11. To consider the adoption of the draft Thornbury Climate and Nature Action Plan, as recommended by the Climate and Nature Committee

12. Honorary Freedom of the Parish

12.1 To consider introduction of a Freedom of the Parish scheme in Thornbury

12.2 To consider adoption of the draft Honorary Freedom of the Parish policy

13. To pass a resolution to exclude members of the public and press for agenda item 14 due to the COMMERCIALY CONFIDENTIAL and SENSITIVE nature of the business to be transacted

14. To consider correspondence from FirstPort and any directions the council wishes to make

15. Date of next meeting: 7.30pm on 12 September 2023

END OF AGENDA

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

Open Spaces Committee

Chris Davies
Phil O'Rourke

	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

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

Tytherington Quarry Liaison Group
Park Farm CIC observer position

Cllr Kath Greenman
Cllrs Mark Oaten, Cheryl Jenkinson and
John Reynolds
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

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
ABBEY 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

DRAFT



COMMITTEE MEMBERSHIP MAY 2023

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

Minutes of the Meeting of the Open Spaces Committee
held on 23 May 2023 at 7:30pm
in the Council Chamber, Town Hall

Councillors present: Cllr Helen Harrison (Chair)
Cllr Chris Bloor
Cllr Danny Bonnett
Cllr Fiona Deas
Cllr Phil O'Rourke (item 8 onwards)
Cllr John Reynolds

Officers present: Wendy Sydenham (Deputy Clerk)

Non-Councillors present: None

Absent: Cllr Simon Johnson
Cllr Kath Greenman
Cllr Chris Davies

OS2324.01 TO CONSIDER ANY APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Simon Johnson, Kath Greenman and Chris Davies that they would be absent, and Cllr Phil O'Rourke that he would be late.

OS2324.02 TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

Helen Harrison declared an interest in relation to item 11 of the agenda as a member of Thornbury Baptist Church. Cllr Harrison had made a request in writing to the Deputy Clerk in advance of the meeting to be granted a dispensation to participate in a vote relating to item 11. Without this dispensation, there was concern that the vote could not take place due to the meeting not being quorate. The Committee considered this request and **RESOLVED** to grant a dispensation to Cllr Harrison to remain in the meeting and vote in relation to item 11.

Cllr Danny Bonnett declared an interest in relation to item 11 of the agenda as a member of Thornbury Baptist Church.

OS2324.03 TO ELECT A VICE CHAIR OF THE COMMITTEE

Cllr Danny Bonnett was nominated and seconded for the role of Vice Chair of the Committee. There were no other nominations. It was **RESOLVED** that Cllr Danny Bonnett become the Committee Vice Chair.

OS2324.04 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were no representations made from the public.

OS2324.05 TO APPROVE AND SIGN THE MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD ON 21.03.23

It was **RESOLVED** to approve and sign the minutes of the meeting of the Open Spaces Committee held on 21.03.23.

OS2324.06 TO RECEIVE AN UPDATE ON ISSUES RELATING TO THE PROVISION OF A SANDPIT AT THE MUNDY PLAYING FIELDS AND CONSIDER QUOTES FOR INSTALLATION

It was **RESOLVED** to proceed with the installation of the sandpit (as per details set out in the Officer Briefing) with contractor selection delegated to Officers.

OS2324.07 PAY AND PLAY SYSTEM ON THE PUBLIC TENNIS COURTS AT THE MUNDY PLAYING FIELDS (COURTS 7 & 8)

To consider the results of the online consultation

The results of the online consultation survey were considered and noted by Committee.

To consider recommendations to be made to the Finance & General Purpose Committee regarding fees for the pay and play system

It was **RESOLVED** to recommend to the Finance and General Purpose Committee that the following are adopted for use of the tennis courts under the pay and play system:

- a) The standard fee will be £5 per court per hour
- b) The reduced fee will be £3 per court per hour (for users with a lower income – as per details set out in the Officer Briefing)
- c) An annual membership/subscription will not be offered

To note granting of s106 funds to cover costs relating to the pay and play system, including path works (and new goal posts to Poulterbrook)

The Committee noted the granting of s106 funds (as per details set out in the Officer Briefing).

OS2324.08 TO CONSIDER QUOTES FOR VARIOUS PATH WORKS AT THE MUNDY PLAYING FIELDS

It was **RESOLVED** to proceed with path works at the Mundy Playing Fields, as per the quote received from Cheltenham Surfacing who were selected as the contractor.

OS2324.09 TO CONSIDER A REQUEST FROM ST MARYS CHURCH HOLY MOWERS TO PURCHASE A COMPOSTING BIN

This item was deferred to a future agenda when more information would be available.

OS2324.10 TO CONSIDER A REQUEST FROM THORNBURY TOWN FOOTBALL CLUB TO INSTALL A STORAGE SHED BY THE PAVILION AT THE MUNDY PLAYING FIELDS

It was **RESOLVED** to recommend to the Mundy Playing Fields Trust that Thornbury Town Football Club be permitted to erect a storage shed to fit on the existing hardstanding

behind the toilet block at the Pavilion, subject to the conditions set out in the Officer's Briefing.

OS2324.11 TO CONSIDER A REQUEST FROM THORNBURY BAPTIST CHURCH TO HOLD AN AFTERNOON COMMUNITY EVENT ON OAKLEAZE GREEN ON WEDNESDAY 26 JULY 2023

Cllr Danny Bonnett left the meeting for the discussion and vote on this agenda item. It was **RESOLVED** to give permission to Thornbury Baptist Church to hold their event on Oakleaze Green.

OS2324.12 TO CONSIDER A REQUEST FROM THE THORNBURY FIREWORKS COMMITTEE TO USE THE MUNDY PLAYING FIELDS TO HOLD THEIR ANNUAL EVENT ON SATURDAY 4 NOVEMBER 2023 AND TO CONSIDER DELEGATING AUTHORITY TO THE CLERK TO GRANT PERMISSION IN FUTURE YEARS

It was **RESOLVED** to give permission to Thornbury Fireworks Committee to hold their event on the Mundy Playing Fields. It was further **RESOLVED** to delegate authority to the Clerk to grant permission in future years, with the proviso that should there be any significant changes in the future to the event itself or to the Mundy Playing Fields as a venue, the request should be brought back to the Committee.

OS2324.13 TO RESOLVE UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THAT THE PUBLIC AND PRESS BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS OF BUSINESS AS PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED

It was **RESOLVED** to exclude public and press from the meeting for item 14.

OS2324.14 TO CONSIDER FORMALISING LICENCE ARRANGEMENTS RELATING TO TENNIS COURTS 7 & 8 AT THE MUNDY PLAYING FIELDS (commercially confidential negotiations)

It was **RESOLVED** to accept and sign the agreement as circulated. The Committee was then advised that this should be in the form of a recommendation to the Mundy Playing Fields Trust for their consideration and the Committee **RESOLVED** to agree to this recommendation being made. (Correction note – post-meeting it was noted that the existing Management Agreement between the Town Council and the Trust allowed for the Committee to resolve to do this without it needing to be referred to the Trust for their consideration.)

OS2324.15 TO NOTE DATE OF NEXT MEETING – TUESDAY 25 JULY 2023 (CHANGED FROM PREVIOUS DATE OF TUESDAY 18 JULY 2023)

The date of the next meeting was noted as Tuesday 25 July 2023.

**Minutes of the Meeting of the Planning Committee
held on Thursday 25 May 2023 at Council Chamber, Town Hall at 7:30pm**

Members Present: Cllr Maggie Tyrrell (Chair)
Cllr Chris Bloor
Cllr Fiona Deas
Cllr Jayne Stansfield

Officers Present: Kath MacConnachie (Town Clerk)
Minutes by Town Council administrator

Members Absent: Cllr Chris Davies
Cllr Helen Ball

No members of the public were in attendance

PC2324.01 TO RECEIVE ANY APOLOGIES FOR ABSENCE

Apologies were received from Cllr Helen Ball and Cllr Chris Davies.

PC2324.02 TO ELECT A VICE CHAIR FOR THE PLANNING COMMITTEE

It was **RESOLVED** to elect Cllr Jayne Stansfield as Vice Chair for the Planning Committee.

PC2324.03 TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

There were no members declarations of interest.

PC2324.04 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were no members of the public present.

PC2324.05 TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 23 MARCH 2023

It was **RESOLVED** to approve the minutes of the Planning Committee meeting of 23 March 2023.

PC2324.06 TO CONSIDER THE SCHEDULE OF PLANNING AND LICENSING APPLICATIONS

It was **RESOLVED** to submit comments to South Glos Council, on the schedule of planning applications, as detailed in the attached schedule.

PC2324.07 TO NOTE THE SCHEDULE OF PLANNING AND LICENSING APPLICATION DECISIONS MADE BY SOUTH GLOUCESTERSHIRE COUNCIL

The schedule of planning and licensing application decisions made by South Gloucestershire Council was noted.

PC2324.08 TO NOTE PLANNING COMMENTS SUBMITTED UNDER DELEGATED AUTHORITY SINCE THE LAST MEETING

Planning comments submitted under delegated authority since the last meeting were noted.

PC2324.09 TO CONSIDER THE DEPARTMENT FOR TRANSPORT'S PROPOSED ORDER FOR STOPPING UP OF HIGHWAY AT 6 ESKDALE, THORNBURY, SOUTH GLOUCESTERSHIRE, BS35 2DR, OS GRID REFERENCE E:364531 N:189415

The Planning Committee had no objection to the proposed order for stopping up Highway at 6 Eskdale, Thornbury.

PC2324.10 Date of the next meeting: 7:30PM ON THURSDAY 6 JULY 2023, to be held at the Town Hall

The date of the next meeting was noted as 7:30pm on Thursday 6 July, at the Town Hall.

DRAFT

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered at the meeting on 25.5.23

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
05.05.23	P23/01520/HH	The Old Malt House Gloucester Road Thornbury South Gloucestershire BS35 1LH	Erection of a single storey timber gazebo.	No objection	
05.05.23	P23/01381/F	White Lion High Street Thornbury South Gloucestershire BS35 2AQ	Installation of door to rear of public lounge to serve as fire exit.	No objection	
05.05.23	P23/01371/LB	White Lion High Street Thornbury South Gloucestershire BS35 2AQ	Internal and external alterations to install a door to wall of public lounge to serve as fire exit.	No objection	
10.05.23	P23/01541/PIP	Land at Milbury Heath, Cuttsheath Road, Buckover, South Glos	Permission in Principle for the erection of 1no self build dwelling.	Objection on the basis that it is outside of the development boundary.	
18.05.23	P23/01595/CLE	Log Cabin At Orchard Hill Milbury Heath Road Buckover South Gloucestershire GL12 8QL	Continued use as independent Class C3 dwellinghouse. <i>The Certificate is sought on the grounds that the existing operation was substantially completed more than four years before the date of the application. Where a Certificate is issued by the Planning Authority, the uses defined become "immune" from enforcement action.</i>	The Town Council is unable to provide any evidence towards this case but does assert that it is not appropriate land for development.	

