

THORNBURY TOWN COUNCIL

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Town Clerk: Kath MacConnachie, CILCA



Town Hall
35 High Street
Thornbury
Bristol BS352AR

9 February 2023

To Councillors: J Murray (Chair), A Symonds, C Davies, B Emmerson, B Griffin, C Parkinson, G Rawlinson, J Stansfield, M Tyrrell, M Stringer, H Ball and P Le Riche

Please take notice that a meeting of the **Finance & General Purpose Committee** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on **Tuesday 14 February 2022** at **7.30pm**.

Committee members are here by **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.

A handwritten signature in black ink, appearing to read 'Kath'.

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.

AGENDA

1. Apologies for absence
2. To receive any member declarations of interest
3. To receive any representations from the public
4. To approve the minutes of the Finance & Policy meeting held on 24 November 2022
5. To note delegated decisions taken out of meeting
6. To consider the following financial matters:
 - 6.1. To approve the Accounts for Payment (to be circulated electronically in advance and tabled at the meeting)
 - 6.2. To receive the bank reconciliations report from Cllr Parkinson
 - 6.3. Financial Monitoring - M10 2022/23 Income & Expenditure and budget report
 - 6.4. To receive a report from the Town Clerk/RFO on review of insurance cover for 2023/24
7. To approve the bank mandate for the CCLA Public Sector Investment Fund

- 8. To consider proposal from Cllr Murray to fund promotional material for 'Fiver Fest' (£206 from Chairman's Allowance already committed, £44 top-up requested from general reserves)**
- 9. To consider adoption of the revised draft Grant Awarding Policy and Procedure**
- 10. To consider budget coding amendment as per Officer Briefing**
- 11. To receive the Officer's Report on Fees and Charging and consider recommendations**
- 12. To approve the purchase of the following software:**
 - 12.1. Epitaph Edge Cemetery software
 - 12.2. Pear Mapping software
 - 12.3. Rialtas Omega Purchase Order module
- 13. To consider Officer Briefing on the condition of the Bakery Annexe building**
 - 13.1. To consider the updated condition survey
 - 13.2. To approve asbestos removal works as per quote
 - 13.3. To agree any further actions in relation to the condition survey
- 14. The Thornbury Pump**
 - 14.1. To consider a request from the Thornbury Christmas Lights Association to decorate the Thornbury Pump
 - 14.2. To receive report from the Clerk on condition and refurbishment options
- 15. IT support procurement**
 - 15.1. To receive report from the Clerk on arrangements
 - 15.2. To agree procedure for contractor selection
- 16. Date of the next meeting:** 11 April 2023

MINUTES of the meeting of the Finance and Policy Committee
held on Thursday 24 November 2022, at the Town Hall

Present: Cllr James Murray (Chair)
Cllr Chris Davies
Cllr Benj Emmerson
Cllr Helen Ball
Cllr Bob Griffin
Cllr Clive Parkinson
Cllr Jayne Stansfield
Cllr Maggie Tyrrell (arrived late)

Kath MacConnachie (Town Clerk)

Absent: Cllr Paul Le Riche
Cllr Guy Rawlinson
Cllr Angela Symonds
Cllr Matt Stringer

F&GP2223.45. APOLOGIES FOR ABSENCE

Apologies were noted from Cllrs Rawlinson, Stringer and Symonds.

F&GP2223.46. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

None were declared.

F&GP2223.47. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were no members of the public present.

F&GP2223.48. TO APPROVE THE MINUTES OF THE FINANCE AND POLICY MEETING OF 29 SEPTEMBER 2022

It was **RESOLVED** that the minutes of 29 September 2022 were an accurate record.

F&GP2223.49. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS

- **To approve the Accounts for Payment**

It was **RESOLVED** to pay the Accounts for Payment as follows:

ACCOUNTS PAID OUT OF MEETING (30TH SEPTEMBER - 23RD NOVEMBER 2022)		
UNITY TRUST BANK	SEPTEMBER BANK CHARGES - WAGES ACCOUNT	26.66
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - TOWN HALL (OCT DD)	1,148.00

SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - TOWN HALL (NOV DD)	1,148.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - CEMETERY (OCT DD)	334.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - CEMETERY (NOV DD)	334.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - PAVILION (DD)	143.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - (OCT) BAKERY ANNEX (BACS)	111.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - (NOV) BAKERY ANNEX (BACS)	111.00
LLOYDS BANK	MONTHLY CREDIT CARD PAYMENT (DD)	1,859.39
THORNBURY TOWN COUNCIL	PAYROLL (SEPT)	30,917.20
THORNBURY TOWN COUNCIL	PAYROLL (OCT)	31,964.48
EQUALS MONEY PLC	TOP UP FUND FOR PRE-PAYMENT CARDS (REF PETTY CASH)	500.00
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (OCT) (DD)	1,248.88
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (OCT) (DD)	56.25
OCTOPUS ENERGY	ELECTRICITY - MPF (OCT) (DD)	398.99
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (OCT) (DD)	90.03
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (NOV) (DD)	1,089.92
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (NOV) (DD)	51.91
OCTOPUS ENERGY	ELECTRICITY - MPF (NOV) (DD)	312.41
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (NOV) (DD)	92.01
O2 PHONE COMPANY	MOBILE PHONE USAGE CHARGE (DD)	20.98
O2 PHONE COMPANY	MOBILE PHONE CONTRACT CHARGE (DD)	16.75
PKF LITTLEJOHN LLP	AUDIT - ANNUAL GOVERNANCE & ACCOUNTABILITY - YR 2021/22	2,400.00
ANDERSONS WASTE MANAGEMENT LTD	CLEAR SEPTIC TANK - 05/08/22	155.00
ANDERSONS WASTE MANAGEMENT LTD	CLEAR SEPTIC TANK - 19/08/22	155.00
WATER2BUSINESS	WATER & SEWAGE - CEMETERY	132.24
HELYN GULLEY	SIGN WRITING	300.00
THORNBURY MOTORS	FUEL	287.01
ACORN RECRUITMENT	TEMPORARY STAFF - CEMETERY	140.32
AVON DISPLAYS	A3 SIGNAGE	60.00

BTE SERVICES T/A SOUTHWEST HYGIENE	BABY CHANGING UNIT / INSTALLATION	306.00
DIRECT IT SERVICES	TABLET & LAPTOP WITH DOCK	1,701.78
M&M GLASS CO Ltd	SUPPLY AND FIT REPLACEMENT FIRE GLASS	201.60
DANDO UTILITIES LTD	UTILITY SURVEY AT OAKLEAZE GREEN	594.00
ACORN RECRUITMENT	TEMPORARY STAFF - CEMETERY	177.73
ACORN RECRUITMENT	TEMPORARY STAFF - CEMETERY	168.37
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	401.26
ABBAY LOOS LTD	RENTAL OF PORTA LOOS	264.00
SOUTH GLOS COUNCIL	PAYROLL CHARGES - JULY - SEPTEMBER 2022	184.86
LEMON GAZELLE	5 YEAR STRATERGY WORKS	800.00
RELYON GUARDING & SECURITY SERVICES LTD	DAILY LOCKING OF MPF BARRIER - SEPTEMBER	502.20
PITNEY BOWES/PURCHASE POWER	MONTHLY FRANKING MACHINE CHARGES (OCT)	107.00
SUMMERS MEMORIAL MASONS	CEMETERY INTERNAL WORK - DISMANTLE MEMORIAL STONE	695.00
DANTEK ENVIRONMENTAL SERVICES LTD	DRAIN / CLEAN MPF SPLASH PAD UNDERGROUND TANK	3,844.80
SULLIVANS	STRIMMER BLADES AND CABLES	107.74
SULLIVANS	MACHINERY PARTS	189.12
SULLIVANS	ECHO BRUSH CUTTER	789.00
CLLR CHRIS DAVIES	EXPENSES CLAIM	65.70
CONSORTIUM	CLEANING MATERIALS	11.70
FALON NAMEPLATES	BRONZE PLAQUE	177.24
HAWKINS OF THORNBURY	BRASS PADLOCK	159.97
ALEXANDRA	STAFF WORKWEAR	21.86
PROLUDIC	TRAMPOLINE TILES	209.40
OLDOWN TREE SURGEONS	ADDITIONAL TREE WORKS	650.00
T H WHITE	VEHICLE MAINTENANCE	20.84
DIRECT IT SERVICES	IT SUPPORT (OCT)	326.40
DIRECT IT SERVICES	PHONE & BROADBAND (OCT)	179.93
T H WHITE	WORK TO ROTARY MOWER	144.00
RIO POOLS LTD	WINTERISE SPLASH PAD	138.24
THE THORNBURY DELI	CATERING FOR STAFF TRAINING DAY	42.90
WARMSEAL WINDOWS	DOORS AND METER CUPBOARD INSTALLATION - PAVILION	2,605.00
ROYAL BRITISH LEGION	DONATION MADE TOWARDS REMEMBRANCE WREATH	70.00

CLLR GUY RAWLINSON	EXPENSES CLAIM	13.50
TAYLOR MADE DRIVING LESSONS	STAFF DRIVING LESSONS (TRAINING)	280.00
TLC SOUTHERN LTD	IT SET UP EQUIPMENT FOR PAVILION BUILDING	547.58
KRUNCH SOUTHWEST UK	YOUTH SLA PAYMENT FOR QTR 2 & 3	18,500.00
INNOPULSE ENVIRONMENTAL	ASBESTOS SAMPLING - CHANTRY RD PLAY AREA	121.00
ECOTRICITY	(SEPTEMBER) MONTHLY GAS SUPPLY - TOWN HALL	85.44
ECOTRICITY	(SEPTEMBER) MONTHLY GAS SUPPLY - PAVILION	28.64
SOUTH GLOS COUNCIL	BASIC JOB ADVERTISEMENT	150.00
SOUTH GLOS COUNCIL	SERVICE CHARGES FOR GRASS CUTTING/DOG BINS/FLORAL DISPLAYS	6,190.35
RAYS GARDEN SERVICES	CLEARING IVY & SCARIFYING AT ST MARYS CHURCH	300.00
ECOTRICITY	(OCTOBER) GAS SUPPLY - TOWN HALL	270.97
ECOTRICITY	(OCTOBER) GAS SUPPLY - PAVILION	62.88
DODINGTON PARISH COUNCIL	RoSPA ROUTINE PLAYGROUND INSPECTION STAFF TRAINING COURSE	455.84
CONSORTIUM	WHITE COPIER PAPER	22.20
SUMMERS MEMORIAL MASONS	WORK ON MEMORIAL STONE	150.00
INITIAL WASHROOMS HYGIENE	SERVICE CHARGE FOR SANITARY UNITS - OCT 22 - MARCH 23	58.24
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	120.92
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	130.58
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	100.32
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	387.16
SCREWFIX	SAFETY BOOTS & WELLIES - CC309	147.97
FURNITURE INSTORE	SOFAS FOR WARM ROOM - CC310	549.99
EMORSGATE SEEDS	RHINANTHUS MINOR - CC311	116.69
SCREWFIX	SAFETY BOOTS - CC312	59.99
DUNELM ONLINE	FLOOR RUG FOR WARM ROOM - CC313	198.00
ALDI STORES	CATERING FOR STAFF TRAINING - 10.10.2022 - CC314	4.09
WIPE EASY TABLECLOTHS	OILCLOTH TABLECLOTH - CC315	98.94
AMAZON	PROTECTIVE CLOTHING / SISSORS / SMALL SAFE / STATIONERY - CC316	98.10
AMAZON	TELESCOPIC EDGING SHEARS - CC317	28.00

IKEA BRISTOL	CURTAINS AND CUSHIONS FOR WARM ROOM - CC318	227.00
AMAZON	PEDAL BINS AND LINERS - WARM ROOM & TEA ROOM - CC319	65.96
CONSERVATION CAREERS.COM	JOB ADVERTISEMENT - CC320	180.00
FILMBANKMEDIA	PUBLIC VIDEO SCREENING LICENCE - WARM ROOM - CC321	143.00
AMAZON	CLEANING MATERIALS - CC322	30.00
AMAZON	SCART CABLE - WARM ROOM - CC323	5.99
SCREWFIX	FIXED LOUVRE VENTS - CC324	9.38
AMAZON	ENCYCLOPEDIA OF PLANTS AND FLOWERS - CC325	9.99
AMAZON	TABLET CASE AND SCREEN PROTECTOR - CC326	28.68
AMAZON	WINDOW DISPLAYS - CC327	28.65
ETSY	PLANTABLE CHRISTMAS CARDS - CC328	37.20
CPO	LARGE BANNER TO PROMOTE WARM ROOM - CC329	35.48
AMAZON	DESKTOP AIR PURIFIER FOR WARM ROOM - CC330	39.99
AMAZON	5 PCS TOOL KIT - CC331	12.99
AMAZON	ANTIBACTERIAL HAND SOAP - CC332	33.98
AMAZON	OFFICE/ STATIONERY EQUIPMENT FOR MPF OFFICE - CC333	102.89
B S STAINLESS LTD	STEEL BANDING - CC334	80.40
PORTALPLANQUEST LIMITED	PLANNING APPLICATION SERVICE (MPF FLAT) - CC335	263.20
AMAZON	SAFETY EARMUFFS - CC336	28.48
AMAZON PRIME	MONTHLY SUBSCRIPTION FEE - CC337	8.99
FURNITURE INSTORE	ADDITIONAL CHARGE FOR PUTTING SOFAS IN WARM ROOM - CC338	25.00
AMAZON	WIRELESS MOUSE - CC339	9.99
AMAZON	LEATHER & DISPOSABLE WORK GLOVES - CC340	62.23
AMAZON	UKRAINE FLAG REPLACEMENT - CC341	8.99
AMAZON	STATIONERY & CLEANING PRODUCT - CC342	90.37
AMAZON	MONITOR STAND AND FOOT STOOL - CC343	43.98
AMAZON	FOOT STOOL - CC344	27.73
AMAZON	CORK BOARDS/WALL HANGING TRAYS/NOTICE BOARD - CC345	231.33
AMAZON	WINDOW STICKERS - CC346	17.98

APPLIANCES DIRECT LTD	DEHUMIDIFIER - CC347	145.97
AMAZON	UTLILTY HOOKS / STORAGE BOX ORGANISER - CC348	36.33
SCREWFIX	MAINTENANCE MATERIALS - CC349	60.03
AMAZON	PAPER HAND TOWELS - CC350	62.00
AMAZON	POWER SUPPLY ADAPTOR - CC351	9.99
AMAZON	X2 POWER SUPPLY ADAPTORS - CC352	19.98
HORDERS THORNBURY PRESS	X3 2023 WALL PLANNERS - CC353	14.97
MARK HARROD	REPLACEMENT GOAL POST WHEEL - CC354	45.62
	Total Expenditure:	123,024.20
<u>THORNBURY TOWN COUNCIL</u>		
ACCOUNTS NOW DUE FOR PAYMENT - 24TH NOVEMBER 2022		
<u>CENTRAL SERVICES (110)</u>		
MATRIX BES LTD	ANNUAL BOILER SERVICE - TOWN HALL (INVOICE SPLIT WITH 130 & 160)	156.00
T H WHITE GROUP	STAFF TRAINING ON COMPANY TRACTOR	120.00
DIRECT IT SERVICES	PHONE LINE & BROADBAND (INVOICE SPLIT WITH 130)	125.93
DIRECT IT SERVICES	IT SUPPORT	432.42
HORDERS THORNBURY PRESS	A4 COPIER PAPER	139.00
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	275.03
SMITH OF DERBY	TOWN CLOCK SERVICE	222.00
SIGNED SEALED DELIVERED	COLLECTION OF ARCHIVED PAPERS FROM HERITAGE HUB	60.00
PITNEY BOWES	MONTHLY FRANKING MACHINE CHARGES (NOV)	107.00
MATRIX OFFICE SUPPLIES	BOOKCASE	378.00
DIRECT OF SERVICES	HP NOTEBOOK	846.00
EASTON BEVINS	PLANNED MANTENANCE WORKS - TTC OWNED BUILDINGS	240.00
LEMON GAZELLE	OCT/NOV PHASE - DEVELOPING THE 5-YEAR STRATEGY ETC	1,000.00
	Total Expenditure:	4,101.38
<u>OPEN SPACES(130)</u>		
MATRIX BES LTD	ANNUAL BOILER SERVICE - PAVILION & FLAT (INVOICE SPLIT WITH 160 & 110)	252.00

