

9 November 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 14 November 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 and therefore the Council Chamber is currently only accessible via stairs

## AGENDA

1. To note any apologies for absence
2. To receive any declarations of interest from members
3. To approve the minutes of the meeting of the full council held on 1 November 2023
4. To receive any representations from the public relating to items on the agenda
5. To receive the minutes (approved or draft) from the following Committees
  - 5.1 Open Spaces Committee meeting held on 19 September 2023
  - 5.2 Staffing Committee meeting held 5 October 2023
  - 5.3 Finance & General Purpose Committee meeting held on 10 October 2023
  - 5.4 Climate & Nature Committee meeting held on 26 September 2023
6. To receive the external auditor's report for 2022/2023 (AGAR)
7. To elect two Councillor representatives for the Town Centre Partnership
8. To elect a Councillor representative for the Community Engagement Forum

9. To elect a councillor to the Staffing Committee
10. To elect Councillors to represent the Town Council on the Neighbourhood Plan Steering Group
11. Capital Infrastructure Levy (CIL)
  - 10.1 To note the current CIL programme
  - 10.2 To consider the approval of CIL expenditure to fund the resurfacing of the basketball area on Chantry Road play area
12. To review the Thornbury Town Council Risk Register
13. To receive an update on the development of a Capital Strategy
14. To approve Town Council Fees and Charges for 2024/2025
15. To consider an application from Thornbury In Bloom for SLA funding
16. To consider a request from Jigsaw Thornbury for 'bridging' funding in advance of the April 2024 SLA funding
17. To nominate a Councillor representative for Thornbury Town Football Club (recommendation from the Mundy Playing Fields Trust)
18. To constitute a Complaints Committee, as required of the Complaints Policy and Procedure, and approve Terms of Reference
19. To note the schedule of meetings for 2024
20. To agree the delegation of appointment of Chief Executive and RFO to the Staffing Committee
21. To delegate appointment of a locum Proper Officer and locum RFO to the Clerk, including budgetary delegation.
22. To approve the purchase and hire of electric vehicles to replace the current diesel vehicles owned/hired by the Town Council, as recommended by the Finance and General Purpose Committee (including CIL expenditure approval)
23. To consider costs and agree plan for lease vehicle repairs
24. To authorise memorial repair works at St Mary's Closed Churchyard and appoint contractor
25. To consider response to the South Gloucestershire Council Budget Consultation
26. To pass a resolution to exclude members of the public and press for agenda items 27 due to the PERSONALLY SENSITIVE nature of the business to be transacted
27. To consider a proposal to nominate a member of the public for the honorary title of Freeman (conveying honorary Freedom of the Parish) (Cllr Bonnett)
28. Date of next meeting: 7.30pm on 9 January 2024

*END OF AGENDA*

**Minutes of the Meeting of the Full Council**

**held on Tuesday 12 September 2023 at 7:30pm  
at Council Chamber, Town Hall**

**Members present:** Cllrs James Murray  
Helen Ball  
Chris Davies  
Jayne Stansfield  
Phil O'Rourke  
John Reynolds  
Fiona Deas  
Chris Woodhouse  
Chris Bloor  
Helen Harrison  
Maggie Tyrrell  
Kath Greenman  
Simon Johnson  
Danny Bonnett

**In attendance:** Wendy Sydenham (Deputy Clerk)  
1 member of Council Administration Staff (Minutes)  
6 members of the public

**Absent:** Cllrs Mark Oaten  
Cheryl Jenkinson

**FC2324.55. To note any apologies for absence**

Apologies for absence were noted from Cllrs Mark Oaten and Cheryl Jenkinson

**FC2324.56. To receive the declarations of interest from members**

There were no declarations of interest from members.

**FC2324.57. To approve and sign the minutes of the meeting of the Full Council held on 11 July 2023**

A typographical error in Cllr Bonnett's name was noted. With the exception of this error it was **RESOLVED** to approve the minutes of the meeting of the Full Council held on 11 July 2023 and the minutes were then signed by the Chair.

**FC2324.58. To receive any representations from the public relating to items on the agenda**

Members of the public present were permitted by the Chair to speak as the relevant agenda items arose.

**FC2324.59. To consider a request from Thornbury Town Football Club to make structural changes/additions to Mundy Playing Fields assets**

- To consider if the Council wishes to make any recommendations to the Mundy Playing Fields Trust in its capacity as managing agent

- To direct that the matter is raised for consideration and agreement to the Mundy Playing Fields Trust

Three representatives from Thornbury Town Football Club spoke to introduce their proposals and explain the future plans of the Club.

Council determined that the matter should be directed to the Mundy Playing Fields Trust and suggested that it would be beneficial for the Football Club to map out their strategy for future growth and development.

**FC2324.60. To receive a South Gloucestershire Council report from Cllrs Tyrrell and Stansfield (acting in their roles as SGC Councillors)**

Cllrs Tyrrell and Stansfield gave an update on works to Thornbury High Street, discussions concerning Christmas Lights arrangements, street furniture placement, and budgetary issues surrounding car parking charges.

**FC2324.61. 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:**

- Thornbury and District Heritage Trust
- Thornbury Christmas Lights Association
- Thornbury Arts Festival Trust

It was **RESOLVED** to refer consideration of the Service Level Agreement requests for Thornbury and District Heritage Trust, Thornbury Christmas Lights Association and Thornbury Arts Festival to the Finance and General Purpose Committee at its meeting on 10 October 2023 and to delegate authority to that Committee to make decisions regarding any funding amounts awarded and duration of any SLAs.

**FC2324.62. To receive the minutes (approved or draft) from the following Committees:**

- Open Spaces Committee meeting held on 25 July 2023
- Staffing Committee meeting held 18 July 2023
- Climate & Nature Committee meeting held on 27 July 2023
- Finance & General Purpose Committee meeting held on 18 July 2023

The minutes of the Open Spaces Committee meeting on 25 July 2023, Staffing Committee meeting held on 18 July 2023, Climate & Nature Committee meeting held on 27 July 2023 and Finance & General Purpose Committee meeting held on 18 July 2023 were noted.

**FC2324.63. To approve the accounts for payment:**

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

ACCOUNTS PAID OUT OF MEETING (Between 19 July - 12 September 2023)		
UNITY TRUST BANK	JUNE BACS CHARGES - WAGES ACCOUNT	26.52
UNITY TRUST BANK	JULY BACS CHARGES - WAGES ACCOUNT	26.66
THORNBURY TOWN COUNCIL	MONTH 5 PAYROLL	33,132.18
SOUTH GLOS COUNCIL	RATES - CEMETERY - JULY (DD)	351.00
SOUTH GLOS COUNCIL	RATES - CEMETERY - AUGUST (DD)	351.00
SOUTH GLOS COUNCIL	RATES - MPF CARETAKER FLAT - JULY (DD)	150.00

SOUTH GLOS COUNCIL	RATES - MPF CARETAKER FLAT - AUGUST (DD)	150.00
SOUTH GLOS COUNCIL	RATES - TOWN HALL - JULY (DD)	1,297.00
SOUTH GLOS COUNCIL	RATES - TOWN HALL - AUGUST (DD)	1,297.00
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	280.84
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	869.72
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	39.61
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	54.74
SPORT & PLAY	OUTDOOR SPORTS INSPECTION - CHANTRY	132.00
SPORT & PLAY	OUTDOOR SPORTS INSPECTION - MPF	132.00
ANNA-MARIE COSTER	TOWN MAYOR PORTRAIT	250.00
T & J OWEN	SUMMER PLANTING	780.00
FALON NAMEPLATES	BRONZE PLAQUE	64.00
SMITHS LTD	SKIP HIRE TO REMOVE GENERAL WASTE - CEMETERY	540.00
SLCC ENTERPRISES LTD	CAPITAL STRATEGY - STAGE 1 COMPLETED	1,667.88
SMITHS LTD	REMOVAL OF WASTE AT CEMETERY - EXTRA WASTE TAKEN	290.40
JCW WINDOW CLEANING	WINDOW CLEANING - TOWN HALL	55.00
AUBERGINE	ANNUAL SUBSCRIPTION - TTC WEBSITE	597.60
T H WHITE FIRE	FIRE ALARM MODIFICATION – MUNDY PLAYING FIELD	342.48
FASTFIX DRAINAGE AND PLUMBING LTD	DRAINAGE WORKS - TOWN HALL	354.00
PITNEY BOWES	CHARGES FOR FRANKING MACHINE - FUND TOP UP	107.00
BRITAIN IN BLOOM	PRIDE IN PARKS ENTRY 2023 – MUNDY PLAYING FIELD	30.00
ALCA	ESSENTIAL COUNCILLOR COURSE	40.00
BAUWATCH UK LTD	CCTV SET UP FOR THE CORONATION EVENT - ADDITIONAL FEE APPLIES	227.16
KRUNCH SOUTHWEST UK	YOUTH SLA QUARTER 2 2023/23	9,250.00
SOUTH WEST HYGIENE	QUARTERLY SANITARY/NAPPY BINS SERVICES – MUNDY PLAYING FIELD PAVILION TOILETS	186.58
ECOTRICTY	MONTHLY GAS SUPPLY - TOWN HALL	76.28
ECOTRICTY	MONTHLY GAS SUPPLY - CEMETERY	30.83
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	142.13
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	131.86
BIFFA WASTE SERVICES	WASTE DISPOSAL - THE PAVILION	477.70

BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	109.49
ABBEY LOOS LTD	PORTABLE TOILETS MONTHLY RENTAL - CHANTRY FIELD	252.00
DIRECT IT SUPPORT	IT SUPPORT/PHONE & BROADBAND SERVICE	721.72
PROLUDIC LTD	PLAY EQUIPMENT MAINTENANCE PARTS	2,957.95
SOUTH GLOS COUNCIL	LOCALISM SERVICE CHARGE	6,483.50
ZURICH INSURANCE UK CLAIMS	REPAYMENT MADE DUE TO INSURANCE CLAIM OVERPAYMENT	68.60
TRAINING AT WORK	PERSONAL PROTECTIVE EQUIPMENT - TRAINING X7	117.60
THORNBURY MOTORS	FUEL EXPENDITURE - JULY 23	62.17
BOWCOM	BOWGRASS SUPREME GRASS SEED	594.00
FALON NAMEPLATES	BRONZE PLAQUE	119.59
FALON NAMEPLATES	BRONZE PLAQUE	64.00
SIMPLY CLEANING	MONTHLY CLEANING CONTRACT FOR TOWN HALL - JULY	1,176.00
ABBEY LIFTS LTD	CALL OUTS - FAULTY LIFT AT TOWN HALL	540.00
EDGE IT SYSTEMS LTD	SET UP AND TRAINING OF NEW CEMETERY SOFTWARE	1,698.30
ALCA	CLLR TRAINING	40.00
ALCA	CLLR TRAINING	40.00
ALCA	CLLR TRAINING	120.00
ALCA	CLLR TRAINING	40.00
ALCA	CLLR TRAINING	30.00
ALCA	CLLR TRAINING	30.00
ALCA	CLLR TRAINING	30.00
ALCA	CLLR TRAINING	30.00
PITNEY BOWES	FRANKING MACHINE CHARGES	1.44
PROLUDIC	NEW PLAY EQUIPMENT - EASTLAND AVENUE PLAY AREA	83,879.83
PROLUDIC	REMOVAL OF ROCKS AT EASTLAND AVE PLAY AREA	1,404.00
WATER2BUSINESS	WATER SUPPLY - CEMETERY SITE	132.30
LINELA	STAFF WORKWEAR	717.48
SLCC SOCIETY OF LOCAL CLERKS	ANNUAL MEMBERSHIP	357.00
RELYON GUARDING & SECURITY SERVICES LTD	SECURITY SERVICES – MUNDY PLAYING FIELD LOCK UP FOR JULY	437.40
SOUTH GLOS COUNCIL	RATES - BAKERY ANNEX - AUGUST	95.00
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	109.49

BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	142.13
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	131.86
ARMSTRONG HALL TRUST	REFUND OF CREDIT ON ACCOUNT	2.50
TURNBERRIES COMMUNITY CENTRE	ROOM HIRE - WORKSHOP 03.09.2023	46.00
KINGFISHER DIRECT	RECYCLED PLASTIC DOME BOLLARD - OAKLEAZE GREEN	1,761.90
JIGSAW THORNBURY	GRANT AWARD 23/24	3,474.00
THORNBURY AREA YOUTH MUSIC (TAYM)	GRANT AWARD 23/24	1,200.00
THE INSPIRE TRUST	GRANT AWARD 23/24	3,000.00
THORNBURY ARTS FESTIVAL TRUST	GRANT AWARD 23/24	3,000.00
THORNBURY & DISTRICT SEA CADETS	GRANT AWARD 23/24	300.00
SIGHT SUPPORT WEST OF ENGLAND	GRANT AWARD 23/24	650.00
THE CHANTRY	GRANT AWARD 23/24	3,000.00
SUSTAINABLE THORNBURY	GRANT AWARD 23/24	375.00
SUSTAINABLE THORNBURY	GRANT AWARD 23/24	375.00
SOUTH GLOS DIGITAL COMM INTEREST COMPANY	GRANT AWARD 23/24	3,000.00
KRUNCH SOUTH WEST	GRANT AWARD 23/24	1,450.00
GIFF GAFF	CC519 - STAFF MOBILE PHONE - MONTHLY TOP UP	10.00
AMAZON	CC520 - CLEANING MATERIALS	90.77
AMAZON	CC521 - BLANK PRESENTATION CHEQUE FOR PHOTOSHOOTS	19.58
AMAZON	CC522 - 4-PACK TONER HP INK CARTRIGES	71.99
ARGOS	CC523 - MICROWAVE AND TOASTER	88.95
AMAZON	CC524 - AMAZON PRIME MONTHLY MEMBERSHIP	8.99
GIFFGAFF	CC525 - STAFF TABLET MONTHLY DATA TOP UP	8.00
ADVANCE GRASS SOLUTIONS LTD	CC526 - GRASS SEED	255.00
AMAZON	CC527 - 2X WD-40	8.50
PEOPLE'S TRUST FOR ENDANGERED SPECIES	CC528 - COMPETITION PRIZE	17.00
AMAZON	CC529 - 3 DRAW FILING CABINET	89.99
AMAZON	CC530 - KARCHER POWER WASHER	209.00
HSQE VITAL SKILLS	CC531 – STAFF ONLINE TRAINING PACKAGES	361.20
AMAZON	CC532 - TOILET ROLLS	48.60

THE ESSENTIALS COMPANY	CC533 - TWINE FOR WILDFLOWER MEADOW SEWING	28.16
AMAZON	CC534 - DIGITAL SCALES - GREEN PROJECT	28.99
GIFFGAFF	CC535 - STAFF MOBILE - MONTHLY TOP UP	10.00
EMORSGATE SEEDS	CC536 - WILDFLOWER SEEDS	560.56
MSTORE	CC537 - GARDENING GLOVES FOR VOLUNTEER EVENT	53.60
AMAZON	CC538 - BINDING COMBS	16.11
AMAZON	CC539 - POUCHES, LOCKS, TOWELS & LOO ROLLS	104.67
AMAZON	CC540 - MONTHLY PRIME MEMBERSHIP	8.99
AMAZON	CC541 - CLEANING MATERIALS	73.83
GIFFGAFF	CC542 - STAFF TABLET - MONTHLY DATA TOP UP	8.00
RSPB SHOP	CC543 - HEDGEHOG STARTER KIT - GREEN PROJECT PRIZE AWARD	46.45
	<b>Total Expenditure:</b>	<b>180,525.35</b>

CC[N] = Credit card payment

DD = Direct Debit payment

**FC2324.64. To approve the setting up of a Direct Debit for the payment of future Direct IT Services invoices**

It was **RESOLVED** to set up direct debit payments for future Direct IT Services invoices.

