

Minutes of the Meeting of the Full Council

**held on Tuesday 14 November 2023 at 7:30pm
at Council Chamber, Town Hall**

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

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

Absent: Cllrs Jayne Stansfield
Helen Harrison
Simon Johnson

FC2324.82. To note any apologies for absence

Apologies for absence were noted from Cllrs Helen Harrison, Simon Johnson and Jayne Stansfield.

FC2324.83. To receive the declarations of interest from members

There were no declarations of interest from members.

FC2324.84. To approve the minutes of the meeting of the Full Council held on 1 November 2023

It was **RESOLVED** to approve the minutes of the meeting of the Full Council held on 1 November 2023 and the minutes were then signed by the Chair.

FC2324.85. To receive any representations from the public relating to items on the agenda

3 members of the public were present; 1 wished to ask questions on Town Council vacancies, High Street updates and Thornbury Town Football Club.

FC2324.86. To receive the minutes (approved or draft) from the following Committees

- Open Spaces Committee held on 19 September 2023
- Staffing Committee meeting held 5 October 2023
- Finance & General Purpose Committee meeting held on 10 October 2023
- Climate & Nature Committee meeting held on 26 September 2023

The reports from the Open Spaces Committee held on 19 September 2023, Staffing Committee meeting held 5 October 2023 and Finance & General Purpose Committee held on 10 October 2023

were received. The Climate & Nature Committee meeting held on 26 September 2023 was inquorate and so there were no minutes.

FC2324.87. To receive the external auditor's report for 2022/2023 (AGAR)

The external auditor's report for 2022/2023 was received. Staff were thanked for their work to produce another clean report, which showed that processes are being carried out correctly.

FC2324.88. To elect two Councillor representatives for the Town Centre Partnership

It was **RESOLVED** to elect Cllrs Chris Bloor and Fiona Deas to be Councillor representatives for the Town Centre Partnership.

FC2324.89. To elect a Councillor representative for the Community Engagement Forum

This item would be deferred to the next Full Council meeting.

FC2324.90. To elect a Councillor to the Staffing Committee

This item would be deferred to the next Full Council meeting.

FC2324.91. To elect Councillors to represent the Town Council on the Neighbourhood Plan Steering Group

It was **RESOLVED** to elect Cllrs Helen Ball, Maggie Tyrrell, James Murray and Danny Bonnett to represent the Town Council on the Neighbourhood Plan Steering Group.

FC2324.92. To nominate a Councillor representative for Thornbury Town Football Club (recommendation from the Mundy Playing Fields Trust)

It was **RESOLVED** to elect Cllr Fiona Deas to be the Councillor representative for Thornbury Town Football Club.

FC2324.93. To receive an update on the development of a Capital Strategy

An update on the development of a Capital Strategy was received.

FC2324.94. Capital Infrastructure Levy (CIL)

- To note the current CIL programme
- To consider the approval of CIL expenditure to fund the resurfacing of the basketball area on Chantry Road play area

The current CIL programme was noted. It was **RESOLVED** to approve CIL expenditure to fund the resurfacing of the basketball area on Chantry Road play area.

FC2324.95. To review the Thornbury Town Council risk register

The Thornbury Town Council risk register was reviewed.

FC2324.96. To approve Town Council Fees and Charges for 2024/2025

It was **RESOLVED** to approve the Town Council Fees and Charges for 2024/2025, with the exception of those relating to hiring charges of the Pavilion general room, kitchen, bar and foyer, pending clarification of details from Officers.

FC2324.97. To consider an application from Thornbury in Bloom for SLA funding

It was **RESOLVED** to put £3700 in the budget for grants/SLAs in order to cover this application should it be approved, however Officers should request further details from Thornbury In Bloom before the application can return for determination at the next meeting of the Full Council.

FC2324.98. To consider a request from Jigsaw Thornbury for 'bridging' funding in advance of the April 2024 SLA funding

It was **RESOLVED** to approve the request from Jigsaw Thornbury for £2291.40 of grant funding to be awarded in advance of the April 2024 SLA funding.

FC2324.99. To constitute a Complaints Committee, as required of the Complaints Policy and Procedure, and approve Terms of Reference

It was **RESOLVED** to constitute a Complaints Committee and its Terms of Reference were approved.

FC2324.100. To note the schedule of meetings for 2024

A new schedule of meetings for 2024 was noted.

FC2324.101. To agree the delegation of appointment of Chief Executive and RFO to the Staffing Committee

It was **RESOLVED** to delegate the appointment of Chief Executive and RFO to the Staffing Committee.

FC2324.102. To delegate appointment of a locum Proper Officer and locum RFO to the Clerk, including budgetary delegation

It was **RESOLVED** to delegate the appointment of a locum Proper Officer and locum RFO to the Clerk, including budgetary delegation.

FC2324.103. 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)

It was **RESOLVED** to:

- Phase out diesel/petrol vehicles at Thornbury Town Council
- Approve in principle the purchase of one Worker UTV with lithium battery and extras as set out in the Officer Briefing for £25,769, with funding source to be determined at the next Finance & General Purpose Committee meeting.
- Approve in principle the purchase of the Apache 7x4 road legal trailer for £1,575 with funding source to be determined at the next Finance & General Purpose Committee meeting.
- Approve in principle the purchase of the 500 litre Highway bowser and pressure washer £3,715 with funding source to be determined at the next Finance & General Purpose Committee meeting.
- To go out to tender for a Ford E-Transit Electric Tipper on a lease basis as soon as they are available.

FC2324.104. To consider costs and agree plan for lease vehicle repairs

It was **RESOLVED** to approve 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.

FC2324.105. To authorise memorial repair works at St Mary's Closed Churchyard and appoint contractor

This item had already been resolved by the Open Spaces Committee, so did not need to be discussed at Council.

FC2324.106. To consider response to the South Gloucestershire Council Budget Consultation

Council completed the online South Gloucestershire Council Budget Consultation and submitted it.

FC2324.107. To pass a resolution to exclude members of the public and press for agenda item 27 due to the PERSONALLY SENSITIVE nature of the business to be transacted

It was **RESOLVED** to exclude members of the public and press for agenda item 27 due to the personally sensitive nature of the business to be transacted.

FC2324.108. To consider a proposal to nominate a member of the public for the honorary title of Freeman (conveying honorary Freedom of the Parish)

It was **RESOLVED** to convey honorary Freedom of the Parish to the former Thornbury Town Council Tree Warden, for her many years of work in the voluntary role.

FC2324.109. Date of next meeting: 7:30pm on 9 January 2024