FALON NAMEPLATES LTD	BRONZE PLAQUE	125.76
FALON NAMEPLATES LTD	BRONZE PLAQUE	101.40
WICKSTEED LEISURE LTD	MAINTENANCE MATERIALS	129.72
PROLUDIC	MAINTENANCE MATERIALS	333.68
AVON DISPLAYS	SIGNAGE FOR CEMETERY SITE	72.00
CONSORTIUM	MOP HANDLES	25.16
ETB AUTOCENTRES	VEHICLE TYRES	420.00
ABBAY LOOS LTD	PORTA LOOS RENTAL - CHANTRY	252.00
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	107.57
DIRECT IT SERVICES	PHONE LINE - PAVILION (INVOICE SPLIT WITH 110)	54.00
THORNBURY MOTORS	5 LTRS OIL	60.90
THORNBURY MOTORS	FUEL EXPENDITURE	161.53
SPORTS & PLAY	NET SUPPORT BAR FOR GOAL	139.20
RELYON GUARDING	MPF BARRIER LOCKING - OCTOBER	502.20
CHELTENHAM SURFACING	FINAL INVOICE FOR SURFACING WORKS - MPF & CEMETERY	29,242.20
SULLIVANS	STRIMMER PARTS	79.32
FALON NAMEPLATES LTD	BRONZE PLAQUE	59.28
T H WHITE GROUP	WHEEL & TYRE ASSY FOR COUNCIL VEHICLE	404.40
T H WHITE GROUP	WHEEL & TYRE ASSY FOR COUNCIL VEHICLE	188.40
T H WHITE GROUP	SPARE TYRE FOR COUNCIL VEHICLE	285.60
CGS STORES	METAL SOAP DISPENSERS X6	349.24
	Total Expenditure:	33,345.56
<u>Land & Property (160)</u>		
MATRIX BES LTD	ANNUAL BOILER SERVICE - 67A HIGH STREET (INVOICE SPLIT WITH 130 & 110)	96.00
	Total Expenditure:	96.00
<u>Grants & Contingencies (180)</u>		
THE SWAN THORNBURY	DRINKS BILL FROM UKRAINE AFTERNOON TEA EVENT - 10.08.2022	64.50
MICHAELS CIVIC OUTFITTERS	MAYORAL ROBES & BICORN	2534.40
	Total Expenditure:	2598.90
<u>PRIVATE MEMORIAL REPAIRS (200)</u>		
TTC CUSTOMER	REFUND OF MEMORIAL REPAIR DEPOSIT	288.00

	Total Expenditure:	288.00
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- **To receive the bank reconciliation report from Cllr Parkinson**

This item was deferred until the next meeting, as Cllr Parkinson had not reviewed the report this month.

F&GP2223.50. TO CONSIDER ADOPTION OF THE FOLLOWING DRAFT POLICIES:

- **Staff Probation Policy**

It was **RESOLVED** to adopt the policy, subject to minor amendments agreed.

- **Memorial Tree and Bench Policy**

It was **RESOLVED** to adopt the policy.

- **Bike policy**

It was **RESOLVED** to adopt the policy

- **Petty Cash Policy (updated)**

It was **RESOLVED** to adopt the policy

- **GDPR Policy and associated statements**

It was **RESOLVED** to adopt the policy, subject to amendments.

(Cllr Maggie Tyrrell arrived at the meeting)

F&GP2223.51. BUDGET MONITORING (M7 2022/23 UPDATE)

An update was noted, there were no queries.

F&GP2223.52. DRAFT BUDGET 2023/24

The Town Clerk introduced and explained that there was a significantly different format this year. Councillors were invited to meet with the Clerk to go through it individually, or they could email questions. The subject would be returned to the Full Council meeting agenda in December.

F&GP2223.53. TO REVIEW COMMUNITY INFRASTRUCTURE LEVY PROGRAMME

The CIL programme had been circulated and was noted. The contents had been reflected in the draft 2023/24 budget.

F&GP2223.54. DATE OF THE NEXT MEETING

To be confirmed.



THORNBURY TOWN COUNCIL

Officers' Decisions Made Under Delegated Authority

DATE	DECISION TAKEN	AMOUNT £ (IF APPLICABLE)	REASON FOR DECISION	ANY ALTERNATIVES CONSIDERED AND REJECTED	ANY RELEVANT COUNCILLOR CONFLICT OF INTEREST	AUTHORISED BY	COUNCILLOR CONSULTED (where appropriate)	MEETING TO REPORT TO
03.02.23	Booking of screen hire, generator, 2x technicians etc from Lightmedia Displays for coronation picnic event on 6.5.23	£7,393.07	Tight deadline on booking of items in high demand. Council delegated responsibility to Clerk.	N/A - acting in line with delegated authority to spend, based on Full Council meeting resolution. Minute number: FC2223.116	Not applicable.	Clerk	n/a	F&GP
03.02.23	Booking of sound system and technician from Bristol Sound and Lighting for coronation picnic event on 6.5.23	£1,300.00	Tight deadline on booking of items in high demand. Council delegated responsibility to Clerk.	N/A - acting in line with delegated authority to spend, based on Full Council meeting resolution. Minute number: FC2223.116	Not applicable.	Clerk	n/a	F&GP
07.02.23	Booking of marquees from UK Marquee Hire Ltd. for coronation picnic event on 6.5.23	£3,660.00	Tight deadline on booking of items in high demand. Council delegated responsibility to Clerk.	N/A - acting in line with delegated authority to spend, based on Full Council meeting resolution. Minute number: FC2223.116	Not applicable.	Clerk	n/a	F&GP
08.02.23	Booking of portable toilets from Abbey Loos for Coronation picnic event on 06.05.23	£1,050.00	Tight deadline on booking of items in high demand. Council delegated responsibility to Clerk.	N/A - acting in line with delegated authority to spend, based on Full Council meeting resolution. Minute number: FC2223.116	Not applicable	Clerk	N/A	F&GP



BUDGET MONITORING REPORT Q3 (M10) 2022/23 for Finance and General Purpose Committee 14 February 2023

Introduction

This report accompanies the M10 2022/23 Income and Expenditure (I&E) report and year end forecast. Due to the timing of the Finance & General Purpose Committee Meeting, M10 actual figures have been used to give the most up-to-date picture, in place of a Q3 (M9) report.

Many budget lines in the I&E report are subject to seasonal profiles (e.g. utilities) or involve a once a year invoice/income receipt which may be at any point in the year (e.g. insurance, subscriptions).

The I&E/forecast outturn report provided includes a forecast outturn projection for the full year, based on RFO review of individual budget lines. The M10 report shows a reduced transfer to general at year end of £24,076 when compared to the forecast outturn predicted in November 2022. This is primarily due to the inclusion of the cost of urgent asbestos ceiling removal at the bakery Annexe (£10k allowed) and an updated forecast on staffing figures, which was harder to predict in November as the backdated national pay award had only recently been announced and the recruitment of the Climate and Nature Officers was unconfirmed.

There is no detailed breakdown against nominal codes on this briefing as there is little material change on previously reported items. The previous month 7 report, reported to November 2022 Finance and General Purpose Committee, should be referred to.

The potential transfer to general reserves at year end, based on the latest forecast, is now £121,395, versus budget surplus of £0. The 2023/24 budget took into account a prudent predicted underspend at year-end, with an expectation of earmarking of reserves at 2022/23 year end to fund delayed projects/items into 2023/24. The commentary of the November budget report still stands in terms of the underspent budget lines.

Kath MacConnachie
Town Clerk & RFO
14 February 2023

Thornbury Town Council I/FY Forecast Outturn Report M10 2023/24

	ACTUAL LAST YEAR	ACTUAL YTD	CURRENT BUDGET	BUDGETED TRANSFER TO/FROM EMR 22/23	VARIANCE	FUNDS AVAILABLE	% SPENT	TRANSFER TO/FROM EMR	FOT	FOT against budget	FOT TRANSFER TO/FROM EMR
100 Income											
1076 Precept	783,980	835,313	835,313		0		100.0%		835,313		
1090 Interest Received	0	0	144		144		0.0%		144		
1110 Over 60's Tea Room	4,350	5,800	5,800		0		100.0%		5,800		
1115 Solar Panels	0	863	800		-63		107.9%		800		
1116 Solar Farm Community Benefit	0	15,148	0		-15,148		0.0%	15,148	15,148		15,148
1130 Casual Hire	130	239	80		-159		298.1%		239		
1150 CIL Income	125,408	138,413	0		0		0.0%	138,413	138,413		138,413
Income :- Income	913,868	995,776	842,137	0	-15,226	0	0%	153,561	995,857	0	153,561
less Transfer to EMR	913,868	995,776	842,137	0	-15,226	0			842,296		
110 Central Services											
1990 Other Income	1,312	25	0		-25		0.0%		25		
Central Serervices :- Income	1,312	25	0	0	-25	0	0%	0	25		
less Transfer to EMR		25	0	0	-25				25		0
4000 Staff Salary	188,440	184,965	283,000		98,035	98035	65.4%		248,000		
4030 PAYE and NI	53545	61828	64000		2172	2172	96.6%		82,695		
4040 Pension	57808	42813	68000		25188	25188	63.0%		64,013		
4060 Staff other Expenses	8549	9497	8500		-997	-997	111.7%		12,997		
4065 Training	6821	2746	6000		3254	3254	45.8%		3,500		
4075 Bank Charges	674	647	700		53	53	92.4%		700		
4080 Audit Fees	2260	400	3600		3200	3200	11.1%		2,000		
4085 Professional Fees	29016	13391	10000		-3391	-3391	133.9%		15,000		
4090 Subscriptions & Memberships	3168	2821	2500		-321	-321	112.8%		2,821		
4095 Insurance	4779	5305	5000		-305	-305	106.1%		5,305		
4100 Stationery	1430	693	1600		907	907	43.0%		1,600		
4105 Postage	867	1067	1000		-67	-67	106.7%		1,500		
4110 Telephone & Broadband	2194	1397	2000		603	603	69.8%		2,000		
4115 Office Equipment	2116	2287	2000		-287	-287	114.3%		2,287		
4120 Website	498	498	770		272	272	64.7%		498		
4125 Photocopier	459	344	1200		856	856	28.7%		460		
4130 Printing	490	427	500		73	73	85.3%		500		
4140 Cleaning Materials	1078	443	1300		857	857	34.0%		1,300		
<i>4143 Cleaning contractor</i>											
4145 Lift	2155	493	1600		1107	1107	30.8%		493		
4150 Maintenance	3897	4194	6000		1806	1806	69.9%		4,194		
4155 Boiler	0	0	800		800	800	0.0%		400		
4160 Trade Refuse	2895	4166	2500		-1666	-1666	166.6%		5,000		
4165 IT	5188	8178	6050		-2128	-2128	135.2%		9,550		
4170 Water	429	263	600		337	337	43.9%		600		
4175 Electricity	5324	6816	6500		-316	-316	104.9%		12,000		
4180 Gas	3747	2313	4200		1887	1887	55.1%		10,500		
4185 Advertising & Public Notices	0	517	1531		1014	1014	33.7%		1,684		
4190 Neighbourhood Plan	400	144	12000	12000	11856	11856	1.2%		144		
4200 Health & Safety	1068	1368	3000		1632	1632	45.6%		1,368		
4205 Refreshments	128	179	150		-29	-29	119.3%		200		
4210 Youth SLA	32083	27750	37000		9250	9250	75.0%		37,000		
4215 Hearing Loop	0	0	300		300	300	0.0%		300		
4245 Rates	12711	12365	14000		1635	1635	88.3%		12,600		
4250 Clock R&R	180	185	300		115	115	61.7%		300		
4450 Machine Tools & Workwear	48	79	100		21	21	78.7%		100		
4451 Equipment/Machinery - New	12	0	0		0	0	0.0%		0		
Central Services :- Indirect Expenditure	434,457	400,579	558,301	12,000	157,723	157,723	72%	0	543,609	97%	0
plus Transfer from EMR		400,579							543,609		
130 Open Spaces											
1300 Mundy Fees	7557	5573	5425		-148		102.7%		5573		
1310 Poulterbrook Fees	3848	1985	2500		515		79.4%		1985		
1320 Chantry Fees	2306	2410	1800		-610		133.9%		2410		
1330 Wayleave	74	74	40		-34		184.2%		74		
1400 Cemetery Fees	34463	41220	34000		-7220		121.2%		44000		
1410 Memorial Fees	4610	1284	3600		2316		35.7%		1500		
1420 Memorial Plaque Service Income	3958	5555	3600		-1955		154.3%		6500		
1430 Grave Maintenance Service	4930	2093	2200		107		95.1%		2093		
1510 Hanging Basket Service Income	0	1674	4100		2426		40.8%		1674		
1750 Insurance claim	0	6599	0		-6599		0.0%		6599		
1990 Other Income	6300	479	0		-479		0.0%		479		
Open Spaces :- Income	68,046	68,946	57,265		-11,681		76%		72,887	127%	
less Transfer to EMR		68,946							72,887		

Thornbury Town Council I/FY Forecast Outturn Report M10 2023/24

	ACTUAL LAST YEAR	ACTUAL YTD	CURRENT BUDGET	BUDGETED TRANSFER TO/FROM EMR 22/23	VARIANCE	FUNDS AVAILABLE	% SPENT	TRANSFER TO/FROM EMR	FOT	FOT against budget	FOT TRANSFER TO/FROM EMR
4090 Subscriptions & Memberships	3650	488	2000		1512	1512	24.4%		488		
4095 Insurance	4779	5849	5500		-349	-349	106.4%		5,849		
4110 Telephone & Broadband	660	557	800		243	243	69.6%		692		
4140 Cleaning Materials	1135	1192	1200		8	8	99.3%		1,200		
4150 Maintenance	4347	46071	10500		-35571	-35571	438.8%	38097	50,500		38097
4160 Trade Refuse	5283	4532	6200		1668	1668	73.1%		5,300		
4170 Water	2547	149	2000		1851	1851	7.5%		2,000		
4175 Electricity	2522	3537	2100		-1437	-1437	168.4%		5,600		
4180 Gas	71	381	1000		619	619	38.1%		1,000		
4245 Rates	4747	4805	5000		195	195	96.1%		4,805		
4400 Septic Tank	155	310	500		190	190	62.0%		500		
4401 Car Park Security	0	4571	5800		1229	1229	78.8%		5,800		
4405 Vehicle Maintenance/Tax	3956	2170	3700		1530	1530	58.6%		3,750		
4410 Play Equipment Maintenance	3410	8522	7500		-1022	-1022	113.6%		8,522		
4412 Mower 5 year servicing	200	0	1200		1200	1200	0.0%		1,200		
4415 Path, Hedges	500	2726	2000		-726	-726	136.3%		2,726		
4420 Fuel	2576	5208	6000		792	792	86.8%		6,750		
4425 Splash Pad Operation	555	5059	1000		-4059	-4059	505.9%		5,059		
4430 Courts & Pitches	7700	3606	6000		2394	2394	60.1%		6,000		
4435 Portable Toilet	987	1340	1200		-140	-140	111.7%		1,500		
4436 New Skate Park (2022)	0	0	50000	50000	50000	50000	0.0%		0		
4440 Skatepark Maintenance	1000	368	5000		4632	4632	7.4%		2,368		
4445 Tree Works Inspection	0	9840	8200		-1640	-1640	120.0%	1900	9,840		1900
4450 Machine Tools & Workwear	3059	3115	3500		385	385	89.0%		3,500		
4451 Equipment/Machinery - New	2	0	0		0	0	0.0%		0		
4455 Litter Bins & Seats	1391	748	2000		1252	1252	37.4%		2,000		
4460 Signs	475	1045	1800		755	755	58.1%		1,800		
4465 Play Equipment - New	0	15039	14000		-1039	-1039	107.4%	14563	15,039		14563
4470 Play Parks maintenance	76294	42	50000	40000	49958	49958	0.1%		500		
4476 Cemetery Meadow Project	2700	6750	45000	45000	38250	38250	15.0%		6,750		
4477 CCTV	0	0	1000		1000	1000	0.0%		0		
4480 PWLB 481947 - playing fields t	1810	905	1810		905	905	50.0%		1,810		
4481 PWLB 503515 - splash pad	4622	2311	4622		2311	2311	50.0%		4,622		
4482 PWLB 504320 - football pitches	5643	2821	5643		2822	2822	50.0%		5,643		
4483 PWLB 509410 - mower,back hoe,	7614	7614	7615		1	1	100.0%		7,615		
4485 Contract Hire - New Vehicle	3514	3514	3620		106	106	97.1%		3,620		
4487 New Machinery	6141	945	20000		19055	19055	4.7%		945		
4490 St Mary's Churchyard	363	1018	3000		1982	1982	33.9%		7,750		
4495 Bedding Plants	1036	735	1230		495	495	59.7%		735		
4496 Cemetery Gate	2564	0	0		0	0	0.0%		0		
4500 Memorial Plaque Service	1217	1252	2000		748	748	62.6%		1,750		
4501 War memorial repairs	0	0	1000		1000	1000	0.0%		0		
4540 Green Projects	0	0	4500		4500	4500	0.0%		4,700		
4550 Tree Planting	0	0	1115		1115	1115	0.0%		1,115		
4555 Hanging Basket Service	0	1824	4250		2426	2426	42.9%		1,824		
4560 Town Hall Planting	0	1684	2000		316	316	84.2%		1,684		
4570 Christmas Card	0	37	84		47	47	44.3%		37		
4580 Grass Cutting SGC	0	9394	13543		4149	4149	69.4%		13,543		
4581 Dog Waste Bin Collection SGC	0	4240	5654		1414	1414	75.0%		5,654		
4585 Floral Displays SGC	0	1841	2456		615	615	75.0%		2,456		
4586 Water Fountain for MPF	0	0	1005		1005	1005	0.0%		1,005		
4595 Street Furniture	0	0	1000		1000	1000	0.0%		0		
Open Spaces :- Indirect Expenditure	169,225	178,155	337,847	135,000	159,692	159,692	37%	54,560	227,546	67%	54,560
plus Transfer from EMR		123,595							172,986		
160 Land & Property											
1600 Rent - Flat 67 High Street	7800	6500	7800		1300		83.3%		7800		
1610 Rent - Offices 67 High Street	15156	15156	15156		0		100.0%		15156		
1630 Rent - V Link Town Hall	4175	4175	4175		0		100.0%		4175		
1640 Rent - Police	8500	8500	10000		1500		85.0%		10000		
Land & Property :- Income	35,631	34,331	37,131		2,800		82%	0	37,131	100%	0
less Transfer to EMR		34,331							37,131		
4095 Insurance	303	429	400		-29	-29	107.1%		429		
4170 Water	684	375	750		375	375	50.0%		750		
4182 R & R 67 High St	0	0	800		800	800	0.0%		0		
4183 Garage Door - Pavillion	4916	0	0		0	0	0.0%		0		
4200 Health & Safety	21725	7698	18000		10302	10302	42.8%		20000		
4600 Landlord Responsibilities	8540	4653	8000		3347	3347	58.2%		4196		
4601 Property Maintenance	136989	26073	100000		73927	73927	26.1%	2764	30000		2764