			<p><i>If you wish to discuss this application, please contact the Customer Services Centre, Tel: 01454 868004. The Case Officer for this application is Anne Joseph.</i></p> <p><i>I should make it clear that the planning merits of the operation within the site have no relevance to the consideration of the application. The Planning Authority is required to confine itself to considering the evidence submitted to substantiate the claim that the operation was substantially completed more than four years ago.</i></p>		
18.05.23	P23/01608/F	Thornbury Lawn Tennis Club, Mundy Playing Fields, Kington Lane, Thornbury, South Glos.	Installation of 9 no 6.7m high LED floodlights to existing tennis court.	No objection. The Town Council supports the move to environmentally beneficial LED lighting.	
APPLICATIONS RECEIVED AFTER PAPERS WENT OUT					
22.05.23	P23/01087/HH	56 Elmdale Crescent Thornbury South Gloucestershire BS35 2JQ	<p>Demolition of existing carport. Erection of two storey side extension to provide additional living accommodation.</p> <p><i>Amendment in the proposed description of works. Previous Town Council comment: No objection</i></p>	<i>Planning application decided by SGC before meeting, but TTC had previously commented 'no objection', so decision noted.</i>	
22.05.23	P23/01094/HH	37 Combermere Thornbury South Gloucestershire BS35 2ET	Erection of single storey side extension to form additional living accommodation. Erection of front porch and installation of 1no side dormer.	No objection	
23.05.23	P23/01622/HH	Laburnum 59 Knapp Road Thornbury South	Installation of 1 no. air source heat pump.	No objection. The Town Council actively supports this application due to the environmental benefits.	

		Gloucestershire BS35 2HF			
25.05.23	P23/01368/F	Plough Inn 3 Quaker Lane Thornbury South Gloucestershire BS35 2AD	Erection of first and second floor side extension to form 1no. flat, with associated works.	No objection.	
25.05.23	P23/01691/HH	68 Primrose Drive Thornbury South Gloucestershire BS35 1UJ	Erection of single storey rear extension to provide additional living accommodation.	No objection.	
25.5.23	P23/01361/LB	Plough Inn 3 Quaker Lane Thornbury South Gloucestershire BS35 2AD	Erection of first and second floor side extension to form 1no. flat, with associated works.	No objection.	



Minutes of the Thornbury Town Council Staffing Committee Meeting

**held on 6 June 2023 at 7:30pm
in the Council Chamber of the Town Hall**

Members present: Cllrs M Tyrell
H Ball
C Woodhouse
K Greenman

In attendance: Kath MacConnachie (Town Clerk)

Absent: Cllr J Stansfield

SC2324.1. Apologies for absence

Apologies for absence were received from Cllr Stansfield.

SC2324.2. To receive any members declarations of interest

No members declarations of interest were received.

SC2324.3. To receive any representations from the public

There were no members of the public present.

SC2324.4. To approve the minutes of the Staffing Committee meeting held on 11 April 2023

It was **RESOLVED** that the minutes of the Staffing Committee meeting held on 11 April 2023 were an accurate record of proceedings.

SC2324.5. To nominate a member of the Committee to undertake the Town Clerk's annual appraisal

It was **RESOLVED** that Cllrs Stansfield and Greenman would jointly conduct the Clerk's annual appraisal.

SC2324.6. To pass a resolution to exclude members of the public and press for agenda item 8 due to the PERSONAL 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 due to the personal confidential and sensitive nature of the business to be transacted.

SC2324.7. To consider an issue concerning salary scales/ranges for some roles and consider corrective action

A historic issue/anomaly was discussed and which meant that some grades did not match the national boundaries to which Thornbury Town Council adhered. It was **RESOLVED** to align the role of Site Supervisor to the national payscale boundaries of SCP23-28 and the role of Facilities Officer to the payscale boundaries of SCP27-32.

SC2324.8. Town Clerk Continuing Professional Development (CPD)

The requirement for CPD for the Town Clerk was discussed.

It was **RESOLVED** that the Town Clerk source training to ensure adequate CPD points to satisfy PSLCC membership and the criteria for Quality Council Award application, with delegation of authorisation/spend to the Deputy Clerk.

SC2324.9. Date of the next meeting: 7:30pm on 3 October 2023 at the Town Hall

The date of the next meeting was noted.

DRAFT

THORNBURY TOWN COUNCIL

Minutes of the Climate and Nature Committee Meeting

held on Thursday 8 June 2023 at 7:30pm at Council Chamber, Town Hall

Members present:	Councillors	Danny Bonnett (Chair) Chris Bloor Chris Woodhouse Helen Harrison Jayne Stansfield Kath Greenman
	Non-Councillors	Ella Wiggans (Sustainable Thornbury) Fran Sparrow (Thornbury in Bloom) Jean Owen (Thornbury in Bloom) Guy Rawlinson (Holy Mowers)
In attendance:		Kath MacConnachie (Clerk) Yan Cheung (Climate and Nature Officer)
Absent:		Judith Hurford (Tree Warden)

CN2324.1 To note any apologies for absence

Apologies were received from Judith Hurford (Tree Warden).

CN2324.2 To receive declarations of interest from members

There were no members declarations of interest.

CN2324.3 To elect a Vice Chair of the Climate and Nature Committee

It was **RESOLVED** to elect Cllr Helen Harrison as Vice Chair of the Committee for 2023/24.

CN2324.4 To receive any representations from the public

There were no representations from the public.

CN2324.5 To note dates of upcoming committee meetings

The upcoming committee meetings dates were noted as 27 July 2023, 26 September 2023 and 23 November 2023.

Members agreed to hold informal meetings between formal meetings for purposes such as progress updates and sharing of ideas. It was also noted that the informal meetings will involve the same members as the formal meetings but without any agenda or minutes required. The dates and format for the informal meetings would remain flexible and subject to change.

CN2324.6 To introduce the Committee:

- To note the Terms of Reference and make introductions (paper attached)

The Terms of Reference were noted.

- To consider nominating two further members of the public to join the Committee as per 1.3.1.5 of the Terms of Reference

Members agreed to keep the seats vacant for now. Where a need is identified a member of the public may be nominated should the circumstance arise.

- CN2324.7 To note the ecology surveys for Town Council open spaces and the approved management plans (paper attached)**
The ecology surveys for Town Council open spaces and the approved management plans were noted.
- CN2324.8 To recommend the Local Climate and Nature Action Plan (draft attached) for approval of Full Council**
It was **RESOLVED** to recommend the draft Local Climate and Nature Action Plan for adoption to the Full Council, subject to the amendments discussed during the meeting.
- CN2324.9 To consider the setting up of a dedicated webpage for climate and nature**
It was **RESOLVED** to set up a dedicated webpage for climate and nature.
- CN2324.10 To consider the establishment of Thornbury Town Council Volunteer Programme – EcoThornburyGuardians**
It was **RESOLVED** to establish a Thornbury Town Council Volunteer Programme – EcoThornbury.
- CN2324.11 To consider the localism verge cutting with a view to making a recommendation to Open Spaces Committee**
It was **RESOLVED** to recommend to the Open Space Committee the adoption of the following measures for localism verge cutting:
- a) South Gloucestershire Council (SGC) to continue with the core verge cuts (two per annum) and perform additional cuts as necessary for health and safety or driver visibility reasons
 - b) The Town Council will cease to commission additional localism verge cuts.
 - c) The funds saved from localism verge cutting should be earmarked for the Town Council's green projects.
- CN2324.12 To consider options for wildflower meadow planting on the Mundy Playing Fields and Chantry Play Area**
It was **RESOLVED** to investigate wildflower meadow planting options with the ecologist and for officers to investigate further.
- CN2324.13 Proposals for the cemetery meadow extension**
- To receive an update from Officers and consider support for developing the area for 'burial in a natural setting'
- It was **RESOLVED** to support the opportunity to develop the cemetery meadow for cremated remains interment in a natural setting cultivated for biodiversity and nature, with recommendation of the proposal to the Open Space Committee.
- CN2324.14 To consider organising a cleanup campaign in 10th – 18th June 2023**
It was **RESOLVED** to organise a cleanup campaign in 10th – 18th June 2023 to show supports to The Great Big Green Week.
- CN2324.15 Date of the next meeting: 27 July 2023 at 7.30pm**
The date was noted.

**MINUTES of the meeting of the Finance and General Purpose Committee
held on Tuesday 13 June 2023, at the Town Hall**

Present: Cllr Helen Ball (Chair)
Cllr Chris Davies
Cllr Fiona Deas
Cllr Simon Johnson
Cllr John Reynolds
Cllr Jayne Stansfield

Kath MacConnachie (Town Clerk)
1 member of Council administration staff (minutes)
No members of the public were in attendance

Absent: Cllr Maggie Tyrrell
Cllr Chris Woodhouse
Cllr Cheryl Jenkinson

F&GP2324.1. APOLOGIES FOR ABSENCE

Apologies were noted from Cllrs Tyrrell, Woodhouse and Jenkinson.

F&GP2324.2. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

No members declarations of interest were declared.

F&GP2324.3. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were no members of the public in attendance.

**F&GP2324.4. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE
MEETING HELD ON 11 APRIL 2023**

It was **RESOLVED** to approve as an accurate record the minutes of the Finance and General Purpose Committee meeting held on 11 April 2023.

F&GP2324.5. TO ELECT A VICE CHAIR

It was **RESOLVED** to elect Cllr Fiona Deas as Vice Chair of the Finance and General Purpose Committee for 2023/24.

F&GP2324.6. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:

- To approve the Accounts for Payment

It was **RESOLVED** to approve the accounts for payment, and payments made out of meeting were noted.