**FC2324.65. To approve a further transfer of £750k from the Thornbury Town Council Current Account into the CCLA investment fund**

It was **RESOLVED** to approve a further transfer of £750k from the Thornbury Town Council Current Account into the CCLA investment fund.

**FC2324.66. 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**

It was **RESOLVED** to increase the limit 5.5 (c) of the Financial Regulations from £50k to £100k.

**FC2324.67. To note the Summary of Councillor Panel Complaint outcomes**

A summary of Councillor Panel Complaint outcomes, concerning three separate complaints relating to cemetery fees, access to social media and memorial safety testing was presented. It was noted that none of the complaints were upheld, as in all cases, Council policies had been correctly applied, and training and Council procedure had been followed.

**FC2324.68. To nominate somebody to fulfil the role of Mace Bearer**

It was **RESOLVED** to nominate Cllr Jayne Stansfield to the role of Mace Bearer, for the 2023/24 year.



**FC2324.69. 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 to the Thornbury Carnival Committee**

It was **RESOLVED** to transfer the Mundy Playing Fields Premises Licence, incurring a £23 transfer fee, to Thornbury Round Table, or Thornbury Carnival Committee as a backup.

**FC2324.70. To pass a resolution to exclude members of the public and press for agenda items 16 to 18 due to the COMMERCIALY CONFIDENTIAL and SENSITIVE nature of the business to be transacted**

It was **RESOLVED** to pass a resolution to exclude members of the public and press for agenda items 16 to 18 due to the commercially confidential and sensitive nature of the business to be transacted.

**FC2324.71. 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**

Cllr Harrison presented a report from the Youth Working Group setting out proposed youthwork provision. It was **RESOLVED** that the Clerk should review the figures provided by FACE, and subject to this, the Council agreed to include up to £98,677 in the 2024/25 budget youthwork up to.

**FC2324.72. To confirm that Thornbury Town Council will join the South Gloucestershire Council (SGC) Youth Activity Offer (YAO) contracting arrangements from 1 April 2024**

It was **RESOLVED** that Thornbury Town Council will join the South Gloucestershire Council Youth Activity Offer contracting arrangements from 1 April 2024.

**FC2324.73. To agree to give notice to end the existing contract with Krunch on 31 March 2024**

It was **RESOLVED** to give notice to Krunch to end on 31 March 2024 the existing contract for youth provision.

**FC2324.74. Date of next meeting: 7:30pm on 14 November 2023**

The date of the next meeting was noted to be 7:30pm on 14 November 2023.

Minutes of the Meeting of the Open Spaces Committee  
held on 19 September 2023 at 7:30pm  
in the Council Chamber, Town Hall

---

Councillors present: Cllr Helen Harrison (Chair)  
Cllr Chris Bloor  
Cllr Fiona Deas  
Cllr Danny Bonnett  
Cllr John Reynolds  
Cllr Chris Davies  
Cllr James Murray (arrived before item 9)

Officers present: Wendy Sydenham (Deputy Clerk)  
  
3 members of the public attended

Absent: Cllr Simon Johnson  
Cllr Phil O'Rourke

**OS2324.35 TO CONSIDER ANY APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Phil O'Rourke.

**OS2324.36 TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

There were no interests declared by members.

**OS2324.37 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA**

There were members of the public present who spoke to the Committee in relation to items 6 and 8.

**OS2324.38 TO APPROVE AND SIGN THE MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD ON 25.07.23**

It was **RESOLVED** to approve the minutes of the Open Spaces Committee meeting held on 25.07.23 and they were then signed by the Chair.

**OS2324.39 TO CONSIDER MATTERS RELATING TO SEATING AROUND THE TOWN (NOT ON COUNCIL LAND)**

- **To consider suggestions from Committee members regarding potential locations for new seating**

It was **RESOLVED** that further work would be carried out on the list of potential

locations for seating around town and brought back to a future meeting for agreement.

- **To consider making a recommendation to the Finance and Policy Committee for funding for new seating, to come either from CIL or to be included as a new cost pressure in the 2024/2025 budget**

It was **RESOLVED** that a recommendation would be made to the Finance and General Purpose Committee for funding of up to £7,000 to cover the cost of additional seating around town, to be taken either from CIL or as a new cost pressure in the 2024-2025 budget.

- **To agree that requests can be made to South Gloucestershire Council concerning permissions to site benches on their land**

It was **RESOLVED** that Officers be given delegated authority to make requests for licences to site benches on South Gloucestershire Council as needed, from those on the final list of potential locations for seating around town.

**OS2324.40 TO CONSIDER MATTERS RELATING TO THE THORNBURY BIODIVERSITY RING PASSING THROUGH THE MUNDY PLAYING FIELDS**

- **To consider recommendations from Officers on a suitable route for the Biodiversity Ring to pass through the Mundy Playing Fields**

It was **RESOLVED** to accept the Officer recommendations for the route for the Biodiversity Ring to pass through the Mundy Playing Fields

- **To delegate commitment of funding and purchase of trees and associated sundries to Officers**

It was **RESOLVED** to commit funding of up to £4,500 from the tree planting budget to purchase trees and associated sundries to implement the agreed Biodiversity Ring through the Mundy Playing Fields, and to delegate authorisation to Officers to make the purchases up to that amount.

**OS2324.41 TO CONSIDER A RECOMMENDATION FROM THE CLIMATE AND NATURE COMMITTEE TO CEASE THE USE OF GLYPHOSATES ON TOWN COUNCIL LAND**

It was **RESOLVED** by majority vote to agree to the recommendation from the Climate and Nature Committee to cease the use of glyphosates on Town Council land and to trial the alternatives stated in the supporting paper.

**OS2324.42 TO CONSIDER A REQUEST TO INSTALL BEEHIVES AT THORNBURY CEMETERY**

It was **RESOLVED** to agree to the request to install beehives at Thornbury Cemetery in line with the details given in the supporting paper.

**OS2324.43 TO CONSIDER MATTERS RELATING TO THE INSTALLATION OF FLOODLIGHTS ON COURTS 3 & 4 BY THE THORNBURY LAWN TENNIS CLUB**

- **To receive an update on conditions attached to the granting of permission for the installation of the floodlights**

The Committee received an update on conditions attached to the granting of permission for the installation of floodlights by Thornbury Lawn Tennis Club on Courts 3 & 4.

- **To consider an addendum to the agreement with Thornbury Lawn Tennis Club for the use of Courts 3&4 to cover the ongoing maintenance of the floodlights**

It was **RESOLVED** to agree in principle to the draft addendum to the existing agreement with Thornbury Lawn Tennis Club covering the use of Courts 3 & 4, with the addendum covering the ongoing maintenance of the floodlights once installed, assuming Thornbury Lawn Tennis Club confirm their agreement to the conditions mentioned above.

**OS2324.44 TO CONSIDER MATTERS RELATING TO A PROPOSAL FROM CLLR JAMES MURRAY TO INSTALL HARD SURFACING AROUND THE BASKETBALL HOOP IN THE CHANTRY ROAD PLAY AREA INCLUDING**

- **To consider agreeing to the proposal**

It was **RESOLVED** to agree to install hard surfacing around the basketball hoop in the Chantry Road Play Area.

- **To consider delegating authorisation to officers to proceed with the purchase of the surfacing up to a specified amount (with the source of funding to be determined by the Finance & Policy Committee)**

It was **RESOLVED** to delegate authorisation to officers to purchase the surfacing up to the value of £5,000 (from source agreed by the Finance and General Purpose Committee – see item below).

- **To consider making a recommendation to the Finance and General Purpose Committee for funding of the hard surfacing to come either from CIL or to be included as a new cost pressure in the 2024/2025 budget**

It was **RESOLVED** to recommend to the Finance and General Purpose Committee that funding be made available to cover the cost of the hard surfacing up to £5,000, to be taken either from CIL or as a new cost pressure in the 2024/2025 budget.

**OS2324.45 TO IDENTIFY ANY ADDITIONAL COST PRESSURES THAT SHOULD BE CONSIDERED FOR INCLUSION IN THE DRAFT 2024/2025 BUDGET (OVER AND ABOVE EXISTING PROVISION/BUDGET)**

It was **RESOLVED** to ask for some form of covered seating on Town Council open spaces to be considered during the budgeting process for 2024/2025.

**OS2324.46 TO NOTE DATE OF NEXT MEETING – TUESDAY 21 NOVEMBER 2023**

The date of the next meeting was noted to be Tuesday 21 November 2023 at 7:30pm.

DRAFT



## **Minutes of the Thornbury Town Council Staffing Committee Meeting**

**held on Thursday 5 October 7.30pm  
in the Exhibition Room, Town Hall**

**Members present:** Cllrs Jayne Stansfield (Chair)  
Helen Ball  
Kath Greenman  
Chris Woodhouse

**In attendance:** Kath MacConnachie (Town Clerk)

### **SC2223.46. Apologies for absence**

Apologies were received from Cllrs Jenkinson and Tyrrell

### **SC2223.47. To receive any members declarations of interest**

There were no declarations of interest.

### **SC2223.48. To receive any representations from the public relating to items on the agenda**

There were no members of the public present.

### **SC2223.49. To approve the minutes of the Staffing Committee meeting held on 18 July 2023**

It was **RESOLVED** to approve the minutes of the Staffing Committee meeting held on 18 July 2023 as an accurate record.

### **SC2223.50. To approve the minutes of the Extraordinary Staffing Committee meeting held on 15 September 2023**

It was **RESOLVED** to approve the minutes of the Extraordinary meeting of the Staffing Committee held on 15 September 2023 as an accurate record.

### **SC2223.51. Recruitment of Town Clerk and RFO**

It was **RESOLVED** to change the job title from 'Town Clerk and RFO' to 'Chief Executive and RFO'.

It was **RESOLVED** to approve the recruitment paperwork (job description, job specification and advert) subject to minor amendments made during the meeting.

It was **RESOLVED** that the interview panel would consist of Cllrs Stansfield, Woodhouse, Greenman and Tyrrell (allowing for three councillors if one were to become unavailable) and Kath MacConnachie, Town Clerk.

The date for interview was set for 17 November 2023 with a Staffing Committee to be convened immediately after to formalise offer details subject to Full Council delegation, which was to be sought. Shortlisting to take place on the evening of 6 November.

### **SC2223.52. Date of the next meeting: 17 November – to be confirmed**

**MINUTES of the meeting of the Finance and General Purpose Committee  
held on Tuesday 10 October 2023, at the Town Hall**

---

Present: Cllr Helen Ball (Chair)  
Cllr Chris Davies  
Cllr Fiona Deas  
Cllr Simon Johnson  
Cllr John Reynolds  
Cllr Jayne Stansfield  
Cllr Chris Woodhouse  
Cllr James Murray (arrived during item 5.1)

Kath MacConnachie (Town Clerk)  
1 member of Council administration staff (minutes)  
5 members of the public were in attendance

Absent: Cllr Maggie Tyrrell

**F&GP2324.36. APOLOGIES FOR ABSENCE**

Apologies were noted from Cllr Maggie Tyrrell.

**F&GP2324.37. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

No members declarations of interest were declared.

**F&GP2324.38. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA**

Members of the public present wished to speak when their organisation came up in item 5.

**F&GP2324.39. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE MEETING HELD ON 18 JULY 2023**

It was **RESOLVED** to approve the minutes of the Finance and General Purpose meeting held on 18 July 2023, which were then signed by the Chair.

**F&GP2324.40. TO CONSIDER AND APPROVE ANY FUNDING AMOUNTS, SPECIFIC CONDITIONS AND PERIOD FOR, THE FOLLOWING SLA FUNDING REQUESTS (1 APRIL 2024 ONWARDS)**

It was **RESOLVED** to enter into a Service Level Agreement for funding of up to £12,000 with the Thornbury and District Heritage Trust, to cover rent and running costs, subject to terms and outcomes to be negotiated by the Clerk to be agreed by council.

It was **RESOLVED** to enter into a Service Level Agreement for funding of up to £5,000, split between core running costs and additional ring fenced funds to be drawn down as criteria are met, subject to terms and outcomes to be negotiated by the Clerk and agreed by council.

It was **RESOLVED** in enter into a Service Level Agreement for funding of up to £5,000, split between core running costs and additional ring fenced funds to be drawn down as events run, subject to terms, outcomes, and weightings of funding for individual events to be negotiated by the Clerk and agreed by council.

It was **RESOLVED** in enter into a Service Level Agreement for funding of up to £5,000 with Phase, to cover running costs, subject to terms and outcomes to be negotiated by the Clerk and agreed by council.

