

07 September 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 12 September 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.

PLEASE NOTE – the lift in the Town Hall is temporarily and unavoidably out of order (until the end of September) and therefore the Council Chamber is currently only accessible via stairs

AGENDA

1. To note any apologies for absence
2. To receive the declarations of interest from members
3. To approve and sign the minutes of the meeting of the full council held on 11 July 2023
4. To receive any representations from the public relating to items on the agenda
5. To receive a South Gloucestershire report from Cllrs Tyrrell and Stansfield (acting in their roles as SGC Councillors)
6. To consider a request received from Thornbury Town Football Club to make structural changes/additions to Mundy Playing Fields assets
 - 6.1 To consider if the council wishes to make any recommendation to the Mundy Playing Fields Trust in its capacity as managing agent
 - 6.2 To direct that the matter is raised for consideration and agreement to the Mundy Playing Fields Trust

- 7. To consider the following Service Level Agreement (SLA) funding requests received, including decision on any funding to be awarded, and SLA durations, for introduction from 1 April 2024:**
 - 7.1 Thornbury and District Heritage Trust
 - 7.2 Thornbury Christmas Lights Association
 - 7.3 Thornbury Arts Festival Trust
- 8. To receive the minutes (approved or draft) from the following Committees**
 - 8.1 Open Spaces Committee meeting held on 25 July 2023
 - 8.2 Staffing Committee meeting held 18 July 2023
 - 8.3 Climate & Nature Committee meeting held on 27 July 2023
 - 8.4 Finance & General Purpose Committee meeting held on 18 July 2023
- 9. To approve the accounts for payment**
- 10. To approve the setting up of a Direct Debit for the payment of future Direct IT Services invoices**
- 11. To approve a further transfer of £750k from the Thornbury Town Council Current Account into the CCLA investment fund (n.b. £449,447 second precept payment due 30.09.23)**
- 12. To consider increasing the limit 5.5 (c) of the Financial Regulations from £50k to £100k to allow more flexible and timely transfer in and out of the CCLA investment fund to maximise interest income**
- 13. To note the Summary of Councillor Panel Complaint outcomes**
- 14. To nominate somebody to fulfil the role of Mace Bearer**
- 15. To agree the transfer of the Mundy Playing Fields Premises Licence currently held by Thornbury Town Council to Thornbury Round Table (£23 transfer fee to be incurred) or as a backup in case of any issues the Thornbury Carnival Committee**
- 16. To pass a resolution to exclude members of the public and press for agenda items 16 to 18 due to the COMMERCIALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted**
- 17. To consider a report from the Youth Working Group on proposed increased youthwork provision in Thornbury and agree provision for inclusion in 2024/25 budget and contracting arrangements (any increase may be phased on the advice of the provider)**
- 18. To confirm that Thornbury Town Council will join the South Gloucestershire Council (SGC) Youth Activity Offer (YAO) contracting arrangements from 1 April 2024**
- 19. To agree to give notice to end the existing contract with Krunch on 31 March 2024**
- 20. Date of next meeting: 7.30pm on 14 November 2023**

END OF AGENDA



Minutes of the Meeting of the Full Council

held on Tuesday 11 July 2023 at 7:30pm
at Council Chamber, Town Hall

Members present: Cllrs James Murray (Chair for item 3 onwards)
Helen Ball (Chair for items 1-2)
Chris Davies
Mark Oaten
Phil O'Rourke
John Reynolds
Fiona Deas
Chris Woodhouse
Chris Bloor
Helen Harrison (arrived late – present for item 7 onwards)
Cheryl Jenkinson
Kath Greenman

In attendance: Kath MacConnachie (Clerk)
1 member of Council Administration Staff (Minutes)
3 members of the public

Absent: Cllrs Simon Johnson
Maggie Tyrrell
Jayne Stansfield
Danny Bonnett

FC2324.38. Cllr Helen Ball, as Deputy Mayor, opened the meeting. She wished apologies to be noted in the minutes to the public who had attended the previous meeting, new Councillors, and Town Council staff, that the standard of conduct from some members at the annual meeting of the full Council had not met expectations.

FC2324.39. To consider a proposal to suspend Standing Order 3(s) to allow for agenda item 2 to be transacted by way of an anonymous ballot

The proposal to suspend Standing Order 3(s) to allow for agenda item 2 to be transacted by way of an anonymous ballot did not receive a majority vote and was not passed.

FC2324.40. To note the resignation of the Chair and elect a replacement

The resignation of Cllr Chris Davies as Chair was noted. Cllr Ball thanked him for his service over the past year. It was **RESOLVED** to elect Cllr James Murray as Chair and Town Mayor, and he then took over chairing of the meeting. Cllr Murray echoed thanks to Cllr Davies, and Cllr Ball's initial comments at the opening of the meeting.

FC2324.41. To note any apologies for absence

Apologies were noted from Cllrs Simon Johnson, Danny Bonnet and Jayne Stansfield who would be absent, and Cllr Helen Harrison who would be late.

FC2324.42. To receive any declarations of interest from members

There were no declarations of interest from members.

FC2324.43. To approve and sign the minutes of the annual meeting of the Full Council held on 16 May 2023

It was **RESOLVED** to approve the minutes of the annual meeting of the Full Council held on 16 March 2023 as an accurate record of the proceedings.

FC2324.44. To receive any representations from the public relating to items on the agenda

One member of the public spoke to acknowledge the death of former Mayor Charles Eardley-Wilmot. A minute silence for reflection was held.

FC2324.45. 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

It was **RESOLVED** to elect Cllr Murray to the Open Spaces Committee, in place of Cllr Kath Greenman who volunteered to step down.

(Cllr Helen Harrison arrived)

It was **RESOLVED** to elect Cllr Murray to the Finance & General Purpose Committee, in place of Cllr Cheryl Jenkinson who volunteered to step down.

7.3 To elect a member to the Staffing Committee due to carried vacancy

It was **RESOLVED** to elect Cllr Cheryl Jenkinson to the Staffing Committee.

FC2324.46. 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 and Nature Committee meeting held on 8 June 2023
- Finance and General Purpose Committee held on 13 June 2023

The minutes of the 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 and Nature Committee meeting held on 8 June 2023 and Finance and General Purpose Committee held on 13 June 2023 were received.

FC2324.47. To approve the accounts for payment

It was **RESOLVED** to approve the accounts payment:

ACCOUNTS PAID OUT OF MEETING (between 14 June - 10 July 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
UNITY TRUST BANK	BANK CHARGES - BACS (WAGES ACCOUNT)	44.52

UNITY TRUST BANK	BANK CHARGES - BACS (CURRENT ACCOUNT)	53.70
PITNEY BOWES LTD	QUARTERLY RENTAL - FRANKING MACHINE (DD)	118.69
LLOYDS CREDIT CARD	MONTHLY FEE FOR CREDIT CARD	3.00
PWL B LENDING FACILITY	TTC QUARTERLY LOAN REPAYMENTS (DD)	3,807.21
THORNBURY TOWN COUNCIL	PAYROLL	32,455.75
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	329.33
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	56.23
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	799.40
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	42.78
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD TRANSACTION PAYMENT (DD)	1,219.40
EQUALS PRE-PAYMENT CARDS	TOP UP FUNDS FOR PRE PAYMENT CARDS	500.00
CROMHALL REFINISHING	PAINT FOR SKATE PARK	441.60
ALMONDSBURY GARDEN CENTRE	BEDDING PLANTS FOR CEMETERY GRAVE MAINTENCE	881.66
MENDIP MEMORIALS	RE-ERECTING MEMORIAL STONES	374.40
BAUWATCH UK LTD	CCTV SECURITY - TOTAL COSTING FOR PLANNED EVENT at MPF	1,206.12
GREEN FARM NURSERY	SELF WATERING HANGING BASKETS X25	1,050.00
CHELTENHAM SURFACING.CO.UK	35% DEPOSIT - TENNIS COURTS FOOTPATH SURFACING	9,788.94
CITIZENS ADVICE SOUTH GLOS	PROVISION OF ADVICE CENTRE at TTC - APRIL 23-MARCH 24	15,284.00
ORDER-CARD.COM	CC495 - TTC STAFF & CLLRS ID CARDS	61.19
AMAZON	CC496 - MULTI PURPOSE DISPOSABLE GLOVES	35.34
GIFF GAFF	CC497 - STAFF PHONE - MONTHLY TOP UP	10.00
AMAZON	CC498 - CLLR TABLET CASES, CLLR MINI KEYBOARD & WATERING CANS	346.07
HSQE VITAL SKILLS	CC499 - STAFF ONLINE TRAINING COURSES	48.00
SOUTH GLOS COUNCIL	CC500 - PEST CONTROL SERVICE - WASP NEST REMOVAL	120.00
SOUTH GLOS COUNCIL	CC501 - PARTIAL REFUND (REF CC500 WASP NEST)	-38.00
AMAZON	CC502 - OFFICE KETTLE, OFFICE STATIONERY	89.75
GIFF GAFF	CC503 - STAFF TABLET - MONTHLY TOP UP	8.00
VISTAPRINT	CC504 - PVC-FREE BANNER WITH NEW TTC BANNER	53.23
THORNBURY POST OFFICE	CC505 - ID VERIFICATION SERVICE	55.82
MARK HARROD	CC506 - GOAL POST WHEEL	45.62
AMAZON	CC507 - EARPHONE EARPIECE FOR STAFF TWO WAY RADIOS	25.99

AMAZON	CC508 - AMAZON PRIME MONTHLY MEMBERSHIP	8.99
UPC DISTRIBUTION LTD	CC509 - PDFSAM ENHANCEMENT PRO+OCR ADVANCED SOFTWARE	116.95
AMAZON	CC510 - HEAVY DUTY BUNGEE CORDS WITH HOOKS	27.98
AMAZON	CC511 - SPECIALIST MAINTENANCE RAKES FOR MPF SAND PIT	125.47
AMAZON	CC512 - VARIOUS CLEANING MATERIALS	116.52
	Total Expenditure:	71,511.65

