



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
	Total Expenditure:	180,525.35

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.