Thornbury Town Council I/FY Forecast Outturn Report M10 2023/24

	ACTUAL LAST YEAR	ACTUAL YTD	CURRENT BUDGET	BUDGETED TRANSFER TO/FROM EMR 22/23	VARIANCE	FUNDS AVAILABLE	% SPENT	TRANSFER TO/FROM EMR	FOT	FOT against budget	FOT TRANSFER TO/FROM EMR
4602 Chantry Rd Pav Feasibility Sur	0	0	20000	20000	20000	20000	0.0%		0		
Land & Property :- Indirect Expenditure	173,157	39,228	147,950	20,000	108,722	108,722	82%	2,764	55,375	37%	2,764
plus Transfer from EMR		36,464							52,611		
180 Grants & Contingencies											
4070 Chairman's / Mayors Allowance	5	795	1000		206	206	79.5%		1000		
4220 Grants & Donations Paid	27463	41051	31695		-9356	-9356	129.5%	20000	51695		20000
4225 Section 137 Expenditure	17620	13240	13240		0	0	100.0%		13240		
4229 Grant - Community Toilet Schem	3200	2150	4500		2350	2350	47.8%		4000		
4231 Youth Awards	228	13	500		487	487	2.7%		500		
4235 Elections	0	8721	6000		-2721	-2721	145.3%		8721		
4240 Civic Function	617	2582	2500		-82	-82	103.3%		2582		
Grants & Contingencies :- Indirect Expenditure	49,133	68,552	59,435	0	-9,116	-9,116	115%	20,000	81,738	138%	20,000
plus Transfer from EMR		48,552							61,738		
200 Private memorial repairs											
1400 Cemetery Fees	0	4781	0		-4781				4,781		
Private memorial repairs :- Income	0	4,781	0	0	-4,781	0		0	4,781		0
4497 Private memorial repair costs	0	2966	0		-2966	-2966			4781		
Private memorial repairs :- Indirect Expenditure	0	2,966	0	0	-2,966	-2,966		0	4,781		0
Grand Totals:- Income	1,026,807	1,103,859	936,533		-167,326		118%		1,110,681		
Expenditure	867,017	689,779	1,103,533		413,754	413,754	63%		913,049		
Net Income over Expenditure	1,597,941	414,079	-167,000		-58,079				197,632		
plus Transfer from EMR	-16,547	51,056	167,000						77,324		
less Transfer to EMR	134,038	138,413							153,561		
Movement to/(from) Gen Reserve	9,205	509,097	0						121,395		



THORNBURY TOWN COUNCIL

OFFICER BRIEFING Finance & General Purpose Committee 14 February 2023 Grant Awarding Policy and Procedure

Current position

There are currently no prescribed criteria for evaluating and prioritising grant funding applications in any objective way and the current terms and conditions could be improved in order to provide more clarity and transparency. Applicants are given relatively little guidance, as to the information they should provide in order to build a successful application. This results in a lack of detail in applications which means it is difficult for councillors to evaluate applications effectively.

Historically grant awarding has been regularly awarded to the same organisations on a fairly regular basis. The awards tend largely to be for ongoing revenue costs, which would not normally be encouraged in a grant awarding policy.

Proposed new Grant Awarding Policy and Procedure

A revised Grant Awarding Policy and Procedure has been drafted and accompanies this Officer Briefing. All councillors were asked if they would like to be involved in an email discussion concerning the revised policy, and a number of issues and points were taken into account as a result of this.

Critically, the draft Grant Awarding Policy and Procedure moves away from the funding of ongoing running costs, as is appropriate. It is suggested that such long term funding requirements could more appropriately be met by SLA funding agreements, where this was supported by Council. SLA funding agreements are designed to longer term partnerships, whereas grant funding should be used for one off projects. Routine expectation of grant funding leads to 'grant dependency' where organisations may plan on the expectation of grant approval. This leads to difficulties when council is considering applications, potentially favouring certain organisations and causing difficult situations when it may not be possible to agree all funding requests.

Service Level Agreements (SLAs)

A key feature of the draft Policy is that SLA funding should be sought from the Town Council where long term partnership/funding is sought. This might apply, for example, to the Over 60s Tea Room and the Volunteer Centre. There is clearly an indication of longer-term Town Council support for this organisations who reside in the Town Hall.

Key features of a good grant awarding are that they are objective and do not encourage grant dependency or expectation. This cannot be achieved if the historic practice is maintained.

If the revised Grant Awarding Policy is adopted, it is recommended that a proposal is brought to the Full Council meeting on 14 March 2022 to consider implementing SLA funding agreements for the Over 60's Tea Room and the Volunteer Centre. This are the obvious ones as they have commitments in terms of rent to the Town Council, but there may be other organisations who wish to apply for SLA funding. There are also considerable VAT benefits in structuring the Over 60's Tea Room and Volunteer Centre funding as peppercorn SLA agreements which will be fully briefed to the 14 March 2022 Full Council meeting, if appropriate.

Transition

The adoption of the draft Grant Awarding Policy and Procedure would represent a significant (positive) change, which would require wide communication. In addition, any grant recipients from the last two would be contacted directly to explain the changes, including any agreed transition arrangements.

It must be recognised that due to the historic procedure and customary accepted practice there may be some organisations who may be expecting to receive grant funding in 2023/24 and who may have made commitments on that basis. It is therefore recommended that **for 2023/24** only, some stipulations in the draft Grant Awarding Policy and Procedure are **suspended** in relation to the Community Development Grant Aid category, where applicants have received the historic 'Revenue Grant' funding for both of the past two years:

- Maximum of £3k
- Only one Community Development Grant will be considered per organisation in a rolling three-year period
- Eligibility requirement for project-based activities (*'Project means the programme of activities, capital investment/equipment or time-limited developmental running costs for which you are seeking grant aid'*)

This means that where organisations received 'Revenue Grant' funding in the past two years, they may apply in 2023/24 for a) in excess of £3k and b) for any costs, including ongoing running costs.

Appendices to the Grant Awarding Policy and Procedure

If the draft document is approved a 'checklist' for grant applicants will be created and appended to assist them in ensuring they have provided all required information.

It is recommended that the application form is formatted as an electronic one, hence the fields are simply listed currently in the appendix. This would mean that we could set certain fields as mandatory and the format of responses could be prescribed. It will also mean that the data would be automatically exported into a spreadsheet which will be administratively more efficient and provide less scope for transcription errors. Potential applicants would be directed to contact the office if they require assistance and alternative arrangements could be made if necessary. However, it is expected that those completing such an application are likely to have basic internet access.

Recommended actions:

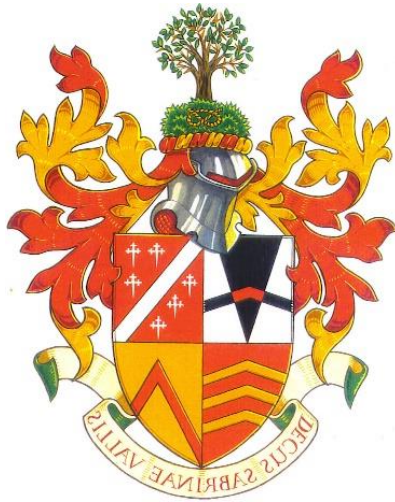
- That the Council adopts the revised Grant Awarding Policy and Procedure for implementation from 1 April 2022, subject to the addition of the appendices
- That the transition arrangements outlined in this Officer Briefing are implemented for 2023/24 only
- That the Town Council considers if it wishes for the Clerk to draft guidance on how SLA funding should be sought by eligible organisations (including timescales to ensure that funding implications can be reflected in the annual budgeting cycle)
- That the Council convenes a Grant Awarding Working Group to review grant applications and make recommendations to Full Council

Kath MacConnachie, CiLCA

Town Clerk and RFO

10 February 2023

THORNBURY TOWN COUNCIL



DRAFT Grant Awarding Policy and Procedure

Date Ratified: To be considered 14 February 2023

Meeting: Finance and General Purpose Committee

Next review date: February 2026 (*3 yearly review*)

Supersedes: Grant Aims and Terms and Conditions 21-22

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1. INTRODUCTION AND AIMS

Thornbury Town Council offers grant funding streams (Community Development Grant Aid and Small Grants) which eligible groups and organisations can apply for.

2. SCOPE

The policy applies to all grant funding awarded by the Town Council.

Thornbury Town Council awards grants to projects which will provide direct benefit to the local community. Grants will not be awarded to offset normal, ongoing running/revenue costs, but will be awarded for developments, projects, or capital/equipment investments.

Grants will be assessed, and scored according to how well the proposal meets the aims and objectives of the Town Council. Full details of the Town Council's current Aims and Objectives can be found here: www.thornburytowncouncil.gov.uk/XXXX

Additionally, grant funding will be prioritised for projects which:

- Tackle the challenges of climate change or work to conserve nature and biodiversity
- Deliver something new, or serve a sector of the population not previously supported

Grant funding will only awarded to groups, organisations and projects where there is a direct, proportionate benefit to the residents of Thornbury.

Below, examples are given of types of organisations to which grants may be given:

- Charitable Organisations with a local base
- Youth/Senior Citizen Groups
- Amateur Sports Clubs and Arts groups where there is a community or charitable element
- Advice Organisations
- Organisations assisting the Disabled
- Friends of Thornbury Town Council Facilities Groups
- Community groups

Please see section 5 full terms and conditions, including information on eligibility and exclusions.

Grant awarding may be awarded for existing organisations, or to provide start-up funding for new organisations, which may include revenue funding for a defined, limited period.

3. GRANT FUNDING CATEGORIES

3.3 Community Development Grant Aid (maximum £3,000)

The upper limit of Community Development grant aid available for any applicant seeking funding for project-based activities is a maximum of £3,000.00 per project. Project means the programme of activities, capital investment/equipment or time-limited developmental running costs for which you are seeking grant aid.

Applications for Community Development Grant Aid are invited once a year, around April/May. The availability of grant funding will be widely publicised using the usual Town Council communications channels.

Any organisation applying for Community Development grant funding may be required to attend a meeting to give a five minute presentation (maximum time allowed) and answer any subsequent questions from the members present on the project for which grant funding is requested. Advance notice of the time and date of the meeting will be given.

Only one Community Development Grant will be considered per organisation in a rolling three-year period.

3.4 Small Grants (maximum £750)

Small Grants funding is available for any applicant seeking funding for project-based activities up to a maximum of **£750.00 per Organisation per Financial Year in one application**.

Project means the a programme of activities, capital investment/equipment, or time-limited development costs for which you are seeking grant aid.

4. TIMINGS

Exact dates to be confirmed on a year-by-year basis, based on confirmed meeting dates.

	COMMUNITY DEVELOPMENT GRANTS	SMALL GRANTS	
Open to applications	April/May	April/May	October/November
Working Group review	End of May/beginning of June	End of May/beginning of June	End of November/beginning of December
Finance & General Purpose Committee decision	July	July	December
Payment of grant funding	Beginning of August	Beginning of August	Beginning of January
Evaluation form and evidence of grant funding expenditure	By the end of March ¹ (following year). Six-monthly written progress report to be provided	By the end of March (following year)	By the end of March (following year)

5. TERMS AND CONDITIONS

5.3 Eligibility and exclusions:

- Grant funding is only available to groups and organisations and cannot be paid to, or benefit, individuals or commercial businesses.
- No grant funding can be awarded for expenditure on the fabric of any church owned properties. For the purposes of fairness this policy will extend to the building of any religion or denomination.

¹ Extension may be sought subject to project completion timescales

- Grant funding will not be awarded to organisations/for items which are the statutory responsibility of another public body, in order to avoid 'double taxation'. For example, grant funding is not available to schools, the police, NHS bodies. Funding may be sought by school PTAs, for non-core items.
- Grant funding will not be made to organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, age, gender, disability, sexual orientation or religion.
- Grant funding will not be awarded for general appeals (e.g. national/international disasters, fundraisers, or for national/regional charities or 'upwards funders' that do not provide specific benefit to residents)
- Grant funding will not be awarded for retrospective projects, or where costs have already been incurred.
- Where the conditions of a previous grant award have not been complied with (including evaluation feedback requirements), the application may be rejected, or any agreed funding partial, or subject to remedy of non-compliance.
- Grant funding will not be awarded to projects which exclude certain members of society on the basis of religion. Events which are run by a religious organisation, but are open to the public as a whole, however, will be considered.
- Organisations must be properly constituted and will be required to provide a formally adopted written constitution clearly defining its purpose.
- The organisation is required to submit a statement in support of its request and audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous year or, in the case of a newly formed organisation, an outline budget and business plan
- **Revenue costs:** Thornbury Town Council will not award funding to cover revenue costs/normal running costs of an organisation. This will include, but is not limited to, items such as core staffing, utility bills or rent. It is a reasonable expectation that organisations should be operationally viable in their own right. Organisations who wish to request long-term revenue funding from the Town Council should see section 8.3.
- **Grant dependency:** Thornbury Town Council grants are awarded for one-off projects or events. Successful grant award in one year does not mean that grant funding will be awarded in future years. There is no 'entitlement' to grant funding, and no organisation is considered a priority over another. All grant applications are taken on a case-by-case basis, judged on the annual application alone.
- **Staffing:** Applications for funding of staff costs are not normally approved. An application towards the cost of a member of staff if it represents a specific fixed-term post to deliver a specific short-term project may be considered. In this instance, applicants must accept that funding will only be awarded on an annual basis; and as such posts should be recruited on a one-year fixed term basis, or the organisation must clearly set out the plans for funding the post beyond the first year. Thornbury Town Council will bear no responsibility for the ongoing employment costs or arrangements beyond one year.