ACCOUNTS PAID OUT OF MEETING (BETWEEN 17th MAY - 13TH JUNE 2023)		
SOUTH GLOS COUNCIL	RATES – CEMETERY	351.00
SOUTH GLOS COUNCIL	RATES - CARETAKER FLAT - MPF	150.00
SOUTH GLOS COUNCIL	RATES - TOWN HALL	1,297.00
SOUTH GLOS COUNCIL	RATES - R/O 67 BAKERY ANNEX	95.00
SOUTH GLOS COUNCIL	RATES - R/O 67 BAKERY ANNEX (2022/23)	222.00
THORNBURY TOWN COUNCIL	PAYROLL	31,681.86
UNITY TRUST BANK	BANK CHARGES - BACS (WAGES ACCOUNT)	26.52
OCTOPUS ENERGY	ELECTRICITY - MPF (DD) (CREDIT OF £6.31 USED AGAINST INVOICE £302.21)	295.90
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	61.46
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	906.80
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	45.49
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS (PAID USING CREDIT ON ACCOUNT £5.58)	0.00
LLOYDS CREDIT CARD	MONTHLY CREDIT CARD CHARGE (DD)	2,556.08
RELYON GUARDING	ANNUAL KEYHOLDING CHARGE (MPF) April 23 - APRIL 24	180.00
TOTALLY LOCALLY LTD	FIVER FEST MARCH 2023	300.00
LINELA EMBROID	SET UP FEE - NEW TTC LOGO FOR EMBROIDERY (WORKWEAR)	36.00
ANDERSONS WASTE MANAGEMENT	CLEAN SEPTIC TANK - MPF	185.00
PLAYSAFETY LTD	ANNUAL INSPECTION OF ALL TTC PLAY AREAS	712.20
AVON DISPLAYS LTD	NEW GRAPHICS/LOGO INSTALLATION ON TTC VEHICLES	552.00
GLASDON UK LTD	DOG WASTE BINS	971.72
DIRECT IT SERVICES	ANDROID TABLETS (X6 COUNCILLORS)	2,109.60
ZURICH MUNINCIPAL	TTC ANNUAL INSURANCE POLICY RENEWAL	12,708.40
SOUTH GLOS COUNCIL	ANNUAL PREMISES LICENCE - MPF	70.00
DIRECT IT SERVICES	ANDROID TABLET (X1 COUNCILLOR)	351.60

DIRECT IT SERVICES	IT SUPPORT SERVICES	721.72
GIFFGAFF	STAFF MOBILE PHONE TOP UP - CC480	10.00
HSS HIRE SERVICE GROUP	STEPLADDER TRAINING - CC481	335.04
AAA TRAINNG CO LTD	ASBESTOS TRAINING - CC482	714.00
HYDRO-X TRAINING	LEGIONELLA TRAINING - CC483	234.00
AMAZON	MICROPHONES, CABLES, PINBOARD - CC484	562.85
GIFFGAFF	STAFF TABLET TOP UP - CC485	8.00
AMAZON	HAND PAPER TOWELS, TOILET ROLL - CC486	72.99
AMAZON	WIRELESS KEYBOARDS AND MICE X2 - CC487	39.90
AMAZON	WIRELESS KEYBOARDS AND MICE X4 - CC488	79.80
SLCC ENTERPRISES	AGENDA & MINUTES TRAINING - CC489	84.00
AMAZON	WASP POWDER & CEMETERY VASES - CC490	152.02
AMAZON PRIME	AMAZON PRIME MEMBERSHIP - MAY 23 - CC491	8.99
FACEBOOK	FACEBOOK ADVERTISING CHARGE - REF CORONATION EVENT - CC492	22.86
AMAZON	PRIDE FLAG - CC493	5.95
SCREWFIX	CUPRINOL ANTI-SLIP DECKING STAIN - CC494	350.93
	Total Expenditure:	59,268.68
ACCOUNTS NOW DUE FOR PAYMENT - 13TH JUNE 2023		
EDGE IT SERVICES	NEW CEMETERY SOFTWARE - ADDITIONAL LICENSE USER	152.40
T H WHITE	ANNUAL SOLAR PANEL SERVICE - PAVILION FLAT	264.00
T H WHITE	WHEEL AND TYRE ASSY - RANSOMES MOWER	428.00
ABBEY LOOS	PORTABLE TOILET HIRE - CHANTRY FIELDS	240.00
SIMPLY CLEANING	MONTHLY CLEANING CONTRACT - TOWN HALL	1,176.00
PROLUDIC LTD	PLAY EQUIPMENT MAINTENANCE PARTS	55.44
RIO POOLS LTD	SUMMER-ISE SPLASH PADS AND CLEAN TANK	750.48
ETB AUTOCENTRE	CUSTOMER TUBE FITTING CHARGE	10.00
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	109.49
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	477.70
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	131.86

BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION (CORONATION EVENT)	280.80
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	142.13
FALON NAMEPLATES	BRONZE PLAQUE	64.00
COMPLETE WEED CONTROL	SUPPLY & APPLICATION OF FERTILISERS ETC - MPF PITCHES	900.00
AQUABLAST DRAIN SERVICE	CLEAR MULTIPLE DRAIN BLOCKAGES AT TOWN HALL	276.00
HORDERS THORNBURY PRESS	A4 WOODLANDS TRUST COPIER PAPER	69.50
ECOTRICITY	MONTHLY GAS SUPPLY - MPF PAVILION	39.89
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	131.42
THORNBURY MOTORS	MONTHLY FUEL EXPENDITURE - MAY 23	191.21
FALON NAMEPLATES LTD	BRONZE PLAQUE	64.00
FALON NAMEPLATES LTD	BRONZE PLAQUE	119.59
RELYON GUARDING & SECURITY LTD	MONTHLY - SECURITY SERVICES AT MPF	550.80
T H WHITE - FIRE & SECURITY	EMERGENCY LIGHTS SYSTEM - ROUTINE SERVICE – CEMETERY	79.20
T H WHITE - FIRE & SECURITY	ANNUAL SOLAR PANEL SERVICE - TOWN HALL	264.00
SOUTH GLOS COUNCIL	MONTHLY RATES - BAKERY ANNEX (BACS)	95.00
FALON NAMEPLATES	BRONZE PLAQUE	64.00
FALON NAMEPLATES	BRONZE PLAQUE	64.00
SULLIVANS	X2 MASPORT LAWNMOWERS	1,398.00
TOWER LEASING LTD	PHOTOCOPIER LEASE - QUARTERLY RENTAL	137.61
CLIVEDEN CONSERVATION	SURVEY OF ST MARY'S CHURCHYARD - MONUMENTS & BOUNDARY WALLS	7,824.00
EDGE IT SERVICES	NEW CEMETERY SOFTWARE - ADDITIONAL LICENSE USER	152.40
	Total Expenditure:	16,702.92

CC[N] = credit card payment

DD = direct debit payment

PRE-PAID DEBIT CARD TRANSACTIONS:

Owner	Card no	Date	Description	Credit	Debit	Net	Fee
Katherine MacConnachie	5339*****4302	23-06-09	Card transfer		£150	£150	£0

Site Team	5339*****1450	23-06-09	Card transfer	£150			
Katherine MacConnachie	5339*****4302	23-06-03	Co-op Group Food Retail, Bristol, GBR		£3.80	£3.80	£0
Site Team	5339*****1450	23-05-31	Card load	£50			
Site Team	5339*****1450	23-05-26	Hawkins of Thornbury Bristol, GBR		£11.99	£11.99	£0
Site Team	5339*****1450	23-05-26	Thornbury Discounts, Bristol, GBR		£9.88	£9.88	£0
Site Team	5339*****1450	23-05-26	Amazon UK Retail, www.amazon.co.uk		£39.99	£39.99	£0
Katherine MacConnachie	5339*****4302	23-05-25	Horders Thornbury Pres, Bristol, BS35, GBR		£3.65	£3.65	£0
Katherine MacConnachie	5339*****4302	23-05-25	Greggs, Thornbury, GBR		£21.90	£21.90	£0
Site Team	5339*****1450	23-05-22	Amazon marketplace, amazon.co.uk, GBR		£60.52	£60.52	£0
Katherine MacConnachie	5339*****4302	23-05-19	Co-op Group Food retail, Bristol, GBR		£3.80	£3.80	£0
Katherine MacConnachie	5339*****4302	23-05-17	www.screwfix.com, yeovil, GBR		£8.73	£8.73	£0

F&GP2324.7. To approve the schedule of regular payments, direct debits and standing orders for 2023/24

It was **RESOLVED** to approve the schedule of regular payments, direct debits and standing orders for 2023/24 as presented and appended to these minutes.

F&GP2324.8. TO NOMINATE A COUNCILLOR TO UNDERTAKE BANK RECONCILIATION CHECKS ON A QUARTERLY BASIS IN LINE WITH THE FINANCIAL REGULATIONS

It was **RESOLVED** that Cllr Reynolds would undertake the quarterly bank reconciliation checks in accordance with the financial regulations.

F&GP2324.9. FEES AND CHARGING: To consider and approve charges for sports hiring facilities

It was noted that the schedule of charges had been re-formatted/presented to take into account recent VAT changes for sports bookings.

It was **RESOLVED** to approve the proposed schedule of sporting facility hire charges as presented..

F&GP2324.10. FEES AND CHARGING: To agree fees for memorial benches and trees

It was **RESOLVED** to approve the proposed fees for memorial benches and trees as presented.

F&GP2324.11. TO APPROVE A REQUEST TO INCREASE THE MONTHLY SPENDING LIMIT ON THE TOWN COUNCIL CREDIT CARD

It was **RESOLVED** to increase the monthly spending limit to £4500.

F&GP2324.12. TO CONSIDER AND APPROVE THE DRAFT VOLUNTEER POLICY

It was **RESOLVED** to approve the draft Volunteer Policy.

F&GP2324.13. TO CONSIDER A REQUEST FROM THE POLICE TO HOLD A 'MEET US' BEAT SURGERY AT THE FRONT RECEPTION OF THE TOWN HALL AND CONSIDER APPLICABLE CHARGES

It was **RESOLVED** to accept this and future dates requested, subject to the agreement of the party whom part of the room is licenced to, at a rate of £15 per hour and a minimum 3 hour booking.

F&GP2324.14. TO CONSIDER PROPOSAL TO INVESTIGATE OPTIONS FOR IMPROVEMENTS/BETTER USE OF THE SPACE TO THE NORTH SIDE OF THE TOWN HALL

It was **RESOLVED** to support in principle the proposal of purchasing tables and chairs/benches for this space, to be used by the Over 60's Tea Room during opening hours, and available to the general public at other times. Details concerning bins and planters etc would need to be explored. The Clerk should continue to look at options and report back to the Finance and General Purpose Committee.

F&GP2324.15. TO PASS A RESOLUTION TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS FOR AGENDA ITEMS 14 AND 15 ONLY 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 14 and 15 only, due to the commercially confidential and sensitive nature of the business to be transacted.

F&GP2324.16. TO REVIEW COMMERCIAL RENTS IN LINE WITH TENANCY AGREEMENTS

It was **RESOLVED** to make the changes proposed by the Clerk.

F&GP2324.17. TO CONSIDER CONFIDENTIAL AND SENSITIVE REPRESENTATIONS FROM THE PUBLIC CONCERNING TENNIS FACILITIES

The Clerk outlined the nature of correspondence received concerning tennis facilities. She would respond appropriately to these individuals.

F&GP2324.18. READMITTANCE OF PUBLIC AND PRESS

It was **RESOLVED** to re-open the meeting to members of the public and press (there were none present).

F&GP2324.19. TO CONSIDER RECOMMENDATIONS OF THE OPEN SPACES COMMITTEE AND APPROVE CHARGES FOR THE TENNIS PAY-AND-PLAY SYSTEM ON THE MUNDY PLAYING FIELDS PUBLIC TENNIS COURTS

The Committee considered the recommendations from Open Spaces and **RESOLVED** to adopt the following proposed charges:

- The standard fee would be £5 per court per hour

- The reduced fee for users with a lower income would be £3 per court per hour (criteria = recognised benefit, staff will need to see evidence of receipt of benefit)
- There would not be an annual membership/subscription option

F&GP2324.20. DATE OF THE NEXT MEETING: 7:30PM ON 18 JULY 2023 TO BE HELD IN THE COUNCIL CHAMBER OF THE TOWN HALL

The date of the next meeting was noted.