DD = direct debit payment

CC[n] = credit card payment

ACCOUNTS NOW DUE FOR PAYMENT - 11 JULY 2023		
T H WHITE GROUP	ANNUAL SERVICE ON RANSOME JACOB MOWER	1,943.03
SOUTH WEST HYGIENE	SANITARY UNITS - QUARTERLY SERVICE AND RENTAL	78.87
FALON NAMEPLATES LTD	BRONZE PLAQUE	119.59
FORD FUELS	ULTRA LOW SULPHUR DIESEL	1,211.75
ETB AUTOCENTRES	PUNCTURE REPAIR	18.00
YATE SUPPLIES	BLACK COMPACTOR SACKS	355.56
CPS GROUNDS LTD	OVERSEED PITCHES AT MPF	2,242.56
T H WHITE GROUP	INNER TUBE - RANSOME MOWER	49.51
T H WHITE GROUP	TYRE - RANSOME MOWER	67.86
T H WHITE ENERGY, FIRE & SECURITY	ANNUAL FIRE ALARM MONITORING - TOWN HALL	197.16
T H WHITE ENERGY, FIRE & SECURITY	ROUTINE SERVICE OF FIRE ALARM SYSTEM - TOWN HALL	92.40
T H WHITE ENERGY, FIRE & SECURITY	ROUTINE SERVICE OF FIRE ALARM SYSTEM - MPF PAVILION AND FLAT	105.60
T H WHITE ENERGY, FIRE & SECURITY	ROUTINE SERVICE OF EMERGENCY LIGHTS SYSTEM - MPF PAV AND FLAT	200.64
AVON DISPLAYS	SIGNAGE FOR MPF	405.60
ALCA	GOOD COUNCILLOR GUIDES	64.00
ALCA	ESSENTIAL COUNCILLOR TRAINING COURSES	213.50
TTC STAFF MEMBER	EXPENSES CLAIM	109.28
MONARCH PRINT	X40 DURHAM MUGS FOR TTC	142.56
ABBEY LOOS LTD	PORTA LOOS MONTHLY RENTAL - CHANTRY FIELD	264.00
ABBEY LIFTS LTD	QUARTERLY SERVICE AND MAINTENANCE OF TOWN HALL LIFT	336.00
SIMPLE CLEANING	TOWN HALL MONTHLY CLEANING CONTRACT	1,470.00

DIRECT IT SERVICES	PHONE, BROADBAND & IT SUPPORT – TOWN HALL AND PAVILION	721.72
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	171.86
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	134.54
BIFFA WASTE SERVICES	WASTE DISPOSAL - MPF PAVILION	539.51
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	136.86
HORDERS THORNBURY PRESS	WOODLANDS TRUST A4 COPIER PAPER	69.50
SOUTH GLOS COUNCIL	COUNCIL RATES - BAKERY ANNEX (BACS)	95.00
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	4.40
	Total Expenditure:	11,560.86

FC2324.48. To receive the Annual Internal Audit Report for year end 2022/23

The Annual Internal Audit Report for year end 2022/23 was received. Cllr Ball congratulated staff on their work done to achieve a very good report.

FC2324.49. To consider the adoption of the draft Thornbury Climate and Nature Action Plan, as recommended by the Climate and Nature Committee

It was **RESOLVED** to adopt the Thornbury Climate and Nature Action Plan. Cllr Kath Greenman noted that the Committee were very impressed with the work that the Thornbury Town Council Climate and Nature Officer had put into it.

FC2324.50. 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

It was **RESOLVED** to introduce a Freedom of the Parish scheme in Thornbury and adopt the draft Honorary Freedom of the Parish Policy.

FC2324.51. The Chair allowed a representation from a member of the public concerning Thornbury High Street and ongoing works to it.

FC2324.52. To pass a resolution to exclude members of the public and press for agenda item 14 due to the COMMERCIALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted

It was **RESOLVED** to exclude members of the public and press for agenda item 14, due to the commercially confidential and sensitive nature of the business to be transacted.

FC2324.53. To consider correspondence from FirstPort and any directions the Council wishes to make

Council considered correspondence and agreed a response that the Clerk should send on 12 July 2023. The matter would be further considered at another meeting of members.

FC2324.54. Date of next meeting: 7:30pm on 12 September 2023



Thornbury Town Football Club

Mundy Playing Fields and Pavilion Development Plans

Completed by the Committee Members of the Football Club



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INTRODUCTION

As we appreciate many of the councillors here today are newly elected, we thought it would be useful to give a brief overview of Thornbury Town Football Club, our ambitions and what we bring to the local community.

Thornbury Town Football Club has been involved with Football in the town since the early 1900's, although some records state football has been played in the Town from the late 1800's. We have been hugely successful in engaging and attracting large numbers of players, both boys and girls, to join our youth team section as well as our 5 adult teams. The club have exciting plans to develop the girls and women's teams at the club. This is becoming easier with the recent success of England Lionesses.

The club itself is a focal part of the community representing hundreds of families and this continues to grow year on year. The club now boasts 5 senior teams, with the 1st team playing at step 5 of the National Pyramid System, there are u18 junior boys and girls teams u7-16 age groups. The total membership now stands at over 300 juniors with their families and over 100 seniors. This is underpinned by all the spectator support provided from the Thornbury and surrounding community.

Our goal in the next 12 months is to develop the facilities at the Mundy Playing Fields, including the Pavilion which will help to create a warm and welcoming environment in which to encourage local children, adults and families of Thornbury to play and enjoy football.

Our senior men's 1st team are now playing at our highest ever level and with this success comes a new higher level of ground grading requirements from the Football Association (FA). It is due to these new ground grading requirements that we are making the following requests to Thornbury Town Council. If we are unsuccessful with these requests, the FA are within their rights to remove us from the Non-League System until we have the correct facilities in place, if this were to happen, we believe it would have a catastrophic effect not only on the club but also the players, supporters and the local community.

All the plans in this proposal will be funded by Thornbury Town Football Club. We welcome any feedback you may have regarding our exciting plans and we look forward to continually working with you to create and develop a welcoming venue that has hosted Football in Thornbury for the last 75 years.



Pitch Railings

'Pitch Railings' are the perimeter railings that surround the pitch and not the fencing that is around the ground. As the years have passed since the current pitch railings were installed, they have deteriorated to the extent that they are becoming unsafe for players and spectators alike. We propose to install new pitch side barriers (please see the image below).



This will be approx. 1 metre high, so not dissimilar to what is already in place. The main difference comes in supporter and player safety, with these railings being FA approved.

We have 2 colour options for the councillors to consider

- White, as the photo above
- Green, which will match the main perimeter fencing we already have

PA System

It is a requirement from the FA for the club to have a Public Address System in place at the ground. This is mainly for safety reasons, to help supporters evacuate if needs be, but also for announcements on matchdays.

The club proposes to install Horn speakers (picture below)



The system comes with a soundboard, this will be kept securely in the Clubhouse and will be no bigger than 50cm x 50cm. This will enable the council to make use of this system for events, such as the Carnival and Fireworks Night.

As part of the proposal, the club has agreed to the following:

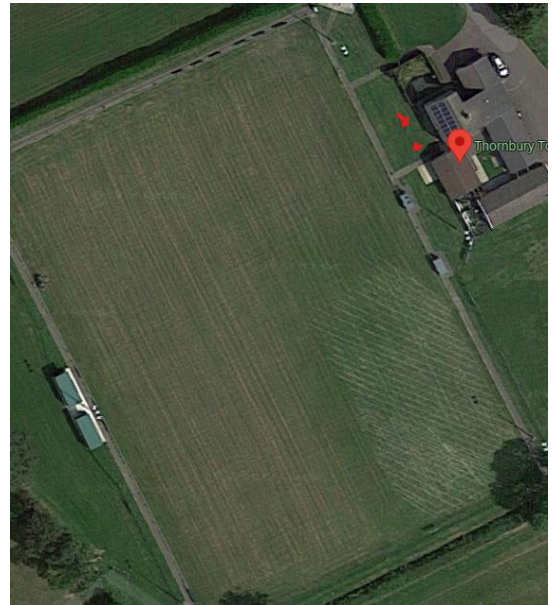
The system will be used up to 1 hour prior to kick off, throughout the duration of the match and then no later than 30 minutes after the match. The latest an evening match would finish is 10.00pm. The main use is for informing spectators of team news, goal scorers and any other relevant information during the match. We would also ask if we would be allowed to play appropriate music from the system.

The volume level of the PA System will be kept to a minimum so it can only be heard from within the pitch area, and not loud enough to be heard from the Tennis Club, Car Park and the Park area.

Again, we have put forward 3 proposals for you to consider on the location of the Horn Speakers.

Option 1

4 speakers, 2 on each corner of the new extension of the Clubhouse. This is logistically the best position, as the cabling will be out the way. The picture has red dots on the approximate location of the speakers.



Option 2

As above, but moving 1 speaker from each corner of the clubhouse to be attached onto the existing stands that are in place. So it will remain at 4 speakers only. Picture illustrates where the speakers would be with the red dots.



Option 3

This would generate the best sound experience at the ground. We would have the speakers attached to the 4 corner floodlights and also fit one to either the corner of the extension or corner of the toilet block. Again, please see the picture.



Turnstile

The FA define a Turnstile as follows:

“A place for steward(s) to allow access to the ground where they can keep a cash box in a secure location”.

As we already have this in place, all we are proposing is an improvement to the current structure. The current shed we use is a little too small and our proposal is to double its size. We are asking for approval to put the relevant footings in place for the shed to sit on. Our proposed shed would look similar to the below in size, which is 6ft x 4ft and needs to be secured to the base. The current booth is 4 x 4 is worse for wear having been blown over and repaired several times over the past few seasons. It also cannot accommodate someone standing inside. The position of the booth means that it is well-hidden from view. If necessary it could be painted green as a camouflage.



Covered Standing Area

The FA require the club to have a covered standing area that can house 100 people. We are asking for the approval for hard standing for the Stand to sit on, as well as the stand to be installed.

We fully understand we would need your permission to go ahead in order to seek planning permission from South Glos Council.

In terms of size, it will be 10 metres in length 2.5 metres deep and 3 metres high.



The club have 2 positions they are proposing for this stand to go.

Option 1

Our preferred position is to locate the stand behind the goal at the laurel hedge end. This would utilise the space we have and not overcrowd one side of the pitch. The laurels will hide the structure from public view and we will ensure there is enough space behind the stand for the laurels to continue to be pruned. The illustration will hopefully indicate the location and approximate size of the (the blue rectangle).



Option 2

We are also proposing to put the stand next to our existing stands, we feel this would be the next best location. We would need to move the main perimeter fencing back slightly (as we had to for the other stands) to accommodate as well as the hard standing.



Clubhouse Interior

The main goal of the club is to continue and progress in the development of youth and adult football in the town. We are heavily reliant on financial support from our commercial partners and we are proposing to develop the clubhouse interior to make the venue more welcoming for all.

We are proposing to install a refreshment counter in the clubhouse, which will serve refreshments, both alcoholic and non-alcoholic. This will be open on both Saturdays and Sundays when games are played at the Mundys, as well as for midweek games. This will only be open to club members and visitors. We fully understand the TTC will also have priority to use the facility as required.