**F&GP2324.41. 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.

<b>ACCOUNTS PAID OUT OF MEETING (13 September - 10 October 2023)</b>		
UNITY TRUST BANK	TOTAL BANK CHARGES - CURRENT ACCOUNT	57.00
UNITY TRUST BANK	TOTAL BANK CHARGES - WAGES ACCOUNT	44.66
THORNBURY TOWN COUNCIL	MONTH 6 PAYROLL	33,362.32
SOUTH GLOS COUNCIL	RATES - CEMETERY - (DD)	351.00
SOUTH GLOS COUNCIL	RATES - MPF CARETAKER FLAT - (DD)	150.00
SOUTH GLOS COUNCIL	RATES - TOWN HALL - (DD)	1,297.00
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	233.88
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	601.02
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	36.06
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	47.40
PITNEY BOWES	QUARTERLY RENTAL IN ADVANCE FOR FRANKING MACHINE (DD)	118.69
PWLB LENDING FACILITY	PUBLIC WORKS LOAN REPAYMENT (DD)	6,037.44
ICO INFO COMM OFFICE	DATA PROTECTION ANNUAL FEE (DD)	55.00
UNITY TRUST BANK	CHAPS PAYMENT FEE - REF CCLA DEPOSIT	28.00
EQUALS MONEY PLC	FUNDS TO TOP UP STAFF PRE-PAID CARD ACCOUNT	500.00
DIRECT365 ONLINE LTD	CC544 - MOUNTED BABY CHANGING BENCH	678.17
NATIONALTOOLHIRE.CO.UK	CC545 - HIRE OF SCARIFIER (WILDFLOWER LAWN)	299.40
EMORSGATE SEEDS	CC546 - WILDFLOWER SEED	207.85
ONLINE PLAYGROUNDS	CC547 - GATE BUFFERS FOR PLAY AREA	53.20



AMAZON	CC548 - FOOTBALL GOAL NETS/CLEANING MATERIALS	67.46
ARGOS	CC549 - MICROWAVE OVEN FOR STAFF KITCHEN	73.95
SOUTH GLOS COUNCIL	CC550 - REMOVAL OF WASP NEST	164.00
AMAZON	CC551 - CLEANING MATERIALS/WEED KILLER/ STATIONERY	121.26
ONLINE PLAYGROUNDS	CC552 - SPRINGS FOR PLAY AREA GATES	82.00
AMAZON	CC554 - WHITE NOTICE BOARD	18.98
GIFFGAFF	CC555 - STAFF MOBILE PHONE TOP UP	10.00
WORKTOP EXPRESS	CC556 - LAMINATE WORKTOPS FOR BABY CHANGING UNITS	265.99
SOUTH GLOS COUNCIL	CC557 - TRANSFER OF MPF PREMISES LICENCE TO THORNBURY ROUND TABLE	23.00
AMAZON	CC558 - MAGNETIC WEEKLY PLANNER	11.95
AMAZON	CC559 - OFFICE CHAIR	94.99
GIFFGAFF	CC560 - DATA TOP UP STAFF TABLET	8.00
MARK HARROD	CC562 - REPLACEMENT WHEEL FOR GOAL	45.62
AMAZON	CC564 - AMAZON PRIME MONTHLY MEMBERSHIP	8.99
HSQE VITAL SKILLS	CC565 - STAFF ONLINE TRAINING COURSES	72.00
HSQE VITAL SKILLS	CC566 - STAFF ONLINE TRAINING COURSES	510.00
PROPERTY REGISTRY	CC567 - PROPERTY BOUNDARY SEARCH	14.00
THE METAL STORE	CC568 - GALVANISED RAILINGS	93.36
PEAR TECHNOLOGY SERVICES LTD	CEMETERY MAP MAINTENANCE ANNUAL FEE	108.00
SULLIVANS	HEDGE CUTTER WITH PARTS	512.06
BIFFA WASTE SERVICES	WASTE DISPOSAL – MUNDY PLAYING FIELD	247.25
SOCIETY OF LOCAL COUNCIL CLERKS SLCC	ANNUAL MEMBERSHIP FEE	403.00
THE SAFETY CHAIR	SAFETY EVACUATION CHAIR FOR TOWN HALL	830.64
THORNBURY MOTORS	MONTHLY FUEL EXPENDITURE	145.48
ABBAY LOOS LTD	RENTAL - PORTABLE TOILETS LOCATED AT CHANTRY FIELD	264.00
HORDERS THORNBURY PRESS	A4 WOODLANDS TRUST COPY PAPER	34.75
FALON NAMEPLATES LTD	BRONZE PLAQUE	133.99
OLDOWN TREE SURGEONS	WORKS AT KINGTON LANE CEMETERY	370.00

RELYON GUARDING	MONTHLY SECURITY SERVICES FOR MPF - AUGUST 23	518.40
T H WHITE GROUP	BATTERY FOR TTC VEHICLE	138.00
TOWER LEASING LTD	QUARTERLY RENTAL INSTALMENT FOR PHOTOCOPIER	137.61
ECOTRICITY	MONTHLY GAS SUPPLY -TOWN HALL	135.68
ECOTRICITY	MONTHLY GAS SUPPLY – PAVILION	68.03
PROLUDIC	PLAY EQUIPMENT - TANGO SEAT	905.52
HELYN GULLEY	SIGN WRITING FOR TOWN COUNCIL	125.00
WATER2BUSINESS	WATER AND SEWAGE - TOWN HALL & MUNDY PLAYING FIELD	767.02
WATER2BUSINESS	WATER AND SEWAGE - 67 HIGH STREET	448.19
DIRECT IT SERVICES	IT SUPPORT, PHONE & BROADBAND - TOWN HALL & PAVILION	721.72
SIMPLY CLEANING	MONTHLY CLEANING CONTRACT - TOWN HALL	1,470.00
WHEATSHEAF (STEAMERS)	COMMUNITY TOILET SCHEME - 1ST & 2ND QUARTER	300.00
THE MALT HOUSE	COMMUNITY TOILET SCHEME	150.00
THE SWAN	COMMUNITY TOILET SCHEME	250.00
AVON DISPLAYS LTD	VARIOUS SIGNAGE FOR TTC OUTSIDE LOCATIONS	376.80
TURNBERRIES COMMUNITY CENTRE	ROOM HIRE FOR YOUTH FUNCTION - 5.09.2023	46.00
SOUTH GLOS COUNCIL	COUNCIL RATES - BAKERY ANNEX (BACS)	95.00
KRUNCH SOUTHWEST UK	YOUTH SLA (QUARTER 3)	9,250.00
FIRST AID BRISTOL	FIRST AID AT WORK - 3 DAY COURSE FOR STAFF	468.00
SUMMERS MEMORIALS	LAY DOWN 16 UNSAFE (LARGE) MEMORIALS AT CEMETERY	2,400.00
FLOW PLATES LTD	REPLACEMENT HEIGHT BARRIER – MUNDY PLAYING FIELD	2,760.00
AVON DISPLAYS LTD	SIGNAGE FOR TOWN COUNCIL SITES	378.00
	<b>Total Expenditure:</b>	<b>70,801.78</b>
<b>ACCOUNTS NOW DUE FOR PAYMENT - 10 OCTOBER 2023</b>		
BROXAP	GALVANISED LITTER BIN INCLUDING FIXINGS	465.54
FORD FUELS	ULTRA LOW SULPHUR DIESEL	1,559.40
FALON NAMEPLATES LTD	BRONZE PLAQUE	119.59
YATE SUPPLIES	COMPACTOR BLACK SACKS	474.07

IHASCO LTD	ACCIDENT REPORTING COURSES FOR TTC STAFF	288.00
SOUTH WEST HYGIENE	MUNDY PLAYING FIELD - SANITARY & NAPPY BINS - QUARTERLY RENTAL/SERVICE	186.58
SOUTH WEST HYGIENE	TOWN HALL - SANITARY BINS DISPOSAL UNITS - QUARTERLY RENTAL/SERVICE	78.87
ALCA	ESSENTIAL COUNCILLOR COURSE	40.00
ALCA	E-LEARNING COURSE	14.00
HORDERS THORNBURY PRESS	WOODLAND TRUST COPIER PAPER	208.50
GLASDON UK LTD	BENCH AND X2 WHEELCHAIR PICNIC TABLES – MUNDY PLAYING FIELD	2,141.15
BDO LLP	(AGAR) EXTERNAL AUDIT - YEAR ENDED 31.03.2023	2,520.00
DIRECT IT SERVICES	PHONE, BROADBAND, & IT SUPPORT	740.92
HORDERS THORNBURY PRESS	THORNBURY MAP PRINT	9.95
BIFFA WASTE SERVICES	WASTE DISPOSAL – MUNDY PLAYING FIELD	597.12
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	183.46
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	134.54
BIFFA WASTE SERVICES	WASTE DISPOSAL – CEMETERY	136.86
FALON NAMEPLATES LTD	BRONZE PLAQUE	119.59
FASTFIX DRAINAGE	DRAINAGE WORKS AT TOWN HALL	969.54
ABBEYLOOS LTD	RENTAL - PORTABLE TOILETS LOCATED AT CHANTRY FIELD	252.00
PROLUDIC	PLAY EQUIPMENT MAINTENANCE	352.06
SLCC ENTERPRISES LTD	CAPITAL STRATEGY DEVELOPMENT - STAGE 2	2,637.60
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	80.91
ECOTRICITY	MONTHLY GAS SUPPLY - PAVILION	32.11
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	88.00
SLCC ENTERPRISES LTD	STAFF TRAINING COURSE	42.00
	<b>Total Expenditure:</b>	<b>14,472.36</b>

CC[N] = credit card payment

DD = direct debit payment

**PRE-PAID DEBIT CARD TRANSACTIONS 13.09.23 – 10.10.23:**

Owner	Card no	Date	Description	Credit	Debit	Net	Fee
-------	---------	------	-------------	--------	-------	-----	-----

Katherine MacConnachie	5339*****4302	23-10-07	Co-op Group Food Retai, Bristol, GBR		£3.55	£3.55	£0
Site Team	5339*****1450	23-10-07	GAP Supplies LTD, Bristol, GBR		£72.23	£72.23	£0
Site Team	5339*****1450	23-10-05	Screwfix, Thornbury		£117.98	£117.98	£0
Katherine MacConnachie	5339*****4302	23-10-04	Co-op Group Food Retai, Bristol, GBR		£3.80	£3.80	£0
Site Team	5339*****1450	23-10-03	Thornbury Motors LTD Bristol		£60.08	£60.08	£0
Site Team	5339*****1450	23-10-03	Card load	£200			
Site Team	5339*****1450	23-10-01	Amazon Market Place		£219.87	£219.87	£0
Katherine MacConnachie	5339*****4302	23-09-29	Post Office Counter, Bristol		£6.85	£6.85	£0
Katherine MacConnachie	5339*****4302	23-09-28	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Site Team	5339*****1450	23-09-27	Card load	£200			
Katherine MacConnachie	5339*****4302	23-09-26	Horders Thornbury		£8.00	£8.00	£0
Site Team	5339*****1450	23-09-26	Amazon Market Place		£34.49	£34.49	£0
Katherine MacConnachie	5339*****4302	23-09-23	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Site Team	5339*****1450	23-09-22	Hawkins of Thornbury Bristol, GBR		£6.37	£6.37	£0
Site Team	5339*****1450	23-09-22	Lees Mend-A-Shoe, Bristol		£49.98	£49.98	£0
Katherine MacConnachie	5339*****4302	23-09-19	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Site Team	5339*****1450	23-09-13	Card load	£200			

**PRE-PAID DEBIT CARD TRANSACTIONS 18.07.23 – 12.09.23:**

Owner	Card no	Date	Description	Credit	Debit	Net	Fee
Katherine MacConnachie	5339*****4302	23-09-12	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Katherine MacConnachie	5339*****4302	23-09-09	Horders Thornbury Pres, Bristol		£3.15	£3.15	£0
Site Team	5339*****1450	23-09-08	Amazon Market Place		£11.95	£11.95	£0
Site Team	5339*****1450	23-09-08	Screwfix, Thornbury Bristol		£103.96	£103.96	£0
Katherine MacConnachie	5339*****4302	23-09-06	Lees Mend-A-Shoe, Bristol		£11.98	£11.98	£0
Site Team	5339*****1450	23-09-05	Hawkins of Thornbury, Bristol		£26.97	£26.97	£0
Katherine MacConnachie	5339*****4302	23-09-02	Post Office Counter, Bristol		£2.25	£2.25	£0
Katherine MacConnachie	5339*****4302	23-09-02	Aldi 9 780 Thornbury		£2.67	£2.67	£0
Katherine MacConnachie	5339*****4302	23-08-30	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Site Team	5339*****1450	23-08-25	GAPS Bristol		£61.81	£61.81	£0

Katherine MacConnachie	5339*****4302	23-08-25	Post Office Counter, Bristol		£2.65	£2.65	£0
Katherine MacConnachie	5339*****4302	23-08-24	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Site Team	5339*****1450	23-08-24	Card load	£100			
Site Team	5339*****1450	23-08-15	Hawkins of Thornbury Bristol		£1.98	£1.98	£0
Site Team	5339*****1450	23-08-15	Hawkins of Thornbury Bristol		£4.65	£4.65	£0
Site Team	5339*****1450	23-08-15	Screwfix Thornbury Bristol		£79.97	£79.97	£0
Katherine MacConnachie	5339*****4302	23-08-13	Aldi Stores Limited Thornbury		£1.75	£1.75	£0
Katherine MacConnachie	5339*****4302	23-08-08	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Katherine MacConnachie	5339*****4302	23-08-04	Boots 0491, Thornbury		£2.00	£2.00	£0
Katherine MacConnachie	5339*****4302	23-08-03	Post Office Counter, Bristol		£2.25	£2.25	£0
Katherine MacConnachie	5339*****4302	23-08-03	Horders Thornbury Pres		£2.75	£2.75	£0
Katherine MacConnachie	5339*****4302	23-07-29	Co-op Group Food Retai, Bristol, GBR		£1.85	£1.85	£0
Katherine MacConnachie	5339*****4302	23-07-28	Post Office Counter, Bristol		£2.25	£2.25	£0
Site Team	5339*****1450	23-07-26	Hawkins of Thornbury Bristol		£7.79	£7.79	£0

- **To receive a report from Cllr Reynolds on the Q3 2023/24 bank reconciliation**

Cllr Reynolds confirmed that he had been into the Town Hall to check the bank reconciliation and all was in order.