DRAFT

THORNBURY TOWN COUNCIL

REGULAR PAYMENTS AND DIRECT DEBITS 2023/24

TYPE	COMPANY NAME	DESCRIPTION OF GOODS OR SERVICE	ANNUAL VALUE (NET)	UNRECOVERABLE VAT (ANNUAL)	TOTAL CONTRACT VALUE (NET)	ACTUAL CONTRACT VALUE/ ESTIMATED	DIRECT DEBIT	PAYMENT SCHEDULE-
LOANS	PWLB LENDING FACILITY	BUSINESS WORKS LOAN - PLAYING FIELDS				Actual	Y	6 MONTHLY
LOANS	PWLB LENDING FACILITY	BUSINESS WORKS LOAN - SPLASH PAD				Actual	Y	6 MONTHLY
LOANS	PWLB LENDING FACILITY	BUSINESS WORKS LOAN - FOOTBALL PITCHES				Actual	Y	6 MONTHLY
LOANS	PWLB LENDING FACILITY	BUSINESS WORKS LOAN - MOWER,BACK HOE				Actual	Y	6 MONTHLY
SUBSCRIPTION	INFORMATION COMMIS	DATA PROTECTION - GDPR	£55.00		£55.00	Actual	Y	ANNUAL - DIRECT DEBIT
CONTRACT	02 PHONE COMPAMY	MOBILE PHONE - USAGE (07845201346)	£209.76	£0.00	£419.52	Actual	Y	CONTRACT TERMINATED 30.03.23
CONTRACT	OCTOPUS ENERGY	ELECTRICITY - TOWN HALL	£9,000.00	£0.00	£9,000.00	Estimated	Y	MONTHLY
CONTRACT	OCTOPUS ENERGY	ELECTRICTY - MPF	£4,000.00	£0.00	£4,000.00	Estimated	Y	MONTHLY
DIRECT DEBIT	LLOYDS BANK	COMPANY CORPORATE CREDIT CARD	VARIOUS		VARIOUS	Estimated	Y	MONTHLY
CONTRACT	OCTOPUS ENERGY	ELECTRICITY - CEMETERY	£1,500.00	£0.00	£1,500.00	Estimated	Y	MONTHLY
CONTRACT	OCTOPUS ENERGY	ELECTRICTY - BAKERY	£600.00	£0.00	£600.00	Estimated	Y	MONTHLY
RATES	SOUTH GLOS COUNCIL	COUNCIL RATES - 35 HIGH STREET	£12,974.00		£12,974.00	Actual	Y	MONTHLY - APRIL - JAN
RATES	SOUTH GLOS COUNCIL	COUNCIL RATES - KINGTON LANE	£3,510.47		£3,510.47	Actual	Y	MONTHLY - APRIL - JAN
RATES	SOUTH GLOS COUNCIL	COUNCIL RATES - PAVILION FLAT - MPF	£1,502.16		£1,502.16	Actual	Y	MONTHLY - APRIL - JAN
CONTRACT	PITNEY BOWES FINANCE LTD	FRANKING MACHINE - RENTAL	£1,271.80	£0.00	£3,815.40	Actual	Y	QUARTERLY
CONTRACT	WORKNEST (ELLIS WHITTAM)	INSURANCE	£351.25		£1,053.75	Actual		3YRS
CONTRACT	WORKNEST (ELLIS WHITTAM)	HR SUPPORT & HEALTH & SAFETY	£3,974.81		£11,924.43	Actual		3YRS
CONTRACT	ZURICH INSURANCE	TTC INSURANCE	£11,824.95	£0.00	£35,474.85	Estimated		3YRS - ANNUAL INVOICE
CONTRACT	EASTON BEVINS CHARTERED BUILD SURVEYORS	TTC PROPERTY CONDITION SURVEYS / OVERSEE MAINTENANCE CONTRACTS (NKS)	£12,133.27	£0.00	£12,133.27	Actual		ALL WORKS COMPLETED - CONTRACT ENDED
CONTRACT	ABBAY LIFTS	SERVICE & MAINTENANCE OF LIFT	£1,092.00	£0.00	£1,092.00	Actual		ANNUAL - INVOICE (3 MTHS NOTICE TO TERMINATE CONTRACT)
CONTRACT	AUBERGINE	ANNUAL SSL SECURED WEBSITE HOSTING / COMPLIANCE REPORTS	£498.00	£0.00	£498.00	Actual		ANNUAL - INVOICE (30 DAYS NOTICE TO CANCEL)
RATES	SOUTH GLOS COUNCIL	COUNCIL RATES - MPF TENNIS CENTRE & PREMISES	£13.76		£13.76	Actual		ANNUAL - BACS
SUBSCRIPTIONS & MEMBERSHIPS	ICCM INSTITUTE OF CEMETERY & CREM MGT	PARISH AND TOWN COUNCIL MEMBERSHIP	£95.00		£95.00	Actual		ANNUAL - DIRECT DEBIT
CONTRACT	EDGE IT SYSTEMS	CEMETERY SOFTWARE	£1,390.25	£0.00	£1,390.25	Actual		ANNUAL - INVOICE
CONTRACT	INITIAL	SERVICE - 3 PEBBLE HAND DRYERS (MPF)	£696.60	£0.00	£696.60	Actual		ANNUAL - INVOICE
LICENCE	OFCOM / RADIO LICENCE	PORTABLE RADIO'S BUSINESS LICENCE	£112.50	£0.00	£112.00	Actual		ANNUAL - INVOICE
CONTRACT	RIALTAS BUSINESS SOLUTIONS LTD	SUPPORT PACKAGE / VAT SUBMISSIONS / CLOSE DOWN YEAR END	£1,537.68		£4,600.00	Estimated		ANNUAL - INVOICE
SUBSCRIPTIONS & MEMBERSHIPS	SLCC FOR LOCAL COUNCIL PROFESSIONALS	TOWN CLERK MEMBERSHIP	£351.00		£351.00	Actual		ANNUAL - INVOICE
CONTRACT	SOUTH GLOS COUNCIL	INTERNAL AUDIT SERVICES	£1,600.00		£1,600.00	Estimated		ANNUAL - INVOICE
LICENCE	DVLA VEHICLE LICENSING	VEHICLE TAX - CV11 KFC	£290.00	£0.00	£290.00	Actual		ANNUAL - VIA CREDIT CARD
CONTRACT	CITIZENS ADVICE	3 YEAR FUNDING	£15,284.00		£45,852.00	Actual		ANNUAL BACS PAYMENT
SERVICE	T H WHITE GROUP	ANNUAL SERVICE OF SOLAR PANELS - THORNBURY TOWN HALL	£220.00		£220.00	Actual		ANNUAL INVOICE
SERVICE	T H WHITE GROUP	ANNUAL SEVICE OF SOLAR PANELS - PAVILION FLAT	£220.00		£220.00	Actual		ANNUAL INVOICE
SUBSCRIPTIONS & MEMBERSHIPS	ALCA & NALC	AVON LOCAL COUNCILS ASSOCIATIONS - ANNUAL SUBSCRIPTION	£1,868.04		£1,868.04	Actual		ANNUAL INVOICE - (RENEWAL DUE)
CONTRACT	T H WHITE GROUP - FIRE & SAFETY	FIRE SAFETY MAINTENANCE MANAGEMENT	£4,700.75			Estimated		APPROX EVERY 6MTHS - INVOICE
CONTRACT	NKS CONTRACTS LIMITED	MAINTENANCE CONTRACTS	£88,523.35	£0.00	£88,523.35	Actual		CONTRACT FINISHED
CONTRACT	INITIAL	SERVICE - SANITARY BINS / NAPPY UNIT (MPF)	£58.24	£0.00	£58.24	Actual		CONTRACT TERMINATED 30.03.23

TYPE	COMPANY NAME	DESCRIPTION OF GOODS OR SERVICE	ANNUAL VALUE (NET)	UNRECOVERABLE VAT (ANNUAL)	TOTAL CONTRACT VALUE (NET)	ACTUAL CONTRACT VALUE/ ESTIMATED	DIRECT DEBIT	PAYMENT SCHEDULE-
SERVICE	T H WHITE GROUP	VEHICLE MAINTENANCE				Actual		INVOICE
CONTRACT	RELYON GUARDING & SECURITY SERVICES LTD	LOCKING MPF CAR PARK BARRIER / KEY HOLDER	£5,350.00	£0.00	£5,350.00	Estimated		MONTHLY - INVOICE
MEMBERSHIP	AMAZON PRIME	AMAZON PRIME MEMERSHIP	£107.88		£107.88	Actual		MONTHLY - BY CREDIT CARD (30 DAYS NOTICE TO CANCEL)
CONTRACT	ECOTRICITY	GAS SUPPLY - TOWN HALL	£4,200.00	£0.00	TBC	Estimated		MONTHLY - INVOICE
CONTRACT	ECOTRICITY	GAS SUPPLY - PAVILION	£1,000.00	£0.00	TBC	Estimated		MONTHLY - INVOICE
RENTAL CONTRACT	DAYS FLEET	RENTAL HIRE / MAINTENACE - FORD TRANSIT VAN - CP13 UHE	£3,514.44		£17,572.20	Actual		MONTHLY - INVOICE (MIN 3 MTHS NOTICE TO TERMINATE OR WILL BE PUT ON A 12 MTH ROLLING CONTRACT)
CONTRACT	DIRECT IT SERVICES LTD	.GOV.UK.DOMAIN RENEWAL	£96.10	£0.00	£96.10	Actual		MONTHLY - INVOICE (MIN 3 MTHS NOTICE TO TERMINATE OR WILL BE PUT ON A 12 MTH ROLLING CONTRACT)
CONTRACT	DIRECT IT SERVICES LTD	BROADBAND & PHONES - TOWN HALL OFFICE / PAVILION	£1,799.28	£0.00	£5,397.84	Actual		MONTHLY - INVOICE (MIN 3 MTHS NOTICE TO TERMINATE OR WILL BE PUT ON A 12 MTH ROLLING CONTRACT)
CONTRACT	DIRECT IT SERVICES LTD	IT SUPPORT	£3,264.00	£0.00	£3,264.00	Actual		MONTHLY - INVOICE (MIN 3 MTHS NOTICE TO TERMINATE OR WILL BE PUT ON A 12 MTH ROLLING CONTRACT)
RATES	SOUTH GLOS COUNCIL	COUNCIL RATES - R/O 67 HIGH STREET (BAKERY)	£948.10		£948.10	Actual		MONTHLY - JUNE - MARCH-BACS
LONG HIRE CONTRACT	ABBEY LOOS	PORTABLE TOILETS (X2) - CHANTRY FIELD (Seasonal x7 mths)	£1,600.00		£1,600.00	Estimated		MONTHLY INVOICE - LONG HIRE (NO NOTICE REQUIRED)
SUBSCRIPTIONS & MEMBERSHIPS	RURAL SERVICES NETWORK	RURAL MARKET TOWN GROUP - MEMBERSHIP	£150.00		£150.00	Actual		NOT RENEWING CONTRACT
CONTRACT	BIFFA WASTE SERVICES	WASTE DISPOSAL - MPF (total 3yr)	£2,300.00	£0.00	£2,300.00	Estimated		ONGOING
CONTRACT	BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL (total 3yr)	£1,300.00	£0.00	£1,300.00	Estimated		ONGOING
CONTRACT	BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY (total 3yr)	£1,200.00	£0.00	£1,200.00	Estimated		ONGOING
CONTRACT	BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY (total 3yr)	£1,000.00	£0.00	£1,000.00	Estimated		ONGOING
CONTRACT	KRUNCH UK	SERVICE LEVEL AGREEMENT	£37,000.00	£0.00	£111,000.00	Actual		QUARTERLY
CONTRACT	SOUTH GLOS COUNCIL	LOCALISM CHARGES	£21,611.64	£0.00	£21,611.64	Actual		QUARTERLY - DIRECT DEBIT
CONTRACT	MCL KYOCERA GROUP / TOWER LEASING	PHOTOCOPIER LEASE RENTAL AGREEMENT	£458.68	£0.00	£458.68	Actual		QUARTERLY - INVOICE
CONTRACT	SOUTHWEST HYGIENE	SANITARY BINS - RENTAL/SERVICE (TOWN HALL)	£248.04		£750.00	Estimated		QUARTERLY - INVOICE
CONTRACT	WATER2BUSINESS	WATER/SEWAGE - TOWN HALL	TBC		TBC	Actual		
CONTRACT	WATER2BUSINESS	WATER/SEWAGE - MPF	TBC		TBC	Actual		
CONTRACT	WATER2BUSINESS	WATER/SEWAGE - AGE UK/FLAT	TBC		TBC	Actual		
CONTRACT	WATER2BUSINESS	WATER/SEWAGE - CEMTERY	TBC		TBC	Actual		

