



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

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

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

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

**Absent:** Cllrs Simon Johnson  
Maggie Tyrrell  
Jayne Stansfield  
Danny Bonnett

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

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

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

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

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

**FC2324.41. To note any apologies for absence**

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

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

There were no declarations of interest from members.

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

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

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

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

**FC2324.45. Committee membership:**

7.1 To consider if the Chair wishes to join any committees ('first refusal' as per terms of reference)

7.2 For Committee members to consider standing down to make way for the Chair subject to agenda item 7.1

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

*(Cllr Helen Harrison arrived)*

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

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

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

**FC2324.46. To receive the minutes (approved or draft) from the following Committees:**

- Open Spaces Committee meeting held on 23 May 2023
- Planning Committee meeting held on 25 May 2023
- Staffing Committee meeting held on 6 June 2023
- Climate and Nature Committee meeting held on 8 June 2023
- Finance and General Purpose Committee held on 13 June 2023

The minutes of the Open Spaces Committee meeting held on 23 May 2023, Planning Committee meeting held on 25 May 2023, Staffing Committee meeting held on 6 June 2023, Climate and Nature Committee meeting held on 8 June 2023 and Finance and General Purpose Committee held on 13 June 2023 were received.

**FC2324.47. To approve the accounts for payment**

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

ACCOUNTS PAID OUT OF MEETING (between 14 June - 10 July 2023)		
SOUTH GLOS COUNCIL	RATES - CEMETERY	351.00
SOUTH GLOS COUNCIL	RATES - CARETAKER FLAT - MPF	150.00
SOUTH GLOS COUNCIL	RATES - TOWN HALL	1,297.00
UNITY TRUST BANK	BANK CHARGES - BACS (WAGES ACCOUNT)	44.52

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

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

DD = direct debit payment

CC[n] = credit card payment

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

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

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

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

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

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

**FC2324.50. Honorary Freedom of the Parish**

- 12.1 To consider introduction of a Freedom of the Parish scheme in Thornbury
- 12.2 To consider adoption of the draft Honorary Freedom of the Parish policy

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

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

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

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

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

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

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