- **Q1 2023/24 Income & Expenditure report and budget monitoring**

The Q1 2023/24 Income and Expenditure report against the budget was noted, with attention brought to the considerable amount of interest being gained on money now

invested by the council in the CCLA investment fund and increased income as a result of commercial rental agreement reviews undertaken by the Clerk.

**F&GP2324.42. TO NOTE DELEGATED DECISIONS TAKEN OUT OF MEETING**

Decisions taken under delegated authority where the expenditure/commitment was greater than £1,500 were noted, including the creation of the sandpit on the Mundy Playing Fields, mower servicing and replacement of a damaged height barrier at the Mundy Playing Fields.

**F&GP2324.43. TO CONSIDER REPORT FROM THE TOWN CLERK ON PROPOSED TRANSITION TO ELECTRIC VEHICLES, FOR RECOMMENDATION TO FULL COUNCIL**

It was **RESOLVED** to recommend to Full Council that Council:

- Support the transition from diesel to electric vehicles at Thornbury Town Council
- Support the investment in line with option (A) on the Clerk's report for inclusion in the 2023/24 budget development
- Recommend to Council CIL expenditure to purchase an electric UTV in 2023/24

**F&GP2324.44. SOAPERS LANE CYCLE RACKS**

- To consider the opportunity to relocate these to the north side of the Town Hall
- If agreed, to grant permission to South Gloucestershire Council to relocate to this location

It was **RESOLVED** to liaise with South Gloucestershire Council to relocate the existing cycle racks on the north side of the Town Hall.

**F&GP2324.45. BUDGET 2024/25 CONSIDERATIONS:**

- To consider request from Open Spaces to include £7k for additional benches around Thornbury (non-Town Council land) for 2024/25 budget inclusion (potentially CIL funded)
- To consider any items for inclusion in the 2024/25 budget (above and beyond existing/planned)

It was **RESOLVED** to increase the budget for benches to £10k, for all locations which could include South Glos Council land.

There were no other new items that the Finance & General Purpose Committee wished to be included in the 2024/25 budget.

**F&GP2324.46. TO CONSIDER QUOTES AND AWARD THREE YEAR CONTRACT FOR THE TOWN HALL PRINTER/PHOTOCOPIER**

It was **RESOLVED** to award the contract to KN Office, for a value of £2853.46 over three years.

**F&GP2324.47. TO CONSIDER AND APPROVE THE COMPLAINTS POLICY AND PROCEDURE**

With minor amendments for clarity made at the meeting it was **RESOLVED** to adopt the revised Complaints Policy and Procedure.

**F&GP2324.48.**     **DATE OF THE NEXT MEETING:** 7:30PM ON 12 DECEMBER 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 12 December at the Town Hall.

DRAFT

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Thornbury Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

16/05/2023

and recorded as minute reference:

FC 2324.24

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[www.thornburytowncouncil.gov.uk](http://www.thornburytowncouncil.gov.uk)



## Section 2 – Accounting Statements 2022/23 for

### Thornbury Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	689,171	848,962	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	783,980	835,313	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	242,827	284,271	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	299,793	391,816	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	19,689	19,689	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	547,534	479,175	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	848,962	1,077,866	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	921,434	1,118,050	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	4,920,396	4,925,754	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	83,558	65,401	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

*Lath*

Date

05/10/2023

I confirm that these Accounting Statements were approved by this authority on this date:

16/05/2023

as recorded in minute reference:

FC2324.25

Signed by Chairman of the meeting where the Accounting Statements were approved

*Kim*

## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

ENThornbury Town Council TY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Internal auditor did not cover all of the recommended objectives to confirm compliance the relevant procedures and controls in operation were being achieved throughout the financial year.

Objective L: The authority published the required information on a website/webpage up-to-date at the time of the internal audit in accordance with the relevant legislation was answered 'Not covered'.

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR  
BDO LLP Southampton

External Auditor Signature

DocuSigned by:  
BDO LLP  
2BEB056D80974E4...

Date

29 September 2023



## **Full Council meeting 14 November 2023**

### **OFFICER BRIEFING**

#### **AGENDA ITEM 10: To elect councillors to represent the Town Council on the Neighbourhood Plan Steering Group**

The one year review of the Neighbourhood Plan is overdue. The Steering Group needs to reconvene to carry out the one year review of plan (as set out in the plan). Council representatives are required to be elected to the Steering Group. There is no defined number of councillor spaces; the Terms of Reference for the group state 12 members in total and that it must include Town Council representatives.

##### **Action requested of Full Council**

Full Council are asked to resolve to:

- Elect councillors to sit on the Neighbourhood Plan Steering Group

#### **AGENDA ITEM 11.2: To consider the approval of CIL expenditure to fund the resurfacing of the basketball area of Chantry Road play area**

The addition of hardstanding around the basketball area has already been resolved by Open Spaces Committee. The request received to Full Council is that this is funded using Community Infrastructure Levy (CIL) funds.

##### **Action requested of Full Council**

Full Council are asked to consider resolving to:

- Approve CIL expenditure for the hardstanding around the basketball area at the Chantry Road play area

#### **AGENDA ITEM 13: To receive and update on the development of a capital strategy**

The final report provided by Phillip Woodward, LCC, is circulated with the papers. The process has not resulted in the production of a comprehensive Capital Strategy. Full Council will need to consider in the future how to take forward the strategy development and any individual projects.

In the interim officers will be concentrating on the property condition works as indicated by the previous condition surveys, focussing on properties that appear most likely to remain in use by the Town Council or those items that are becoming increasing (e.g. roof replacement on the bakery annexe).

The advice of officers is to not proceed with surveyor options appraisals/costings for buildings until the council has a clearer understanding of priorities to inform that commission in a cost effective way.

## **AGENDA ITEM 14: To approve Town Council Fees and Charges for 2024/24**

This sees the first time that all fees and charges have been reviewed by Full Council (as opposed to different Committees) as previously agreed to ensure a common approach to charging across all income items.

Various fees and charges schedules have been incorporated into one spreadsheet tariff document. All terms and conditions featured in the previous schedules will be maintained independently of the fees and charges schedule.

In future, fees and charges will be agreed by October Finance & General Purpose Committee in October for introduction on 1 April the following year. This allows for increases to be incorporated in budget planning and to give notice to customers, in particular our Funeral Director partners.

The recommendation is that the annual increase is based on the CPI 12 months to the previous August (likely to be the most recent figure available at October each year). The prices on the draft fees and charges schedule for 1 April 2024 circulated is based on this figure (6.3% 12 months prior to August 2023).

There are some minor amendments to some of the charging lines, including simplifying room/kitchen hire and the introduction of a permit fee for third party cleaning of memorials as there is an emerging demand/market for this.

### **Action requested of Full Council**

Full Council are asked to resolve to:

- Approve fees and charges from 1 April 2024 to 31 March 2025

## **AGENDA ITEM 18: To constitute a Complaints Committee, as required of the Complaints Policy and Procedure, and approve Terms of Reference**

Draft Terms of Reference are circulated. These include delegation to the Clerk/Proper Officer to appoint members to the Committee based on best availability, rotating membership as far as possible. This is in order to retain a manageable membership whilst ensuring quoracy/availability of panel member, and to attempt to share the burden across councillors.

Full Council are asked to resolve to:

- Approve the Terms of Reference for the Complaints Committee

## **AGENDA ITEM 21: To delegate appointment of a locum Proper Officer and RFO to the Clerk, including budgetary delegation**

The first round of recruitment for a replacement Proper Officer and RFO yielded no applicants. Recruitment attempts will continue.

The Town Council must have a Proper Officer and a RFO in post in order to legally operate. The Town Clerk is actively pursuing all options to secure a locum for 2 January 2024 against a backdrop of national and local sector recruitment challenges and locum demand far outstripping supply.



Locum charges are likely to be up to £40 per hour plus any applicable travel expenses. Many locums work nationally remotely and some may not be willing/able to travel to Thornbury. It is also highly unlikely that the council will secure a locum on a full-time basis.

To ensure the best chance of securing a locum Proper Officer and RFO in time for 2 January 2024 Full Council is requested to delegate appointment of a locum on a short-term contract (3 months) to the Town Clerk.

Alongside locum recruitment Full Council will need to accept that the council will have to pause all non-essential projects, events and initiatives until a permanent Proper Officer is in post. Other officers are currently working at full capacity.

The Town Council is currently in a three-year contract for the Rialtas year-end shutdown service. This was not used (cost saving on budget) in 2023, but shall be used for year-end shutdown support for the 2023/24 financial year.

## **AGENDA ITEMS 22: To approve the purchase and hire of electric vehicles to replace the current diesel vehicles owned/hired by the Town Council, as recommended by the Finance and General Purpose Committee (including CIL expenditure approval)**

The first section of the briefing below (indicated in *italic*) is a repeat of that given to the Finance and General Purpose Committee in October 2023:

*A great deal of research has been carried out by officers into the best options for the Town Council to transition to electric vehicles, based on operational requirements/cost. Any agreement would need to be resolved by Full Council due to the impact on future years' budgets and also to enable any purchase in-year (2023/24), given that the current site van is due to return at the end of the lease period in February and there is a lead time on any orders.*

*Officers plan on testing out the UTV vehicle detailed below, and officers do not want to commit any further resource/time without Finance and General Purpose Committee support.*

### **Current vehicles**

**Ford Transit Custom van** – Diesel. Currently on long term lease due to expire/be returned February 2024 (£3,620 per annum lease payments)

**Ford Transit Drop side** – Diesel. Owned by TTC, it is 13 years old and suffering a number of faults/issues which will need to be rectified if keeping in service.

### **Electric options**

#### **UTVs:**

**The Worker off-road and road legal electric UTV (lead acid)**

**Purchase value £18,323 ex vat** (*Cheaper UTV option, although not recommended*)

- Lead Acid Battery
- Full Lockable Cab
- Orange Flashing Beacon
- Ball and Pin Hitch
- Rear Work Light
- Front and Rear Orange Flashing Strobes
- Rear Canopy



- Road Registration

### **The Worker UTV (lithium)**

**Purchase value £24,073 ex vat (RECOMMENDED OPTION to replace Transit Custom with one or two Lithium battery UTV's)**

- Lithium Battery
- Full Lockable Cab
- Orange Flashing Beacon
- Ball and Pin Hitch
- Rear Work Light
- Front and Rear Orange Flashing Strobes
- Rear Canopy
- Road Registration

A small trailer would also be required at an estimated cost of between £500 - £800. Additional trailers to include water bowers and pressure washers to help with watering plants/hanging baskets and cleaning requirements for splash pad/tennis court/graffiti removal can be looked at in the future.

### **Lithium vs Lead Acid**

While lithium batteries vehicles are more expensive to purchase originally the life span of a lead acid battery is 3-5 years with regular use, a lithium battery is 7-10 years. Lithium has a longer charge retention and a slower discharge rate. Lead acid batteries shouldn't be allowed to fall below 50% as this can severely limit the life span, lithium is recommended at 20%, and as a result lead acid batteries will need charging more frequently than lithium.

Batteries have no harmful emissions to the environment during usage, however there are CO2 emissions associated with them during production. Lead-acid batteries generate 50% more CO2 emissions from cradle to grave than Lithium-ion, and also produce acid fumes during charging and maintenance.

### **Benefits of UTVs**

Smaller UTV's significantly reduce damage to the ground during the winter months, can access smaller spaces and due to the size, visibility is greatly increased and therefore safer to operate within play areas and parks as there are no blind spots around the vehicle. These UTVs are also 4x4 so safe to use on boggy ground without risk of getting stuck (this is a current issue).

### **EV Renault Kangoo ML19 E-Tech 90 Kw Start RC 22 (Small Van to replace Ford Transit Custom if required)**

Contract Hire – 5 Years

Initial Payment £1,734.45 ex vat

59 x £578.15 ex vat

Total Price - £35,845.30 ex vat (£6,938 per annum)



### **Ford E-Transit Electric Tipper (Replace current Ford Transit Drop Side when vehicle released - REQUIRED)**

Prices are yet to be released by Ford. Currently, we have a quote for the diesel hybrid equivalent which is £2,094.36 ex vat, followed by 59 payments of £698.12 ex vat, total price £42,283.44.

Costs of Ford E-Transit's are generally 20% higher than their Hybrid mode.

Estimated cost of contract hire are therefore:

Initial Payment £2,513.23 ex vat

59 x £837.74 ex vat



Total Price - £51,916.29 ex vat (£10,053 per annum)

### **Cost summary**

Taking into account operational requirements and costs, the recommendation of Officers is to transition to electric vehicles initially consisting of:

- **Contract hire 1 x Ford E-Transit Electric Tipper (£12,566 year 1, £10,053 subsequent years)**
- **Purchase 1 x The Worker UTV (lithium) £24,073**

CIL expenditure is an option for these vehicles (purchase or lease). It is recommended that CIL funds are used for the purchase of the UTV vehicle, with the contract hire funded from revenue budget.

It is recommended that the Town Council trial the above two vehicles for a period of time to ascertain if this is sufficient, with potential to add either a second UTV or the Renault Kangoo at a later date, the second UTV being the more cost-efficient option.

		Current annual lease cost	Proposed annual lease cost	Proposed purchase (CIL?)
(A)	Ford Transit Custom van	£3,620		
	The Worker UTV (lithium) x 1			£24,073
	Ford E-Transit Electric Tipper		£10,053	
	<b>Annual revenue budget increase</b>		<b>£6,433</b>	
	Potential addition of:			
(B)	EV Renault Kangoo ML19		£6,938	
	<b>Annual revenue budget increase</b>		<b>£13,371</b>	

The transition to electric vehicles would also necessitate the installation of a single electric vehicle charging point, estimated cost of £750.

The existing Ford Custom Transit van would be retained until both electric vehicles are in operation. The van could be sold at this point, potential sale value of around £6,000.

### **Further updated since October 2023 Finance and General Purpose Committee**

Since the October 2023 Finance and General Purposes Committee the Facilities Officer and Site Supervisor have visited the manufacturer of the UTVs to test drive them and ascertain what extras would be required.

In addition to the base UTV vehicle, a road legal trailer would be required (alternative provider). There is a 500 litre bowser washer which officers also recommend, as this would be extremely useful in terms of tennis courts maintenance (increasing requirement) and for watering of plants and trees (increasing due to the Local Climate and Nature Action Plan commitments).