Annual Internal Audit Report 2022/23

Thornbury Town Council

www.thornburytowncouncil.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

06/02/2023

07/02/2023

22/05/2023

Name of person who carried out the internal audit

Kerry Woodey

Signature of person who carried out the internal audit

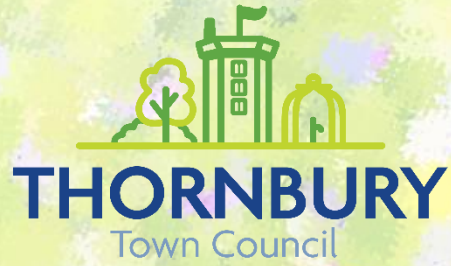


Date

30/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Thornbury Town Council

Local Climate and Nature Action Plan

2023-2028

Photo by Colin Sheppard

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INTRODUCTION



Welcome to the Thornbury Local Climate and Nature Action Plan (the Plan). As a community, Thornbury Town Council (TTC) recognize the importance of taking action to address the climate and nature challenges that impact biodiversity and the well-being of everyone.

One of the four headline priorities of the Thornbury Town Council Strategy for 2023 to 2028 is to ‘Implement Thornbury’s Local Climate and Nature Action Plan to deliver the council’s commitment to tackle the Climate Emergency’.

TTC had declared a [Climate and Nature \(Ecological\) Emergency](#) in 2021, resolves to:

1. Declare a Climate and Nature (Ecological) Emergency.
2. To work with South Gloucestershire Council, neighbouring Town and Parish Councils, the West of England Combined Authority (WECA) and partners across the area to help us deliver our 2030 target.
3. Pledge to provide the leadership to work with the Community to aim to make Thornbury carbon neutral by 2030.
4. To set up and work with a group of local experts as an advisory committee to Council to develop a strategy to tackle Climate Change in Thornbury.
5. To develop a Climate and Nature Emergency action plan for Thornbury to deliver our commitments.
6. To substantially increase tree cover and biodiversity in Thornbury by 2030.
7. To inform and support local residents, organisations and businesses to play their part.
8. To request an initial progress report to the meeting of Council in May 2022 with at least an annual report on progress to full Council thereafter.

This Plan will build on TTC's existing initiatives while introducing new ones to help achieve a more sustainable future for Thornbury. It includes campaigns targeting energy and water-saving, waste reduction, greenhouse gas reduction and enhancement of green spaces. The primary focus of the Plan will be on TTC's assets where we can exert the most influence.

We hope that the Plan will inspire individuals, communities and businesses across Thornbury to take action and work together to create a sustainable future for generations to come. Let us come together and make Thornbury an even better place for all of us.

BACKGROUND OF THE PARISH

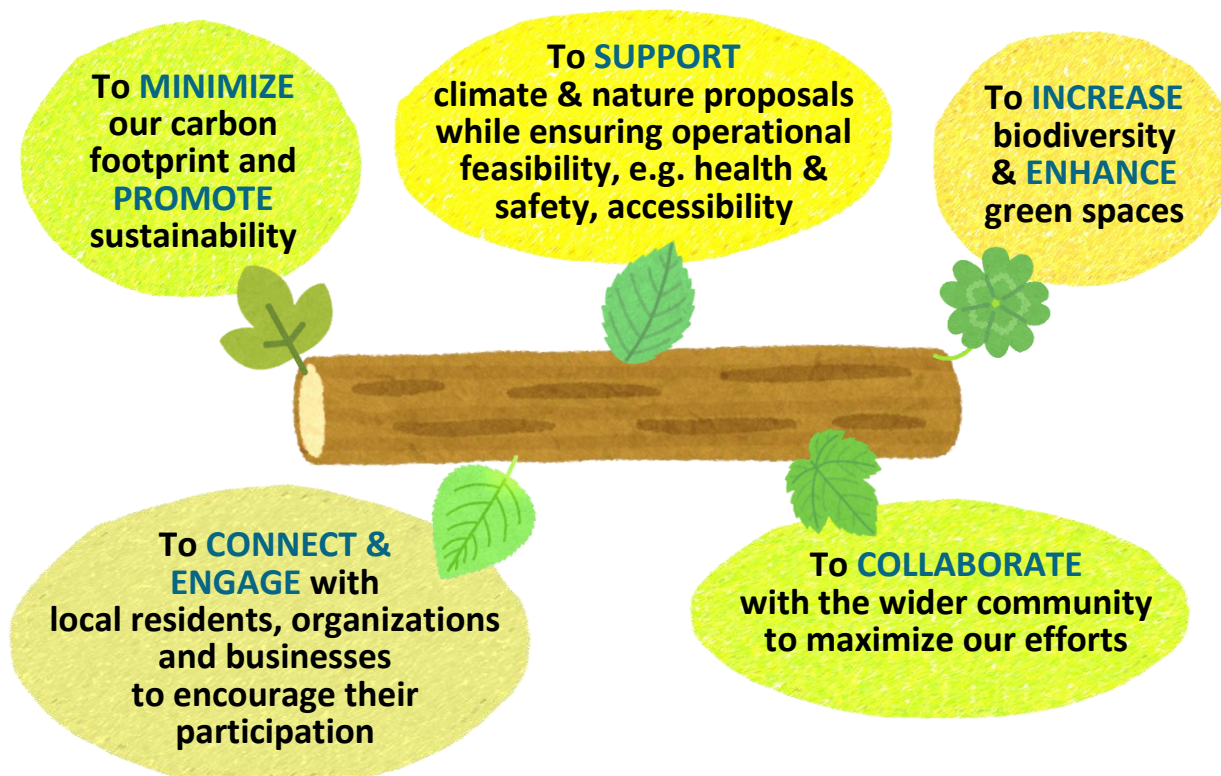


Total area	1687.614ha
Town council owned and managed land	Approx. 22.66ha (Approx. 1.34% of total land)
Population	14,496 (as of 2021 census)
Unitary authority	South Gloucestershire
Facilities	Town Hall, Playgrounds, Playing Fields, Cemetery

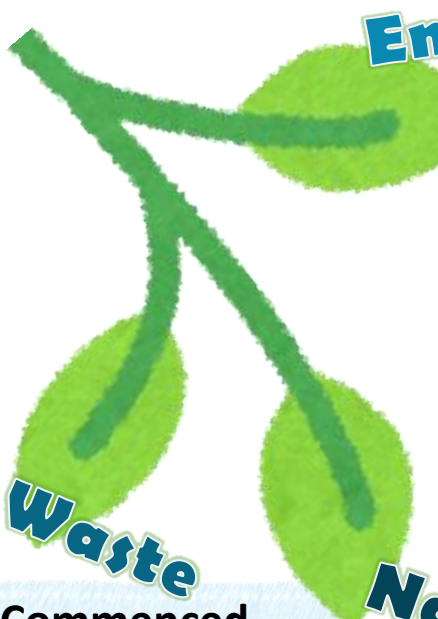
Our Vision

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.

OBJECTIVES OF THE PLAN




OUR PAST WORK




Energy

- ⚡ Retrofit of **lighting** 📍 Town Hall
- ⚡ **Boiler** replacement 📍 Town Hall
- ⚡ **Heater** replacement 📍 The Pavilion
- ⚡ Selected **green electricity** provider
- ⚡ **Solar panels** installed




Town Hall
Produced over 3,000kWh in 2022/2023



Produced over 4,000kWh in 2022/2023
The Pavilion

Waste


Commenced waste **recycling**



📍 Town Hall
Bakery Annex
Mundy Playing Field


Nature

- 🌸 Declared a **Climate and Nature (Ecological) Emergency**
- 🌸 Convened a **Climate and Nature Committee**
- 🌸 Recruited a **dedicated climate and nature officer**
- 🌸 Allocated **more budget** for environmental projects for 2023/24
- 🌸 Commenced using **environmentally friendly products** in TTC buildings
- 🌸 Introduced **environmental/sustainability impact assessments** at the end of TTC policies and reports
- 🌸 Included and increased the scoring weight for **'consideration of climate change, nature conservation and biodiversity'** in the New Grant Awarding Policy
- 🌸 Displayed **hedgehog warning stickers** on strimming equipment



613% Tree Planting

167% Green Project



PLEASE CHECK YOUR EQUIPMENT FOR HEDGEHOGS BEFORE USING THIS EQUIPMENT

PARTNERSHIP

The Plan will be led by Thornbury Town Council (TTC) with support from the following key partners that share our goals and values. Through these partnerships, we can leverage our collective expertise, resources and influence to achieve meaningful progress towards a more sustainable future.