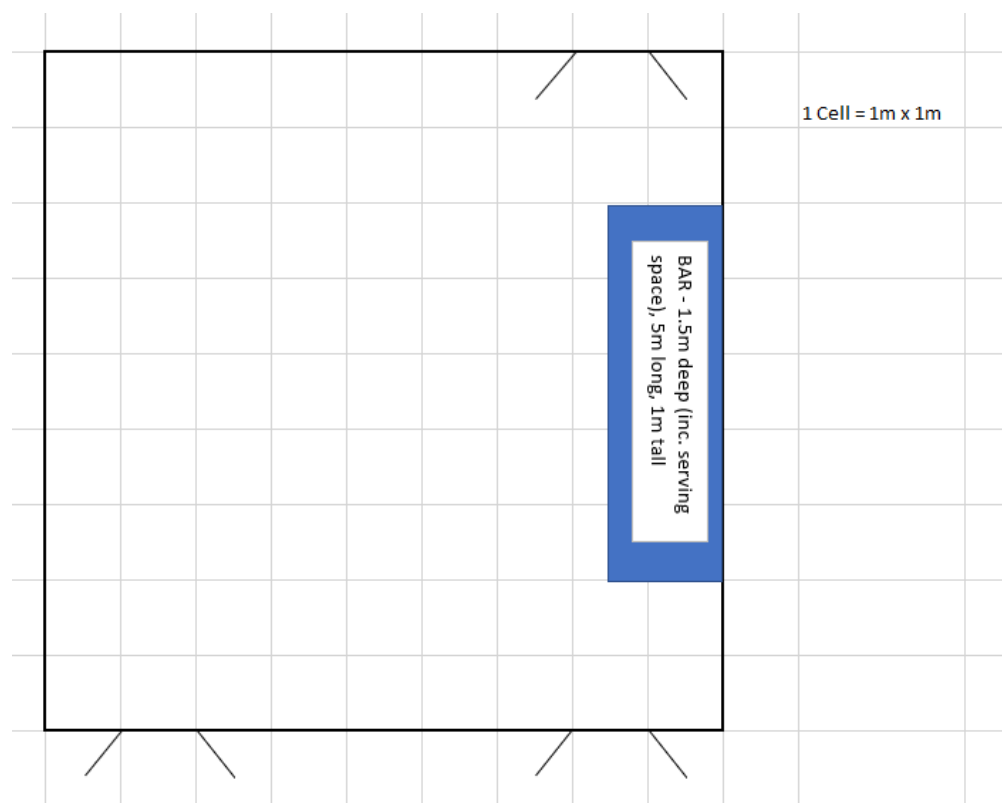
The bar will be at approx 2m long and 4m wide or 5m long and 1.5m wide to fit a draught pump system underneath and sufficient surface area on top. It would also require water and electrical supply. Water is for the self-cleaning function on the system. The system would require no underfloor operation and is self-contained. We have included a photo of a system that is larger than we are proposing, just so you have an understanding.



We therefore have 2 options for the position of the bar for your consideration.

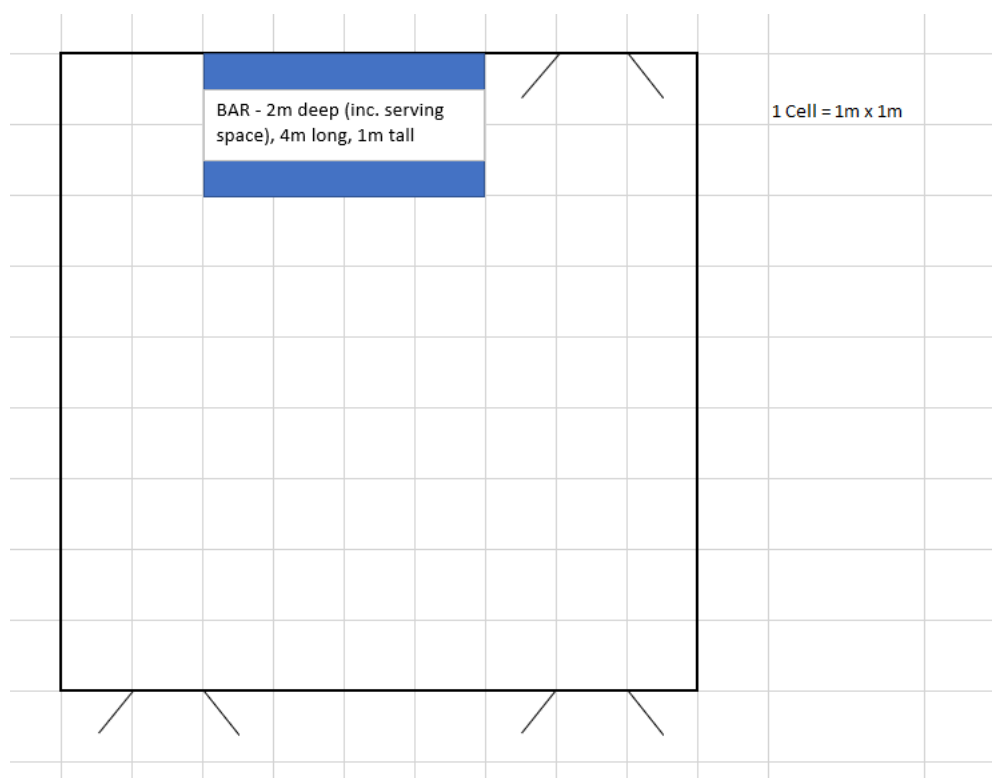
Option 1

This option leaves enough floor space for **if and when** the venue is hired out to other **community groups**, whilst keeping easy access between the existing kitchen area and the proposed bar. There is a difference in the 2 proposals due to the sizing. This proposal has the bar and any fridges under the main bar. This is also logistically easier, as the **recently installed fuse box is on** this wall. This is an important factor to avoid a significant **routing of** extra cabling.



Option 2

This still gives us easy access between bar area and **kitchen area**. **We would** also require a suspended ceiling for this proposal as electrics will need to be diverted to the wall behind the bar.



The club will also, in time, look to enhance the building with new flooring and new furniture.

We would also like to have a patio area in front of the new extension. This would enable us to utilise outdoor tables and chairs, again making the ground more appealing for spectators attending on matchday.

It is our desire to continue working in partnership with Thornbury Town Council and together promote the Town as a great place to live, work and enjoy the sporting facilities Thornbury has to offer, in a venue that the community can be proud of.

Thank you for considering our proposals and we hope you can join us in making the Mundy Playing Fields a real football hub for the local community, inspiring more young people and their families into the sport.

Kind Regards,

The Committee of Thornbury Town Football Club

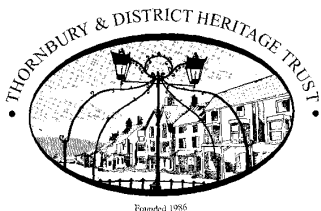
Thornbury & District Heritage Trust

Thornbury and District Museum

c/o The Town Hall
35 High Street
Thornbury
Bristol BS35 2AR

Tel 01454 857774
enquiries@thornburymuseum.org.uk
www.thornburymuseum.org.uk

Proposal for a Service Level Agreement between Thornbury Town Council and Thornbury & District Heritage Trust September 2023



Registered Company
Limited by Guarantee No. 2087293
Registered Charity No. 296345



Thornbury & District Heritage Trust (T&DHT) seek to enter into an agreement with Thornbury Town Council to provide a museum service and associated heritage activities for the people of Thornbury and the surrounding area.

1. Introduction

“Our purpose is to interpret and document the culture and heritage of Thornbury and the Lower Severn Vale for the education and enjoyment of the public, through the use of accessible permanent collections, temporary displays, lectures & events, and to do so to national standards of best practice.”

Since 1986 T&DHT has provided an opportunity for community involvement in local history and heritage by opening a lively and friendly museum to the public with permanent displays and special exhibitions. It responds to enquiries from local people and from people all over the world with local connections.

The museum encourages families with children and has various interactive activities and exhibits that can be handled to stimulate interest.

Engagement with local schools is a priority and other outreach activities include guided town walks and well-researched talks.

T&DHT plays an important part in the representation of heritage in South Gloucestershire. As a member of the South Gloucestershire Museums Group, supported by South Gloucestershire Council, T&DHT participates in projects and activities, representing the history of Thornbury.

2. Volunteers

T&DHT is run entirely by volunteers and It offers rewarding volunteer opportunities for local people. It engages with other volunteer groups and contributes to community wellbeing. Typically, the museum has 66 volunteers who engage in a wide variety of tasks needed to run a museum and 80 associates who have an interest in its activities. It also offers an opportunity for younger volunteers to gain experience in museum work. Some have gone on to be employed in the museum environment and others have used the experience to enter into further education or explore full time employment.

Volunteers undertake relevant training provided by the South Gloucestershire Museums Group, the South West Museum Development programme or local resources such as the Thornbury Volunteer Centre.

3. Governance

T&DHT is a registered charity and also a company limited by guarantee. It has a robust management structure as required by its Memorandum and Articles of Association and the requirements of its Charity Commission membership. It maintains operating procedures and policies including those for Health & Safety and Equality and Diversity to ensure it treats volunteers and members of the public fairly and that a safe environment is maintained. Regular formal trustee and management meetings are held during the year, culminating in an Annual General Meeting each spring.

T&DHT has direct liaison with the Town Council via a nominated Town Councillor.

4. Education & Recreation

The museum provides outreach material and activities for local schools to support the current school curriculum. The activities may be in the form of special museum visits, talks by experienced volunteers, the loan of handling material and provision of information to teachers. Each of these activities is supported by material prepared by the museum. Primary and secondary schools are making increasing use of this service because of the financial burden of visits outside the area. Visits from local young persons' groups are accommodated out of normal opening hours.

Museum volunteers provide talks to local adult groups and organise guided walks around the town on specific aspects of the town's heritage. These are popular for both education and recreation and are usually oversubscribed. The museum provides talks and activities tailored for groups of older people, the Memory Cafe and those with special needs.

T&DHT takes part in and supports local events such as the Thornbury Art Trail, Heritage Days, Fun Palaces and the Thornbury Arts Festival.

A 3.7 km Heritage trail with way markers and information boards at strategic points around the town was installed for the Millennium. It is well used and attracts people to the town. The trail continues to be updated and maintained by the museum.

5. Museum Opening Hours

At present museum opening hours are two weekday sessions from 13:00hrs to 16:00hrs and on Saturday from 10:00hrs to 16:00hrs. The intention is to increase opening periods when more volunteers to act as Custodians can be recruited. The museum is opened for special occasions and by appointment for groups.