- Organisations must have a dedicated bank account in the organisation's name. For startup funding for new organisations, the grant funding will not be paid until a dedicated bank account has been set up. Grant funding will only be paid by BACS.
- Where start-up funding is applied for, information must be provided on how the organisation plans to become self-sufficient on an ongoing basis.
- Grant funding must be spent for the project purpose for which it was awarded (variation between individual item costs originally estimated is acceptable).

5.4 Deadline for project/event:

Grant funding should be spent within 12 months of funding approval, unless alternative project timescales have been made clear in the application.

If there is a delay to the project, a formal request must be made to the Town Council to extend this period. If the expenditure for the project has not been incurred within 12 months, and no approach has been made to request an extension, the grant approval will be withdrawn and the funds must be returned to the Town Council for reallocation. Town Council debt procedures will be enacted in this instance.

5.5 Publicity

Grant recipients undertake to clearly credit the Town Council for its funding contribution. This should include the featuring of the Town Council logo on promotional material, and credit on press releases, websites and social media. The Town Council logo will be provided for this specific purpose alone and permission is not given for its use for any other purpose. Evidence of Town Council credit in publicity will be required as part of the evaluation form.

Grant funding must be spent for the purpose for which it was granted. Any funding which is unspent within a year (or at project completion where an extension is agreed in line with 5.4) must be repaid in full to the Town Council.

Grant recipients undertake to assist the Town Council with its own publicity in relation to the grant funding, for example photo opportunities.

5.6 Evaluation and evidence of expenditure:

A condition of receiving all types of grant funding from Thornbury Town Council is the completion and return of an evaluation form on the completion of the project, which must include evidence of grant expenditure in line with the purpose for which it was granted. This evaluation form can be found on the Town Council website, or requested by emailing info@thornburytowncouncil.gov.uk.

It is the responsibility of the grant recipient to return this evaluation form. Failure to return an evaluation form will 1) be taken into account (negatively) when considering any future applications and 2) may result in the drawdown of any future grant funding being delayed/withheld until the evaluation form is received.

Additionally, for **Community Development Grant Aid**, a written update report is required every six months in order that council can see the progress of the project throughout the year. The Town Council would expect the report to reflect on the content of the original application/project proposals.

Town Council meeting papers are public documents so care should be taken not to include any personal sensitive, or commercially sensitive information in any reports provided.

5.7 Evidence/audit

Grant recipients will be required to provide evidence of grant award expenditure, by way of receipts or an appropriate statement of accounts. This evidence will be required at the same time as the evaluation form.

The Town Council reserves the right to request further evidence/information as required for audit and assurance purposes.

6. REQUIREMENTS/GUIDANCE FOR COMPLETION OF GRANT APPLICATIONS:

It is recognised that there are many voluntary organisations in Thornbury which provide valuable benefit in all different ways to residents of the parish. The Town Council funds available for grants are limited, and not all organisations can be supported. Therefore, applications will be prioritised on the basis set out above.

When completing the application form it is critical that effort is put into evidencing how the project/event aligns with the aims and objectives of the Town Council, and other priorities (see 2 SCOPE). A full and well explained grant application will provide assurance when the Council assess the completed grant applications. To this end, the following guidance is provided to assist in the completion of the application form:

Evidence in support of project costs: Grant applications must fully detail the costs of the project. It is not acceptable to simply request '£750 for X project'. There should be a full breakdown provided to explain the funding requirement. Evidence should be provided (quotes, screenshot of web prices etc) to justify the significant cost elements.

Quantified reach and impact/benefit: To be successful, grant applications must show how they represent a direct benefit to the residents of Thornbury. It is important to include clear evidence of reach on the application form including the number of service users/Thornbury parish residents who will benefit from the grant funding. If some beneficiaries may be outside of the parish boundary, this should be noted and quantified. Some benefit outside of the parish does not preclude grant award, but will give context and help the Council assess the benefit to residents.

The claimed impact/benefit should be set out in quantifiable SMART terms (specific, measurable, achievable, relevant and time-bound).

Financial reserves explanation: Applicants are asked to provide details of financial reserves held. This should be accompanied by a full explanation of the requirement for reserves, and purposes, as it is recognised that high levels of reserves does not always mean readily accessible funds for projects. For example, an organisation may have a requirement to maintain X months of revenue expenditure as general reserves, or may have earmarked reserves for a particular project or purpose. Where reserves are not adequately explained, it will lead the council to assume that the applicant has sufficient funds to cover the expenditure from their own resources and that Town Council support is not necessary.

Checklist: A checklist is provided at Appendix X to assist with drafting the grant application form.

Other funding sources: Applicants are required to give details of efforts that have been made by the organisation in seeking funding from other sources (including for this project or other purposes). This

helps to reassure the council of the organisation's prudent financial management and to ensure value for money for the precept paying residents where grant funding is agreed.

7. ASSESSMENT OF APPLICATIONS

Thornbury Town Council reserve the right to award a proportion of the amount requested. All grant aid is awarded strictly on a case-by-case merit basis.

Applications will be scored according to:

AREA	WEIGHTING
• Alignment to Town Council Aims and Objectives	20%
• Proportionate benefit against project cost	20%
• Contribution to tackling the challenges of climate change or to conserve nature and biodiversity	35%
• Delivery of something new or widening participation	20%
• Evidence that organisations have made efforts to seek funding from a wide range of sources	5%

Thornbury Town Council reserve the right to award whatever sum is felt appropriate by the Members discussing the individual application. All grant aid is awarded strictly on a merit basis.

8. OTHER FUNDING ROUTES

8.3 Service Level Agreements

Thornbury Town Council currently fund Service Level Agreements with local groups and organisations. These operate within a separate, fixed budget, which is not part of the grant awarding process.

If your organisation wishes to discuss recurrent, or long-term SLA funding or support for a service, contact should be made separately outside of the grant awarding procedure. There is no budget routinely earmarked for new SLA funding, so any such funding would be subject to negotiation with the Town Council for potential inclusion in future year budgets. Such SLAs are funded through the precept, which is levied on residents through their council tax. The approval threshold is therefore high to ensure prudent use of taxpayer funds.

9. POLICY IMPACT ASSESSMENT

IMPACT ASSESSMENT	
Strategic	Grant awarding scope and assessment explicitly refers to Town Council strategic aims and objectives
Equalities	The adoption of a clear policy and procedure will allow the Council to award grant funding in a transparent, objective and equitable way. Application assessment methodology includes 'widening participation'. Terms and conditions exclude projects which would exclude people on the basis of religion. Higher weighting in the scoring of applications against 'widening participation'.
Environmental/Sustainability	Application assessment methodology includes 'Contribution to tackling the challenges of climate change or to conserve nature and biodiversity'. Higher weighting in the scoring of applications.
Crime and Disorder	No impact
Financial	No impact other than grants budget allocation.
Resource	No impact
Risk management	No impact

- END OF POLICY –

APPENDICES:

APPLICATION FORM (to be formatted, or link to electronic version)

Fields for inclusion:

- Name of organisation
- Correspondence address
- Name, position within the organisation and contact details of person making the application
- Date organisation was formed, or date planned to form for start-up
- What does your organisation do?
- Is your organisation a registered charity? If so please provide charity number.
- Is your organisation part of, or affiliated to, any national organisation?
- Where does the organisation meet/provide services?
- What are your present charges/sub/fees?
- Please provide a copy of your most recent accounts and balance sheet.
- Please state your current total financial reserves.
- Please explain your total current financial reserves, including explanation of any earmarked/restricted reserves and the basis for your general reserves fund/contingency levels.
- Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of Thornbury. Please note that grants are not made retrospectively for expenditure already incurred.
- Approximately how many people do you expect to benefit from your project? (Answer options to be split between age group, and in/out of Parish)
- How do you think your application matches the Town Council grants policy?
- Who will benefit from your project?
- What is the identified need for your proposal?
- Please include a brief statement in relation to the environmental impact of your proposal.
- When do you intend your project to start?
- When do you intend your project to end?
- What size of grant are you seeking?
- What is the total cost of the project for which you are seeking a grant?
- Please provide a breakdown of budget and quotes/estimates/price lists to evidence your application.
- If you are not applying for the full amount, please specify where the remaining funds will come from?
- Have you applied for, or do you intend to apply for a grant in respect of this project to any other organisation (including Local Authorities)? If yes, please give details (organisation/purpose/successful or unsuccessful or not yet known/amount received)
- Please give details of your organisation's own fundraising efforts.
- If you are awarded less than 100% of the requested funding, would the project still proceed?
- Is your organisation VAT registered? If yes, what percentage can your organisation reclaim?
- Please add any supplementary information in support of your application (additional literature, leaflets, or recent annual reports may be sent with your application).

Further appendices to attach:

APPLICATION CHECKLIST
PARISH BOUNDARY MAP

DRAFT



THORNBURY TOWN COUNCIL

OFFICER REPORT Finance & General Purpose Committee 14 February 2023

AGENDA ITEM 10: To consider budget coding amendment

It is recommended that the Citizens Advice Service budget line is moved from 110 'Central Services' cost centre to 180 'Grants', and that 180 'Grants' is renamed 'Grants and SLAs' as, on reflection, this is considered a more useful way to represent the investment.

This would also be a better option moving forwards if the recommendations of the Officer Briefing on the revised Grant Awarding Policy and Procedure in relation to SLA funding are actioned. This means that funding which may have historically been 'grant funding' but may become SLA funding in the future (as per the Citizens Advice funding) would appear within the same budget code, making it easier to interpret the overall position when viewed alongside past spend.

Recommended actions:

- That the Citizens Advice Service budget line is moved from 110 'Central Services' cost centre to 180 'Grants', and that 180 'Grants' is renamed 'Grants and SLAs'.

AGENDA ITEM 11: To received the Officer's Report on Fees and Charging and consider recommendations

It was resolved at the Full Council meeting on 30 August 2022 that the setting of all fees and charging would be set by the Finance and General Purpose Committee. The purpose of this was to enable all fees and charging to be considered at one time by one body, to ensure an objective and equitable approach to charging as a council.

This covers:

- Cemetery charging
- Sports facilities charging
- Room rental charging
- Memorial bench and tree charging
- Mobile vendor charging
- Town Clerk certification of documentation

Property rental prices are not covered, as leases granting rights over property are reserved for Full Council.

It is recommended that Fees and Charging are routinely considered at the October Finance and General Purpose Committee meeting for implementation on 1 April the following year. This means that:

- a) Paying users are given reasonable notice and can budget/communicate onwards as necessary. This is particularly recommended in order that any increased cemetery fees can be factored in by funeral directors in communications with their clients. October would allow 5 ½ months for these purposes.

- b) Increased fees can be factored into the budget planning cycle, allowing for accurately stated forecast income.

However, in the interim there are the following considerations:

1. **Cemetery fees and charging:** The commissioned audit of cemetery procedures and practices is due to take place in March and the instruction includes a review and recommendations on fees and charging. It is suggested that the recommendations of this are considered and implemented as soon as possible (allowing for appropriate notice to Funeral Directors). The charging recommendation from the consultant will be brought to Finance and General Purpose Committee as soon as it is available, likely for the April 2023 meeting.
2. **Memorial benches and trees:** Research is ongoing into fees and charging arrangements elsewhere in order to benchmark. It is proposed that the charges for memorial trees should be more attractive than those for benches, to encourage more people to go for this option. This is a better fit for the Town Council's climate and nature priorities and will also offset the Town Council's own tree planting budget, allowing for additional planting. Proposed charging for implementation immediately will be brought to the April Finance and General Purpose Committee meeting.
3. **Mobile vendors:** Charging for the regular summer ice cream mobile vendor needs to be set in advance of the summer season 2023. Historically there has been no charge determined or reviewed. A customary amount has been received each year. It is recommended that an advert is placed on the Town Council website asking for bidders to bid in excess of £1100 per season for a licence to run for three years from 2023. Bidders will be required to provide relevant hygiene and insurance certificates.
4. **Playing fields and room hire:** Charging needs to be considered now in advance of the bookings for the forthcoming season. Charges have not been reviewed since November 2021. The Consumer Price Index (CPI) rose by 10.5% in the 12 months to December 2022. It is recommended that all playing fields and room hire charges are uplifted by 10% for implementation on 1 April 2023, as per draft schedule of charges attached.

It is recommended that Finance and General Purpose Committee:

1. Resolve to invite bids for the opportunity to provide an ice cream van on the Mundy Playing Fields for the 2023 season, with the Town Clerk delegated to award the licence on the basis of highest bid, subject to the provision of satisfactory governance/health and safety documentation.
2. Resolve to review and agree sports pitch and room hire charges for implementation from 1 April 2023.
3. Undertake to review all fees and charging in October of each year for the following 1 April implementation.

AGENDA ITEM 12: To approve the purchase of software

Increased budget was factored in for to 2023/24 budget to allow for the purchase of the following software:

12.1 Epitaph Edge Cemetery software

Cemetery management software is required to securely and efficiently manage cemetery data and processes. Thornbury Town Council cemetery data has been converted to electronic records on a basic spreadsheet. Proprietary software will allow for the efficient issue of letters, forms and certificates and also provides for the management of memorials, including recording of inspections.

Cemetery administration software options have been investigated and Town Council officers have viewed demonstrations of the Rialtas Cemetery administration module, and the Edge Epitaph software. The Epitaph software is the preferred option of staff and comes highly recommended by other local councils.

The full quote is attached. Based on Thornbury Town Council requirements, the expected costs are £440 per annum plus £536 for setup in year 1. The additional cost to integrate with Pear mapping software would be £121 (one off).

Our existing data would have to be uploaded to the software and this is in need of some data cleansing. It is expected that this can be done in-house. If any data conversion support is required this will cost £76 per hour.

The Epitaph contract would be for 5 years.

12.2 Pear mapping software

Cemetery mapping:

Thornbury Town Council cemetery mapping consists of one very large paper copy plan which is constantly updated and is far too large to scan. Creation of a digital cemetery map would link to cemetery records. This would give reassurance in terms of record keeping, and would be shareable electronically with colleagues at the cemetery and outside agents (grave diggers and funeral directors) which will ensure that identification of individual graves is accurate. With HeritEDGE digital mapping and genealogical search it is also possible to share cemetery mapping and records online, in order that members of the public may directly view burial records.

For Thornbury Town Council requirements this would cost £2,750 for the initial set up and software purchase, then £90 per annum ongoing. The £2,750 set up cost includes £250 not on the separate quote, for the scanning of the existing paper copy cemetery map.

Wider mapping functionality:

There is the option to use the Pear mapping software for wider mapping uses which is charged separately. Pear mapping software for this purpose features a high upfront cost and lower annual support charge, where their main competitor, uses a web-based solution with a higher annual subscription, at £450 per annum. Officers are still investigating the pros and cons of the two options, particularly in terms of ability to share mapping data online, as this is likely to be advantageous in terms of sharing information on the Town Councils assets, including nature and biodiversity assets.

12.3 Rialtas Omega Purchase Order module

Thornbury Town Council Financial Regulations paragraph 10.1 states that '*An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate*'. Currently, orders are usually placed by way of an email confirmation. These

remain in individual's inboxes, and are not easily searched or matched up to subsequent invoices. Invoices when they are received are manually checked, coded and authorised.

It is recommended that Thornbury Town Council purchases the Purchase Order module for Rialtas Omega, which will enable official purchase orders to be issued for large purchases. The benefits of this are:

- Orders are placed on a standard format Purchase Order template with any applicable Town Council terms and conditions, or requirements, clearly specified
- Coding of items takes place at the time of ordering, allowing for efficient and accurate coding of invoices as they arrive
- More efficient validation of invoices for payment, as they can be linked to the relevant Purchase Order number

Purchase orders would not be used for low value purchases usually procured using the Town Council credit card or prepayment debit cards. There are separate controls in place governing the use of these cards.

The costs for the Purchase Order module are £541 in year 1 (including purchase of software) and £146 per annum (in addition to the basic Omega support fee).