ORGANISATION	ROLE	CONTACT
TTC Climate and Nature Committee	Lead, funding, committee structure	Yan Cheung Climate and Nature Officer ☎ 014 5441 2103 ✉ climateandnature@thornburytowncouncil.gov.uk 📍 Town Hall, High Street, Thornbury, Bristol BS35 2AR
South Gloucestershire Council (SGC)	Guidance	Climate.Emergency@southglos.gov.uk
Sustainable Thornbury	Volunteer, work, reviewing plan	https://www.sustainablethornbury.org/index.php?mylink=Home
Thornbury In Bloom	Volunteer, work, reviewing plan	https://www.facebook.com/thornburyinbloom/?locale=en_GB
Holy Mowers	Volunteer, work, reviewing plan	Mr. Guy Rawlinson
TTC Tree Warden	Volunteer, work, reviewing plan	Ms. Judith Hurford
TTC Volunteer Programme – EcoThornbury Guardians	Volunteers, reviewing plan, tree plantings	Yan Cheung Climate and Nature Officer ☎ 014 5441 2103 ✉ climateandnature@thornburytowncouncil.gov.uk 📍 Town Hall, High Street, Thornbury, Bristol BS35 2AR

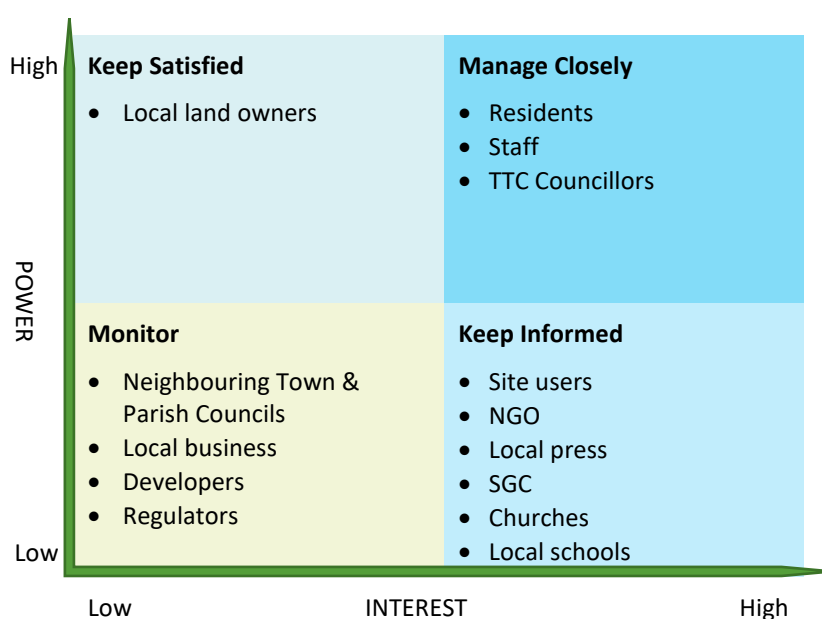
STAKEHOLDERS

It is essential to identify stakeholders who can be affected by or have an impact on the Plan's outcomes. The stakeholders can vary from individuals to groups to organizations. We have identified the stakeholders below and will approach them in a manner that best meets their interests and needs (see [Communication and Engagement Plan](#)).

EXTERNAL	INTERNAL
Residents Community groups Local schools Neighbouring Town & Parish Councils Churches Local businesses Site users Local landowners Developers Regulators Local press South Gloucestershire Council (SGC)	Staff Thornbury Town Council (TTC) Councillors

STAKEHOLDERS INTEREST GRID

We have categorized our stakeholders into a stakeholder interest grid that highlights their likely level of interest and influence in the Plan. This grid enables us to identify the key stakeholders that we need to engage more intensively to ensure the smooth implementation of the Plan.



COMMUNICATION AND ENGAGEMENT PLAN

The communication and engagement plan, outlined in the table below, takes into account the likely communication preferences of stakeholders and identifies the most effective channels to reach them. It aims to ensure that our messages are well-received and understood by different stakeholders, helping us build trust, strengthen relationships and achieve our objectives.

In addition, we have compiled a list of [monthly communication topics](#) that aligns with national or global climate and nature awareness days. By participating in these larger global conversations, we aim to create a sense of shared responsibility and collective action towards addressing climate change as global citizens.

Community involvement is crucial to achieving our objectives. To encourage and inspire individuals to take an active role in our projects, we will introduce a community programme called EcoThornbury. It aims to foster a sense of responsibility for the environment in Thornbury by encouraging people to get involved in TTC's climate and nature projects. There will be a [point-based award scheme](#) under this programme called EcoThornbury Points to recognize positive environmental action and sustainable behaviours among individuals. Through an annual award ceremony, we will celebrate the collective effort of individuals towards the EcoThornbury community and cultivate a sense of accomplishment and pride within the community.

Stakeholder	Objectives (actions)	Message content	Delivery method	Timeline
EXTERNAL				
Residents	<ul style="list-style-type: none"> Keep informed of proposed projects/campaigns Receive feedbacks on projects/campaigns proposals Provide updates on current projects/campaigns Gain access to volunteer labour Raise sustainability/environmental awareness 	<ul style="list-style-type: none"> Projects/campaigns proposals Projects/campaigns performance and progress Projects/campaigns details National sustainability/environmental days/targets 	<ul style="list-style-type: none"> Facebook, TTC's website, E-mail TTC's notice board Pop-up stands Town Hall 	<ul style="list-style-type: none"> Prior to projects/campaigns beginning
			<ul style="list-style-type: none"> 'Green Corner' in TTC's newsletter 	<ul style="list-style-type: none"> Quarterly
			<ul style="list-style-type: none"> Committee meetings (Formal or informal online session) 	<ul style="list-style-type: none"> Six times a year (Formal session) Every other month (Informal online session)
			<ul style="list-style-type: none"> Workshops/Seminars +/- guest speakers 	<ul style="list-style-type: none"> See monthly communication topic OR as and when relevant projects/campaigns is taking place

Stakeholder	Objectives (actions)	Message content	Delivery method	Timeline
			<ul style="list-style-type: none"> Game/promotion booth in community event 	<ul style="list-style-type: none"> Yearly OR as and when relevant event is taking place
Community groups	<ul style="list-style-type: none"> Find collaboration opportunities Keep informed of relevant proposed projects/campaigns Receive feedbacks on relevant projects/campaigns proposals Gain access to volunteer labour 	<ul style="list-style-type: none"> Projects/campaigns proposals Projects/campaigns details 	<ul style="list-style-type: none"> Committee meetings (Formal or informal online session) 	<ul style="list-style-type: none"> Monthly
			<ul style="list-style-type: none"> Email/Letter Presentation 	<ul style="list-style-type: none"> Prior to projects/campaigns beginning
Local schools	<ul style="list-style-type: none"> Find collaboration opportunities Keep informed of relevant proposed projects/campaigns Gain access to volunteer labour Raise sustainability/environmental awareness through relevant projects/campaigns 	<ul style="list-style-type: none"> Projects/campaigns proposals Projects/campaigns details 	<ul style="list-style-type: none"> Email/Letter Presentation 	<ul style="list-style-type: none"> Prior to projects/campaigns beginning
			<ul style="list-style-type: none"> Workshops/Seminars +/- guest speakers 	<ul style="list-style-type: none"> As and when projects/campaigns is taking place
Neighbouring Town & Parish Councils	<ul style="list-style-type: none"> Find collaboration opportunities Share ideas on projects/campaigns 	<ul style="list-style-type: none"> Projects/campaigns proposals Successful projects/campaigns demonstration 	<ul style="list-style-type: none"> Email/Letter 	<ul style="list-style-type: none"> Prior to projects/campaigns beginning
			<ul style="list-style-type: none"> Roundtable +/- site visit 	<ul style="list-style-type: none"> Yearly
Churches	<ul style="list-style-type: none"> Keep informed of relevant proposed projects/campaigns Receive feedbacks on relevant projects/campaigns proposals Gain access to volunteer labour 	<ul style="list-style-type: none"> Projects/campaigns proposals Projects/campaigns details 	<ul style="list-style-type: none"> Email 	<ul style="list-style-type: none"> Prior to projects/campaigns beginning
Local business	<ul style="list-style-type: none"> Find sponsorship opportunities Find collaboration opportunities Keep informed of relevant proposed projects/campaigns Gain access to volunteer labour 	<ul style="list-style-type: none"> Projects/campaigns proposals Projects/campaigns details 	<ul style="list-style-type: none"> Email/Letter Presentation 	<ul style="list-style-type: none"> Prior to relevant projects/campaigns beginning
Site users	<ul style="list-style-type: none"> Ensure users understand TTC's commitment on Climate and Nature Emergency Raise sustainability/environmental awareness Gain access to volunteer labour 	<ul style="list-style-type: none"> New guidelines/policy/management plans Good practice in site Projects/campaigns details 	<ul style="list-style-type: none"> Email 	<ul style="list-style-type: none"> As and when necessary
			<ul style="list-style-type: none"> Notice board Reminder stickers 	<ul style="list-style-type: none"> Throughout the year

Stakeholder	Objectives (actions)	Message content	Delivery method	Timeline
Local landowners	<ul style="list-style-type: none"> Find collaboration opportunities Find sponsorship opportunities Keep informed of relevant proposed projects/campaigns 	<ul style="list-style-type: none"> Projects/campaigns proposals Projects/campaigns details 	<ul style="list-style-type: none"> Email/Letter Presentation 	<ul style="list-style-type: none"> Prior to relevant projects/campaigns beginning
Developers	<ul style="list-style-type: none"> Find sponsorship opportunities Find collaboration opportunities Gain access to volunteer labour 	<ul style="list-style-type: none"> Projects/campaigns proposals Projects/campaigns details 	<ul style="list-style-type: none"> Email/Letter Presentation 	<ul style="list-style-type: none"> Prior to relevant projects/campaigns beginning
Regulators	<ul style="list-style-type: none"> Keep informed of relevant projects/campaigns Receive feedbacks/permits on relevant projects/campaigns proposal 	<ul style="list-style-type: none"> Projects/campaigns proposals 	<ul style="list-style-type: none"> Email 	<ul style="list-style-type: none"> Prior to projects/campaigns beginning
Local press	<ul style="list-style-type: none"> Provide updates on current projects/campaigns Promote TTC's effort on addressing Climate and Nature Emergency Help TTC to engage with a wider audience 	<ul style="list-style-type: none"> Projects/campaigns performance and progress 	<ul style="list-style-type: none"> Community's newsletter Email 	<ul style="list-style-type: none"> As and when newsletter is published
SGC	<ul style="list-style-type: none"> Provide updates on current projects/campaigns Gain access to SGC knowledge bank 	<ul style="list-style-type: none"> Projects/campaigns performance and progress Projects/campaigns proposals 	<ul style="list-style-type: none"> Progress report Email 	<ul style="list-style-type: none"> Yearly Prior to relevant projects/campaigns beginning
INTERNAL				
Staff	<ul style="list-style-type: none"> Ensure staff understand and support TTC's commitment on Climate and Nature Emergency Acquire technical opinions on relevant projects/campaigns Raise sustainability/environmental awareness 	<ul style="list-style-type: none"> New guidelines/policy/management plans Current projects/campaigns Projects/campaigns proposals Good practice in workplace 	<ul style="list-style-type: none"> Environmental trainings +/- workshops Internal e-mail Internal notice board Workgroup meetings Reminder stickers 	<ul style="list-style-type: none"> Yearly As and when necessary Prior to projects/campaigns beginning Throughout the year
TTC Councillors	<ul style="list-style-type: none"> Gain support for proposed projects/campaigns Receive feedbacks on projects/campaigns proposals Provide updates on current projects/campaigns Help TTC to engage with all residents and businesses 	<ul style="list-style-type: none"> Projects/campaigns proposals Projects/campaigns performance and progress Resources needed for proposed projects/campaigns 	<ul style="list-style-type: none"> Committee meetings 	<ul style="list-style-type: none"> Six times a year (Formal session) Every other month (Informal online session) Full Council Meeting when necessary