6. Finance

At present the museum receives an annual grant from the Thornbury Town Council that covers the rent of the premises and a portion of the utility costs. A South Gloucestershire Council SLA covers some of the additional running costs. T&DHT relies on donations and grants for its additional running costs, development, and care of the collection. No charges are made for entry into the museum, searches carried out as a result of enquiries or for outreach activities for schools and young persons. A charge is made for talks and guided walks to local groups and organisations. A small amount of revenue is generated from the sale of books, many of which have been written by volunteers and published by the museum.

T&DHT maintains specialist comprehensive insurance to cover its assets and also has insurance to protect its volunteers when attending the museum or its outreach activities. It also has public liability insurance.

In line with best practice T&DHT has reserve funds to cater for planned development and the possible impact of an uncertain future.

7. Premises

The museum is housed in 4 Chapel Street, a building owned by the Armstrong Hall Trust and subject to a lease that runs out in January 2026. As a condition of the lease, the landlord can evict T&DHT with six months' notice.

Thornbury and District Museum has been added to the Assets of Community Value register valid until July 2027.

Unfortunately, the building is not friendly for those with mobility problems and is too small to accommodate the full potential of the museum.

8. The Collection

The collection of artefacts, including photographs and documents, is generally restricted to items that have local interest or are associated with local people. T&DHT's primary responsibility is to preserve, conserve and share its collection for the public benefit.

All items in the collection are accessioned and recorded on a bespoke database that complies with national standards. The collection is available to the public via permanent displays, special exhibitions and the viewing of items in storage by prior arrangement.

9. Accreditation

The museum has been awarded nationally recognised Accreditation status since 2009 by Arts Council England (the first museum in South Gloucestershire to achieve this status) and is due for reassessment in 2025. Accreditation requires the museum to have robust procedures in place and requires it to be run to the same standards as the major museums in England. Accreditation gives T&DHT access to professional advice, specialist grants and training. It also allows the sharing of artefacts for special occasions, or in some cases, long term loan. An example of this is some of the 11,460 Roman coins found in Thornbury in 2004 which are on long term loan from Bristol Museum and which could not be exhibited if the museum were not Accredited.

10. Offsite Exhibition Areas

The museum has negotiated the use of the ground level front room of the Town Hall and is in the process of mounting a permanent exhibition of artefacts and information connected with the ancient Borough of Thornbury and the history of the building. Also, the Thornbury Quilt, a unique record of the town's trades in 1900, is to be placed on permanent display in an upstairs room in the Town Hall that has public access so that it can be viewed during opening hours.

A rare and fine example of a longcase clock made by a Thornbury clockmaker named Collings, owned by the T&DHT, is displayed in the Town Hall.

11. Museum Groups

The museum initiated local activity groups which engage in research into local history and geology and also, most successfully, in local archaeological projects. The Archaeology Group has recently formed a partnership with the University of Bristol working alongside T&DHT volunteers to establish a research project and training for students on what has already been recognised as a nationally important site of a Norman Hunting Lodge near Thornbury. The museum has secured ownership of some rare Norman coins found at the site.

12. Visitor Records

The museum keeps a comprehensive record of the number of visitors that visit the museum, outreach activities and online enquiries that are carried out. By maintaining these statistics, it can evidence its continued success as a viable resource for the town. Feedback via the visitor's book, emails and verbal responses are always positive and are encouraging for the volunteers.

13. Public Information Services

T&DHT maintains a comprehensive museum website and hosts and maintains three other websites full of local historical research: the Thornbury Roots, Tytherington Roots and Thornbury Grammar School websites. It also has a Facebook page that attracts many regular visitors and contributors. Thornbury Roots, in particular, is a highly regarded website, containing a vast amount of original research which documents the histories of Thornbury families, buildings, streets, businesses and other organisations.

14. Risks

The museum is well established, resilient and well supported; however, it relies on the continued availability of its premises for its long-term future. With the current uncertainty about the Armstrong Hall site, T&DHT cannot guarantee the continued provision of a museum service to the town and surrounding areas. To ensure long term viability it needs active support in either ensuring the development of the existing site or the provision of alternative affordable premises.

If a medium to long term future cannot be guaranteed, the museum will probably not be able to retain its accredited status. Without viable premises, the museum will have to close and its collection of artefacts will have to be dispersed.

15. Service and Minimum Standards T&DHT Will Provide

- T&DHT will continue to provide a heritage and museum service, to Thornbury and the surrounding area as set out in all the categories above.
- The museum will be open with the minimum times shown in section 5 and every effort will be made to extend these times. It will only deviate from these times during public holidays, exceptional circumstances and for a short winter break for cleaning and collection care.
- Other than for talks to local groups and guided tours around the town, admission to the museum and all other activities will continue to be provided free of charge.
- T&DHT will ensure that it submits the required annual reports to both the Charity Commission and Companies House.
- The museum will ensure that its accreditation status is up to date and will maintain those standards. *(Providing it can satisfy the requirement for a long-term future required by the Arts Council England).*
- Statistics will be maintained to evidence the level and quality of activity.
- Policies and procedures will be kept up to date and as required, will be amended to comply with changes to regulations and legislation.
- Full details of the financial status will be made available to the Town Council if requested.
- T&DHT will respond to any reasonable request from the Town Council for information about the operation of the museum.

16. What is requested from the Town Council.

- An annual grant of an amount equal to the current or future rent of 4 Chapel Street and additionally a sum of at least £8000.00 towards the maintenance and running costs of the museum.
- It is understood that the Service Level Agreement will be for a period of 3 to 5 years at the discretion of the Town Council.
- Support the museum in its need for secure leasehold accommodation within the town.
- Promote the museum more widely and include it in any tourist information issued by the Town Council.
- Help, advise and support the museum trustees.

17. Conclusion

Thornbury & District Museum, entirely staffed by volunteers, is run to professional national standards, offers a valuable museum service and holds a wealth of research material for the interest of local people and tourist visitors to the town.

By addressing the need for suitable premises for the museum and by providing a sustained annual investment in it, the Town Council can protect this valuable heritage asset, enhance the future of the town and justifiably share the pride felt by all those that volunteer at the museum.

T&DHT recognises the Town Council's part in formally recognising the need for museum in 1985 and is grateful for the continued support and funding given since then. This is acknowledged in the Museum's publicity.

With South Gloucestershire Council recently reporting a need to preserve heritage in the area and open more museums, Thornbury Town Council has the opportunity to continue its support of a thriving museum which encourages people to appreciate the town's story.

Dear Councillors,

Thornbury Christmas Lights Association has been in existence since 1991, serving the community of Thornbury and its surrounds . It came into existence *to continue the dedication* of a few members of Thornbury Chamber of Commerce who had been providing a **Thornbury Christmas Lights display since the 1960s!** Given that the very first lights display started in Regent Street in London in 1956, Thornbury yet again, took up the challenge to start a display in our Town very soon after. We still have two members of the team, that were involved in those very early days. In 1991, there was a grave danger that Thornbury's lights would cease as the manpower did not exist within the Chamber. It was at that point, that Councillor Terry Press cajouled others beyond the Chamber of Commerce to get involved and the Association was formed to continue the voluntary provision of the lights display. In those early days, the light strings contained 25W coloured bulbs and it was a mammoth job inserting/testing and afterwards removing them! We had 'wheelie bins' of different coloured light bulbs! Since those early days we have evolved to have a 'well-oiled machine'! It continues to be run by a small group of volunteers.

- a file identifies each fitting(they are specific to a premises)/all details/ a picture annotated with instructions of where it fixes etc (roughly 100)
- It corresponds with a crate, which contains that fitting. All fittings are now LED.
- Consent forms are obtained for each premises with a fitting
- Each fitting is tested prior to installation
- Over a period of about 8 weeks, up to about 20 volunteers work long Sunday mornings (typically 8am-2pm) to install the fittings. The barn team process and make the fittings available. The street teams with a set of ladders, carrying out the installation. The higher fittings are installed using a caterpillar hoist. This hoist is a **voluntary service** from a local business. In addition this year we understand we will have the facility of an SGC hoist for 2 days- SGC are underwriting the cost of this.
- Internal connections Teams then go to premises to make internal connections. All electric is supplied and **donated by the individual premises. Hence the premises support this provision financially too.**
- 2/3 thirds of the fittings can be controlled with remote switches. The remaining fittings are controlled by setting the timers individually and require multiple visits.
- All TCLA equipment is stored in a barn at The Wheatsheaf. We are extremely grateful for this facility - **No rent is paid** , this has been the case for countless years. We are also able to utilise the garden area for repairs and construction- which takes place throughout the year. We hold a small stock of spare garland, light strings, other materials and equipment. When a new premises is added or a major replacement of a fitting is made, we are sometimes able to seek some financial support from that premises.
- We hold a 'Premises Licence 'for The High Street, Castle Street and The Plain, to hold up to 4 events per year. This was obtained a few years ago and took a great degree of negotiation. Our insurance matches this facility. Our insurance also covers the provision of bunting across the High Street(the traditional 12 strings from the Town Hall in the summer months).

When practical, we arrange a Switch-on event. This takes weeks of planning - road closures, Event Plans(SAG) etc, arrangement with a Fair for the High Street and the formal Switch-on Ceremony and Community market stalls in typically on the Plain/Castle Street. Usually TCLA will nominate a charity(local) recipient for the Switch-on event, we obtain a collection licence and they are free to collect during the evening. The fair also make a donation. They also find 'a personality' to assist 'switching on the lights. Three road closures are in place during the day, that have to be marshalled. This day starts at 9 am and finishes around midnight for the volunteers. The public see the short duration of the Event, there are countless hours of volunteers that make it happen.

The lights have always been switched on a Tuesday evening at 7pm, in the third week of November. This is the day that gave the least impact economically to traders on the High Street-restricted access for the full day. It also gave a sufficient period of time for the lights to be on, for it to be a worthwhile investment for the volunteers.

- On 12th night, the volunteers turn the lights off. The subsequent two Sundays see the volunteer teams back out removing all fittings and stowing them ready for the next year. Plans for refurbishments are made. Weather(or COVID!) can delay this process and can mean that fittings have to be hung to dry, before being packed away.
- Like so many Groups locally, regular appeals for volunteers happen, but do not seem to have effect! Despite Thornbury having grown exponentially in recent years, new volunteers do not come forward and it is the same dedicated team that make this provision. Unfortunately, the age demographic is such that some are no longer in a position to climb ladders etc. Hence, we could increasingly have to rely on extra hoist facilities (SGC costs of £400 each visit) or the display will reduce/Switch-on Event cease as man power will preclude it taking place.