It is recommended that the Finance and General Purpose Committee:

1. Resolve to purchase Edge Epitaph cemetery management software
2. Resolve to purchase Pear Mapping software for cemetery mapping
3. Resolve to purchase Rialtas Omega Purchase Order module

Kath MacConnachie, CiLCA

Town Clerk and RFO

13 February 2023

THORNBURY TOWN COUNCIL

Council Offices: (01454) 412103
info@thornburytowncouncil.gov.uk
www.thornburytowncouncil.gov.uk
Town Clerk: Kath MacConnachie, CiLCA



Town Hall
35 High Street
Thornbury
Bristol BS352AR

SPORTS FACILITY HIRING CHARGES 2023/2024

Note:- VAT included where applicable. VAT is not applicable to sports facility bookings.

FOOTBALL AND RUGBY PITCHES

Mundy Senior	Per match (includes changing rooms/showers) (PIT17)	£99.00
Mundy Senior	Per match (excluding changing rooms/showers) (PIT18)	£66.00
Mundy Junior	Per match (excluding changing rooms/showers) (PIT19)	£35.42
Chantry Field Senior	Per match (Changing rooms not available onsite) (PIT20)	£66.00
Mundy Senior	Per contract season (up to 20 matches) (CON001)	£1639.00
Chantry Field Senior*	Per contract season (up to 20 matches) (CON003)	£983.34
Chantry Field Junior*	Per contract season (up to 12 matches)	£232.10

*Not including any line marking of pitches

TRAINING

Training Area (not pitches) at Mundy Playing Fields (PIT21)	FREE
Training on pitches (senior) (PIT22)	£26.40
Training on pitches (junior) (PIT23)	£14.30
Floodlighting of Training Area (PIT24)	£11.00

MATCH CANCELLATION FEE

Unless cancellation received by 12 noon on the day prior to the match	
Per match (PIT16)	£35.75

Notes:

Charge includes pitch, posts, marking out and nets (nets not guaranteed at Chantry Field)

MUNDY PLAYING FIELDS DRESSING ROOMS AND SHOWERS

Changing Rooms with Showers	per 2 hour session (MPF1)	£35.64
	per additional hour or part hour (MPF2)	£20.46
Changing Rooms without Showers	per 2 hour session (MPF3)	£21.12
	per additional hour or part of hour (MPF4)	£13.20

Please note that a £50 excess cleaning charge will be levied if left in an unsatisfactory condition.

PERSONAL TRAINERS AND EXERCISE CLASSES

Small group and 1 to 1 personal trainer sessions (up to 8 people) (PIT25)	FREE
Commercial aerobics and fitness classes (over 8 people) per session (PIT26)	£15.84

EVENTS

Hire of the Mundy Playing Fields for events (where agreed) (PIT27)	£242.88 + Town Council costs
Damages Bond (refundable on satisfactory condition of facilities following event)	£596.75

Please note that events taking place on the Mundy Playing Fields and using it's premises licence will need to confirm agreement to additional terms and conditions.

MUNDY PLAYING FIELDS PAVILION

General Room (Minimum 2 hour hire)	per 2 hour session (PAV1)	£16.50
	per additional hour or part hour (PAV2)	£9.90
Kitchen/Bar/Foyer	per 2 hour session (PAV3)	£11.88
	per additional hour or part of hour (PAV4)	£7.26

Please note that a £50 excess cleaning charge will be levied if left in an unsatisfactory condition.

BOOKINGS AND ACCOUNTS

To book or amend an existing booking for the Mundy Playing Fields and Chantry Field pitches, training area, changing rooms or pavilion use, or for events or general queries including accounts:

Contact the Town Hall Tel: 01454 412103
Email: info@thornburycouncil.gov.uk

Epitaph Classic

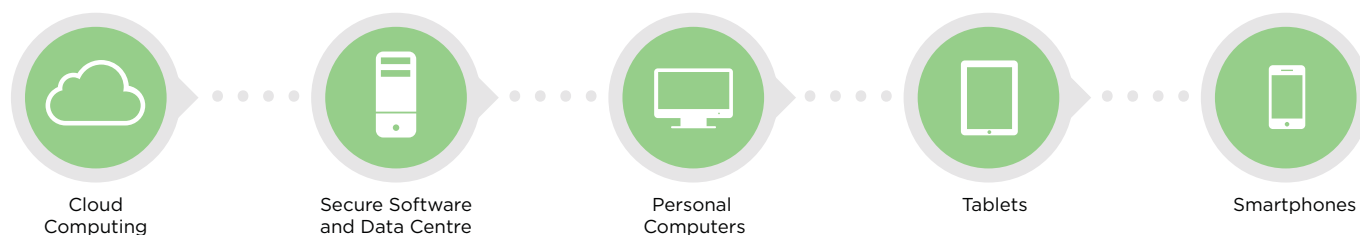
EPITAPH Classic is the ultimate software package for the management of cemeteries.

Featuring comprehensive control over bookings, sales, grave and memorial management, documents, reports, and finance. Epitaph replaces all your registers and holds all your statutory records.

Main Features

- Three versions:
 - **Lite** - burial and deed registers with HeritEDGE
 - **Classic** - full administration for local councils
 - **Enterprise** - crematoria and principal authorities
- Paperless administration includes headed stationery, outbound email, and attachments
- Comprehensive registers
- Invoicing and credit control
- Extensive reports and statistics
- Mail merge and document production facility
- All reports are easily previewed, printed, exported to PDF or Word, and emailed directly to recipient
- **HeritEDGE** digital mapping
 - Digital mapping service utilising maps created and maintained by Pear Technology
- Provides genealogical search facility that can be incorporated into the website for the burial authority
- Integrates with **AdvantEDGE Finance**
 - Transfer receipts to Finance module
- Integrates with **InspectEDGE** for memorial inspections
 - Ruggedised InspectEDGE tablet and app available separately
 - Inspections details and photographs recorded by InspectEDGE are saved in Epitaph
- Option for funeral directors to book 24x7 via Epitaph booking portal
- Data migration service available to transfer records from existing system
- Document scanning and back data entry service via specialist partners

Online Hosting

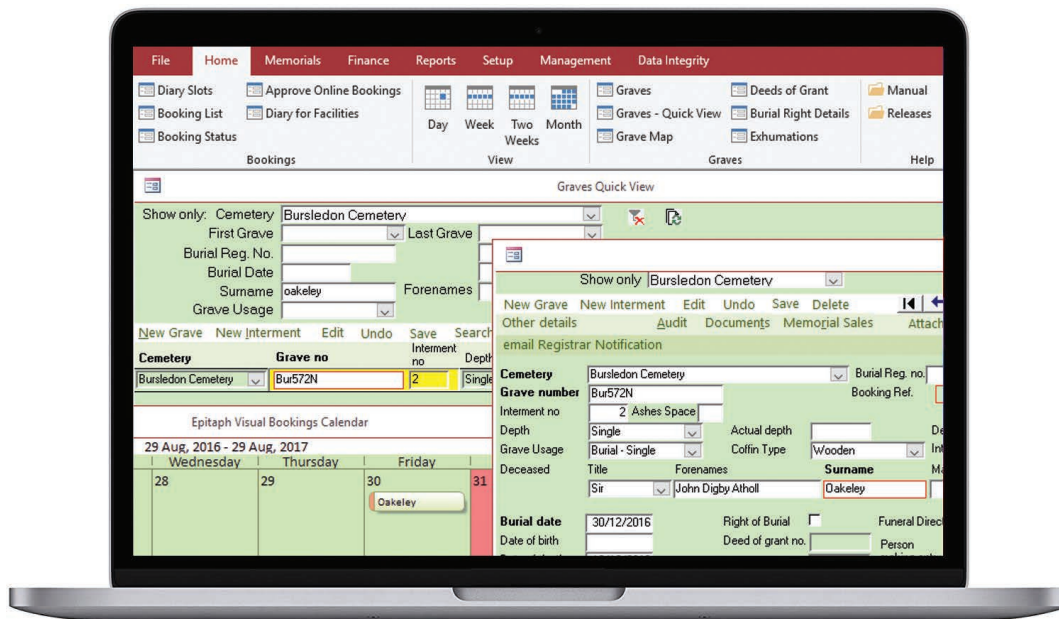


Epitaph Classic Pricing

Band	Interments (per annum)	5 Year Contract (annual price)
0	12	£82
0+ <small>Includes HeritEDGE digital mapping</small>	12	£156
1	25	£218
2	50	£270
3	100	£383
4	200	£465

HeritEDGE digital mapping & genealogical search (15% of annual fee, £80 min & £300 max per site)
3 year, 1 year and monthly contracts also available.

All prices correct as of 1st January 2022, and exclude VAT.



AdvantEDGE is **Software as a Service (SaaS)**. The software and data are held in the cloud on UK servers. Access is available from Windows, Apple or Android devices with an internet connection. You are always running on the latest version of the software and EDGE automatically backs up your data **every hour** at no extra cost to www.datto.com. **Support** is included in the price, and is available by phone, email and online helpdesk through which software enhancements can also be requested.

No Capital Expenditure. Payment for the use of **AdvantEDGE** is via a leased term contract; monthly, 1, 3 or 5 years. Pricing per concurrent user includes unlimited AdvantEDGE user logons. Each concurrent user account enables one AdvantEDGE user to connect at a time, and multi factor authentication (MFA) is available. Additional, concurrent users are £117 per annum and can use all AdvantEDGE modules subscribed to. **Escrow** is included to provide service for a 60 day period and the ability to download data with a 12 month software licence. Other escrow options available.

We offer online training by the hour, which is particularly useful for getting you started, for new members of staff and refresher training.

InspectEDGE

Inspection solution for allotments, assets, cemeteries and playgrounds.

Supplied as a ruggedised Android tablet with apps that integrate with the relevant AdvantEDGE and Epitaph module.

Available from September 2019 for cemeteries and during the next 6 months for assets, playgrounds and then allotments.

InspectEDGE for Cemeteries

- Fully compliant with BS8415:2018 and ICCM guidance
- Simple intuitive interface allows full description of all memorial elements on a grave
- Take up to 4 photographs of each memorial
- Record condition of each memorial
- Specify when to reinspect
- Record memorial location via optional GPS link
- Upload to Epitaph, Access database or Excel spreadsheet

InspectEDGE Package

£375* + VAT package includes:

- InspectEDGE mobile app
- Samsung Galaxy A6 tablet with 7" screen
- 32GB SD storage card
- Rugged cover with built-in screen protector
- Lightweight at under 300g

GPS

- InspectEDGE has been developed and tested with a very accurate survey grade GPS receiver
- A more cost effective alternative that is accurate to 2.5 metres would be a regular, Bluetooth GPS receiver, such as XGPS 150A which we can supply for £195 * + VAT and includes a hand strap and shoulder strap

* Prices correct at 17th October 2019

◀ Ian Quance operating InspectEDGE.

Ian is a highly qualified member of the EDGE team with over 20 years experience in Bereavement Services management, and he leads the delivery of training, memorial inspections and consultancy services to our clients.

Ian distilled his experience of inspecting over 10,000 memorials into the development and testing of the InspectEDGE app for cemeteries.



AdvantEDGE

Online Hosting (Cloud Computing) means that the software and data are held on a remote server in the cloud. **This enables access from any Windows, Apple and Android device with an internet connection.** You are always running the latest version of the software and EDGE automatically backs up your data daily at no extra cost. Also, you can optionally retrieve and store a local copy by FTP download. **Support** is included in the prices quoted.

No Capital Expenditure. Payment for the use of **AdvantEDGE** is via a leased term contract (Monthly, 1, 3 or 5 years). The pricing is for one concurrent, trained user (i.e. more than one person can use the system, but only one at a time). Additional concurrent users are charged from £108 per annum and are able to use all AvantEDGE modules subscribed to. There is no maximum number of users.

We can offer onsite or telephone training by the hour which is particularly useful for getting you started, for new members of staff and refresher training.

The software **pricing** is banded by use (e.g. total income, number of allotments etc.) and full details are available upon request.

Price for the optional web portals and Apps is an additional 20% of the annual fee.

The AdvantEDGE range

MODULE	*Prices starting from (per annum)
Admin+ (Agendas & Minutes)	£142.00
Allotments	£142.00
Asset Manager	£142.00
Epitaph (Cemeteries)	£158.00
Facilities Bookings	£202.00
Finance	£123.00
Planning	£142.00
Playgrounds	£142.00
Service Manager (Jobs & Timesheets)	£142.00

Monthly contracts are available, starting from £20 per month
*Prices correct as of January 2019, excluding VAT

Online Hosting



Cloud Computing



Secure Software and Data Centre



Personal Computers



Tablets



Smartphones

TO B. Morley
Thornbury Town Council
Town Hall
High Street
Thornbury
Bristol
BS35 2AR

Quote Date: 24/05/22

Quote No: Q18005A

QUOTE

Epitaph - 5 Year Contract

- Epitaph Classic & InspectEDGE
- 1 concurrent user
- 3 year, 1 year & monthly contracts also available (5 year shown)
- HeritEDGE digital mapping with genealogical search facility for council website (Optional)
- InspectEDGE memorial inspections app and tablet
- Initial setup includes user setup, email and configuration of the module
- Remote online training via Microsoft Teams split into 1 hour sessions
- Data conversion quoted as an hourly rate & price will be quoted on receipt of data
- HeritEDGE requires digital map created by Pear Technology & charged by Pear (Optional)

Details	Qty	Unit Price	Net Amount
INITIAL SETUP			
AdvantEDGE Setup per concurrent user	1	£58.00	£58.00
AdvantEDGE Client Configuration per module	1	£76.00	£76.00
TRAINING			
Epitaph Band 2 to 4, online training (3 hours)	1	£228.00	£228.00
InspectEDGE Tablet			
InspectEDGE Tablet; Samsung Galaxy Tab A 8" tablet, 32Gb with rugged cover and screen protector	1	£350.00	£350.00
ANNUAL FEES			
Epitaph Classic, Band 3, upto 100 interments pa, 5 year contract, annual fee	1	£383.00	£383.00
InspectEDGE			

InspectEDGE - Cemeteries (15% of annual fee)	1	£57.45	£57.45
Net Total			£1,152.45
VAT Total			£133.69
Quote Total			£1,286.14

Alternative Options	Qty	Unit Price	Net Amount
MAPPING			
HeritEDGE digital mapping & genealogical search (15% of annual fee, £83 min & £309 max per site)	1	£83.00	£83.00
HeritEDGE setup for digital mapping	1	£38.00	£38.00
InspectEDGE			
InspectEDGE GPS Tablet; Samsung Galaxy Tab A 8" tablet, 32Gb with rugged cover and screen protector, Dual XGPS150A	1	£490.00	£490.00
DATA CONVERSION			
Data conversion (per hour)	1	£76.00	£76.00

I the undersigned accept this quotation:

Name: _____

Signed: _____

Date: _____

TERMS

- Prices quoted are valid for 1 month from quote date except 3rd party goods which are valid for 7 days.
- EDGE IT Systems Ltd. terms and conditions of sale apply & copies are available on request.
- Extra terms and conditions for AdvantEDGE and Epitaph apply if these products are quoted.

Please sign and email the order, making clear which alternative or additional options are selected if applicable.

Cemetery Maps

We can provide you with a digital, interactive map of your cemetery which can link to electronic burial records, photos and documents. You will be able to view your cemetery, zoom in and out, pan around, print out sections and also click on a single plot to bring up all the burial details.

Minimal disruption

We create digital cemetery maps from photocopies, photographs and scanned images of existing material and we also use high quality aerial imagery from specialist suppliers. If there are no useable maps available, we can arrange for a cemetery to

be surveyed by ourselves. Whatever methods are used, we try to minimise impact on you and your staff.



Cemetery Maps

- » Maps created from surveys or existing maps
- » Aligned/matched to latest level OS data, aerial imagery
- » Easy to use software
- » Maps integrate with cemetery management software



Licensed Partner

Pear Technology Services Ltd.

Tel: 023 9249 9689 **Web:** www.peartechnology.co.uk



Cemetery Maps

Description

Not to be confused with cleaned-up reproductions of existing maps, every plot on a Pear Technology map is an individual entity that can be moved, deleted, coloured, re-sized and labelled as required.

The maps remain crystal clear even at the largest magnification whereas those that have been scanned and re-touched will become indistinct just as a photograph does under a powerful magnifying glass. This is important because it means you can produce a detailed map of just a small part of the cemetery and it will remain completely sharp.