Note: +/- = with or without

MONTHLY COMMUNICATION TOPICS

MONTH	TOPIC	ENGAGEMENT				
		Talk/Seminar/ Webinar	E-activities	Workshop/ Events	Promotion post	Cleanup Day
JAN	Big Garden Birdwatch	-	-	Bird/Bat Box	-	-
FEB	World Wetlands Day	-	-	-	✓	✓
MAR	Earth Hour	-	Turn off non-essential electric lights, for one hour, from 8:30 to 9:30 p.m.	-	-	-
APR	Earth Day	-	-	-	✓	✓
	City Nature Challenge	-	City Nature Challenge [iNaturalist]	Bat Walk	-	-
MAY	No Mow May	-	-	-	✓	-
	World Bee Day	-	-	Bug Hotel	-	-
	Hedgehog awareness week	-	-	-	✓	-
JUN	World Environment Day	-	-	-	✓	✓
	World Oceans Day	-	-	-	✓	-
	Great Big Green Week	+/- Guest speaker	-	+/- Green Event with EcoThornbury Awards Ceremony	-	-
JUL	Love Parks Week	-	Nature Hunt	-	-	-
AUG	National Allotments Week	-	-	Wildflower meadow planting	-	✓
SEP	International Day for the Preservation of the Ozone Layer	+/- Guest speaker	-	Fruit enzyme cleaner	✓	-
OCT	World Animal Day	-	Hedgehog Home	-	-	-
NOV	National Tree Week	-	-	Tree planting	-	✓
DEC	Green Festival	Green Festival	+/- Eco-friendly decoration	-	-	-

Note: +/- = with or without

POINT-BASED AWARD SCHEME

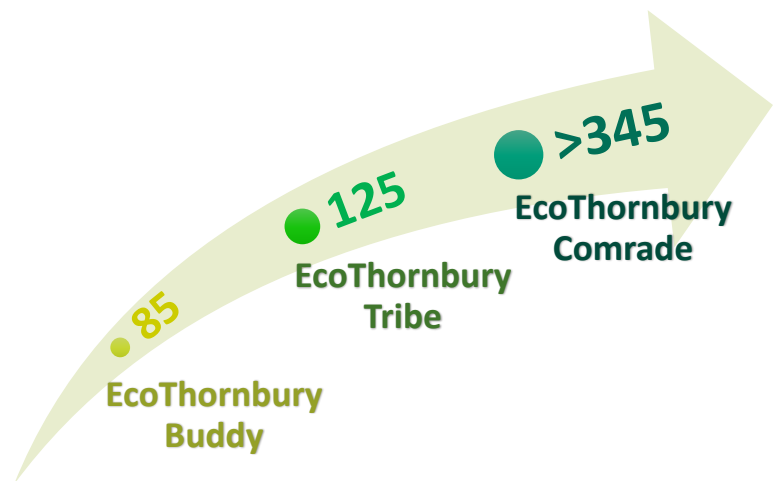
"EcoThornbury Points" is a point-based award scheme, under the community programme EcoThornbury, that recognizes the efforts of individuals who make a positive impact on the environment and are devoted to achieving the goals set out in the Plan. It also incentivizes people to participate and contribute to the community.

By completing different tasks such as volunteering or participating in TTC's climate and nature projects, people can earn respective EcoThornbury Points.



These points will accumulate over the year and individuals will be eligible for different awards based on their total accumulated points. An annual award ceremony will be held to reward the awardees with certificates and prizes. It gives us a great opportunity to unite and celebrate the progress we make towards an eco-friendly community.

EcoThornbury Points award categories:



MAPPING

The main features in Thornbury that are relevant to the Plan have been mapped, including assets of Thornbury Town Council (TTC), open spaces management proposals, habitats and lands managed by South Gloucestershire Council (SGC).

TTC manages and maintains the following sites and assets (mapped in the 'Town Council Asset' layer):

BUILDING	GREEN SPACE	CEMETERY	AMENITIES
<ul style="list-style-type: none"> •Town Hall •67 High Street •Bakery annexe •The Pavilion 	<ul style="list-style-type: none"> •Thicket Walk •Oakleaze Green •Mundy Playing Fields and play area •Chantry Playing Field 	<ul style="list-style-type: none"> •Thornbury Cemetery •St Mary's Church closed churchyard 	<ul style="list-style-type: none"> •Chantry Road Play Area (off Tilting road) •Osprey Park Play Area •Eastland Avenue Play Area •Streamleaze Play Area •Public Tennis Courts •Thornbury Skate Park

In this Plan, we focus on optimizing locations where TTC has the most influence. Some of the SGC-owned land in Thornbury is mapped in the 'South Gloucestershire Council Managed Land' layer. However, private land has not been mapped. Opportunities in these areas will be explored in later phases.

Visit the link below to see the map:

<https://www.google.com/maps/d/viewer?mid=16yo55iqpLjiniK19BflqduLQlf6n8xPg&ll=51.61537438173854%2C-2.510942549999986&z=13>

SERVICE SEARCHES

For projects that may involve soil excavation, service searches will be conducted in advance to ensure that the work does not affect any existing underground infrastructure.

ECOLOGICAL SURVEY

In 2022 summer, an ecological survey was conducted to assess the state of 7 green spaces owned by TTC. The report proposed a grassland management plan, tree/hedge/wildflower planting, and installation of wildlife habitats to enhance the biodiversity of each space. The officers' recommendations on the implementation of the ecological surveys were agreed in March 2023 in the Open Space Committee. And the proposals have been incorporated into this Plan and mapped in the 'Opportunities' layer. For detailed information, including the specific recommendations, please refer to the reports available at the following link: <https://www.thornburytowncouncil.gov.uk/wp-content/uploads/sites/51/2023/03/Agenda-and-Papers-Open-Spaces-Committee-21.03.23.pdf>.

TREE SURVEY

A tree survey is carried out regularly, usually every 2-3 years, to ensure that any issues are identified and addressed promptly. It provides a valuable insight into the current state of the trees, including any potential hazards or areas where additional care may be needed, which will help to reduce any losses before it is too late. The most recent survey was conducted in 2022, and a detailed report can be found in the link below: [link]

FUNDING

Thornbury Town Council (TTC) has allocated a budget of £7,500 for green projects. In addition to this, we have funding from other sources such as the open space committee and tree planting. Moreover, whenever relevant projects arise, we will pursue additional funding through various applications and proposals. We believe that adopting this diverse approach will provide us with multiple avenues to support and expand our projects beyond the initial funding.

SOURCE	AMOUNT	TIMELINE	SPECIFIC PROJECT OR GENERAL
TTC Budget	£7,500	Yearly	Green projects

5-YEARS WORK PROGRAMME

The programme aims to address five main categories relevant to local climate and nature needs: Water, Energy, Waste, Greenhouse Gas (GHG), and Nature. The objective is to maximize our positive impact on the environment.

- **Reduce energy consumption**
- **Improve energy efficiency**
- **Transition to renewable energy sources**
- **Seek opportunities to exemplify best practice for retrofitting existing buildings**
- Projects include *retrofitting older equipment with energy-efficient models, improving building insulation etc.*

ENERGY



- **Minimize waste generation**
- **Improve waste management**
- **Promote recycling and composting**
- Projects include *recycling more materials, reducing the use of single-use plastics/papers and cleaning up local open spaces etc.*

WASTE



- **Minimize greenhouse gas emissions**
- Projects include *transitioning to electric vehicles, utilizing low carbon heating (heat pumps) and implementing green purchasing practices etc.*

GHG



- **Increase water efficiency**
- Projects include *installing water-efficient fittings and toilets, reducing water use in irrigation systems and 'Refill' Thornbury scheme etc.*

