

Thursday 4 January 2024

To all Councillors

Please take notice that a meeting of the **Full Council** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on **Tuesday 9 January 2024** at **7.30pm**.

All Councillors are hereby **summoned** to attend the above meeting for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.



Wendy Sydenham, Deputy Clerk

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity.

Public participation: Please note that this meeting is open to the public. Please take note of the guidance notes for public participation [provided](#).

Emergency Evacuation procedure: Please familiarise yourself with the emergency evacuation procedure on display in the Council Chamber and acquaint yourself with the nearest emergency exit. The assembly point, in the event of any evacuation, is the area between the Town Hall and Costa.

PLEASE NOTE – the lift in the Town Hall is temporarily and unavoidably out of order and therefore the Council Chamber is currently only accessible via stairs

AGENDA

1. To note any apologies for absence
2. To receive any declarations of interest from members
3. To approve the minutes of the meeting of the Full Council held on 14 November 2023
4. To receive any representations from the public relating to items on the agenda
5. Town Councillor applications for a vacancy in South Ward
 - 5.1 To note applications for the Town Councillor vacancy in South Ward
 - 5.2 To receive the Declaration of Acceptance of Office from the elected Town Councillor
6. Town Councillor applications for a vacancy in North East Ward
 - 6.1 To note applications for the Town Councillor vacancy in North East Ward
 - 6.2 To receive the Declaration of Acceptance of Officer from the elected Town Councillor
7. To elect a Town Councillor to the Staffing Committee
8. To elect a Town Councillor representative to Thornbury In Bloom

- 9. To elect a Town Councillor representative to the Community Engagement Forum**
- 10. To receive the minutes (approved or draft) from the following Committees**
 - 10.1 Open Spaces Committee meeting held on 5 December 2023
 - 10.2 Finance & General Purpose Committee meeting held on 12 December 2023
 - 10.3 Planning Committee meeting held on 30 November 2023
 - 10.4 Planning Committee meeting held on 19 December 2023
- 11. To approve the budget for 2024/2025**
- 12. To confirm the precept for 2024/2025**
- 13. To approve the accounts for payment and note payments made out of meeting**
- 14. To consider changes to fees and charges for 2024/2025 relating to use of the Pavilion at the Mundy Playing Fields**
- 15. To note the CIL programme (in revised format)**
- 16. To confirm the funding source for the purchase and hire of electric vehicles, to replace the current diesel vehicles owned/hired by the Town Council, resolved to purchase/hire in principle at the Council meeting on 14 November 2023**
- 17. To consider changes to the mandate for the current and payroll bank accounts**
- 18. To consider changes to the mandate for the investment account**
- 19. Service Level Agreements for 2024/2025**
 - 19.1 To consider additional information provided by Thornbury In Bloom to support their Service Level Agreement application
 - 19.2 To consider the creation of a Working Group to finalise the drafting of Service Level Agreements
 - 19.3 To consider and approve draft Terms of Reference for a Service Level Agreement Working Group, should it be resolved to create one in item 19.2.
- 20. To consider responding to the South Gloucestershire Council consultation on VCSE funding from April 2024: <https://consultations.southglos.gov.uk/VCSE24> (deadline - 23 January 2024)**
- 21. Date of next meeting - 7.30pm on Tuesday 14 March 2024**

END OF AGENDA

Minutes of the Meeting of the Full Council

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

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

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

Absent: Cllrs Jayne Stansfield
Helen Harrison
Simon Johnson

FC2324.82. To note any apologies for absence

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

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

There were no declarations of interest from members.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FC2324.94. Capital Infrastructure Levy (CIL)

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

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

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

The Thornbury Town Council risk register was reviewed.

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

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

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

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

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

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

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

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

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

A new schedule of meetings for 2024 was noted.

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

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

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

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

FC2324.103. To approve the purchase and hire of electric vehicles to replace the current diesel vehicles owned/hired by the Town Council, as recommended by the Finance and General Purpose Committee (including CIL expenditure approval)

It was **RESOLVED** to:

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

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

It was **RESOLVED** to approve up to £3,000 for vehicle repairs to the Ford Transit Custom van in advance of return to the lease company, accepting a likely budget overspend at year end against the Asset and Asset Maintenance cost centre (120) equal to the incurred expenditure.