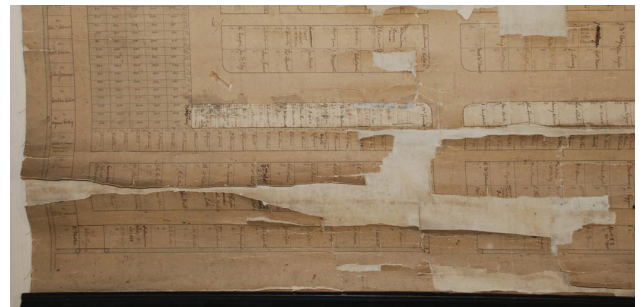
Pear Technology can produce crisp, modern maps from the poorest existing material. They are easy to keep updated using our PT-Mapper software or your own GIS/CAD systems, and because they can be readily converted into different formats, the maps are likely to be as future-proof as the copies they replace.

The maps are supplied with all plots numbered as they are in your current records and they can be linked electronically to third party cemetery management systems, Access databases and Excel spreadsheets through our MapLink software.

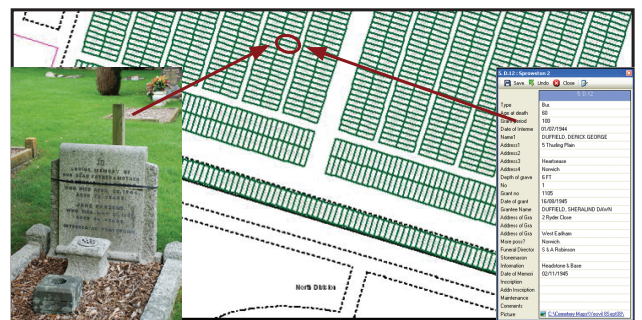
System Requirements

1.6GHz processor or faster, Windows operating system, 2GB RAM, good quality separate video card with min. 128MB on-board memory. Reasonable quality mouse.

From this:



to this:



Maps remain crystal clear at all scales

Further information

For further information and examples of finished maps or to arrange a no-obligation on-site demonstration, please call us on **023 9249 9689** or email us at **info@peartechology.co.uk**.



Licensed Partner

Pear Technology Services Ltd.

Tel: 023 9249 9689 Web: www.peartechology.co.uk Email: info@peartechology.co.uk

Pear Technology Services Ltd., Unit 31 Broadmarsh Business Centre, Harts Farm Way, Havant, PO9 1HS





14th November 2022

Mrs Kath MacConnachie
Town Clerk
Thornbury Town Council
Town Hall
High Street
Thornbury
Gloucestershire
BS35 2AR

Dear Kath

Many thanks for your enquiry into our mapping service. As mentioned during our conversation we are compatible with RBS and Edge IT cemetery software.

Digital Cemetery Mapping package for Council using RBS

<i>Creating cemetery map</i>	<i>£2,000.00 One-time</i>
<i>Printing Postage and Packaging</i>	<i>£50.00 One-time</i>
<i>Cemetery grave numbering</i>	<i>£200.00 One-time</i>
<i>MapLink</i>	<i>£400.00 One-time</i>
<i>Technical Support</i>	<i>£90.00 Annual</i>

Total £2,740.00 includes Technical Support for the first year and £90.00 then after annually.

OR

Edge IT system, Epitaph (HeritEDGE)

Cost of Cemetery software	Unknown to be costed by Edge
Creating new Cemetery Map includes set up	£2,150.00 One-time
Printing Postage and Packaging	£50.00 One-time
Cemetery grave numbering	£200.00 One-time
Map Maintenance	£90.00 Annual

Total £2,400 includes Map Maintenance for the first year and £90.00 then after annually.

Digital Maps – Town Area

We would “cut out” the map data for the area of Thornbury from the Ordnance Survey MasterMap data of the United Kingdom. The map data would be “free” to you once you have joined the PSGA (Public Sector Geospatial Agreement).

The cost of preparing the map would be **£200.00** One-time.

Council editing software

Pear GIS editig mapping software	£950.00 One-time
MapLink only if RBS cemetery software is purchased	£400.00 One-time
Ordnance Survey MasterMap detailed data	Free
Map “cut out” and preparation	£200.00 One-time
<i>Sub Total</i>	£1,300.00 One-time

Training & installation for Pear GIS	£500.00 One-time
Technical Support and software updates Pear GIS	£140.00 per annum

Additional Considerations

Land Registry data	£90.00 One-time
Environmental Layers	£150.00 One-time
Flood Layers	£150.00 One-time

Please note that the above prices exclude VAT.

MapLink

Maplink allows the user to link the item (asset) on a map using a tool called the wizard to a database. This software can be used for items that need to be tracked or listed for full history for example cemetery or allotments. We have clients that use it for street furniture and other council owned assets.

Cemetery Mapping

Pear Technology are a licensed supplier of the Ordnance Survey map data, cemetery maps will be created to scale and in a vectorised format.

Once we have created the map it will be sent to the Council to check and to make any updates or corrections. The map might go backwards and forwards a couple of times to get it right but once you are happy with its accuracy it will be linked to a software that you use. (see on previous page which companies we work with).

Digital Mapping Software - Pear GIS editing software

The following software enables you to edit your digital maps, measure distances, areas and take prints of areas of the maps at any scale and on any size of paper. This is the new generation of mapping software that replaces PT Mapper and Maplink.

Scanning of Burial Registers

The registers are scanned at 300dpi in greyscale jpg files of 1mb each. The scans can then be reduced to upload if wished. All files will be delivered on memory stick in Jpeg format. The images will then be converted into PDF for multi-page for quick and easy reference. The cost would include collecting and delivering the registers back to the council offices.

Transcription

Most small transcription projects we do are done in the UK and also checked by the same technicians that has done the scanning.

Scanning and Transcription element of the quote is subcontracted to Scripti Ltd who has over 20 years' experience of scanning burial registers.

Land Registry Layers

This data has become available free of charge from the Land Registry office, this means that we would provide you with a layer of data which shows registered and unregistered land in your boundary. Work would need to be done to highlight the council owned land, but this is something

that your council can learn to do with the help of your existing data that the council owns and our training. A small charge of £90.00 is for our labour cost to cut out the data.

Yours sincerely

Philippa Harrison

Tel. 07817 763978

Email pharrison@peartechology.co.uk

Please note in addition to our General Terms and Conditions (which we can provide you with) the following are specific terms which are tailored to the local government sector:

- A maximum of 3 drafts of the digital map(s) will be sent after which further drafts will be charged at an hourly rate.
- The ordered maps will be created using the information listed below which has been/will be provided by the council / organisation. Should the information not be available or inaccurate, Pear reserves the right to revise this quote.
- An invoice for the map prep element of the order will be sent after the first draft of the digital map(s) has/have been sent to you. The balance will be invoiced within 12 months from the date of the Order Confirmation or on cemetery map set up whichever is the earlier.
- Additional requests for map reprints will be charged for at an hourly rate plus postage and packing.
- The Annual Technical Support Service includes ongoing maintenance of the digital map(s) providing that the work involved in amending the maps does not exceed thirty minutes work at any one time. Any amendments that exceed this time will be charged for at an hourly rate. You will be advised of the cost prior to commencement of the work.
- This order expires and is considered as fulfilled by Pear 24 months from Order Confirmation date and unless agreed otherwise, a reinstatement fee will be charged for further work.



QUOTATION

Prepared for Thornbury Town Council

Dated 21st March 2022

1a. Purchase of Additional Purchase Order Processing Module

To purchase this module, you must also have the Purchase Ledger Module

Purchase Installation of the following:

Purchase Order Processing Module	£ 295
Online set up/training of software	£ 100
Outright Purchase of Software	£ 395
1 st Year Annual Support and Maintenance Multi 5 User Licence	£146
Total Costs 1st Year for Outright Purchase of Software	£ 541

1b. Ongoing costs for Outright Purchase

Annual Support and Maintenance Single User Licence	£125** per annum
Or	
Annual Support and Maintenance Multi 5 User Licence	£146** per annum

** this is in addition to the basic Omega support fee.

All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.

If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name:

Position (Clerk/RFO):

Signature:

Rialtas Business Solutions Ltd.
Unit 5, Uffcott Enterprise Park, Uffcott, Swindon, Wilts. SN4 9NB
Company Number: 6361949 - Vat Registration Number: 920950827

Tel: 01793 731296 - Fax: 01793 731938 - Web: www.rialtas.co.uk

Software Purchase Terms and Conditions

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.



THORNBURY TOWN COUNCIL

Finance & General Purpose Committee 14th February 2023

OFFICER BRIEFING: Current condition and the future plans of the Bakery Annex

1. BACKGROUND

The Bakery Annex, at 4-7 Chapel Street, Thornbury was previously used by Jigsaw on the 1st floor and Thornbury Town Council on the ground floor as a workshop for the outside staff.

2. CURRENT SITUATION

As a result of the previous condition survey, Jigsaw moved from the bakery annex to an alternative venue within the town centre due to the condition of the building, although the town council still occupy the ground floor, the 1st floor has been allowed to fall into a considerable state of disrepair

The building has been empty for some time and water ingress has increased dramatically over the last few months, to the point that it has become clear that the integrity of the asbestos tile ceiling is at risk. As a result of a risk assessment, an updated condition survey has been commissioned. Since the previous survey in October 2020 the cost to repair and maintain the premises have increased from an estimated **£140,000** over 10 years including **£35,000** in immediate repairs to an estimated **£200,000** over 10 years with immediate repairs costing **£121,000**. These estimates do not include any associated Asbestos removal works.

Some of the current issues highlighted in the report:

- The main roof is in extremely poor condition and requires full replacement. The internal ceilings are undulating and subject to water ingress. It is not possible to confirm the condition of the structural timbers serving the roof structure at this time but would expect a significant amount of water damage and decay.
- Asbestos containing ceilings are subject to severe water ingress and are at risk of collapse.
- There is blackspot mould growth evident to the ceiling throughout the top floor office space, caused due to lack of ventilation and heating.
- Significantly high damp readings were located to the corners of the front, LH and rear elevations. Extensive mould growth is evident to the surface of the RHS wall serving the small office partition.
- The carpet is saturated with mould growth evident to the surface of the carpet. The plywood/hardwood floor surface beneath the carpet has failed due to water damage and undulates underfoot. It's is not possible to confirm the condition of the floor joist's at this moment in time but like the timber roof structure, I would expect a significant amount of water damage and decay.

- Services – Currently there are no water, electrical, fire detection, emergency lighting, security systems or services in the majority of the property. Only the workshop has electrical services and a small ground floor WC has recently been reconnected to the mains water supply in order to solve a potential legionella issue

3. OPTIONS

Asbestos Removal

We should arrange for the asbestos to be removed from the main building as a matter of urgency. Current quotes to remove the asbestos are in the region of **£10,000**.

If we fail to act now and the ceiling collapses the cost of the removal and clean-up will be significantly higher.

The collapse of an asbestos ceiling would also be classed as a dangerous occurrence and be reportable under RIDDOR. We would then be subject to investigation from the Health and Safety Executive (HSE) and all associated costs. Currently the Fee for Intervention (FFI) from the HSE is £163 per hour.

Taken from the HSE website, The FFI covers the time,

- at your business or workplace
- preparing reports
- getting specialist advice
- talking to you after the visit
- talking to your workers

The fee can vary depending on:

- duration of the original visit
- the time spent helping you put things right
- the time it took to investigate your case
- any time we spend on taking action against you

On top of the FFI we would also have to cover the costs of any fines issued to the council.

The asbestos will also need to be removed prior to any other actions we decide to take.

Replace Roof and make watertight

Once the asbestos has been removed and the integrity of the roof structure has been fully investigated we could replace the existing flat roof coverage with a GRP fibreglass roof system at an estimated cost of around **£12,000 - £15,000**. While it won't improve the overall condition of the premises it would significantly slow down the deterioration rate in order to give the council time to fully investigate all possible options.

These works should be carried out as soon as possible if we plan to keep the building long term.

Additional funds would also be required in order to hire portable heating equipment to dry the inside of the property.

Renovate and Refurbish

Full refurbishment will allow the council to either make use of the property as office space while keeping the workshop for the outside staff, lease out the office space, convert into flats or maximise the value of the property for any future sale.

Demolish

The removal of the building and resurfacing of the plot will come at a considerable cost while also removing the use of the ground floor as a work shop for the outside staff.

Sale

If we are looking to sale the property this should be done as soon as possible. The longer it is left the lower the value will be. We will also need to find additional accommodation for the work shop

Do Nothing

In its current state the building should be boarded up to prevent any access, both authorised and unauthorised. The condition will continue to deteriorate over time, increasing in the cost to repair, reducing the value of the site/property while creating a significant risk to the council.

Although the workshop is currently in a usable condition, if we fail to act now this must also be vacated and made safe and secure as it's only a matter of time before the water ingress effects this area including electrics

4. ACTION REQUIRED

1. Finance and General Purpose are requested to approve the urgent asbestos ceiling works.
2. The attention of Finance and General Purpose Committee is drawn to the updated condition survey report and in particular the items highlighted in this report. Councillors are asked to be mindful of the options outlined above.
3. It is recommended that the development of a capital strategy is time critical as this may influence council decision making in relation to the Bakery Annexe. However, with elections in May 2023 it seems prudent that this should be developed with the newly elected councillors in post. It is recommended, therefore, that capital strategy is listed as an urgent item on the June Finance and General Purpose Committee agenda.

Jon Brain

Facilities Officer
9 February 2023

CC: Non-Finance and General Purpose Committee Council Members due to the high risk

TITLE	PLANNED MAINTENANCE REPORT
SITE NAME	The Bakery Annexe
DATE OF INSPECTION	31st January 2023
ADDRESS	4-7 Chapel Street, Thornbury, BS35 2BJ



REPORT PREPARED BY: *Nick Bastin BSc (Hons)*

DATE: *03/02/2023*

REPORT CHECKED BY: *Tolo Taylor BA (Hons). MA. MScBS. MRICS.*

DATE: *07/02/2023*

TITLE	Condition Report
SITE NAME	The Bakery Annexe
DATE OF INSPECTION	31st January 2023
ADDRESS	4-7 Chapel Street, Thornbury, BS35 2BJ

SECTION 1.00.00	SCOPE OF SURVEY AND EXECUTIVE SUMMARY
SECTION 2.00.00	EXTERNALS
SECTION 3.00.00	SUPPORTING STRUCTURE
SECTION 4.00.00	INTERNALS
SECTION 5.00.00	EXTERNAL AREAS
SECTION 6.00.00	ELECTRICAL SERVICES
SECTION 7.00.00	MECHANICAL SERVICES & DRAINAGE
SECTION 8.00.00	COST SUMMARY
SECTION 9.00.00	PHOTOGRAPHIC RECORD

1.00.00

SCOPE OF SURVEY AND EXECUTIVE SUMMARY

SITE NAME	The Bakery Annexe
ADDRESS:	4-7 Chapel Street, Thornbury, BS35 2BJ
DATE OF INSPECTION:	31st January 2023
SURVEYOR:	Nick Bastin BSc (Hons)
PROJECT REF:	NB/23/21521
TENURE/LEASE IMPLICATIONS:	Unknown
ISSUES NEEDING IMMEDIATE ATTENTION:	Roof Rainwater goods External Walls Windows Internal walls and ceilings
ASBESTOS ISSUES NOTED OR WOULD BE AFFECTED BY WORKS:	Works to be carried out in conjunction with the asbestos demolition and refurbishment report.