How does it meet a need and align with Council priorities?

- Climate issues –
Offers a 'festive spirit 'locally', with free *access for all residents* – so they do not have to travel a distance to enjoy a Christmas lights display. We meet the 15 minute community. Over a period of time all fittings were converted to LED. Historically each fitting used significantly more energy (25 w bulbs). We try to use local suppliers. We recycle /repair/repurpose old fittings. We make out fittings specific to a premises and these are re-used annually. Hence, there is minimal cost in resources and supply miles to make this provision.
- The Younger demographic –
The young in the community fully embrace the lights and the Switch-on event if it happens and indirectly the other events we support.. We deliberately try to have a Switch-on event that allows young families to be able to choose how much they wish to be in the midst of the razamataz of the 'Fair'. Often these rides are the draw for the teenagers. We would welcome the assistance of the over 18s/20s/30s etc!

- The Town Council premises have displays , so are part of the provision and are the central point for the High Street bunting. Historically the Armstrong Hall Complex of which the Town Council is the sole Trustee also sponsored a light fitting.
- Community

The Christmas Lights have been a part of the Thornbury community calendar since the 1960s. The very fact that it has been in existence for this long clearly demonstrates its value to the community. During COVID, there was a backlash when it did not happen. Sadly, despite being regularly told, people believe this is a provision by the Town or South Glos Councils. Many do not understand what is involved to hold such events Historically we would put A-boards out to notify passing pedestrians and motorists of 'volunteers at work' when the lights were being put up and taken down and tried to use those opportunities to engage with people. We traditionally always helped Chamber of Commerce at Food Fayres in Castle street, always tried to likewise have a stall with them at Carnival.- its was at all these events we tried to share our activities with the populous. This is a genuine 'free service' to the Community that has existed for years.

Current restricted access to the High Street, has radically reduced the potential for the populous to access the lights on a daily basis. Historically, throughout the festive period it was commonplace for the majority of journeys (on foot/by bicycle/by vehicle) to be via the High Street in this period, as everyone used it as a means to bolster their mental well-being at a potentially dismal time of the year. We have approached SGC to clarify the position whether access for vehicles to view the lights is permitted and we have been told that it is not. Sadly, this will mean that a significant number of residents will be precluded from being able to access them as frequently(once/twice as opposed to daily?). We have had volunteers and others actually question whether their voluntary time in putting the lights up is worthwhile? This is the reality of feeling of dedicated volunteers.

TCLA have also been strong Community players in terms of loaning out gazebos, helping Chamber of Commerce in providing a 'hub' for Community events, helping support the erection of bunting, contributing to community 'two-way radios' ,hold a PA system, providing displays for the Queens Jubilee, King's Coronation etc. Arranging collective insurance and the Premises Licence.

Who benefits?

Everyone and free at the point of engagement!

The populous at large . the lights are enjoyed by every age group. It brings visitors to the town.

We also look to support local business for any services where we can. They too benefit from the footfall of those coming to see the lights. This is at a time when unseasonal weather usually dissuades people from venturing out, but the effect of the lights is to brighten and foster that 'festive spirit' and bring people in. We have received positive comments from visitors from the world over when they visit Thornbury!

What support is required?

This provision is fully funded by donations and grants. Premises actually donate the 'power' . We have received donations from Thornbury magazine, when other voluntary groups have folded, monies in memory of former residents, donations from other local groups that raise monies for charity(eg, The Lions, Rotary, Rountable etc), Thornbury Chamber of Commerce .Grants are sought from Councils (SGC,Thornbury Town

Council). We have received monies from Groundworks, Magnox and others- usually targeted for a specific item(eg remote switching equipment, ladders etc). We regularly have donation tins in businesses, and at events we attend. We have had fund raising pages- however, last year this achieved very minimal support.' Membership of the Association really only covers administration costs to keep them notified of the annual position. We do not have the manpower for this to generate a sizeable income.

Annually we estimate we need to keep at least £5000 available to cover the basic cost of the next years display, without any upgrades etc. We are anticipate increasing costs for insurance, hoist equipment and potentially in due course local storage(the space required is significant for approx. 100 fittings). To date we have had generous support from premises, but likewise this could change.

Insurance approx. £1800

Last year equipment and expenses were approx. £5000. Hence, we should perhaps consider increasing our base requirement.

We can have to pay for equipment to support switch-on/barriers/road closures/licenses etc

These are base costs that without cover, Thornbury Christmas Lights cannot continue to exist.

In trying to establish when Lights displays started to occur outside London, I came across a figure that in 2007 Leighton Buzzard (with a population then of about 30,000) Town Council spent £28,000 on a Christmas Lights display! I suspect it was not voluntarily provided and may have been on a different scale. However, it puts into perspective what Thornbury delivers with the invaluable volunteers of TCLA and at very minimal cost.

Local support for this provision

It was very noticeable during the COVID period, the outcry from people when the 'Switch-on' event did not happen! Questions have already started to be asked.

Any support that the Town Council could offer in terms of an SLA for these basic costs would be most welcome. Thornbury Christmas Lights can then continue to enrich and brighten the lives of its residents and the surrounding villages, and allow the volunteers to *focus efforts* on the day to day provisions and upgrades.

One should always remember, that provisions that takes this number of years to establish and finance, if lost, are never likely to return at the costs involved.

Thank you for your consideration.

The volunteers of Thornbury Christmas Lights Association.

Dear Councillors,

Thornbury Arts Festival Trust has been in existence for over 50 years, serving the community of Thornbury and its surrounds. It *is one of the oldest Arts Festivals in the country* and has hosted a multitude of 'household' names over the years. It is a registered Charity - 11424137. It is run by a **small Committee of volunteers** (unlike the majority of other arts festivals who have paid employees.)

It was set up to promote all forms of art, culture and local heritage, for the education and recreational benefit of all members of the communities in the Thornbury area. Alongside, Thornbury has developed a rich offering of amateur groups, with the Arts Festival complementing that and aiming to bring the experience of 'professional' arts to Thornbury, to further inspire and enrich opportunities for the local community.

Annually, it seeks to provide the organisation of

- an 'Arts Festival Event over a period of days'(typically a week)- with a mixed genre of events in the evenings and at lunchtimes. These can be music of all forms, comedy, 'an audience with' an interesting personality, theatre, dance, film, a demonstration, writers, topical talks...the list is endless. Often it will include a themed 'walk' in the locality followed by tea and cake! Events are priced with the aim to '*break-even*', hence offering the local populous the opportunity to access 'professional'/interesting entertainment at minimal cost, to ensure it has the best opportunity to be available to everyone. Indeed when Jeremy Hardy came, he stipulated that there would only be a £5 charge for the unemployed. Last year the food bank were gifted some tickets and the Ukranian Community were offered a number of tickets on a 'donation basis.'
- the Severn Vale Art Trail – typically stretching through the Severn Vale and over a 5 day period usually including a bank holiday weekend - Showcasing the wide variety of fabulous local 'artistic' talent in the region, at multiple venues. This is free entry to all. The artists pay a small entry fee to be a part of the Trail and we receive a small commission on works sold as part of the Trail.
- a competitive Eisteddfod(usually for young persons, but has previously included families) – this also covers all manner of performance, spoken word, music, drama etc. There is a small entrance fee to cover costs. There are annual awards of certificates and cups. Usually there is a 'celebration concert to which a spectrum of performers are invited.
- a theatre experience by BOVTS- Bristol Old Vic Theatre School, for local school children. Typically 400 + key stage 2 school children, from multiple schools in the area, have gathered in either the morning or afternoon to enjoy a performance of live theatre (often the first opportunity for many)by BOVTS. This has been Shakespeare, or other appropriate performances. The children will have walked/come by coach from the outlying village schools, will meet together in a 'theatre'(formerly the Armstrong Hall) to be spell-bound by these inspirational young actors. We charge the schools per child, to cover the cost of the performance. We have previously trialled a similar 'music day'.
- Historically, the Arts Festival 'week' commenced with a 'Mop fair' showcasing local talent and stalls etc in Castle Street. At Christmas there was 'Mumping Night' at various venues around the Town. However, manpower for their organisation has meant that they ceased a number of years ago.

How does it meet a need and align with Council priorities?

- The Arts Festival came about to provide an offering 'locally', so that there was *access for all residents* – many would not have had the opportunity to go to Bristol very often. Ironically, we have come full circle and the Planning Sector with Climate issues in mind, talks about '15 minute communities'! Thornbury has always been a leader and has been doing it for the last 50+ years! Hence it meets the needs of local access and provision of arts and culture on the doorstep. In all instances we are negating the need of mass movement of people to enjoy the experience.
- Arts Festival can as part of its offering tackle subjects appropriate to climate change, nature and climate emergencies eg. more recently Simon King, Kate Humble, Professor Winston, Mark Walpole the Chief medical officer, this year the NHS, etc. The Art Trail often includes artists who use recycled materials and celebrate and utilise the natural world in an artistic way. In addition, it encourages participants to explore the locality and visit the multiple venues(30 this year). This can be done on foot/by bike/in a car- local bus services may be inadequate to access in some instances. However, often family and friends will join together to enjoy the experience. Even since COVID, we have clocked 2500 'visits to venues(4000 previously). Likewise elements of the Eisteddfod can be related to such topics. BOVTS typically have minimal 'sets' and illustrate how 'suggestion' can be made with minimum resources.
- It is aimed at a wide cross-section of the Community in terms of age and interest. The Art Trail involves schools and young people, the theatre day(typically 400 + primary school children) and eisteddfod are directly targeted at young people and schools(over 200 entries). Having a mix of lunchtimes and evenings for the Arts Festival, allows those that have the opportunity for daytime attendance to engage, but also permits those that would not venture out in the evenings to attend events. Typically, those lunchtime sessions have been enjoyed by the older demographic. However, some years we have actually targeted the very young , a few years ago Andy Day came and we filled the Armstrong Hall twice over! Evening events target different audiences according to the genre of performance and we deliberately try to bring a wide variety of offering to engage different groups and demographics. Sadly, the cost of acts can be prohibitive given the size of venue that we can offer.
- The Arts Festival, Theatre Day and Eisteddfod historically had 'a home' in the Armstrong hall Complex, the primary theatre/hall facility in the region. Hence, for countless years, the Arts Festival has made use of the community asset that was given to the people of Thornbury and was administered alongside the Town Council. Since COVID TAF have been forced to find alternative venues, but they come with size, facility restrictions, complications, time impacts and a lack of cohesion. The Art Trail has previously been welcomed to hold exhibitions in Town Council property and uses multiple venues in the local community. The Eisteddfod has had a long association with using the Whitsun Hall for the classes, in more recent years St Mary's Church for choirs and the URC for concerts.
- The Arts Festival in all its guises, has been a bedrock of the Thornbury community calendar for over 50 years. The very fact that it has been in existence for this long clearly demonstrates its value to the community.