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

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

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

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

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

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

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

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

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

Minutes of the Meeting of the Open Spaces Committee
held on 5 December 2023 at 7:30pm
in the Council Chamber, Town Hall

Councillors present: Cllr Helen Harrison (Chair)
Cllr Chris Bloor
Cllr Danny Bonnett
Cllr John Reynolds
Cllr Chris Davies

Officers present: Wendy Sydenham (Deputy Clerk)

No members of the public were present

Absent: Cllr Simon Johnson
Cllr Phil O'Rourke
Cllr James Murray
Cllr Fiona Deas

Before the start of the meeting, a two minute silence was held to mark the sad passing of ex-Councillor Bob Griffin and Mr Jerry Dicker, who both contributed greatly to the improvement of open spaces around the town.

OS2324.47 TO CONSIDER ANY APOLOGIES FOR ABSENCE

Apologies were received from Cllr Phil O'Rourke and Cllr James Murray.

OS2324.48 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST

There were no interests declared by members.

OS2324.49 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were no members of the public present.

OS2324.50 TO APPROVE AND SIGN THE MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD ON 19.09.23

It was **RESOLVED** to approve the minutes of the Open Spaces Committee meeting held on 19.09.23 and they were then signed by the Chair.

OS2324.51 TO CONSIDER COMMUNICATION REGARDING THE ROUTE OF THE BIODIVERSITY RING THROUGH THE MUNDY PLAYING FIELDS AND TO CONSIDER AN ALTERNATIVE ROUTE

It was **RESOLVED** to implement the alternative route as outlined in the Officer Briefing. It was **RESOLVED** to inform the fireworks and carnival organisers of the alternative route which addresses their concerns where possible.

OS2324.52 TO CONSIDER COMMUNICATION REGARDING THE GROUNDS MAINTENANCE REGIME FOR OAKLEAZE GREEN AND TO CONSIDER POSSIBLE CHANGES

It was **RESOLVED** to implement the alternative grounds maintenance regime on Oakleaze Green as outlined in the Officer Briefing.

OS2324.53 TO CONSIDER PLANS FOR HANGING BASKETS IN THE HIGH STREET IN 2024 AND CONFIRM DETAILS OF ANY BASKET ORDER

It was **RESOLVED** to order 25 hanging baskets to be filled and to be hung on new columns (installed by South Gloucestershire Council) on the High Street and on Town Council properties (total cost = £912.50). It was further **RESOLVED** to consider other planting options on the High Street once the works by SGC are complete.

OS2324.54 TO CONSIDER A REQUEST FROM ST MARYS CHURCH TO LOCATE TEMPORARY WELFARE FACILITIES IN THE CHURCHYARD

It was **RESOLVED** to agree to welfare facilities being sited within St Mary's Churchyard while works are carried out by the Church.

OS2324.55 TO CONSIDER AUTHORISING THE DEPUTY CLERK TO SIGN THE LOCALISM AGREEMENT FOR 2024/2025

It was **RESOLVED** to authorise the Deputy Clerk to sign the Localism Agreement with South Gloucestershire Council for 2024/2025.

OS2324.56 TO NOTE PROGRESS AGAINST ACTIONS FROM THE ROSPA PLAY AREAS INSPECTION REPORT

Progress against actions from the RoSPA play areas inspection report was noted by the Committee.

OS2324.57 TO NOTE THE DATE OF THE NEXT MEETING – TUESDAY 16 JANUARY 2024

The date of the next meeting was noted to be Tuesday 16 January 2024.

**MINUTES of the meeting of the Finance and General Purpose Committee
held on Tuesday 12 December 2023, at the Town Hall**

Present: Cllr Helen Ball (Chair)
Cllr Chris Davies
Cllr Fiona Deas
Cllr Simon Johnson
Cllr John Reynolds
Cllr Jayne Stansfield
Cllr Maggie Tyrrell
Cllr James Murray

Wendy Sydenham (Deputy Town Clerk)
1 member of Council administration staff (minutes)
No members of the public were in attendance

Absent: Cllr Chris Woodhouse

F&GP2324.49. APOLOGIES FOR ABSENCE

There were no apologies for absence.