CONDITION SUMMARIES:		Condition Standard	Immediate costs (£)	
EXTERNALS	The main roof requires replacement along with an assessment of its structure. The external walls require urgent repointing to prevent penetrating dampness. Some of the windows require replacement and redecoration.		£73,237.52	
SUPPORTING STRUCTURE	Not inspected, although the roof structures to both the main dwelling and lefthand store require assessment and repairs should be expected.		£8,074.08	
INTERNALS	Extensive mould growth throughout. Evidence of roof leaks through the main roof coverings. Elevated damp readings internally and reduced heating/ventilation.		£18,450.43	
EXTERNAL AREAS	Urgent repair works required to the freestanding stone wall and the car park will require resurfacing in the longer term.		£1,935.36	
ELECTRICAL SERVICES	Testing by specialist is required.		£8,434.94	
MECHANICAL SERVICES & DRAINAGE	Heating and hot water provision is inadequate. Consider full upgrade of heating system.		£11,047.68	
		Total	£121,180.01	

2.00.00 EXTERNALS

REF	LOCATION / ELEMENT	CONDITION	REMEDIAL WORKS	Immediate Refurbishment	1 yr.	2-5 yrs.	5-10 yrs.	RAG
2.01.00	Roofs							
2.01.01	Main Flat roof	The flat roof is in poor condition and has been covered with UV protective chippings. The condition of the roof has worsened since our previous report. There is extensive moss growth visible to the surface of the roof, notably to the left-hand side and centre of the roof. The right-hand side has been repaired with a bitumen felt roof covering, which is in fair condition, although the bitumen felt has crazed and there is noticeable undulation to the cap-sheaf. Localised repairs are evident to the centre of the roof, where acrypol has been used to seal cracks within the surface of the felt covering. There are numerous leaks evident to the ceilings internally.	Full replacement of the roof structure should be anticipated. The roof deck will likely require replacement due to the amount of water ingress occurring. Allow to undertake repairs/ replacement of timber joists supporting the roof structure and increase the fall of the roof to prevent water ponding. Ensure that the new roof coverings encapsulate the parapet wall to provide adequate DPC beneath the coping stones.	£15,000.00	£0.00	£0.00	£0.00	
2.01.02	Parapet Wall	The parapet wall appears to be in serviceable condition. The coping stones have moss growth to their surface although appear to be secure. There is a bitumen upstand at the junction with the flat roof, which appears to lap underneath the coping stones.	Lift, clean and rebed coping stones on top of new bitumen felt DPC.	£2,500.00	£0.00	£0.00	£0.00	
2.01.03	Pitched roof serving the left-hand store	The ridge undulates across the length of the roof structure. Cracking is evident to the mortar beds beneath the ridge tiles and there are open mortar joints between ridge tiles. There is dishing evident to the front roof slope and slight undulation to the rear. There are a number of cracked and broken roof tiles present to the roof slopes and are reaching the end of their serviceable life expectancy. The cement verge to the gable elevation has some cracking evident and the verge tiles are at risk of water ingress. The cement mortar fillet at the abutment with the main building on the front elevation has fine cracking noted throughout. The lead flashing to the rear elevation roof slope is in serviceable condition, although appears dated. The rafters are insufficient and do not extend beyond the rear elevation wall leavings the rear elevation at risk of water ingress. There is no roofing felt beneath the rafters and the rafters are concealed by an assumed asbestos board.	Replace roof coverings throughout, inspect and undertake repairs to rafters where necessary. Extend rafters to rear roof slope, supply and fit roof membrane above rafters and beneath roof tiles.	£6,000.00	£0.00	£0.00	£0.00	
2.02.00	External Joinery							
2.02.01	Timber Fascia Boards	Fascia boards are in poor condition, with failed paint coverings and decay evident throughout. There is a timber wall plate located to the left-hand side of the main roof structure which is showing signs of decay.	Replace all fascia boards immediately. Cyclical redecoration of fascia boards at 5 and 10 years.	£1,950.00	£0.00	£300.00	£360.00	
2.03.00	Rainwater Goods							
2.03.01	Main Building	The rainwater goods have deteriorated since our previous inspection. The cast iron gutters and downpipes are in serviceable condition. The gutters to the front elevation undulate across their length and have visible corrosion staining to their surface. The paint coverings are flaking and are in poor decorative order. The downpipes are in poor decorative order with flaking paint coverings throughout with surface corrosion evident. The downpipes appear well aligned although some of the fixings brackets are loose. The downpipes	Redecorate gutters and downpipes. Refix loosely fitted downpipes and realign guttering. Consider replacement to PVCu to reduce on-going maintenance costs. Annual cleaning of downpipes should be considered to prevent blockages.	£1,200.00	£0.00	£250.00	£500.00	
2.03.02	Left-hand side store room	PVCu guttering to the front elevation undulates across length of elevation, supported on PVCu gutter brackets. The rear elevation guttering is in poor condition, being incorrectly positioned and held in place by corroded nail fixings. A cement fillet is located beneath the guttering likely to prevent water ingress to the head of the wall; however, is failing due to extensive cracking along its length. The PVCu downpipes are in serviceable condition, although the gulley outlet to the rear elevation is cracked and both gulleys are blocked with vegetation. The guttering has discoloured due to UV exposure.	Replace the PVCu guttering and downpipes to the front and rear elevations. Ensure that the new guttering are supported on PVCu gutter brackets, fixed directly to the new fascia boards.	£870.00	£0.00	£150.00	£350.00	
2.04.00	Walls							

REF	LOCATION / ELEMENT	CONDITION	REMEDIAL WORKS	Immediate Refurbishment	1 yr.	2-5 yrs.	5-10 yrs.	RAG
2.04.01	Main Building	<p>Solid masonry walls, with brickwork pointing. The walls are in fair condition, although there are areas of degraded mortar joints throughout, although most notable to the RHS and rear elevation, which require immediate attention.</p> <p>A number of spalled and frost damaged bricks are located throughout the elevations, which will require replacement.</p> <p>There is a cement fillet located on the righthand side elevation, which has slight cracking throughout, which correlates to significantly high damp readings internally.</p> <p>There is a missing brick and impact damage to a section of brickwork located to the righthand side elevation, which require immediate attention.</p> <p>Moderate cracking is located on the rear elevation where the brick and stonework meets where mortar joints have failed. This appears to be significantly worse than during our previous inspection.</p> <p>The slate DPC appears to have been bridged by the sloping driveway on the front RHS elevation.</p> <p>Some of the mortar joints to the stonework on the rear elevation are deteriorated.</p> <p>There is low level dampness evident to the surface of the bricks, likely caused as a result of defective pointing at the base of the walls.</p>	<p>Undertake urgent repointing to the RHS and rear elevations.</p> <p>Replace spalled bricks throughout.</p> <p>Fill missing brick to the RHS elevation and undertake repairs to damaged section of brickwork.</p>	£3,600.00	£0.00	£720.00	£900.00	
2.04.02	Left-hand side store room	<p>The solid brick walls are in poor condition with degraded mortar joints visible throughout the front and rear elevations, which require immediate attention.</p> <p>There is a moderate stepped crack present to the gable elevation, caused by expansion of the metal fixings secured within the brickwork.</p> <p>Efflorescence staining is present to the surface of the bricks serving the gable elevation.</p> <p>There are open joints present at the base of the walls at the junction with the floor structure, allowing moisture to track internally.</p> <p>The LHS corner of gable elevation has a number of damaged bricks, where the gate fixings are located which are at risk of water ingress.</p> <p>The top course of bricks to the rear elevation are bulging, likely caused by the weight of the roof load and the defective wall plate/position of the rear guttering, this appears to have worsened since our last report.</p> <p>Two vents are located on the rear elevation which have corrosion staining evident to their surface.</p>	<p>Remove metal fixings and undertake repairs to the gable elevation and fill cracks.</p> <p>Allow to repoint the front and rear elevation immediately to prevent water ingress.</p> <p>Replace cracked and damaged bricks in close proximity to the gate opening. Bricks will be at an ongoing risk of deterioration with current detailing.</p> <p>Undertake repairs to the top course of bricks on the rear elevation to reduce the risk of structural failure.</p>	£650.00	£0.00	£1,400.00	£0.00	
2.05.00	Windows							
2.05.01	Timber windows	<p>Timber windows are in serviceable condition; however there is evidence of decay to a number of the timber units, notably to the windows serving the kitchen. The kitchen windows are deteriorated further since our last report.</p> <p>The decoration serving the windows is in poor condition with flaking and blistered paint coverings located throughout.</p> <p>A number of the glazing putties have failed with cracked putties evident to a number of the windows.</p> <p>The windows are single glazed and are not very thermally efficient.</p> <p>The RHS window serving the fire escape stairway is decayed.</p>	<p>Replace 2no decayed windows serving the kitchen. Undertake localised repairs to other timber window units.</p> <p>Redecorate all windows and window frames immediately and at 5 and 10 years.</p> <p>Consider replacement of windows to double glazed units.</p>	£3,500.00	£0.00	£1,500.00	£2,560.00	
2.05.02	Aluminium casement windows	<p>Aluminium casement windows serving the toilets are in poor condition. The decoration has deteriorated and the glazing putties have cracked, notably to the LHS window.</p>	<p>Consider replacement of the aluminium casement windows to double glazed units.</p>	£0.00	£0.00	£1,200.00	£0.00	
2.06.00	Doors							
2.06.01	Main fire escape door (serving staircase)	<p>The fire escape door is operable although there is decay noted to the base of the timber door frame and the timber door surround is loosely fitted. The paint coverings serving the door and frame are in poor condition.</p>	<p>Replace decayed timber door frame and upgrade fire door.</p>	£0.00	£1,700.00	£0.00	£0.00	
2.06.02	Blue door to workshop	<p>The solid timber door has decay noted to the bottom of the door leaf.</p> <p>Decay is also noted to the base of the timber door frames at floor level.</p> <p>The paint coverings serving the door frame are deteriorated with flaking paint noted throughout. The single glazed timber windows which form part of the door set are in poor condition.</p>	<p>Replace door set and windows in full.</p> <p>Decorate door set at 10 years.</p>	£0.00	£0.00	£1,750.00	£300.00	
2.06.03	Metal up and over garage door	<p>The metal up-and-over garage door is in fair condition and operates as intended, although could benefit from some maintenance. The paint coverings are deteriorated with flaking paint noted to the surface of the door.</p>	<p>Undertake repairs to the door to improve functionality.</p> <p>Decorate the up-and-over door immediately and at 5 years. Replace in longer term.</p>	£0.00	£0.00	£320.00	£0.00	
2.06.04	Main entrance door (RHS)	<p>The main entrance door is a solid timber fire door, which is in serviceable condition. The timbers forming the door surround are soft and there is decay evident to the timber door frame. Door is in poor decorative order.</p>	<p>Replace the decayed door surround and reinstate door.</p> <p>Undertake decoration to the door at 2-5years and 10 years.</p>	£0.00	£520.00	£260.00	£300.00	
2.06.05	Door to LHS of main building	<p>Redundant door is in poor condition and has been partially blocked to prevent use.</p>	<p>Consider removal of the door and infill with brickwork.</p>		£0.00	£1,375.00	£0.00	

REF	LOCATION / ELEMENT	CONDITION	REMEDIAL WORKS	Immediate Refurbishment	1 yr.	2-5 yrs.	5-10 yrs.	RAG
2.06.06	Door to LHS store room	Timber door is in poor condition and does not open/close freely. The timber door frame is in poor decorative order and could benefit from upgrade.	Replace door set to improve safety measures. Redecorate at 5 and 10 years.	£645.00	£0.00	£150.00	£360.00	
2.07.00	Lintels and window sills	There are two timber lintels present, serving the LHS store room and the RHS main entrance door. The timber lintel serving the main entrance door has decay evident where it abuts the brickwork. The timber lintel serving the LHS store room has historic woodwork and early signs of decay evident. The windowsill serving the kitchen window has failed due to carbonation, and the reinforcement bar is visible. Some fine cracking evident to the remaining window sills and moss and algae build up.	Replace timber lintels for reinforced concrete lintels to prevent decay and reduce risk of failure. Replace window sill serving the kitchen window on the front elevation immediately. Fill fine cracks to remaining window sills and redecorate to reduce water ingress.	£2,000.00	£1,188.00	£0.00	£0.00	
2.08.00	Fire Escape Staircase	Steel staircase is in fair condition with some corrosion evident to the structure and stair treads. The paint coverings are deteriorated. Impact damage is evident to one of the steel pillars.	Redecorate steel staircase.	£1,008.00	£0.00	£0.00	£2,000.00	
YEAR SUB-TOTALS				£38,923	£3,408	£9,375	£7,630	
Access (scaffold etc) @ 20%				£7,785	£682	£1,875	£1,526	
PRELIMS @ 10%				£3,892	£341	£938	£763	
CONTINGENCY @ 10%				£3,892	£341	£938	£763	
CONTRACT TOTAL				£54,492	£4,771	£13,125	£10,682	
FEES @ 12%				£6,539	£573	£1,575	£1,282	
VAT @ 20.00%				£12,206	£1,069	£2,940	£2,393	
GRAND TOTAL				£73,238	£6,412	£17,640	£14,357	

3.00.00 SUPPORTING STRUCTURE

REF	LOCATION / ELEMENT	CONDITION	REMEDIAL WORKS	Immediate Refurbishment	1 yr.	2-5 yrs.	5-10 yrs.	RAG
3.01.00	Walls	The top course of bricks to the rear elevation of the LHS store are at risk of failure if not addressed immediately.	Remove top course of bricks, rebed and repoint.	£950.00	£0.00	£0.00	£0.00	
3.02.00	Main roof	The main roof is in poor condition and the internal ceilings are undulating and subject to water ingress. It is not possible to confirm the condition of the structural timbers serving the roof structure.	Assessment of the roof structure will be required following removal of the roof coverings. Allow Provisional sum for checking roof timbers.	£2,000.00	£0.00	£0.00	£0.00	
3.03.00	LHS store roof	There is slight dishing to the front roof slope serving the LHS store. We could not assess the condition of the timber rafters due to them being concealed by assumed asbestos boarding.	Undertake inspection of the rafters and allow to replace any defective timber rafters found. Allow a provisional sum for replacement timbers.	£1,500.00	£0.00	£0.00	£0.00	
3.04.00	Floors	No structural concerns, although the hardboard has failed to the main office space on the first floor.	No structural concerns noted at time of inspection.	£0.00	£0.00	£0.00	£0.00	
YEAR SUB-TOTALS				£4,450	£0	£0	£0	
ACCESS (SCAFFOLD ETC.) @ 15%				£668	£0	£0	£0	
PRELIMS @ 10%				£445	£0	£0	£0	
CONTINGENCY @ 10%				£445	£0	£0	£0	
CONTRACT TOTAL				£6,008	£0	£0	£0	
FEES @ 12%				£721	£0	£0	£0	
VAT @ 20.00%				£1,346	£0	£0	£0	
GRAND TOTAL				£8,074	£0	£0	£0	

4.00.00 INTERNALS

REF	LOCATION / ELEMENT	CONDITION	REMEDIAL WORKS	Immediate Refurbishment	1 yr.	2-5 yrs.	5-10 yrs.	RAG
4.00.00	First floor main office space	Assumed asbestos containing ceilings are subject to severe water ingress and are at risk of collapse. There is blackspot mould growth evident to the ceiling throughout the top floor office space, caused due to lack of ventilation and heating. The walls are not insulated and are not thermally efficient. Significantly high damp readings were located to the corners of the front, LH and rear elevations. Extensive mould growth is evident to the surface of the RHS wall serving the small office partition. The carpet is saturated with mould growth evident to the surface of the carpet. The plywood/hardwood floor surface beneath the carpet has failed and undulates underfoot. There is no heat source located within the office space.	Remove saturated and mould stained ceiling boards and dispose in accordance with asbestos regulations immediately. Install new plasterboard ceilings and redecorate. Allow for external walls to dry out and redecorate. Replace carpet and underlay/hardboard immediately. You might consider undertaking thermal upgrades the to external walls. Redecorate walls and ceilings at 5 and 10 years.	£6,860.00	£0.00	£2,288.00	£2,745.00	
4.00.01	First floor kitchen	Assumed asbestos containing ceilings are in fair condition. The walls are in serviceable condition, although require decoration. The vinyl flooring is in fair condition, although is dated. The Kitchen suite is in good condition. No heat source located within the kitchen.	Redecorate walls and ceilings now and at every 2-5 years. Replace vinyl flooring.	£2,115.00	£0.00	£450.00	£540.00	
4.00.02	First floor small office space	Extensive black mould growth the to surface of the ceiling and walls. There is evidence of a leak above the door opening. The ceiling is saturated and there is a large puddle on the surface of the vinyl floor coverings. The vinyl floor coverings are in poor condition. There is no heat source within the small office space. There is no door provided to the door opening.	Remove the ceiling boards and replace with plasterboard and redecorate. Remove saturated partition wall serving the door head and replace with plasterboard. Redecorate walls now and at every 2-5 years. Replace the vinyl floor coverings.	£1,315.00	£0.00	£450.00	£540.00	
4.00.03	First floor store room							
4.00.04	Staircase area	The ceiling is in fair condition, although there were signs of deterioration and localised moisture staining towards the centre of the ceiling. The decoration to the wall surfaces has deteriorated and high damp readings were taken from the RHS flank wall at the base of the stairs. The damp readings correlate with the deteriorated pointing externally. The carpet is dated and soiled. The structure of the stairs is firm underfoot.	Undertake external repairs (see externals). Redecorate walls and ceilings in 1 year. Replace carpet to the staircase.	£480.00	£2,288.00	£0.00	£0.00	
4.00.05	Ground floor hallway	The ceiling is in fair condition. The decoration to the wall surfaces is in fair condition, although there is damp staining to above the main entrance door opening which correlates with defective pointing externally. The dampness appears to have worsened since our last report. There is no heat source located within the ground floor hallway.	Undertake external repairs (see externals). Redecorate walls and ceilings in 1 year. Replace entrance/ground floor hallway carpet in 2 years.	£0.00	£560.00	£360.00	£0.00	
4.00.06	Ground floor toilets	The walls and ceilings are in fair condition, although require redecoration. The vinyl flooring is soiled, notably within the LH toilet.	Undertake redecoration to the walls and ceilings in 1 years. Replace vinyl floor to both toilets in 2 years.	£0.00	£430.00	£590.00	£0.00	
4.00.07	Garage area	Fireline board has been installed to the ceiling, which is in good condition. The walls are in fair condition. The solid concrete floor slab has some cracking present to its surface, although is fit for purpose.	No remedial works required for its current use. If use changes, then significant changes to the walls and floors required.	£0.00	£0.00	£0.00	£0.00	