Who benefits?

The populous at large to take part in 'free entrance events'. The local community has access to arts and culture of all genre *at minimal cost*, likewise transport costs if any and no parking charges. To date, we also have not imposed an additional booking fee for events. We look to provide all events at minimal cost to allow the Festival to 'break-even'. Likewise schools have the opportunity of a Theatre performance at minimal cost, which they might not be able to access otherwise. Local 'performance' groups /tutors(speech, music, drama)/schools have the opportunity for their students to take part in an Eisteddfod on the doorstep which enriches and inspires the experience for all entrants at minimal cost.

The demographic appeal is to the full spectrum. Typically we have had over 2000 (dependent on number of days operative) visits to Arts Trail venues, 250 entrants in the Eisteddfod(this does not take account of 'individuals' within a choir), sold 1500+ tickets to arts Festival events (dependent on venue facilities/length of festival)

We also look to support local business for services where we can.

What support is required?

Prior to COVID, sponsors for events would be sought. However, the current economic climate has radically changed the opportunity for this support. Typically Thornbury Lions have given support to the Eisteddfod and local people/groups have sponsored cups for the Eisteddfod. Lots of local businesses provide support in terms of publicity, perhaps providing a flower arrangement etc...so we receive 'benefits in kind'. Other local Community Groups will also support in whatever way they can. All services are provided at minimal cost.

As this is voluntarily run entirely for the benefit of the Community, it has always been seen as something that The Town Council and South Glos Council Grants have wished to support. We have need for

- Storage - currently costing £1560 per year but due to increase
- Insurance about £500
- membership of organisations – about £500
- a website annually a maintenance fee of about £300-500, significantly more for upgrades
- mass publicity about £3000 annually
- licences – depending on days £150

These are base costs that without cover, 'the Festival' cannot exist. We always look to cover costs of artists for events with ticket fees/ entrant fees for the Eisteddfod/ artist enrolment fees for the Art Trail, a fee per child for theatre days. However, we want to make it *accessible to all* and all events carry a risk of support/ clashing with other offerings(even sport on television!).

We hold significant reserves. However this is vital. *These have been earnt over 50 + years*(in the early days from jumble sales!) and without them who could personally risk the sums of money involved? Festival weeks have cost £25-30k,(the Armstrong hall would typically receive £5000+ in hall rental), Art Trail /eisteddfod cost a about £2500-£3000 each, theatre days over a £1400. Artistes costs are now much higher - a household name that appears on television is now often 'out of reach'(eg.Alistair Armstrong between £15-20k, Adam Henson £5-10k , Steve Backshall £10-15k, this gives an idea of the charge per seat when you look at venue provision)- *these have been* the calibre

of people we have had in the past. Venue costs have increased (we are having to engage more shared venues for Arts Trail), all service costs are higher. No assessment is made of the cost of the volunteers time/provision of services to make this happen - this is a *huge investment*.

Local support for this provision

A recent Town poll saw 93 % wish to see the Armstrong Hall Complex return. This is clearly an overwhelming demonstration of the local feeling towards Community events! The numbers demonstrated above, also depict the numbers accessing the offering. We receive very positive feedback from all events and requests for big names which sadly would be beyond the scope of what we could offer! Thornbury and the surrounds have embraced and enjoyed this provision for over 50+ years.

Any support that the Town Council could offer in terms of an SLA for these basic costs, that mean the Arts Festival can 'continue to exist', would help to ensure that the volunteers could *focus efforts* on the more precarious elements of the provision.

It is sobering to remember, that provisions that take this number of years to establish and finance, if lost, are unlikely to ever return.

Thank you for your consideration.

The volunteers of Thornbury Arts Festival Committee

Minutes of the Meeting of the Open Spaces Committee
held on 25 July 2023 at 7:30pm
in the Council Chamber, Town Hall

Councillors present: Cllr Danny Bonnett (Chair)
Cllr Chris Bloor
Cllr Fiona Deas
Cllr Phil O'Rourke
Cllr John Reynolds

Officers present: Wendy Sydenham (Deputy Clerk)

Non-Councillors present: None

1 member of the public attended

Absent: Cllr Simon Johnson
Cllr Helen Harrison
Cllr Chris Davies
Cllr James Murray

OS2324.16 TO CONSIDER ANY APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Simon Johnson, Helen Harrison, Chris Davies & James Murray

OS2324.17 TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

There were no interests declared by members.

OS2324.18 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There was one member of the public in attendance who wished to address the Committee in relation to item 14 of the agenda. It was agreed to bring this item forward.

OS2324.19 TO CONSIDER A REQUEST TO INSTALL A BEEHIVE AT ST MARYS CHURCHYARD

It was **RESOLVED** to agree to the request to install one beehive in St Marys Churchyard as per the details set out in the meeting paper.

OS2324.20 TO APPROVE AND SIGN THE MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD ON 23.05.23 AND TO NOTE THE CORRECTION MADE IN THE MINUTES RELATING TO ITEM OS2324.14

The Committee noted the amendment and it was **RESOLVED** to approve the minutes of the Open Spaces Committee meeting held on 23.05.23, which were then signed by the Chair.

OS2324.21 TO CONSIDER ISSUES RELATING TO SEATING ON TOWN COUNCIL OPEN GREEN SPACES:

- Agree locations for memorial benches on Mundy Playing Fields, Chantry Playing Field and Thornbury Cemetery

It was **RESOLVED** that the locations for memorial benches in the officer briefing, with the addition of two benches at the edge of the area that will become the hay meadow in the Mundy Playing Fields, would become the agreed locations that memorial bench customers could choose from, on Mundy Playing Fields, Chantry Playing Field and Thornbury Cemetery.

- To consider other seating on Mundy Playing Fields

It was **RESOLVED** to consider potential locations for more seating around Thornbury at the next Committee meeting in September and that Committee members would bring suggestions to the next meeting.

OS2324.22 TO CONSIDER QUOTES FOR INSTALLATION (IF AVAILABLE), AND LOCATION, OF A CIRCULAR COMMEMORATIVE BENCH AND TREE IN THE MUNDY PLAYING FIELDS

It was **RESOLVED** to agree to the officer recommendations as outlined in the officer briefing – to agree in principle to the purchase of a commemorative bench and tree and to installation of this in the Mundy Playing Fields; to agree that this would be located in the lower end of the hay meadow (with exact location to be determined by the contractor); to agree to delegate to the Clerk expenditure of £6000 from the Events and Innovations budget for this and the Clerk to select the cheapest appropriate quote from those obtained.

OS2324.23 TO CONSIDER RECOMMENDATIONS FROM THE CLIMATE AND NATURE COMMITTEE REGARDING SGC LOCALISM

It was **RESOLVED** to agree to the recommendation from the Climate and Nature Committee to cease to commission additional localism verge cuts by South Gloucestershire Council and that the savings should be earmarked for Town Council green projects.

OS2324.24 TO CONSIDER A REQUEST FROM SUSTAINABLE THORNBURY TO IDENTIFY A SUITABLE ROUTE FOR THE BIODIVERSITY RING TO PASS THROUGH THE MUNDY PLAYING FIELDS

It was **RESOLVED** to agree in principle to support the request from Sustainable Thornbury to identify a suitable route for the Biodiversity Ring to pass through the Mundy Playing Fields and to arrange an onsite meeting of the Vice Chair of the Committee, the Deputy Clerk and the Site Supervisor to discuss options for achieving this as well as operational issues, and that other Committee members be invited to attend this onsite meeting.

OS2324.25 TO CONSIDER RATIONALISING REGULATIONS AROUND ALLOWING DOGS ON TOWN COUNCIL OPEN GREEN SPACES

It was **RESOLVED** to not make any changes to existing regulations around dogs on Town Council green spaces (specifically to continue not to allow dogs on Chantry Playing Field),

and to install/improve signage on Thicket Walk and Oakleaze Green to encourage dog owners to pick up and dispose of dog waste responsibly.

OS2324.26 TO CONSIDER THE NEXT STEPS IN ADDRESSING WORKS IDENTIFIED IN THE CONDITION SURVEY OF ST MARYS CHURCHYARD

It was **RESOLVED** to agree to the officer recommendations as outlined in the officer briefing – to agree to proceed with all general urgent and necessary works, all boundary wall works and all general desirable works that involve the removal of ivy (totalling £75,240, from budget codes and EMRs outlined in the officer briefing); to agree to allow the Clerk to use the surveyor as the contractor providing that the Diocese give good and clear reasons for their preference for us to do this; to agree that should the reasons provided by the Diocese not be sufficient, that the Clerk proceed with the cheapest acceptable quote for the works (assuming it is possible to obtain more than one quote); to agree to deal with the works to the war memorial separately for the reasons outlined in the officer briefing. The Committee noted that the removal of ivy as part of these works related only to ivy that was affecting structures in the churchyard. All other ivy would be managed in line with the new grounds maintenance regime based on recommendations from the ecology survey, and this did not involve the routine removal of ivy.

OS2324.27 TO CONSIDER ADDITIONAL GROUNDS WORKS IN THORNBURY FOR SGC TO CARRY OUT

It was **RESOLVED** to agree to South Gloucestershire Council's offer to carry out additional works around Thornbury and that Committee members should provide exact details of works they were aware of to the Deputy Clerk outside of the meeting, which would be added to those identified by outdoor staff, and this list would be passed to SGC.

OS2324.28 TO CONSIDER STOPPING THE PROVISION OF GRAVE MAINTENANCE SERVICES AT THORNBURY CEMETERY

It was **RESOLVED** to discontinue the grave maintenance service at Thornbury Cemetery at the end of the 2024-2025 season of maintenance. It was further **RESOLVED** that removal of mound and grass seeding of plots become the standard procedure for all newly used plots and that this will also be carried out on plots of existing customers of the grave maintenance services, unless they indicate that they wish to maintain the plot themselves.

OS2324.29 TO CONSIDER A REQUEST FROM THORNBURY LAWN TENNIS CLUB FOR THEM TO INSTALL FLOODLIGHTS ONTO THE TWO PUBLIC COURTS UNDER LICENCE TO THEM

It was **RESOLVED** to recommend to the Mundy Playing Fields Trust that permission be given to Thornbury Lawn Tennis Club for them to install floodlights onto courts 5 and 6 (the public courts under agreement to the Club) on condition that planning permission is granted by South Gloucestershire Council, and that reasonable provision be made as part of the works to allow future floodlighting on courts 7 and 8 (details to be confirmed at the appropriate time before installation).