F&GP2324.50. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest by members.

F&GP2324.51. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were no members of the public present.

F&GP2324.52. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE MEETING HELD ON 10 OCTOBER 2023

It was **RESOLVED** to approve the minutes of the Finance and General Purpose meeting held on 10 October 2023, which were then signed by the Chair.

F&GP2324.53. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:

- **To approve the accounts for payment and note payments made out of meeting:**

Accounts paid out of meeting were noted. It was **RESOLVED** to pay the following accounts now due for payment:

ACCOUNTS PAID OUT OF MEETING (11th October - 12th December 2023)		
UNITY TRUST BANK	BANK CHARGES - WAGES ACCOUNT (SEPT)	26.66

UNITY TRUST BANK	BANK CHARGES - WAGES ACCOUNT (OCT)	26.80
THORNBURY TOWN COUNCIL	MONTH 7 PAYROLL	34,761.50
THORNBURY TOWN COUNCIL	MONTH 8 PAYROLL	31,286.75
THORNBURY TOWN COUNCIL	MONTH 9 PAYROLL	41,569.85
SOUTH GLOS COUNCIL	RATES - CEMETERY - (OCT DD)	351.00
SOUTH GLOS COUNCIL	RATES - MPF FLAT - (OCT DD)	150.00
SOUTH GLOS COUNCIL	RATES - TOWN HALL - (OCT DD)	1,297.00
SOUTH GLOS COUNCIL	RATES - CEMETERY - (NOV DD)	351.00
SOUTH GLOS COUNCIL	RATES - MPF FLAT - (NOV DD)	150.00
SOUTH GLOS COUNCIL	RATES - TOWN HALL - (NOV DD)	1,297.00
OCTOPUS ENERGY	ELECTRICITY - MPF (OCT DD)	271.39
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (OCT DD)	683.99
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (OCT DD)	46.56
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (OCT DD)	43.20
OCTOPUS ENERGY	ELECTRICITY - MPF (NOV DD)	244.24
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (NOV DD)	767.92
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (NOV DD)	79.43
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (NOV DD)	56.74
OCTOPUS ENERGY	ELECTRICITY - MPF (DEC DD)	266.91
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DEC DD)	765.37
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DEC DD)	109.31
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DEC DD)	46.20
AMAZON	CC569 - WHITE LINE PITCH MARKER SPRAY PAINT	50.58
SCREWFIX	CC570 - VARIOUS PROPERTY MAINTENANCE FITTINGS	373.95
FACEBOOK	CC571 - JOB VACANCY ADVERTISNG	25.00
AMAZON	CC572 - OUTDOOR SOLID STEEL WAGON CART - MPF	99.99
AMAZON	CC573 - UNDER COUNTER FRIDGE - CEMETERY OFFICE	139.00
AMAZON	CC574 - GARDEN WATER HOSES X2	89.98

AMAZON	CC575 - GARDEN WATER HOSE X1	29.99
DIRECT 365	CC576 - BABY CHANGING UNIT - MPF	158.64
SCREW FIX	CC577 - STEPLADDERS	166.98
AMAZON	CC578 - CLEANING MATERIALS	222.93
AMAZON	CC579 - PRIME MONTHLY MEMBERSHIP (OCT) - REF FREE POSTAGE	8.99
EMORSGATE SEEDS	CC580 - WILDFLOWER SEEDS (ST MARYS CHURCHYARD)	117.00
FACEBOOK	CC581 - JOB VACANCY ADVERTISNG	7.14
FACEBOOK	CC582 - JOB VACANCY ADVERTISING	25.00
FACEBOOK	CC583 - JOB VACANCY ADVERTISING	2.71
GIFFGAFF	CC584 - STAFF MOBILE PHONE TOP UP (OCT)	10.00
GIFFGAFF	CC585 - STAFF MOBILE DATA TOP UP (OCT)	8.00
NWFLAGS.CO.UK	CC586 - UNION JACK FLAG	47.98
SILENT FLYING LTD	CC587 - RECHARGEABLE LIGHTS FOR COUNCIL EVENT	33.98
PREMIER INN	CC588 - STAFF EXPENSES	271.58
AMAZON	CC589 - CLEANING MATERIALS	104.64
DONALD MACINTYRE T/A EMORSGATE SEEDS	CC590 - WILDFLOWER SEEDS (ST MARY'S CHURCH)	124.80
AMAZON	CC591 - GAZEBO SAND WEIGHTS	29.88
AMAZON	CC592 - STATIONERY	25.98
AMAZON	CC593 - PAPER HAND TOWELS	80.00
HSQE - MY VITAL SKILLS	CC594 - ONLINE SAFETY COURSE	18.00
HSQE - MY VITAL SKILLS	CC595 - ONLINE SAFETY COURSES	66.00
GIFFGAFF	CC596 - MONTHLY STAFF PHONE TOP UP (NOV)	10.00
JT ATKINSON BUILDING MERCHANT	CC597 - ELECTRIC PIPE FREEZER KIT	784.61
AMAZON	CC599 - HI-VIS VEST WAISTCOATS X5 (REF GREEN PROJECT)	17.25
AMAZON	CC600 - FIRST AID REFILL PACKS X6	99.18
GOV.UK	CC601 - DBS CHECK FOR NEW STARTER	18.00
GIFFGAFF	CC602 - STAFF MOBILE DATA TOP UP (NOV)	8.00