REF	LOCATION / ELEMENT	CONDITION	REMEDIAL WORKS	Immediate Refurbishment	1 yr.	2-5 yrs.	5-10 yrs.	RAG
4.00.08	Workshop	Fireline board has been installed to the ceiling, which is in good condition. The LH wall is saturated, caused as a result of water ingress due to the cracked cement fillet serving the front roof slope of the LH store. The plaster has failed to the centre of the rear wall, likely caused as a result of water ingress. The room is suitable for its current function.	Undertake external repairs (see externals). No internal remedial works required for its current use. If use changes, then significant changes to the walls and floors required.	£0.00	£0.00	£0.00	£0.00	
4.00.09	Left-hand store	The sloping ceilings are in poor condition and are concealing the timber rafters. There is moisture staining evident to the tops of the timber purlins supporting the rafters. There are a couple of missing bricks located on the LH gable wall. The walls are saturated and there is efflorescence staining noted throughout. The steel beam on the RH wall is corroding and the blockwork wall has rust staining to its surface. The concrete floor slab is saturated.	Undertake external works (see externals). Treat corroded steel beam and undertake repairs to gable wall. Remove ceiling boards immediately and assess condition of rafters.	£670.00	£0.00	£0.00	£0.00	
YEAR SUB-TOTALS				£11,440	£3,278	£4,138	£3,825	
PRELIMS @ 10%				£1,144	£328	£414	£383	
CONTINGENCY @ 10%				£1,144	£328	£414	£383	
CONTRACT TOTAL				£13,728	£3,934	£4,966	£4,590	
FEES @ 12%				£1,647	£472	£596	£551	
VAT @ 20.00%				£3,075	£881	£1,112	£1,028	
GRAND TOTAL				£18,450	£5,287	£6,674	£6,169	

5.00.00 EXTERNAL AREAS

REF	LOCATION / ELEMENT	CONDITION	REMEDIAL WORKS	Immediate Refurbishment	1 yr.	2-5 yrs	5-10 yrs	RAG
5.01.00	Boundaries	The freestanding stone wall to the front of the premises is in serviceable condition. Some sections of masonry have delaminated, likely caused by frost damage. There are degraded mortar joints throughout which require attention to maintain stability of the wall. The cement mortar to the top of the wall has cracking located throughout its length. Vegetation and moss growth is prominent throughout and this should be removed before it affects the structure of the wall.	Carry out localised repointing of the wall with a lime mortar. Remove vegetation growth from surface of the wall. Allow for ongoing maintenance.	£1,200.00	£0.00	£0.00	£1,008.00	
5.02.00	Car park surface	Mixture of tarmac and concrete surfaces present. There are a number of cracks throughout the concrete. The tarmac is in serviceable condition although there is extensive moss build up beneath the steel fire escape staircase. A drain is located in the centre of the driveway.	Resurface carpark in long term.	£0.00	£0.00	£0.00	£6,500.00	
YEAR SUB-TOTALS				£1,200	£0	£0	£7,508	
PRELIMS @ 10%				£120	£0	£0	£751	
CONTINGENCY @ 10%				£120	£0	£0	£751	
CONTRACT TOTAL				£1,440	£0	£0	£9,010	
FEES @ 12%				£173	£0	£0	£1,081	
VAT @ 20.00%				£323	£0	£0	£2,018	
GRAND TOTAL				£1,935	£0	£0	£12,109	

6.00.00 ELECTRICAL SERVICES

REF	LOCATION / ELEMENT	CONDITION	REMEDIAL WORKS	Immediate Refurbishment	1 yr.	2-5 yrs.	5-10 yrs.	RAG
7.01.00	Electrics							
7.01.01	Meters	Modern split load consumer unit located within the ground floor hallway. This is fitted with MCBS and RCDs.	Check service records for date of last service and repeat on a 5 year basis.	£0.00	£0.00	£650.00	£650.00	
7.01.02	Fixed lighting and sockets	Strip lighting appears in reasonable condition, although the electrics were turned off during time of inspection. Sockets were untested during inspection. Socket provision is limited.	n/a	£1,150.00	£0.00			
7.01.03	Emergency lighting	Emergency lighting appears in reasonable condition. Untested due to electrics being switched off.	Test annually.	£450.00	£450.00	£540.00	£648.00	
7.02.00	Fire Alarm			£0.00	£0.00			
7.02.01	Smoke detectors, sounders / fire alarm panel/call points	There is one mains powered smoke detector on the ground floor. The remaining smoke detectors are battery operated	Consider replacing battery operated smoke detectors for mains wired smoke detectors. Allow to service annually.	£3,630.00	£0.00			
YEAR SUB-TOTALS				£5,230	£450	£1,190	£1,298	
PRELIMS @ 10%				£523	£45	£119	£130	
CONTINGENCY @ 10%				£523	£45	£119	£130	
CONTRACT TOTAL				£6,276	£540	£1,428	£1,558	
FEES @ 12%				£753	£65	£171	£187	
VAT @ 20.00%				£1,406	£121	£320	£349	
GRAND TOTAL				£8,435	£726	£1,919	£2,093	

7.00.00 MECHANICAL SERVICES & DRAINAGE

REF	LOCATION / ELEMENT	CONDITION	REMEDIAL WORKS	Immediate Refurbishment	1 yr.	2-5 yrs.	5-10 yrs.	RAG
8.01.00	Heating	There is no heat provision within the premises. This has likely contributed, along with reduced ventilation to the extensive mould growth throughout the first floor office space.	Install gas central heating including radiators to main office space.	6,850.00	0.00	0.00	0.00	
8.02.00	Hot Water	The kitchen had a small water heater, which appears in fair condition, although untested.	n/a.	0.00	0.00	0.00	0.00	
8.03.00	Drainage	Soil and vent pipes internally stacked, fitted with AAVs are in fair condition. External drainage not inspected.	Consider drainage survey to inspect condition of drains. Allow to install French drains to perimeter of the Bakery Annex to reduce dampness at base of walls.	0.00	0.00	3,500.00	0.00	
YEAR SUB-TOTALS				£6,850	£0	£3,500	£0	
PRELIMS @ 10%				£685	£0	£350	£0	
CONTINGENCY @ 10%				£685	£0	£350	£0	
CONTRACT TOTAL				£8,220	£0	£4,200	£0	
FEES @ 12%				£986	£0	£504	£0	
VAT @ 20.00%				£1,841	£0	£941	£0	
GRAND TOTAL				£11,048	£0	£5,645	£0	

08.00.00 COST SUMMARY

REF	ELEMENT	Immediate Refurbishment	1 yr.	2-5 yrs.	5-10 yrs.	RAG
2.00.00	EXTERNALS	£73,238	£6,412	£17,640	£14,357	
3.00.00	SUPPORTING STRUCTURE	£8,074	£0	£0	£0	
4.00.00	INTERNALS	£18,450	£5,287	£6,674	£6,169	
5.00.00	EXTERNAL AREAS	£1,935	£0	£0	£12,109	
6.00.00	ELECTRICAL SERVICES	£8,435	£726	£1,919	£2,093	
7.00.00	MECHANICAL SERVICES & DRAINAGE	£11,048	£0	£5,645	£0	
	TOTAL COST	£121,180	£12,425	£31,878	£34,728	£200,211

09.00.00 PHOTOGRAPHIC RECORD

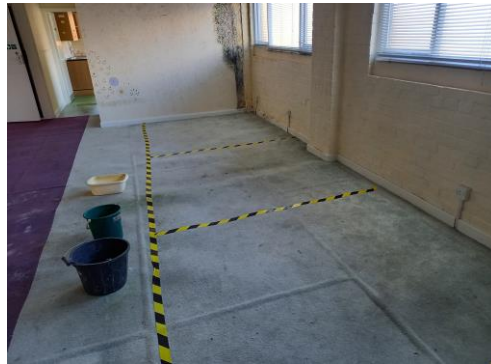
EXTERNALS



EXTERNALS



INTERIALS





Electrical



Version History

ISSUE	Date	Comment
Rev A	07/02/23	

GAL

Gloucester Asbestos Ltd

**Demolition & Site Clearance
Contractors**



Innovation in asbestos removal



About Us

GAL is a fully licensed asbestos removal contractor and currently holds a maximum three year asbestos removal licence which has been issued by the health & safety executive, we also hold a waste carrier licence granted by the environmental agency.

GAL has achieved various accreditations such as, ARCA, Construction Line, Safe Contractor, Exor & CHAS

We can help with the following services:

- Asbestos removal
- Asbestos surveying
- Asbestos testing
- Asbestos disposal
- Asbestos collections
- Demolition & Site clearance works

We have offices throughout the country including; Gloucestershire, Wiltshire, Worcestershire, Avon, Warwickshire and further afield.

We offer a cost effective, professional, tailored solution for all your asbestos requirements.

Our extensive experience in the asbestos industry allows us to create a bespoke service from the initial sampling process to large scale asbestos removal projects. We owe this level of quality to our employees who have in-depth knowledge & experience. We have the knowledge and skills to lead your project to a successful completion.

Our company is fully insured & holds all the relevant certification for all asbestos removal or remedial works undertaken.





Quotation

31.1.2023

Jon Brain – Thornbury Town Council

Asbestos Removal Works at:
Thornbury Bakery Annexe, 4 – 7 Chapel Street, Thornbury, Bristol, BS35 2AW

Asbestos Removal

Thank you for the recent enquiry for the asbestos removal works at the above property, please find below our quotation based on the recent site inspection and information provided within the Innopulse Environmental asbestos survey document Ref: 2143.

The proposed works are to carry out the removal and disposal of the asbestos insulation board boxing panels to the ground and first floor areas to include the asbestos cement ceiling lining panels.

Due to a combination of asbestos insulation board and asbestos cement products being used combined the above asbestos removal works will need to be carried out under asbestos controlled conditions in accordance with The Control of Asbestos Regulations 2012.

The asbestos removal works are subject to a 14 day notification period to the local HSE office on preparation of the site specific method statement and risk assessments.

We will need a suitable supply of electricity and water for the decontamination unit and all associated asbestos removal plant and equipment for the duration of the asbestos removal works which we are presuming can be obtained from within the building, we will need to locate our decontamination unit to the front of the building for the duration of the asbestos removal works.

First Floor Area -Asbestos Removal & Disposal Work - £5885 plus vat

Ground Floor Area -Asbestos Removal & Disposal Work - £3395 plus vat

Combined, Ground & First Floor Area -Asbestos Removal & Disposal Work - £7895 plus vat

The asbestos removal works will be subject to independent analytical cost (UKAS accredited) to carry out visual inspections and all necessary clearance air monitoring on completion of the works and to issue the certificate of re-occupation on completion of the asbestos removal works, this element of the works can be undertaken by the clients preferred contractor at their own expense - **£585 plus vat per option**

Please note – The first floor stairs are will need an independent scaffolding erected within the stairs area to comply with working at height regulations - **£1200 plus vat**, this can also be used to carry out any associated reinstatement works if required.

Hope all of the above is satisfactory.

Kind Regards
Shayne Bishop



Offices

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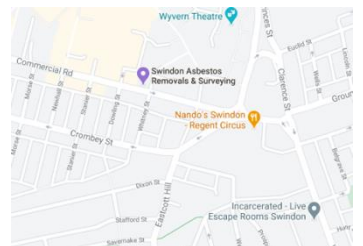
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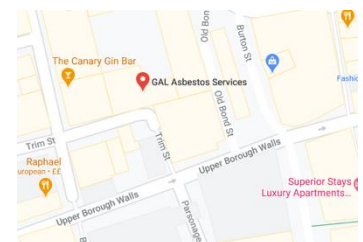
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TERMS & CONDITIONS

1. Where quotations are based on information provided by the client, any deviations from information received for estimating purposes may result in additional fees, unless a representative of GAL has visited the site.
2. Our quotation is exclusive of Value Added Tax (VAT) unless stated. VAT will be added to our invoice at the current rate.
3. No work will commence until a written order has been received by post or email. In some circumstances a verbal instruction may be acceptable. Such an instruction is considered an acceptance of our quotation and these terms & conditions.
4. Once a job has been confirmed and a purchase order has been issued and subsequently the job is cancelled at short notice we reserve the right to issue a cancellation charge (Less than 24hr notice is - £500 plus vat).
5. GAL has a commitment of confidentiality to our clients and no information will be shared or placed in the public domain unless the relevant permissions are gained or the information has already been made publicly available by the client. The exception to this is where the inspection body is required by law or authorised by contractual Commitments to release confidential information, the client or individual concerned shall, unless prohibited by law, be notified of the information provided. Information about the client obtained from sources other than the client (e.g. complainant, regulators) shall be treated as confidential.
6. Permission for access where necessary must be obtained by the client, for example prior to Pre-purchase surveys. Additional charges may be incurred for standing time related to gaining access to a property.
7. GAL shall not be held responsible for any loss, damage or injury arising from actions or omission of the client, his agents, servants and independent contractors. The client will indemnify us and keep us indemnified against all claims, costs, damages and expenses arising from such acts or omissions.
8. We shall not be held responsible for any loss, damage or injury arising from undertaking of the work required by the client or his agents, and the client will indemnify us and keep us indemnified against all claims, costs, damages and expenses arising from such loss, damage or injury.
9. Unless otherwise stated the quotation is based on all the conditions of the site being the same as at the time of quotation.
10. Unless stated, all quotations do not allow for the provision of specialist access equipment that may be required. Access up to 3 m will be provided as standard, along with the provision of hand tools and other surveying equipment as laid out in HSG264 – (Asbestos Surveying Works)
11. Additional access equipment that is not included as standard include, but is not limited to, Mobile Elevated Work Platforms (MEWP), Scaffold towers, coring or other excavation equipment to gain access below concrete slabs and equipment for access into confined spaces. These services can be supplied but this must be agreed at quotation stage. Access below concrete slabs, subsurface investigation and soil sampling are outside the scope of surveys unless otherwise agreed – (Asbestos Surveying Works)



12. Quotations assume access will be made available to all areas. Unreasonable delay may result in areas being omitted from the survey or additional charges per hour per surveyor. If areas cannot be accessed on the prearranged day a revisit charge will be applicable. Unless otherwise stated GAL has not allowed for the excavation of trial holes or testing for asbestos in soils.
13. Although the utmost care will be taken not to damage materials, localised damaged may be caused during the investigation and/or sampling operations. Unless specifically requested prior to the survey, this will be made 'safe' but not necessarily restored. Prior to refurbishment / demolition surveys it is recommended the client is made aware of the intrusive nature of the survey. GAL will assume no specialist arrangements are required for reinstatement and redecoration, any additional work may incur additional cost
14. Plant and machinery that is not part of the buildings function will not be included in the survey, unless there is a known traditional association with asbestos.
15. An invoice will be issued upon completion of the works and GAL operates a strict 14 day payment policy for account customers only. For non-account customer's payment will be required before any completion certification can be released, a payment schedule will be prepared for all non-account customers and must be accepted prior to works commencing, this will be based on normally three equally spaced payments.
16. We reserve our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to the agreed credit or payment schedule terms.