OS2324.30 TO NOTE PROGRESS WITH TREE WORKS IDENTIFIED IN THE MOST RECENT TREE SURVEY AND NOTE ADDITIONAL WORKS CARRIED OUT

The Committee noted progress with the tree works identified in the most recent tree survey and noted additional works carried out.

OS2324.31 TO NOTE PROGRESS WITH REMEDIAL WORKS IDENTIFIED IN THE MOST RECENT ROSPA SURVEY

The Committee noted progress with remedial works identified in the most recent RoSPA inspection of play areas. It further noted risks associated with the condition of the skatepark, that this would be added to the Town Council Risk Register and that options for replacement were being considered as part of the capital strategy planning process.

OS2324.32 TO NOTE OFFICER DECISIONS MADE UNDER DELEGATED POWERS

The Committee noted officer decisions made under delegated powers as per the meeting paper provided.

OS2324.33 TO CONSIDER QUOTES FOR NEW GOAL POSTS FOR THE TWO POULTERBROOK PITCHES

It was **RESOLVED** to accept the quote provided by GB Sport and Leisure for the supply and installation of two sets of new goalposts for Poulterbrook. The Committee noted that the cost of the new posts would be covered by the recently awarded s106 grant from South Gloucestershire Council.

OS2324.34 TO NOTE DATE OF NEXT MEETING – TUESDAY 19 SEPTEMBER 2023:

The date of the next meeting was noted to be Tuesday 19 September 2023.



THORNBURY TOWN COUNCIL

Minutes of the Thornbury Town Council Staffing Committee Meeting

held on Tuesday 18 July 2023 at 7.00pm
in the Council Chamber, Town Hall

Members present: Cllrs Jayne Stansfield (Chair)
Helen Ball
Kath Greenman
Cheryl Jenkinson
Maggie Tyrrell
Chris Woodhouse

In attendance: Wendy Sydenham (Deputy Clerk)

SC2223.32. Apologies for absence

None.

SC2223.33. To receive any members declarations of interest

None.

SC2223.34. To receive any representations from the public relating to items on the agenda

None.

SC2223.35. To approve the minutes of the Staffing Committee meeting held on 6 June 2023

It was **RESOLVED** to approve the minutes of the Staffing Committee meeting of 6 June 2023 as an accurate record of the meeting (with one abstention from the vote).

SC2223.36. Councillor/Officer protocol

It was agreed to bring forward part of agenda item 7 to be covered under item 6, as the Clerk's appraisal had included discussion on the importance of a Councillor/Officer protocol (The Clerk's objectives were also briefly outlined).

It was **RESOLVED** to recommend to the Finance and General Purpose Committee that the Councillor/Officer protocol be adopted.

SC2223.37. To pass a resolution to exclude members of the public and press for agenda items 7 and 8 due to the **COMMERCIALLY CONFIDENTIAL** and **SENSITIVE** nature of the business to be transacted

It was **RESOLVED** to exclude members of the public and press on the basis outlined.

SC2223.38. To receive feedback on the outcome of the Clerk's annual appraisal

This item was partially covered in item SC2223.36 above, but it was agreed that it should also be

put on the agenda of the next Staffing Committee meeting at which the Clerk would be present.

SC2223.39. To consider a confidential staffing matter as per the confidential Officer Briefing

It was RESOLVED to proceed as per the Clerk's recommendation outlined in the confidential Officer Briefing (under "Action Required").

SC2223.40. Date of the next meeting: 7:30pm on 3 October 2023 at the Town Hall

The date of the next meeting was noted.

THORNBURY TOWN COUNCIL

Minutes of the Climate and Nature Committee Meeting

held on Thursday 27 July 2023 at 7:30pm at Council Chamber, Town Hall

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

CN2324.16 To note any apologies for absence

Apologies were received from Helen Harrison (Cllr) and Guy Rawlinson (Holy Mowers).

The resignation of Judith Hurford as Tree Warden was noted. It was also confirmed that the Council will be seeking a replacement.

CN2324.17 To receive declarations of interest from members

There were no declarations of interest from any members.

CN2324.18 To receive any representations from the public

One member of the public addressed the Committee regarding issues not on the agenda. These will be dealt with either by officers or by referral to other Committees.

CN2324.19 To approve and sign minutes of the meeting held on Thursday 8th June 2023

It was **RESOLVED** to approve the minutes of the meeting of the Climate and Nature Committee held on 8 June 2023 as an accurate record of the proceedings.

CN2324.20 Items for consideration and resolution

- a) Recommendation to the Finance & General Purpose Committee regarding the utilization of the localism verge cutting budget (should the Open Spaces Committee resolve to cease paying for verge cutting) to replace the town council's diesel vehicle with an electric vehicle (paper attached)

It was **RESOLVED** to recommend the utilization of savings in the localism budget (from ceasing verge cutting) to contribute towards replacing town council diesel vehicles with electric vehicles, subject to further investigation of the costs, options and age/status of existing diesel vehicles.

- b) Proposal from Cllr Danny Bonnet regarding support for the Community Energy Project (paper attached)

It was **RESOLVED** in principle to support the development of a Community Energy Project, subject to further investigation of potential projects, including whether they

would be suitable or appropriate for Town Council involvement. It was further **RESOLVED** that terms of reference would be drafted by officers for a working group to investigate this further (working with officers as necessary), and that these draft terms of reference be considered at the next Committee meeting.

- c) Planning the phasing out of glyphosate-containing chemicals in Thornbury Town Council's open spaces with a view to make a recommendation to the Open Spaces Committee (paper attached)

The following was **RESOLVED**:

- To agree in principle to quickly cease the use of glyphosates on Town Council land, and to recommend to the Open Spaces Committee that this should happen immediately. Further information on current usage and suggested alternatives would be provided to the Open Spaces Committee before their next meeting.
- To agree to the tabled phase out plan for all pesticides on Town Council land, with the aim that this be completed before the suggested three years. Full details of all pesticide usage on Town Council land, and suggested alternatives, should be produced for consideration at the next Committee meeting.
- To further enhance the parts of the phase out plan relating to communication with the general public with the aim of reducing overall usage in Thornbury.

CN2324.21

Date of the next meeting: 26 September 2023 at 7.30pm

The date was noted.

**MINUTES of the meeting of the Finance and General Purpose Committee
held on Tuesday 18 July 2023, at the Town Hall**

Present: Cllr Helen Ball (Chair)
Cllr Chris Davies
Cllr Fiona Deas
Cllr Maggie Tyrrell
Cllr John Reynolds
Cllr Jayne Stansfield
Cllr Chris Woodhouse
Cllr James Murray

Wendy Sydenham (Deputy Town Clerk)
1 member of Council administration staff (minutes)
No members of the public were in attendance

Absent: Cllr Simon Johnson

F&GP2324.21. APOLOGIES FOR ABSENCE

Apologies were noted from Cllr Simon Johnson.

F&GP2324.22. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

No members declarations of interest were declared.

**F&GP2324.23. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE MEETING
HELD ON 13 JUNE 2023**

It was **RESOLVED** to approve the minutes of the Finance and General Purpose Meeting held on 13 June 2023, as an accurate record of proceedings.

**F&GP2324.24. TO CONSIDER A REQUEST FROM THE THORNBURY MUSEUM TO DISPLAY THE
THORNBURY QUILT IN THE COUNCIL CHAMBER**

A representative from Thornbury Museum attended the meeting to present the request. It was **RESOLVED** to hang the quilt in the Exhibition Room at the Town Hall, subject to investigation of the whether the proposed wall was suitable and could support the quilt.

**F&GP2324.25. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON
THE AGENDA**

There were no members of the public present.

F&GP2324.26. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:

- To approve the Accounts for Payment and note payments made out of meeting

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

ACCOUNTS PAID OUT OF MEETING (Between 12 July - 18 July 2023)		
THE METAL STORE	CC513 - FENCING FOR MUNDY PLAYING FIELDS	563.50
AMAZON	CC514 - MAINTENANCE MATERIALS	81.96
DEFIB WAREHOUSE	CC515 - 3D METAL DEFIBRILLATOR WALL SIGN	37.08
HEARTSAFE AED LOCATOR	CC516 - REPLACEMENT DEFIB PADS	142.95
AMAZON	CC517 - BUCKET AND SPADES FOR MUNDY PLAYING FIELDS SAND PIT	59.68
KEDEL ECO FRIENDLY PLASTIC PRODUCTS	CC518 - BENCH SLATS	628.52
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	79.22
RELYON GUARDING & SECURITY	MONTHLY SECURITY SERVICES AT MUNDY PLAYING FIELDS - JUNE 2023	453.60
LINELA	STAFF WORKWEAR WITH NEW TTC LOGO	351.90
PARSONS LANDSCAPES LTD	SURFACING WORKS TO SLIDES AT MUNDY PLAYING FIELDS	5,994.00
PARSONS LANDSCAPES LTD	INSPECTION OF EQUIPMENT AT MUNDY PLAYING FIELDS	600.00
EQUALS PRE-PAYMENT CARDS	TOP UP FUNDS FOR PRE PAYMENT-CARDS	500.00
	Total Expenditure:	9,492.41
ACCOUNTS NOW DUE FOR PAYMENT - 18 JULY 2023		
GOLD STAR MAINTENANCE AND MORE LTD	TEMPORARY SAND PIT IN MUNDY PLAYING FIELDS	7,922.02
PEAR TECHNOLOGY SERVICES LTD	ELECTRONIC CEMETERY MAPPING	3,300.00
CPS GROUNDS LTD	PITCH MAINTENANCE (FERTILISER TO PITCH ONE - FIRST PAYMENT)	180.00
CPS GROUNDS LTD	PITCH MAINTENANCE (FERTILISER TO ALL PITCHES)	1,979.64
CPS GROUNDS LTD	PITCH MAINTENANCE (VERTI DRAIN TO ALL PITCHES)	1,260.00
SOUTH GLOS COUNCIL (PAYROLL)	PAYROLL CHARGES FOR APRIL TO JUNE 2023	184.86
TH WHITE GROUP	VEHICLE PARTS (GREASE ZERKS)	6.77
AVON DISPLAYS LTD	VINYL STICKERS FOR SIGNAGE (WITH NEW LOGO)	108.00
RENTOKIL INITIAL	ANNUAL HIRE OF DRYERS IN MUNDY PLAYING FIELDS PUBLIC TOILETS	886.08