WATER

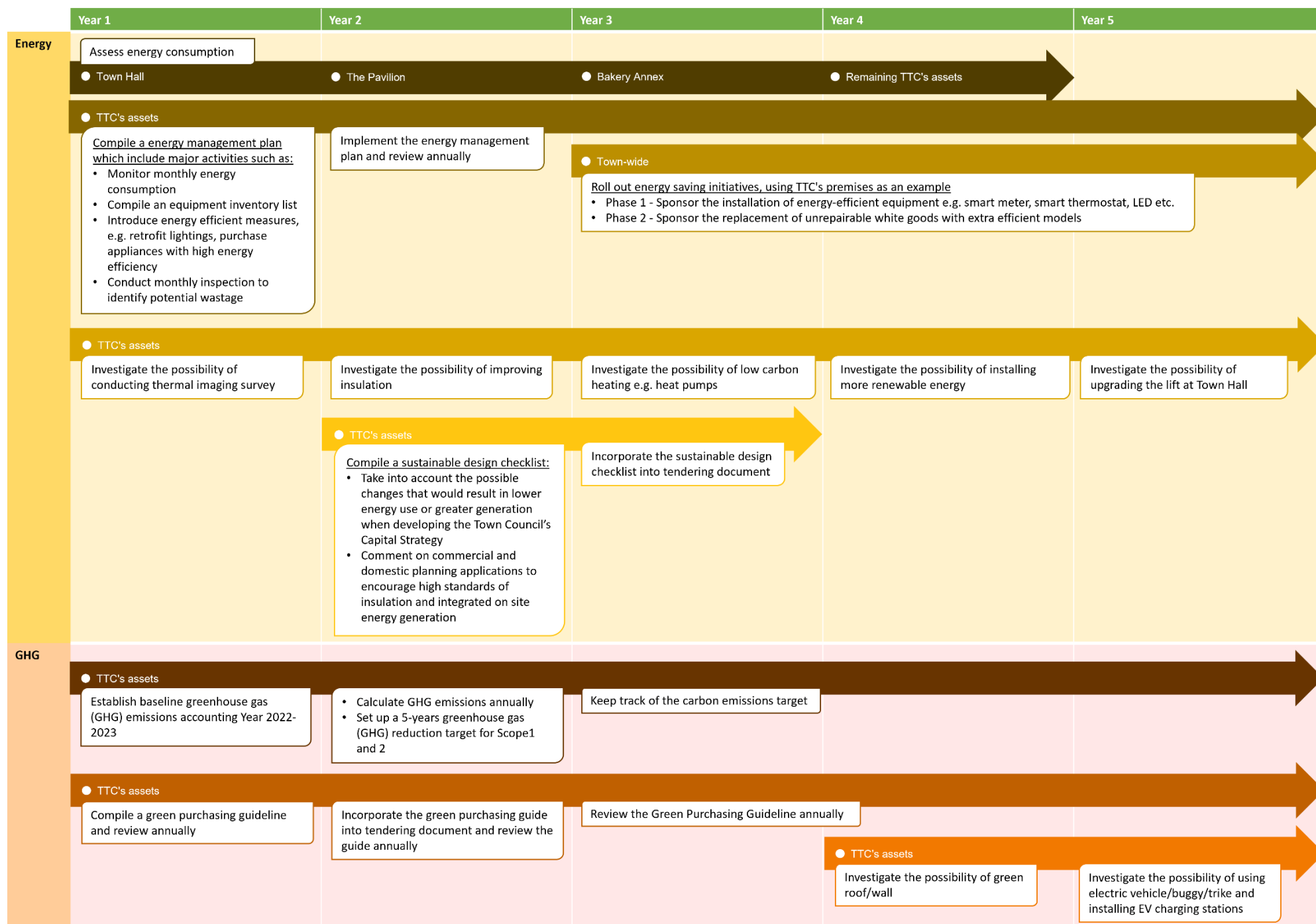


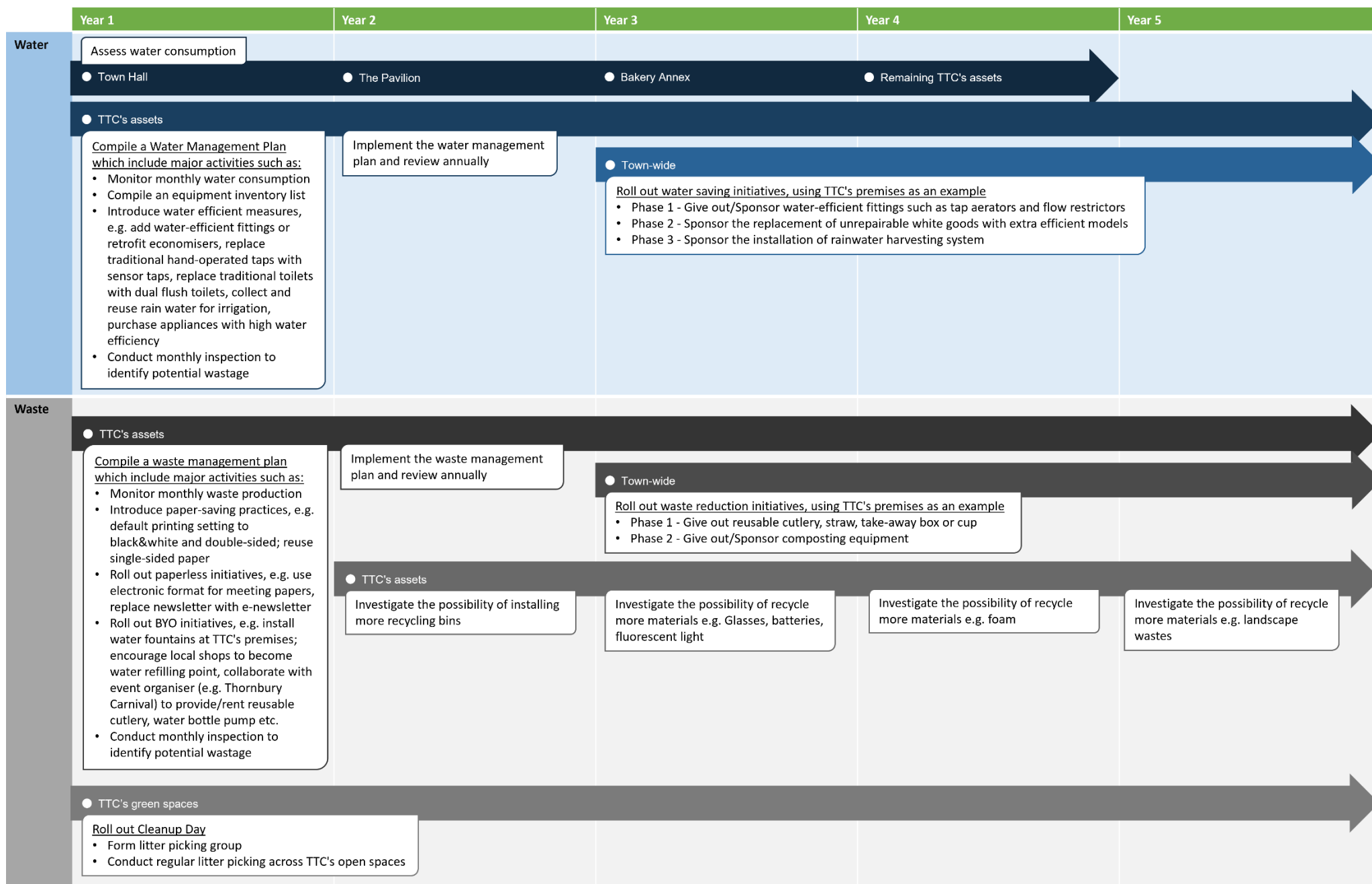
- **Preserve and restore natural habitats**
- **Enhance biodiversity**
- Projects include *adjusting the mowing regime, planting native plants, flower and hay meadows and installing bug hotels etc.*

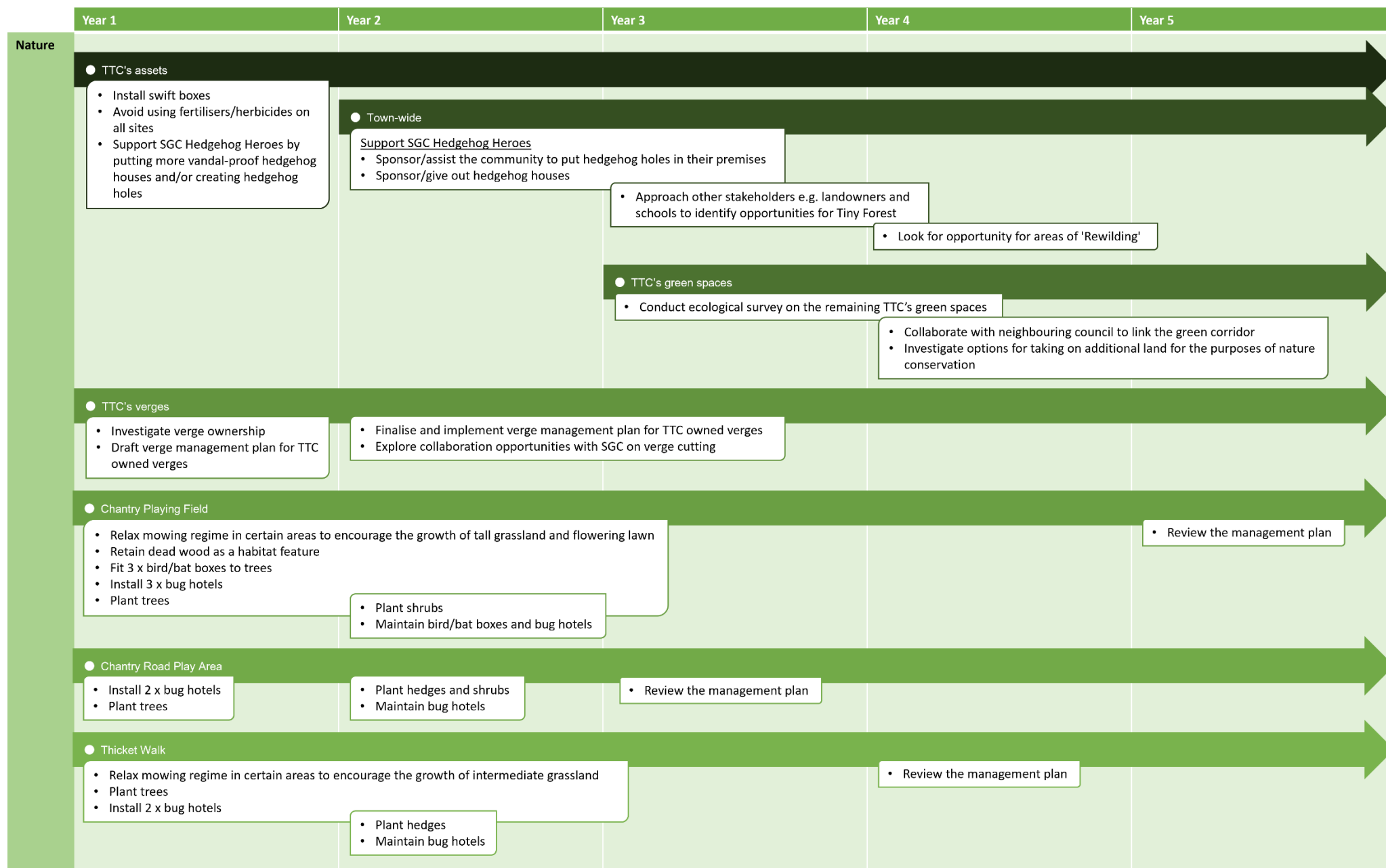
NATURE



Initially, projects under this programme will take place at TTC's assets on a small-scale and then will expand town wide. It is important to note that individual projects are subject to change based on the needs of TTC and the community. Detail timeline is illustrated in the following pages:







	Year 1	Year 2	Year 3	Year 4	Year 5
Nature	<ul style="list-style-type: none"> ● Oakleaze Green 				
	<ul style="list-style-type: none"> • Relax mowing regime in certain areas to encourage the growth of intermediate/tall grassland • Install 4 x bug hotels • Plant trees 	<ul style="list-style-type: none"> • Plant hedges • Maintain bug hotels 	<ul style="list-style-type: none"> • Review the management plan 		
	<ul style="list-style-type: none"> ● Mundy Playing Field 				
	<ul style="list-style-type: none"> • Relax mowing regime in certain areas to encourage the growth of wildflower lawn • Relax hedge cutting schedule to allow certain hedges to grow taller • Keep clear of encroaching scrub as necessary • Remove vegetation and silt from ditch • Leave certain areas of the ditch as undisturbed patches of vegetation as refuge areas • Plant trees • Fit 3 x bird/bat box to the tree • Retain dead wood as a habitat feature 	<ul style="list-style-type: none"> • Relax mowing regime in certain areas to encourage the growth of hay meadow/tall grassland • Maintain bird/bat boxes 			<ul style="list-style-type: none"> • Review the management plan
	<ul style="list-style-type: none"> ● Thornbury Cemetery 				
	<ul style="list-style-type: none"> • Relax mowing regime in certain areas to encourage the growth of wildflower/tall grassland • Keep clear of encroaching scrub as necessary • Relax hedge cutting schedule to allow certain hedges to grow taller • Plant trees • Fit 3 x bird/bat box to the tree • Install 4 x bug hotels • Retain dead wood as a habitat feature 	<ul style="list-style-type: none"> • Maintain bird/bat boxes and bug hotels 		<ul style="list-style-type: none"> • Review the management plan 	
	<ul style="list-style-type: none"> ● St Mary's Church closed churchyard 				
	<ul style="list-style-type: none"> • Relax mowing regime in certain areas to encourage the growth of wildflower/tall grassland • Keep monuments clear of scrub and ivy (subject to Survey Report) • Clear bramble and other scrub (subject to Survey Report) • Trim back trees • Fit 3 x bird/bat box to the tree • Retain dead wood as a habitat feature 	<ul style="list-style-type: none"> • Maintain bird/bat boxes 		<ul style="list-style-type: none"> • Review the management plan 	

REFERENCES

<https://magic.defra.gov.uk/MagicMap.aspx>

<https://www.thornburytowncouncil.gov.uk/facilities/>

<https://bighedgehogmap.org/>

<https://beta.southglos.gov.uk/local-nature-action-plans>

<https://beta.southglos.gov.uk/static/d466e89cca955e64abfb9762d7780dba/Local-Climate-and-Nature-Action-Plan-toolkit.pdf>