ITEM	COST
Base vehicle cost (Worker UTV + lithium battery)	£18,715
UK Road Registration	£100
Lockable Fully Enclosed Cab	£3,300
Ball and Pin tow hitch	£181
Rear Working Light	£195
Flashing Beacon	£135
Rear Canopy	£895
Flashing Front and Rear Strobes	£195
Internal Heater	£285
Quick Release Canopy Modification	£1,100
Roof Mounted Strimmer Clips	£195
Trailer Light Hookup	£145
Delivery	£327
<b>VEHICLE SUBTOTAL:</b>	<b>£25,768</b>
Apache 7x4 road legal trailer	£1,575
500 litre Highway bowser and pressure washer	£3,715
<b>TOTAL:</b>	<b>£31,058</b>

The recommendation previously made to Finance and General Purpose Committee regarding the Ford E-Transit Electric Tipper stands as reported, as does the caveat around potential future need for a second UTV vehicle.

#### **Action requested of Full Council**

Full Council are asked to resolve to:

- Phase out diesel/petrol vehicles at Thornbury Town Council
- Approve the purchase of one Worker UTV with lithium battery and extras as set out above (£25,769) using CIL funds
- Approve the purchase of the Apache 7x4 road legal trailer (£1,575) using CIL funds
- Approve the purchase of the 500 litre Highway bowser and pressure washer (£3,715) using CIL funds
- To go out to tender for a Ford E-Transit Electric Tipper on a lease basis as soon as they are available

#### **AGENDA ITEM 23: To consider costs and agree plan for lease vehicle repairs**

The lease for the Ford Transit Custom van is due to expire/be returned in May 2024 (previously thought to be February 2024 (£3,620 per annum lease payments). Assuming that approval of the UTV vehicle purchase requested under agenda item 22 the vehicle will be returned.

There are a number of small dents and scratches to the vehicle which we need to repair before returning the vehicle. These relate to five separate, minor incidents. On discussion with our insurers it is considered that the excess charges and impact on the Town Council's insurance premium it is the officer recommendation that the repairs are carried out privately by the Town Council in advance of the vehicle's return. Estimates have been received and it is believed that £3,000 should be sufficient to cover the



repairs. If approval is given the repairs would be left until near the time of vehicle return to minimise the opportunity for further minor damage post repairs.

This expenditure will exceed the nominal code budget of 4405, but is also likely to take the cost centre budget (120 Assets and asset maintenance) over the budget. The latter requires Full Council approval.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Assets and asset maintenance</u>							
4405 Vehicle Maintenance/Tax	885	4,000	3,115		3,115	22.1%	
4412 Mower 5 year servicing	1,619	1,015	(604)		(604)	159.5%	
4485 Contract Hire - New Vehicle	3,520	3,620	100		100	97.2%	
4487 New Machinery	0	500	500		500	0.0%	1,165
4595 Street Furniture (inc bins)	2,982	3,500	518		518	85.2%	1,784
Assets and asset maintenance :- Indirect Expenditure	<u>9,006</u>	<u>12,635</u>	<u>3,629</u>	<u>0</u>	<u>3,629</u>	<u>71.3%</u>	<u>2,949</u>
<b>Net Expenditure</b>	<u>(9,006)</u>	<u>(12,635)</u>	<u>(3,629)</u>				
6000 plus Transfer from EMR							2,949
<b>Movement to/(from) Gen Reserve</b>	<u>(6,057)</u>						

(from I&E at 13.11.23)

#### **Action requested of Full Council**

Full Council are asked to resolve to:

- Approve the up to £3,000 for vehicle repairs to the Ford Transit Custom van in advance of return to the lease company, accepting a likely budget overspend at year end against the Asset and asset maintenance cost centre (120) equal to the incurred expenditure

### **AGENDA ITEM 25: To consider response to the South Gloucestershire Council Budget Consultation**

Budget consultation information available here: <https://sgbudget2024.commonplace.is/>

Copy of consultation questions included in agenda pack.

Electronic submission form for use in meeting/response: <https://sgbudget2024.commonplace.is/en-GB/proposals/communityvoluntary-sector-organisation/step1>

#### **Action requested of Full Council**

Full Council are asked to resolve to:

- Agree response to the SGC budget consultation

**Kath MacConnachie, CiLCA**  
**Town Clerk and RFO**  
**13/10/23**

**Thornbury Town Council**  
**CIL programme November 2023**

RECEIPT				ALLOCATION			EXPENDITURE		BALANCE	
CIL SOURCE YEAR	CIL SOURCE YEAR	CIL INCOME RECEIVED	SPENDING DEADLINE	ALLOCATION	AMOUNT OF CIL EXPENDITURE PROPOSED	PLANNED SPEND YEAR	SPEND DATE	CIL Expenditure Actual	CIL Unallocated	CIL remaining in reserves
2016/17		491.88	Mar-22	New play equipment (Mundy Playing Fields)	491.88			491.88		
<b>TOTAL 2016/17</b>		<b>491.88</b>			<b>491.88</b>			<b>491.88</b>	<b>0.00</b>	<b>0.00</b>
2017/18	Land at Post Farm	33,730.68	Mar-23	Poulterbrook	4,500.00			2,250.00		
				Osprey Park Play area	12,500.00			12,499.75		
				Seedcorn funds for Armstrong Hall	16,730.68		2019/20	18,980.93		
<b>TOTAL 2017/18</b>		<b>33730.68</b>			<b>33,730.68</b>			<b>33,730.68</b>	<b>0.00</b>	<b>0.00</b>
2018/19 (EMR 320)	Land at Post Farm	50,596.20	Mar-24	Seedcorn funds for Armstrong Hall	18,409.82	2019/20	2019/20	18,409.82		
	Land at Post Farm	33,730.68	Mar-24	Neighbourhood Plan	1,494.36	2020/21	2020/21	1,494.36		
	Land at Morton Way	19,020.56	Mar-24	Cemetery Survey	4,450.00	2020/21	2020/21	4,450.00		
	Land at Morton Way	19,020.56	Mar-24	Chantry play area	36,000.00	2021/22	2021/22	36,000.00		
		619.45		Neighbourhood Plan	3,100.00	2021/22	2021/22	3,100.00		
				Cemetery path works	12,712.64	2022/23	2022/23	12,712.64		
				MPF carpark disabled bays & path	25,209.50	2022/23	2022/23	25,209.50		
				Footpath tennis courts	8,157.45	2023/24	2023/24	8,157.45		
				Eastland Ave play area	13,453.68	2023/24	2023/24	13,453.68		
<b>TOTAL 2018/19</b>		<b>122987.45</b>			<b>122,987.45</b>			<b>122,987.45</b>	<b>0.00</b>	<b>0.00</b>
2019/20	Land at Post Farm	20,926.28	Mar-25	Eastland play area	57,616.18	2023/24	2023/24	57,616.18		
	Land at Morton Way	6,843.04	Mar-25	Sandpit	13,203.68	2023/24	2023/24	6,601.68		
	Land at Post Farm	3,251.98	Mar-25	Streamleaze play area	37,165.34	2023/24	2023/24			
	The Slad	15,845.90	Mar-25							
	Phase 3 Morton Way	57,061.70	Mar-25							
	Lodge Farm Cutts Heath Road	4,056.30	Mar-25							
<b>TOTAL 2019/20</b>		<b>107985.2</b>			<b>107,985.20</b>			<b>64,217.86</b>	<b>0.00</b>	<b>43,767.34</b>
2020/21	Land West of Glos Road	43,698.46	Mar-26	Streamleaze play area	42,834.66	2023/24				
	Knapp Road	2,338.58	Mar-26	Skatepark	76,573.58	2024/25				
	Park view, Butt Lane	1,337.21	Mar-26	Tree bench MPF	5,000.00	2024/25				
	Park view, Butt Lane	891.47	Mar-26	Water fountain MPF	1,000.00	2023/24	2023/24			
	Land at Post Farm	15,694.72	Mar-26							
	Land West of Glos Road	43,698.46	Mar-26							
	Park view, Butt Lane	891.47	Mar-26							
	Land at Post Farm	15,694.72	Mar-26							
	Land at Manor Farm	543.57	Mar-26							
	High Street	169.58	Mar-26							
		450.00	Mar-26							
<b>TOTAL 2020/21</b>		<b>125408.24</b>			<b>125,408.24</b>			<b>0.00</b>	<b>0.00</b>	<b>125,408.24</b>
2021/22		138,412.00	Mar-27	Skatepark	123,426.42	2024/25				
				Mundys play area (1)	14,985.58	2024/25				
<b>TOTAL 2021/22</b>		<b>138,412.00</b>			<b>138,412.00</b>			<b>0.00</b>	<b>0.00</b>	<b>138,412.00</b>
2022/23		194,694.50		Mundys play area (1)	85,014.42	2024/25				
				Mundys play area (2)	50,000.00	2025/26				
				Chantry Play Area	30,000.00	2026/27				
<b>TOTAL 2022/23</b>		<b>194,694.50</b>			<b>165,014.42</b>			<b>0.00</b>	<b>29,680</b>	<b>194,694.50</b>
2023/24				Osprey Play Area	30,000.00	2027/28				
<b>TOTAL 2023/24</b>		<b>0.00</b>			<b>30,000.00</b>			<b>0.00</b>	<b>-30,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>		<b>529,015.45</b>			<b>265,195.21</b>			<b>221,427.87</b>	<b>-3,055.20</b>	<b>502,282.08</b>

## THORNBURY TOWN COUNCIL Risk Register

Risk title	Category	Detail of Risk / Consequence	Impact	Likelihood	Risk Rating	Risk mitigation controls in place (or required)	Mitigated Impact	Mitigated Likelihood	Mitigated Risk Rating	Further Risk Management (Treat/Transfer/Tolerate/Terminate)	Risk Owner	Date of last review	
	(Reputation /Service Provision /H&S /Financial /Legal)										(Committee / individual)	Clerk/Officer	Full Council
Open Spaces maintenance	Reputation/H&S	Risk of Council owned spaces, and fixtures therein, falling into disrepair, or a poor state. Dirty, run-down or poorly maintained items/areas would have an impact on the reputation of the Town Council and unidentified hazards or faults could pose a serious health and safety hazards.	5	3	15	Risk assessments are carried out individually for different areas of open spaces and reviewed at least annually. These individual risk assessments are available for inspection in the Town Council offices and will be reported to the Open Spaces Committee. Individual issues to be escalated to this Risk Register only if the residual risk rating is 12 or above (amber). Regular schedule of maintenance checks are in place for all open spaces and assets located within open spaces, the frequency of which depends on the outcome of the individual risk assessments carried out.	5	1	5	Tolerate	Open Spaces Committee	09/11/2023	16/05/2023
Tree safety	H&S	Risk of falling trees/limbs causing damage to persons or property. Ash dieback risk.	5	3	15	Tree surveys carried out by qualified arboriculturalist every three years, or sooner if necessitated.	5	2	10	Tolerate	Open Spaces Committee	09/11/2023	16/05/2023
H&S procedures	H&S/Legal	Risk of injury, illness, or legal claim due to non-compliance with statutory health and safety obligations.	5	3	15	Asbestos Risk assessment, legionella risk assessment and fire risk assessments carried out regularly, with actions implemented and ongoing management procedures in place. Health and Safety policy in place. Risk Assessment Policy and Procedure in place. Training and Development Policy sets out minimum training requirements to ensure that staff are appropriately trained. External Health & Safety advisors are engaged to advise the Town Council. Annual Health and Safety audit is carried out by external consultants. Town Clerk and Facilities Officer have both undertaken IOSH Managing Safely Training.	5	2	10	Tolerate		09/11/2023	16/05/2023
Risk to third party property or individuals	Legal/Financial	Damage to third party property or individuals. Risk to third party as a consequence of providing a service	5	3	15	Risk management policy and process in place. Insurance in place and reviewed annually to ensure adequate cover, to include appropriate Employers Liability Insurance, Public Liability Insurance. Some CCTV coverage.	2	1	2	Tolerate	Finance & General Purpose	09/11/2023	16/05/2023
Councillor propriety	Legal/Reputational	Risk of improper conduct related to conflicts of interests, bribes or undue influence.	4	2	8	Financial Procedures, Standing Orders, Register of interests and Code of Conduct all in place. Councillor's are encouraged to attend training as per the TCC Training and Development Policy.	2	1	2	Tolerate	Full Council	09/11/2023	16/05/2023
Fraud	Financial	Risk of financial loss due to fraudulent activity.	5	3	15	Financial Procedures and Standing Orders contain measures to safeguard against fraud. Records kept in accordance with regulations. Internal audit carried out twice per year. Annual external audit. Officer training (Clerk CiLCA training). Controls in place in terms of authorisation of payments. Fidelity guarantee insurance in place and level of cover reviewed annually.	3	1	3	Tolerate	Finance & General Purpose	09/11/2023	16/05/2023
Human Resource management	Legal/financial	Risk of legal claims. Risk of high staff turnover and low staff morale.	4	4	16	Grievance procedure in place and reviewed regularly. NALC salary scales are adhered to and full suite of robust HR policies in place. Annual appraisals carried out for all staff in line with the Appraisal Scheme.	1	3	3	Tolerate	Staffing Committee	09/11/2023	16/05/2023
HRMC	Financial	Non-compliance with tax obligations	5	3	15	VAT returns completed regularly, and employers tax and NI payments made regularly, in line with calculation by external payroll provider.	2	2	4	Tolerate	Finance & General Purpose	09/11/2023	16/05/2023
VAT	Financial	Classification of business/non-business/exempt may be incorrect in some instances. Relatively small scope. Also option to tax needs to be considered to avoid future VAT risk.	2	4	8	VAT treatment is being maintained in line with long-standing historic practice so as not to further 'muddle' matters. Advice on 'option to tax' could also be sought. Quote for independent specialist local council VAT advice/review being sought.	2	2	4	Treat	Finance & General Purpose	09/11/2023	16/05/2023