	Total Expenditure:	15,827.37
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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	23-07-11	Thornbury Discounts, Bristol		£1.99	£1.99	£0
Site Team	5339*****1450	23-07-11	Lee's Mend-a-shoe, Bristol		£17.50	£17.50	£0
Katherine MacConnachie	5339*****4302	23-07-08	Co-op Group Food Retai, Bristol, GBR		£3.80	£3.80	£0
Site Team	5339*****1450	23-07-06	Card load	£200			
Site Team	5339*****1450	23-07-05	Hawkins of Thornbury Bristol, GBR		£7.65	£7.65	£0
Site Team	5339*****1450	23-07-05	Thornbury Discounts, Bristol, GBR		£1.58	£1.58	£0
Katherine MacConnachie	5339*****4302	23-06-27	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Katherine MacConnachie	5339*****4302	23-06-24	Post Office Counter, Bristol		£2.25	£2.25	£0
Katherine MacConnachie	5339*****4302	23-06-24	Horders Thornbury Pres, Bristol		£4.00	£4.00	£0
Katherine MacConnachie	5339*****4302	23-06-21	Aldi 9 780 Thornbury		£1.55	£1.55	£0
Site Team	5339*****1450	23-06-21	Screwfix, Thornbury		£30.59	£30.59	£0
Katherine MacConnachie	5339*****4302	23-06-16	Aldi 9 780 Thornbury		£1.25	£1.25	£0
Katherine MacConnachie	5339*****4302	23-06-16	Lee's Mend-a-shoe, Bristol		£9.70	£9.70	£0
Katherine MacConnachie	5339*****4302	23-06-16	www.screwfix.com, Yeovil		£55.17	£55.17	£0
Site Team	5339*****1450	23-06-15	GAPS, Bristol		£52.73	£52.73	£0
Site Team	5339*****1450	23-06-14	Hawkins of Thornbury Bristol, GBR		£20.98	£20.98	£0
Site Team	5339*****1450	23-06-14	Screwfix, Thornbury		£49.98	£49.98	£0

F&GP2324.27. TO NOTE DELEGATED DECISIONS TAKEN OUT OF MEETING

It was noted that the ice cream pitch licence on the Mundy Playing Fields had been granted to Dom's Super Whips for the value of £2,250.

F&GP2324.28. TO RECEIVE A REPORT FROM CLLR REYNOLDS ON THE Q1 2023/24 BANK RECONCILIATION

Cllr Reynolds confirmed that he had visited the Town Hall and noted the bank reconciliation for Q1 2023/24.

F&GP2324.29. Q1 2023/24 INCOME AND EXPENDITURE REPORT AND BUDGET MONITORING

The Clerk would circulate the report after the meeting and highlight any points that members should note. She had no concerns over the figures at this stage.

F&GP2324.30. COMMUNITY DEVELOPMENT GRANT AND SMALL GRANT APPLICATIONS

- To consider recommendations from the Grant Awarding Working Group
- To agree categorisation of the annual Grant Awards budget between grant categories
- To agree grant awards

The Grant Awarding Working Group met on 13 July 2023 and made recommendations for grant awarding, based on the categories that applications were put forward in. Grants had been scored on Alignment to Council Strategy, Proportionate Benefit Against Project Cost, Consideration of Climate Change, Nature and Biodiversity, Delivery of Something New/Widening Participation and Evidence of Wider Fundraising Efforts for Project. It was **RESOLVED** to accept the Grant Awarding Working Group's recommendations and award grants as follows:

Organisation	Grant Category	Amount Awarded
South Glos Digital Community Interest Company	Community Development Grant Aid	£3000
JIGSAW Thornbury	Community Development Grant Aid	£3474
Thornbury Area Youth Music (TAYM)	Community Development Grant Aid	£1200
The Inspire Arts Trust	Community Development Grant Aid	£3000
Thornbury Arts Festival Trust	Community Development Grant Aid	£3000
Krunch South West	Community Development Grant Aid	£1450
Thornbury & District Community Association (The Chantry)	Community Development Grant Aid	£3000
Phase CIC	Small grants	£750
Sustainable Thornbury	Small grants	£375
Sustainable Thornbury	Small grants	£375
Thornbury and District Sea Cadets	Small grants	£300
Sight Support West of England	Small grants	£650

- F&GP2324.31.** A revised grant application had been received from the Castle School Friends, having previously made an application and had money awarded, but the project had been completed before funds were received. The revised application was for items that should be given by the statutory provider for educational supplies to schools, which

legislation prevents Thornbury Town Council from funding in place of. It was acknowledged by the Committee that they were unable to consider this application and further **RESOLVED** that as a result, funds ear marked for Castle School Friends should be released to the Grants budget line, in order that it can be allocated where most needed. Castle School Friends should be invited to apply again during the next small grant window if they require anything else that would be eligible for Town Council funding.

F&GP2324.32. PROPOSAL FOR SEATING TO THE NORTH OF THE TOWN HALL

- To consider proposal for the installation of seating and new planters on Town Council land to the north of the Town Hall.

Cllr Fiona Deas introduced the topic and explained why it would be beneficial. It was **RESOLVED** to allow the Clerk to spend up to £4,000 from the Capital Projects ear marked reserve 342 for benches and planters.

F&GP2324.33. TO CONSIDER ADOPTION OF THE DRAFT SAFEGUARDING POLICY

It was **RESOLVED** to adopt the draft Safeguarding Policy.

F&GP2324.34. COUNCILLOR/OFFICER PROTOCOL

- To consider any recommendation of the Staffing Committee concerning the introduction of a Councillor/Officer protocol

Staffing Committee had reviewed the draft Councillor/Officer Protocol and recommended it for approval. It was **RESOLVED** to adopt the draft Councillor/Officer Protocol.

F&GP2324.35. DATE OF THE NEXT MEETING: 7:30pm on 10 October 2023 to be held in the Council Chamber of the Town Hall

The date of the next meeting was noted to be 7:30pm on 10 October 2023 at the Town Hall



Officer Briefing on CCLA investment increase and recommended change to Standing Orders to increase delegated limit for inter-account transfers

CURRENT POSITION

- At 30.09.23 The Town Council Unity account ending 7635 had a balance of **£956,591.66**
- The second (final) instalment of the precept from SGC is due at the end of September and will be **£449,447.00**
- The CCLA deposit fund had a balance of **£368,882.73**
- August 2023 interest received on the CCLA deposit fund was **£1,038.73**

RECOMMENDATION

It is recommended that an additional £750k is transferred from the Thornbury Town Council Unity account ending 7635 into the CCLA deposit fund.

It is further recommended that the Standing Order 5.5 (c) of the Financial Regulations is amended to increase the delegation to the Clerk to transfer between Town Council bank accounts (including existing investments accounts/funds) from £50k to £100k. This will allow more flexible and timely transfer in and out of the CCLA investment fund to maximise interest income, whilst ensuring that there are adequate funds in the Unity account to fulfil payments.

ACTION REQUIRED

It is recommended that Full Council resolves to:

- **Transfer a further £750k from the Thornbury Town Council Unity account ending 7635 into the CCLA deposit fund.**
- **Amend 5.5 (c) of the Financial Regulations to increase the delegation to the Clerk and RFO for movement between Town Council accounts and existing investment funds from to £100k.**

Kath MacConnachie, CiLCA
Town Clerk & RFO
11.09.23

**Bank Reconciliation Statement as at 30/09/2023
for Cashbook 1 - Unity Trust Current A/C 7635**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity 7635	31/08/2023	93	956,591.66
			<u>956,591.66</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			956,591.66
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			956,591.66
		Balance per Cash Book is :-	956,591.66
		Difference is :-	0.00

Date: 01/09/2023

Thornbury Town Council Current Year

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Time: 12:15

User: LESLEY

**Bank Reconciliation Statement as at 31/08/2023
for Cashbook 10 - CCLA Deposit Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Funds	31/08/2023		368,882.73
			<u>368,882.73</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			368,882.73
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			368,882.73
		Balance per Cash Book is :-	368,882.73
		Difference is :-	0.00


Date: 01/09/2023

Thornbury Town Council Current Year

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Time: 12:13

Bank Reconciliation up to 31/08/2023 for Cashbook No 10 - CCLA Deposit Fund

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/08/2023	BACS		1,038.73	1,038.73		R 	Receipt(s) Banked
		<u>0.00</u>	<u>1,038.73</u>				

Report to Full Council – 12.09.23

Summary of Complaints Considered by Councillor Panel (Since Last Full Council Meeting)

In line with TTC Complaints Policy, all complaints that go to a Councillor Panel should be reported to Full Council.

<i>Date of Councillor Panel Decision</i>	<i>Complainant</i>	<i>Summary of Complaint</i>	<i>Decision of Councillor Panel</i>
04.08.23	Member of the public (Family of deceased/ Thornbury Cemetery)	The family of the deceased were unhappy that double fees were charged (as per our fees policy, because the deceased had not been resident in Thornbury when she passed away). As she had been previously resident for many years, they felt this was unfair. (Our fees policy states that an exception can only be made to double fees for non-residents where the deceased moved out of Thornbury within three years of passing to be admitted to either a hospital or nursing home).	Complaint not upheld. The charging of double fees was in line with our agreed fees policy and therefore the policy had been correctly applied.
14.08.23	Member of the public (Facebook user)	The complainant had been blocked from Facebook for making defamatory comments under numerous TTC Facebook posts. The comments related to TTC's relationship with the Armstrong Hall, but were made against Facebook posts on any subject. The complainant felt the action was wrong and an infringement of his rights.	Complaint not upheld. The TTC Social Media Policy allows for the blocking of individuals from posting on our Facebook page if they are posting defamatory comments.
31.08.23	Member of the public (Plot owners/ Thornbury Cemetery)	The complainants are plot owners at Thornbury Cemetery and the memorial stone on their plot had been laid down following recent testing. There were several aspects to the complaint, but the main ones were that TTC's testing method was incorrect, that the stone had been incorrectly failed during the testing, that the process for informing plot owners was inadequate, that the Institute of Cemetery and Crematorium Management's (ICCM) guidance (which we follow and who train our staff) was inconsistent with other guidance and therefore inadequate, and that our Cemetery (and office) staff had communicated poorly with them during the process.	Complaint not upheld. The testing method is in line with the ICCM's recommended method and in line with training. Our processes and communications were in line with ICCM recommendations. Our staff acted correctly and in accordance with instructions and training (the ICCM is nationally recognised competent body in this area). Plans are already underway for "failed testing" signage to make them less visually jarring.