Risk title	Category	Detail of Risk / Consequence	Impact	Likelihood	Risk Rating	Risk mitigation controls in place (or required)	Mitigated Impact	Mitigated Likelihood	Mitigated Risk Rating	Further Risk Management (Treat/Transfer/Tolerate/Terminate)	Risk Owner (Committee / individual)	Date of last review	
	(Reputation /Service Provision /H&S /Financial /Legal)											Clerk/Officer	Full Council
Financial solvency	Financial	Inability for the Town Council to meet its financial obligations. Inability to deal with an emergency, costly event.	5	2	10	Annual budget reviewed and set by Full Council. Level of precept set based on requirement against budget. Regular budget monitoring reports presented to the Finance Committee by the Responsible Finance Officer. General reserves maintained at level determined by the Reserves Policy.	2	1	2	Tolerate	Finance & General Purpose	09/11/2023	16/05/2023
Acting within legal powers	Legal	Ensuring all activities carried out by the council are within available legal powers.	3	3	9	All members to have regard to the powers available to local councils and the relative role of the councillor. All members encouraged to attend the 'Good Councillor' course offered by ALCA. Officers to have knowledge of the powers available to local councils, especially for meetings/committees within their remit. Clerk is CILCA trained and a member of SLCC. Twice annual internal audit and annual external audit. Other relevant training to be sought where appropriate. Legal advice sought where required.	3	1	3	Tolerate	Full Council	09/11/2023	16/05/2023
Breach of GDPR legislation	Legal	Challenge by individuals if breach were to occur. Reputational damage and fines.	3	2	6	Policies and procedures in place in relation to GDPR legislation and reviewed regularly. For any suspected breaches, advise to be sought from the Information Commissioner's Office. Members of the public referenced in minutes and publically published documents to be anonymised. All staff required to complete GDPR training.	3	1	3	Tolerate	Full Council	09/11/2023	16/05/2023
Supplies and Services provided to the council.	Financial/Reputational	Risk of non-completion of work, substandard work, or association with a company with suboptimal practices	3	2	6	Regular contractors, or those undertaking occasional works over the value of £5000, shall be required to provide evidence of their public and employers liability insurances on appointment. Statement of Works and Risk Assessment to be provided by contractors for any major building works. Due diligence should be carried out on all new suppliers to ensure they are properly constituted.	3	1	3	Tolerate	Full Council	09/11/2023	16/05/2023
Risk of consequential loss of income	Financial	Loss of income due to unforeseen circumstances (recession, pandemic etc).	1	2	2	Risk is low as the majority of income for TTC is precept. Cemetery income is, sadly, guaranteed to an extent. Other income is very low. Risk to precept is low. Debt Recovery procedure is in place. General Reserves maintained at appropriate level.	1	2	2	Tolerate	Finance & General Purpose	09/11/2023	16/05/2023
Loss of cash through theft or dishonesty	Financial	Financial loss	1	1	1	Scope for loss is low. Cash is no longer accepted as a payment method. Controls around payments are set out in the Financial Regulations. There is a Petty Cash/pre-payment Debit Card Procedure in place which is adhered to. Bank reconciliations are regularly reviewed by a councillor and reported to the Finance & General Purpose Committee.	1	1	1	Tolerate	Finance & General Purpose	09/11/2023	16/05/2023
Maintenance of buildings	H&S/Financial	Risk of disrepair causing health and safety hazard, or lack of maintenance resulting in higher cost remedial works	5	2	10	Condition survey carried out and works being progressed. Maintenance carried out on an ad hoc basis. PAT testing carried out. Fire systems and firefighting equipment serviced regularly (Fire Risk Assessment in place). Legionella and Asbestos surveys carried out and recommendations actioned. Regular electrical safety inspections are undertaken. Regular checks taken of unoccupied buildings (Bakery Annexe).	5	1	5	Tolerate	Finance & General Purpose	09/11/2023	16/05/2023
Business continuity	Service provision and Legal	Potential for disruption to the services of the Town Council in the future, resulting from significant, unexpected event (e.g. natural disaster, cyber attack, fire, break in, issue with utility supply). Incapacitation of the Town Clerk/RFO.	5	2	10	Data is stored electronically and regularly backed up. Legally required hard copy records are stored in fire rated cabinets. All office based staff are issued with laptops to enable them to work from home. The Town Council has more than one site suitable for office based work, so there is contingency space. Business Continuity Plan to be developed to assist with management of any business continuity incident and to ensure continuation of essential Town Council functions. Insurance policy covers provision for business continuity costs.	3	2	6	Treat - Town Clerk to draft Business Continuity Plan	Full Council	09/11/2023	16/05/2023

Risk title	Category	Detail of Risk / Consequence	Impact	Likelihood	Risk Rating	Risk mitigation controls in place (or required)	Mitigated Impact	Mitigated Likelihood	Mitigated Risk Rating	Further Risk Management (Treat/Transfer/Tolerate/Terminate)	Risk Owner (Committee / individual)	Date of last review	
	(Reputation /Service Provision /H&S /Financial /Legal)											Clerk/Officer	Full Council
Armstrong Hall Trust negative PR	Reputation	Negative impact on the Town Council's reputation as a local authority as a result of misunderstandings around the role of the Town Council concerning the Armstrong Hall Trust. Good news stories are often overshadowed by comments relating to the Armstrong Hall. Members of the public do not understand the separation of duties between the Town Council and the Charity, and the role of councillors versus representatives of the Trust. Staff resource in dealing with negative PR and queries.	4	5	20	Communications issued explaining the role of the Town Council (difference between local authority and corporate body Trustee role). Clear separation is in place between Town Council and Trust operations, in line with legal advice. Town Council resources, including emails, not to be used for AHT business. Potential to request that the AHT is transferred to a CIC, removing the Town Council as the Sole Trustee.	4	4	16	Tolerate	Full Council	09/11/2023	16/05/2023
Cemetery governance	Legal, H&S and reputation	Historic sub-optimum practice means the Town Council is exposed to risk around legal/H&S compliance. Fairly routine issues arise resulting from historic practice which takes officer time to resolve and is a financial and legal risk to the Town Council.	4	4	16	Current practice is thought to be good. Issues arise from historic practices. Memorial inspection regime has been implemented. Third party independent audit of cemetery operations has taken place and recommendations are being implemented. Feedback was that current practice is good. Cemetery management software has been implemented. FAQs around common issues/processes to be produced for the public - publicised on website, Facebook, and handouts available in the office (some created, others to follow). Historic issues are dealt with and mitigated as they arise. Members of the ICCM for expert advice, including legal. Relevant staff have received appropriate cemetery related training (ICCM).	4	3	12	Treat - cemetery practices and procedures audit	Open Spaces Committee	09/11/2023	16/05/2023
Climate emergency - Town Council actions	Legal/reputation/provision	The Town Council has declared a climate emergency. Failure to follow up appropriately with an action plan which embeds of climate and biodiversity action into Town Council operations will impact negatively on Town Council reputation and the environment.	3	4	12	Professional Ecological Surveys have been carried out for Town Council owned land to ensure the management of land to the benefit of biodiversity/nature, and to inform a tree planting strategy. Surveys have been reviewed by Open Spaces Committee, and amended as necessary in light of operational considerations. New regimes to be implemented subject to resource. Climate and Nature Committee created. Climate and Nature Officer recruited to take forwards the creation of a Local Climate and Nature Action Plan and other climate and nature projects.	3	2	6	Tolerate	Full Council	09/11/2023	16/05/2023
St Mary's Closed Churchyard	H&S	Danger of injury to individuals as a result of unsafe memorials.	5	3	15	Survey of memorials has been carried out; awaiting report. This will inform a remedial action plan and budget allocation.	5	3	15	Treat	Open Spaces Committee	09/11/2023	16/05/2023
Bakery Annexe deterioration	H&S/reputation	The condition of the Bakery Annexe has deteriorated rapidly.	5	5	25	Urgent repeat condition survey was procured and asbestos ceiling subsequently removed (was at risk of collapse). Roof supports have started to rot and water ingress to the workshop is worsening. In the absence of any long term decision/plan regarding the building, the roof will have to be replaced to maintain building integrity/workshop usability.	5	3	15	Treat	Finance & General Purpose	09/11/2023	16/05/2023
Energy prices	Financial	Risk of significant variance to budgeted expenditure due to uncertainty/volatility in the energy market.	3	3	9	Solar panels on the Town Hall and MPF Pavillion reduce exposure in terms of electricity usage. Quotes being obtained to clean the solar panels to maximise efficiency. Budget was set on the side of caution. Officers are exercising prudence in conserving energy where possible.	3	2	6	Tolerate	Finance & General Purpose	09/11/2023	16/05/2023
Inflation	Financial	Risk of significant variance to budgeted expenditure due to high inflation rates	2	3	6	Baseline uplift in expenditure lines in 2023/24 budget was 10%, adjusted on a line-by-line basis.	2	3	6	Tolerate	Finance & General Purpose	09/11/2023	16/05/2023

Risk title	Category	Detail of Risk / Consequence	Impact	Likelihood	Risk Rating	Risk mitigation controls in place (or required)	Mitigated Impact	Mitigated Likelihood	Mitigated Risk Rating	Further Risk Management (Treat/Transfer/Tolerate/Terminate)	Risk Owner	Date of last review	
	(Reputation /Service Provision /H&S /Financial /Legal)										(Committee / individual)	Clerk/Officer	Full Council
Splash pad	Reputation/provision/health and safety	Splash pad tank has collapsed internally. Quote to repair is £18k. Annual clean can no longer be achieved.	3	4	12	No access into the tank permitted. Council will have to consider future options for the splash pad. Clerk to provide full options appraisal to future Open Spaces Committee.	3	3	9	Treat or Terminate	Open Spaces Committee	09/11/2023	16/05/2023
Skate park	Provision/reputation/health and safety	Risk that skate park will become unsafe requiring closure	4	4	16	Annual ROSPA checks in place. Issues sourcing parts and contractors willing to carry out necessary repairs. Deemed safe currently, but cannot guarantee future viability.	4	4	16	Treat	Full Council	09/11/2023	16/05/2023
Clerk recruitment	Service provision	Risk of being without a Proper Officer and RFO (both legal requirements) pending recruitment. Risk to progress on operations/governance standards.	4	4	16	Continue to advertise post widely. Proactively seek out experienced Locum Clerk. Pause projects/events planning to ensure council operations are sustainable with reduced officer resource. Deputy Clerk joined SLCC for professional body support.	4	4	16	Treat	Full Council	09/11/2023	16/05/2023

## THORNBURY TOWN COUNCIL - PROJECT OUTPUT REPORT

### CONTENT

1. Agreed Project Brief	Page 2
2. Workshops and Strategy Development	Page 2
3. Drafting the Proposed Strategy	Page 3
Appendix A - Draft Capital Strategy Actions	Page 4 – 8

## **1. Agreed Project Brief**

1.1 LCC was commissioned by Thornbury Town Council (TTC) in June 2023 to support and assist the Council in developing its capital strategy. This work was required to satisfy a number of demands recognised by the Council: -

- Concerns over the condition and best use of existing TTC accommodation and assets;
- The receipt and accumulation of Community Infrastructure Levy (CIL) from the development of new housing in the town;
- Competition for the allocation and use of finite (and significant) capital receipts;
- The geographic spread of new housing around the outskirts of the town;
- The need to prioritise community projects and associated capital spend over the next 5 years;
- The need to allocate spending in accordance with the Strategic Priorities agreed by TTC earlier in 2023.

1.2 The output from the project was to coordinate and present information to the Town Council which would allow councillors to consider and agree a prioritised capital strategy, linked to the adopted strategic priorities in order to inform the budget setting process for 2024-25 onwards.

## **2. Workshops and Strategy Development**

2.1 Between July and September two workshops were held with elected councillors. Workshop 1 involved detailed group discussion on all potential community projects which fell within the ambition of TTC councillors together with a consideration of the current condition and functionality of TTC accommodation and assets.

2.2 The output from this workshop was collated and presented to councillors at Workshop 2 as a list of 19 potential actions which would involve some degree of capital expenditure. The potential actions were each allocated to one of the five strategic priorities of the Council.

2.3 The second workshop focussed on identifying the priorities within the potential actions with the intention of developing these into a document which would inform not only the capital budget allocations from 2024 onwards but would also provide a prioritised schedule of actions for staff to undertake in their day-to-day activities or to provide a clearer picture of which actions would need external, professional help to develop.

2.4 Briefing notes were provided by LCC in consultation with TTC staff to all councillors in advance of the workshops, together with subsequent feedback from both workshops.

2.5 During the workshops a recurring factor was encountered which appeared to be affecting the Town Council's ability to make clear progress on its capital strategy. This concerns the Armstrong Hall, which occupies a site adjacent to TTC assets on Chapel Street and High Street and, of which, the Town Council is recorded by the Charity Commission as being the sole Trustee.

2.6 The continuing uncertainty over the future of the Armstrong Hall (currently closed) is affecting effective decision-making on the part of the Town Council on matters relating to its assets which border Chapel Street. This is having a knock-on effect on the council's decisions on the use or development of its other assets.



2.7 On this matter, it may be advisable to re-circulate to all councillors (75% of whom have been in office only since May 2023) the legal advice received by the Town Council in recent years. This, hopefully, would lead to a better understanding of the differing roles of the Town Council and the Armstrong Hall Management Trust (soon to be a CIO<sup>1</sup>).

2.8 Greater clarity on this matter should also help develop an understanding of any future liabilities or opportunities that may accrue should the Armstrong Hall site be developed for different purposes. On this latter issue specifically, it would be helpful to the Town Council to review the content of the Deed of Declaration (dated 19.01.1977) and the Charitable Scheme (dated 29.11.1983), although it is not known who currently holds these governing documents.

### **3. Drafting a Proposed Strategy**

3.1 The outputs from both workshops have now been compiled into a draft capital strategy spreadsheet which collates the currently agreed actions within each of the Town Council's adopted strategic priorities. This is attached at Appendix A. A number of more detailed sub-actions are detailed in this spreadsheet, which will need to be addressed in order to bring the main actions to the implementation stages. These will need further refinement as time develops and other pertinent factors emerge, for example, when feedback is received from proposed consultation exercises.

3.2 Appendix A is intended to provide a starting point for councillors and staff to consider at their November 2023 meeting. From this starting point it is envisaged that priorities can be confirmed and specific actions, together with their estimated costings and timescales can be agreed and developed into the budget and precept setting processes for 2024-25 and onwards.

3.3 Based on an assumption that CIL will be used to fund the majority of the capital schemes in the strategy, the timetable will need to have regard to the constraint that CIL should be allocated and spent within five years of receipt.

3.4 However, some of the proposed capital schemes (largely relating to the future of the Town Council's own assets) may not be an appropriate use for CIL funding and the council will need to consider whether these are to be paid for out of current financial reserves, the sale of existing assets, further loans from PWLB or some other source of grant funding.

3.5 It is anticipated that the baseline data contained in Appendix A can be taken forwards by the Town Council through December and January as it considers in detail its budget and precept requirements for 2024-25 and in its longer-term financial planning.

3.6 The data from Appendix A may be transposed into any of the template documents already in use by the Town Council in its budget-setting processes if this is more convenient for the Council. Indicative timescales have been built in to the spreadsheet to suggest a realistic implementation schedule having regard to the resources and capacity available. The timeline Q1 will commence at a date to be determined and agreed by the Town Council.

----- END -----

---

<sup>1</sup> Charitable Incorporated Organisation

## APPENDIX A

STRATEGIC PRIORITY 1 - IMPLEMENT THORNBURY’S ‘CLIMATE CHANGE AND LOCAL NATURE ACTION PLAN’ TO DELIVER THE COUNCIL’S COMMITMENT TO TACKLE THE CLIMATE EMERGENCY											
1		‘Net Zero’ Works on TTC Buildings				Incorporate this action into all future proposals for refurb works or provision of new TTC assets & buildings (Strategic Priority 3 : Action 1)					
Item	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)							
2		‘Net Zero’ Evaluation of all TTC Projects				Incorporate a 'Net Zero' assessment into all future TTC capital projects from April 2024 - Environmental Impact implications to be included in all future project reports considered by TTC					
Item	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)							
3		Mundy Woodland, Microforest & Biodiversity Development				Action to be incuded in delivering high quality open spaces and cemetery provision (Strategic Priority 5 : Action 4)					
Item	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)							

## APPENDIX A

STRATEGIC PRIORITY 2 - DEVELOP ENHANCED SUPPORT AND SERVICES FOR YOUNG PEOPLE IN RECOGNITION OF THORNBURY'S GROWING YOUNGER POPULATION						
1 Explore Future of Badger Road Facilities						
	Description of Work	Timescales	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)
a	Liaise with SGC officers to review potential changes to Badger Road S106 agreement	Q1	In-house	0		
b	Confirm (through 2 below) proposals for installation of MUGA / Pump Track / Skatepark at Badger Road	Q2	In-house	0		
c	Soft market test for MUGA / Pump Track / Skatepark installations at Badger Road	Q2	In-house	0		
d	Commence commissioning of work agreed following review of proposals	Q3		MUGA - 80k Pump Track - 100k Skatepark - 300k		CIL
2 Further Consultation with Young People						
	Description of Work	Timescales	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)
a	Confirm (through consultation) proposals for installation of MUGA / Pump Track / Skatepark at Badger Road	Q1	In-house	0		
b	Consult on future of Splash Pad and other Mundy Facilities	Q2 - 3	In-house	0		
c	Consult on need for provision of facilities at Chantry field (include user groups)	Q4	In-house	0		
d	Commence commissioning of work agreed at Mundy following review of proposals (see also 5 below)	Q4		Potential Additional Facilities - 150k		CIL
e	Commence commissioning of work agreed at Chantry Field following review of proposals (see also 6 below)	Q6		Built Facilities - 100k		CIL
3 Review future of The Splash Pad						
	Description of Work	Timescales	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)
a	Report current position to Council (with costed options)	Q2	In-house	0		
b	Public consultation on proposals determined from 3a) above	Q3	In-house	0		
c	Liaise with Mundy Trust on proposals	Q3	In-house	0		
d	Commence commissioning of work agreed following review of proposals	Q4		80k		CIL
4 Develop Mundy Pavilion into Youth Hub and MUGA						
	Description of Work	Timescales	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)
a	Public consultation on proposals	Q2	In-house	0		
b	Liaise with Mundy Trust on proposals	Q2	In-house	0		
c	Appoint architect to develop feasibility proposals	Q3	In-house	10k		CIL
d	Agree detailed scheme and submit planning application	Q4		2k		
e	Put work out to tender	Q5		0		
f	Instruct contractor	Q6		500k		CIL
g	Develop a management plan	Q8	In-house	0		
5 Assess demand for any other Desirable Additional Facilities at Mundy Fields						
	Description of Work	Timescales	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)
a	Public consultation on options (include output from 2b above)	Q3	In-house	0		
b	Liaise with Mundy Trust on proposals	Q3	In-house	0		
6 Assess demand for built facilities at Chantry Field						
	Description of Work	Timescales	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)
a	Public consultation on options (include output from 2b above)	Q4	In-house	0		
b	User group consultation on options	Q4	In-house	0		

## APPENDIX A

STRATEGIC PRIORITY 3 - IMPLEMENT THE COUNCIL'S CAPITAL STRATEGY TO ENSURE THAT OUR BUILDING AND LAND ASSETS ARE USED IN THE BEST INTERESTS OF THE TOWN						
<b>1</b>						
Commission Professional Services to Undertake a Review of TTC Accommodation						
	Description of Work	Timescales	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)
a	Liaise with Thornbury & District Heritage Trust re future museum & associated cultural ambitions	Q1	In-house	0		
b	Draft a brief for the appointment of RICS Surveyor	Q2	In-house	0		
c	Appoint RICS surveyor to develop a costed options appraisal for the accommodation needs of TTC	Q3	In-house	25k		CIL
<b>OPTIONS TO BE INCORPORATED INTO THE ABOVE CONSIDERATION</b>						
<b>A</b>						
Consider disposal of 67 High Street						
	Item	Timescales	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)
<b>B</b>						
Redevelopment options for Bakery Annexe						
	Item	Timescales	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)
<b>C</b>						
Revamping of Staff Facilities						
	Item	Timescales	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)
<b>D</b>						
Assess opportunities for leasing Office Space for Council						
	Item	Timescales	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)
<b>E</b>						
Consider future uses of Town Hall						
	Item	Timescales	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)

## APPENDIX A

STRATEGIC PRIORITY 4 - PROMOTE COMMUNITY ACTIVITIES TO BUILD THORNBURY'S SENSE OF COMMUNITY AND PRIDE									
<b>1</b>		<b>Town Hall – Cultural / Arts Centre</b>				<b>INCORPORATE IN THE REVIEW OF TTC ACCOMMODATION (STRATEGIC PRIORITY 3 : ACTION 1)</b>			
Item	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)					
<b>2</b>		<b>Pavilion Facilities</b>				<b>INCORPORATE INTO ACTION TO DEVELOP MUNDY PAVILION INTO YOUTH HUB (STRATEGIC PRIORITY 2 : ACTION 4)</b>			
Item	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)					
<b>3</b>		<b>Pedestrian Access to Town Centre from north</b>				<b>NON PRIORITY</b>			
Item	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)					
<b>4</b>		<b>Cinema</b>				<b>LOW PRIORITY</b>			
Item	Preliminary Costs	Est. Capital Costs	Spend Profile (year)	Funding Source(s)					

## APPENDIX A

STRATEGIC PRIORITY 5 - DELIVER HIGH QUALITY OPEN SPACES & CEMETERY PROVISION						
<b>1 Refurbish Chapel Facilities</b>						
	<b>Description of Work</b>	<b>Timescale</b>	<b>Preliminary Costs</b>	<b>Est. Capital Costs</b>	<b>Spend Profile (year)</b>	<b>Funding Source(s)</b>
a	Draft a specification of works (from condition survey)	Q1	In-house	0		
b	Put works out to tender	Q2	In-house	0		
c	Instruct contractor	Q4	0	85k		
d	Develop a management plan	Q6	In-house	0		
<b>2 Provide Outside Staff Facilities at Cemetery</b>						
	<b>Description of Work</b>	<b>Timescale</b>	<b>Preliminary Costs</b>	<b>Est. Capital Costs</b>	<b>Spend Profile (year)</b>	<b>Funding Source(s)</b>
a	Define scope of accommodation required	Q1	In-house	0		
b	Appoint architect	Q2	In-house	10k		
c	Obtain planning permission	Q4	0	2k		
d	Put works out to tender	Q5	0	0		
e	Instruct contractor	Q6	0	250k		
f	Develop a management plan	Q8	In-house	0		
<b>3 Set-Out the Memorial Woodland</b>						
	<b>Description of Work</b>	<b>Timescale</b>	<b>Preliminary Costs</b>	<b>Est. Capital Costs</b>	<b>Spend Profile (year)</b>	<b>Funding Source(s)</b>
a	Define land boundary and required layout	Q1	8k	0		
b	Commission any required landscape works	Q2	In-house	20k		
c	Agree management protocols	Q3	In-house	0		
<b>4 Develop Woodland Micro-Forest</b>						
	<b>Description of Work</b>	<b>Timescale</b>	<b>Preliminary Costs</b>	<b>Est. Capital Costs</b>	<b>Spend Profile (year)</b>	<b>Funding Source(s)</b>
a	Identify appropriate area(s) of land *	Q3	In-house	0		
b	Develop planting & landscaping scheme(s)	Q4	0	10k		CIL ?
c	Tender for & Commission agreed works	Q5	0	20k		CIL ?
d	Agree management plan	Q6	In-house	0		
	* Subsequent actions and works will depend whether land is in TTC ownership					

# Thornbury Town Council Fees and Charges 01/04/24 to 31/03/25 DRAFT

	FEES AND CHARGES					2023/24		2024/25		CPI 12 months to Aug 2023*	
CATEGORY	ITEM	TERM	VAT INC/EXC	VAT	CODE	COST ex. VAT	COST inc. VAT	COST ex. VAT	COST inc. VAT		
Commemorative assets	Memorial bench (plaque)	Enduring	Included	20%	MEM10	£490.00	£588.00	£520.87	£625.04	6.3%	*% price increase applied 24/25
Commemorative assets	Memorial bench (whole)	20 years	Included	20%	MEM09	£1,660.00	£1,992.00	£1,764.58	£2,117.50		Recommend no increase
Commemorative assets	Memorial tree	20 years	Included	20%	MEM08	£291.67	£350.00	£310.05	£372.05		Recommend no increase
Sports - MPF	Mundy Senior match inc. changing rooms/showers	Per match	Exempt	0%	PIT17	£82.50	n/a	£87.70	n/a		
Sports - MPF	Mundy senior match exc. changing rooms/showers	Per match	Exempt	0%	PIT18	£55.00	n/a	£58.47	n/a		
Sports - MPF	Mundy Junior	Per match	Exempt	0%	PIT19	£29.52	n/a	£31.38	n/a		
Sports - MPF	Chantry Field senior (Changing rooms not available onsite)	Per match	Exempt	0%	PIT20	£55.00	n/a	£58.47	n/a		
Sports - Chantry	Chantry Field senior (line marking not provided)	Per season	Exempt	0%	CON003	£983.34	n/a	£1,045.29	n/a		
Sports - Chantry	Chantry Field junior (line marking not provided)	Per season	Exempt	0%	CON001	£232.10	n/a	£246.72	n/a		
Sports - MPF	Training area (not pitches) at MPF (free of charge)	Per season	Exempt	0%	PIT21	£0.00	n/a	£0.00	n/a		
Sports - MPF	Training on pitches (senior)	Per match	Exempt	0%	PIT22	£26.40	n/a	£28.06	n/a		
Sports - MPF	Training on pitches (junior)	Per match	Exempt	0%	PIT23	£14.30	n/a	£15.20	n/a		
Sports - MPF	Match cancellation fee (cancellations after 12 noon the day before the match)	Per match	Exempt	0%	PIT16	£35.75	n/a	£38.00	n/a		
Sports - MPF	Cleaning charge if changing rooms left in unsatisfactory condition	Per match	Included	20%	PIT 24	£41.67	£50.00	£44.30	£53.15		
Sports - MPF	Personal trainers and exercise classes (up to 8 people) (free of charge)	Per session	Exempt	0%	PIT25	£0.00	n/a	£0.00	n/a		
Sports - MPF	Commercial aerobis and fitness classes (over 8 people)	Per session	Exempt	0%	PIT26	£13.20	n/a	£14.03	n/a		
MPF Pavilion	General Room - 2 hour session	First 2 hours	Exempt	0%	PAV1	£16.50	n/a				
MPF Pavilion	General Room - additional hours	Per hour	Exempt	0%	PAV2	£9.90	n/a				
MPF Pavilion	Kitchen/bar/foyer - 2 hour session	First 2 hours	Included	20%	PAV3	£9.90	£11.88				
MPF Pavilion	Kitchen/bar/foyer - per additional hour	Per hour	Included	20%	PAV4	£6.05	£7.26				
MPF Pavilion	General Room (minimum of 3 hours' hire)	Per hour	Exempt	0%	PAV2			£9.90	n/a		New hourly pricing proposed
MPF Pavilion	Kitchen/bar/foyer (minimum of 3 hours' hire)	Per hour	Included	20%	PAV4			£6.43	£7.72		New hourly pricing proposed
MPF Pavilion	Cleaning charge if pavilion left in unsatisfactory condition	Per match	Included	20%	PAV5	£41.67	£50.00	£44.30	£53.15		
Cemetery - interment	Burial - adult or child over 12 years	Per burial	Exempt	0%	INT3	£600.00	n/a	£637.80	n/a		
Cemetery - interment	Burial - child older than six months but under 12 years	Per burial	Exempt	0%	INT2	£390.00	n/a	£414.57	n/a		
Cemetery - interment	Burial - stillborn child or child not older than six months (no charge)	Per burial	n/a	n/a	n/a	n/a	n/a	n/a	n/a		
Cemetery - interment	Interment of cremated remains	Per burial	Exempt	0%	INT4	£268.00	n/a	£284.88	n/a		
Cemetery - interment	Scattering of cremated remains	Per scattering	Exempt	0%	INT5	£100.00	n/a	£106.30	n/a		
Cemetery - interment	Interment outside of normal hours - additional fee	Per burial	Exempt	0%	INT7	£195.00	n/a	£207.29	n/a		
Cemetery - interment	Late arrival or overrun - additional fee	Per burial	Exempt	0%	INT8	£50.00	n/a	£53.15	n/a		
Cemetery - ERB	Purchase of Exclusive Right of Burial in an earthen grave	Per plot	Included	20%	ERB1	£829.17	£995.00	£881.41	£1,057.69		
Cemetery - ERB	Purchase of Exclusive Right of Burial in an earthen grave in the Special Children's Area (under 12 years of age)	Per plot	Included	20%	ERB4	£541.67	£650.00	£575.80	£690.95		
Cemetery - ERB	Purchase of Exclusive Right of Burial in the cremated remains garden	Per plot	Included	20%	ERB6	£458.33	£550.00	£487.20	£584.65		
Cemetery - Memorials	Headstone (inc. first inscription) not exceeding 1m in height inc. base	Per memorial	Included	20%	MEM1	£162.50	£195.00	£172.74	£207.29		
Cemetery - Memorials	Headstone (inc. first inscription) exceeding 1m in height inc. base (old section only)	Per memorial	Included	20%	MEM2	£250.00	£300.00	£265.75	£318.90		
Cemetery - Memorials	Flat or sloped tablet (inc. first inscription) not exceeding 0.25m in height inc. base	Per memorial	Included	20%	MEM3	£83.33	£100.00	£88.58	£106.30		
Cemetery - Memorials	Vase (inc. first inscription) exceeding 0.2m in height inc. base	Per memorial	Included	20%	MEM4	£70.00	£84.00	£74.41	£89.29		Removed Last yr from 23/24 charges as not on list that went to council but needs to be reinstated
Cemetery - Memorials	Additional inscription	Per inscription	Included	20%	MEM6	£83.33	£100.00	£88.58	£106.30		
Cemetery - Memorials	Replacement headstone	Per memorial	Included	20%	MEM5	£83.33	£100.00	£88.58	£106.30		
Cemetery - Memorials	Miscellaneous changes to headstone, inc cosmetic improvements	Per memorial	Included	20%	ADM2			£88.58	£106.30		New code added by Kath
Cemetery - Memorials	Grant of permit for memorial cleaning	Per memorial	Included	20%	ADM3			£20.00	£24.00		New charge (new demand - 3rd party contractors)
Cemetery - Misc	Bronze plaque 6"x3" as memorial in cremated remains area, inc. fixing and wording	Per memorial	Included	20%	BP1	£192.50	£231.00	£204.63	£245.55		

	FEES AND CHARGES					2023/24		2024/25		CPI 12 months to Aug 2023*
CATEGORY	ITEM	TERM	VAT INC/EXC	VAT	CODE	COST ex. VAT	COST inc. VAT	COST ex. VAT	COST inc. VAT	
Cemetery - Misc	Bronze plaque 6"x6", inc fixing and wording	Per memorial	Included	20%	BP2	£275.00	£330.00	£292.33	£350.79	
Cemetery - Misc	Search fee	Per search	Included	20%	SEA1	£30.00	£36.00	£31.89	£38.27	
Cemetery - Misc	Administration fee for change of ERB ownership or statutory declarations	Per transfer	Included	20%	ADM1	£43.33	£52.00	£46.06	£55.27	
Cemetery - Misc	Certified copy of Burial Register entry	Per copy	Included	20%	CER1	£43.33	£52.00	£46.06	£55.27	
Cemetery - Misc	Exhumation/reopening	Per exhumation	Included	20%	EXH1	Cost +10%	Cost +10%	Cost +10%	Cost +10%	
Cemetery - Grave Maintenance	Service A	Per annum	Included	20%	GRA1	£145.83	£175.00	£155.02	£186.03	
Cemetery - Grave Maintenance	Service B	Per annum	Included	20%	GRA2	£183.33	£220.00	£194.88	£233.86	
Cemetery - Grave Maintenance	Removal of mound and grass seeding	One off	Included	20%	GRA3	£58.33	£70.00	£62.01	£74.41	
Cemetery - Grave Maintenance	Decorative Slate	One off	Included	20%	GRA4	£291.67	£350.00	£310.04	£372.05	
Cemetery - Grave Maintenance	Removal of kerbs	One off	Included	20%	GRA5	POA	POA	POA	POA	
Town Hall - facilities	Exhibition Room (minimum 3 hours' hire)	Per hour	Exempt	0%	TOW1	£9.00	n/a	£9.57	n/a	
Town Hall - facilities	Council chamber (minimum 3 hours' hire)	Per hour	Exempt	0%	TOW2	£13.50	n/a	£14.35	n/a	
Town Hall - facilities	Use of first floor kitchen	Per booking	Included	20%	TOW3	£8.00	£9.60			
Town Hall - facilities	Use of urn and trolley	Per booking	Included	20%	TOW4	£8.00	£9.60			
Town Hall - facilities	Use of crockery	Per booking	Included	20%	TOW5	£3.50	£4.20			
Town Hall - facilities	Use of first floor kitchen (incl urn, trolley and crockery)	Per booking	Included	20%	TOW3			£20.83	£25.00	
Town Hall - other	Certification of documentation by the Town Clerk	Per certification	Included	20%	TOW6			£8.33	£10.00	

New pricing proposed (incl urn, trolley & crockery)  
New charge added



## **To Thornbury Town Council**

### **Application for Service Level Agreement on behalf of Thornbury in Bloom**

Thornbury in Bloom (a Community Interest Group) has been in existence for more than 30 years serving the Town by providing hanging baskets, planters and planted areas with seasonal plants and flowers. In addition, we have attempted to keep the town looking tidy. All this has been undertaken by a relatively small group of volunteers.

The aim is to make the Town attractive for visitors so that local businesses can benefit from the increased footfall.

Over many years Thornbury in Bloom has entered various competitions run by the RHS Britain in Bloom organisation. Generally, the Group have returned with a Gold award or a Cup (these achievements are recorded on a Board by The Lions bookshop)

### **Aligning with Council priorities**

Assistance with Climate change is achieved by attracting residents to come to the centre of town, rather than further afield. In addition, our planters have been replaced over the years to retain water.

Young people are encouraged to be part of the process by School painting competitions and in school vegetable growing plots.

We have always tried to involve the whole community in the project. At the last competition against 3 other towns all were awarded Gold, but Thornbury won the cup due to the judges considering our community involvement to be the best.

### **Who Benefits?**

We consider that the whole population plus a large majority of the businesses in the Town benefit from our efforts.

### **What support is required?**

Our Administration costs are very minimal at about £400 to include Insurance, competition entry etc.

Planting costs for what we do at present are £9000, though, we may have to restrict some of the areas we look after.

Until two years ago we did not have to pay for any watering. Previously, this was provided by the Town Council and last year South Glos Council paid for an outside contractor. In 2023 they were only willing to contribute £1800 which left Thornbury in Bloom with a net cost of £3700. Obviously, watering is a crucial part of the project and is crucial to continuance of planting in the Town.

We have raised money with an annual plant sale plus bucket collections. Thornbury Lions and Rotary support financially along with grants from the Town Council. Planters and hanging baskets are supported by individuals and groups.

Unfortunately, major donations were down £2900 this year. This was probably due the cost of living crisis together with the shambles of the High Street renovations.

Again, due to cost pressures, we receive very little support from businesses in the centre of town with a few notable exceptions.

### **Local Support**

Since the South West in Bloom prize-giving on 3 October the members of the Group have been inundated with congratulations on their hard work and achievement. The verbal support is there, but sadly, it is difficult to persuade people to provide physical support.

### **Our Request**

It is hoped that the massive publicity over the next month will achieve our aims to obtain offers of physical help and also replace the reduced income.

However, any support the Town Council could offer in terms of an SLA towards the provision of watering services and the repair of certain sites would be welcome.

Mike Robinson

Treasurer

On behalf of all the Thornbury in Bloom Volunteers

October 2023

## Urgent request for funding

### JIGSAW Thornbury Youth Club January – April 2024

JIGSAW Thornbury currently runs one youth club weekly during term time for young people aged 14-25 with additional needs or disabilities. The maximum capacity for the group is 10 young people to ensure it is accessible and we can meet the needs of each individual. We have the same young people coming each week and a waiting list of 9. The support from Thornbury Town Council agreed from April 2024 will enable us to continue our existing successful youth club and run a second youth club, offering spaces to the 9 young people on the waiting list first.

The current youth club is funded through grant funding from the Sovereign #iwill fund. This is due to end in December 2023. This funding has already been reforecast to extend the grant period once and the funder has been clear that this will not be an option again. This leaves us with a gap of 3 months for the current group between January 2024 and April 2024, when the agreed TTC funding will start in line with the commissioning contract. It will be extremely detrimental to the current group of young people and the ongoing impact we hope to have through the youth clubs for there to be a gap in provision.

**“I really enjoy going to youth club and miss it when it’s not on”** Youth club member feedback

It will not be easy to source funds elsewhere as filling a gap in provision is not an appealing ask of funders. We are therefore asking for urgent support from Thornbury Town Council to fund this period of time for the existing group. The costs for this are outlined below and have been calculated in the same way as the budget that was presented to the Town Council for the funding from April 2024.

Staff hours (inc. delivery, planning, support/ supervision)	£738.40
External provider	£500.00
Refreshments	£65.00
Resources	£130.00
Venue	£390.00
Admin	£468.00
<b>Total for 1 youth club (10 YP) Jan - April 2024</b>	<b>£2,291.40</b>

## **TERMS OF REFERENCE – COMPLAINTS COMMITTEE**

These terms of reference should be read in conjunction with Thornbury Town Council Standing Orders.

### **1. COMPOSITION**

- 1.1 The Committee shall consist of 3 Councillors.
- 1.2 Membership of the committee shall change for each complaint to be considered.
- 1.3 The Town Clerk is delegated to elect members to the Committee as required, based on best availability, and rotating councillor membership as far as possible.

### **2. CHAIR**

- 2.1 The Committee Chair shall be elected at the start of each meeting where a new complaint ('Formal Complaint (Second Stage)') is to be considered.
- 2.2 The Chair elected under 2.1 shall stand until a meeting is convened to consider a new complaint, with a new panel, at which point a new Committee Chair shall be elected as per 2.1.

### **3. QUORUM**

- 3.1 The Committee shall be subject to a quorum of 3.

### **4. CONDUCT OF THE MEETING**

- 4.1 All meetings of the Committee shall be convened in accordance with Thornbury Town Council standing orders and current legislation.

### **5. AREA OF OPERATIONS**

The Committee shall be responsible for the following Town Council functions:

- 5.1 Considering complaints under the 'Formal Complaint (Second Stage)' provisions of the Town Council's Complaints Policy and Procedure.
- 5.2 The transaction of the meeting shall be in accordance with the procedure set out in the Complaints Policy and Procedure.

### **6. POWERS AND RESPONSIBILITIES**

- 6.1 To determine the outcome of 'Formal Complaint (Second Stage)' complaints, as defined in the Complaints Policy and Procedure.

### **7. HEALTH AND SAFETY**

- 7.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Finance Committee remit.

### **8. ENVIRONMENT**

- 8.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Committee and in reaching all decisions.

## **9. EQUALITY AND DIVERSITY**

- 9.1 To consider equality and diversity (race, gender, sexual orientation, marital status and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in carrying out the functions of this Committee.

DRAFT

# THORNBURY TOWN COUNCIL MEETING DATES 2024

		JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC
MON	1						1						1											
TUE	2						2						2						1	S				
WED	3						3		1				3						2					
THUR	4		1				4	P	2				4		1				3					
FRI	5		2		1		5		3				5		2				4			1		
SAT	6		3		2		6		4		1		6		3				5		2		1	
SUN	7		4		3		7		5		2		7		4		1		6		3		2	
MON	8		5		4		8		6		3		8		5		2		7		4		3	
TUE	9	FC	6	S	5		9	F&GP	7		4	S	9	FC	6		3		8	F&GP	5		4	
WED	10		7		6		10		8		5		10		7		4		9		6		5	
THUR	11	P	8		7		11		9		6		11		8		5	P	10		7		6	
FRI	12		9		8		12		10		7		12		9		6		11		8		7	
SAT	13		10		9		13		11		8		13		10		7		12		9		8	
SUN	14		11		10		14		12		9		14		11		8		13		10		9	
MON	15		12		11		15		13		10		15		12		9		14		11		10	
TUE	16	OS	13	F&GP	12	FC	16	CN	14	AMFC	11	F&GP	16	OS	13		10	FC	15	CN	12	FC	11	F&GP
WED	17		14		13		17		15		12		17		14		11		16		13		12	
THUR	18		15		14		18		16	P	13		18		15		12		17	P	14		13	
FRI	19		16		15		19		17		14		19		16		13		18		15		14	
SAT	20		17		16		20		18		15		20		17		14		19		16		15	
SUN	21		18		17		21		19		16		21		18		15		20		17		16	
MON	22		19		18		22		20		17		22		19		16		21		18		17	
TUE	23		20	CN	19	OS	23	ATM	21	OS	18	CN	23		20		17	OS	22		19	OS	18	CN
WED	24		21		20		24		22		19		24		21		18		23		20		19	
THUR	25		22	P	21		25		23		20		25		22		19		24		21		20	
FRI	26		23		22		26		24		21		26		23		20		25		22		21	
SAT	27		24		23		27		25		22		27		24		21		26		23		22	
SUN	28		25		24		28		26		23		28		25		22		27		24		23	
MON	29		26		25		29		27		24		29		26		23		28		25		24	
TUE	30		27		26		30		28		25		30	F&GP	27		24		29		26		25	
WED	31		28		27				29		26		31		28		25		30		27		26	
THUR					28				30		27	P			29		26		31		28	P	27	
FRI					29				31		28				30		27				29		28	
SAT					30						29				31		28				30		29	
SUN					31						30						29						30	
MON																	30						31	

Meetings are usually held in the Council Chamber, Town Hall, except the ATM which may be held elsewhere. Please check agendas for confirmed in case of any venue changes. Additional meetings maybe held in addition to those featured on this calendar. Please pay attention to agendas issued on the Town Council website and noticeboard. Recess in August.

AMFC	Annual Meeting of the Full Council	7.30pm		In line with legislative requirements		Public holidays
FC	Full Council	7.30pm	Bimonthly	Alternate months, second Tuesday of the month		Town Council closedown
F&GP	Finance & General Purpose Committee	7.30pm	Bimonthly	Alternate months, second Tuesday of the month**		
S	Staffing Committee	7.30pm	3 meetings PA	First Tuesday of the month		*Except July/August
OS	Open Spaces Committee	7.30pm	Bimonthly	Third Tuesday of the month		**except July/August
P	Planning Committee	7.30pm	Every six weeks	On a Thursday***		***Except August/September
CN	Climate and Nature Committee	7:30pm	Bimonthly	Third Tuesday of the month*		