AMAZON	CC603 - ROOTING POWDER & STAFF PHONE CASE	43.38
VP BRANDON HIRE STATION	CC604 - WEED BRUSH HIRE	181.13
AMAZON	CC605 - PROTECTIVE FOOTWEAR FOR STAFF	38.28
AMAZON	CC606 - PRIME MONTHLY MEMBERSHIP (NOV) - REF FREE POSTAGE	8.99
AMAZON	CC607 - TREE PLANTING SPACERS	22.99
FACEBOOK	CC608 - JOB VACANCY ADVERTISING FEE	40.00
FACEBOOK	CC609 - JOB VACANCY ADVERTISING FEE	39.75
AMAZON	CC610 - MOP HEADS	29.00
MARK HARROD	CC611 - SPARE WHEELS FOR GOAL POSTS	45.62
AMAZON	CC612 - MICROWAVE PLATE COVERS	5.99
GARAGE DOOR PARTS	CC163 - GARAGE DOOR ROLLER REMOTE CONTROL SYSTEM - MPF	202.52
AMAZON	CC614 - CLEANING MATERIALS & SAND BAGS	113.48
AMAZON	CC615 - SAFETY GLASSES	31.45
SCREWFIX	CC616 - STAFF SAFETY BOOTS AND WELLIES	80.98
LAMP SHOP ONLINE LTD	CC617 - MULTIPACK OF LED TUBE LIGHTING	155.47
CNM ONLINE.CO.UK	CC618 - X3 HEATER ELEMENTS	135.59
AMAZON	CC619 - STAFF WORKWEAR & SAND BAGS	109.01
ANDERSONS WASTE MANAGEMENT LTD	EMPTY SEPTIC TANK - MPF SITE	195.00
ANDERSONS WASTE MANAGEMENT LTD	EMPTY SEPTIC TANK - CEMETERY SITE	195.00
UNITY TRUST BANK	FUNDS TO TOP UP EQUALS PRE-PAY CARD ACCOUNT	500.00
PHASE CIC	GRANT AWARD 23/24	750.00
THE CONFLICT TRAINING	ON SITE STAFF TRAINING	1,074.00
SOUTH GLOS COUNCIL	OCTOBER RATES - R/O 67 HIGH STREET (BACS)	95.00
SOUTH GLOS COUNCIL	JOB VACANCY ADVERTISING	150.00
SOUTH GLOS COUNCIL	QUARTERLY PAYROLL CHARGES	199.08
RELYON GUARDING & SECURITY SERVICES LTD	MONTHLY SECURITY SERVICES AT MPF - SEPT	486.00

SMITH OF DERBY CLOCKMAKERS	SERVICE VISIT - REF THORNBURY TOWN CLOCK	232.80
EVERYTHING BRANDED	REUSABLE STRAW KIT - CLLR STALL (FIREWORKS EVENT)	184.92
EQUALS MONEYPLC	TOP UP FUNDS FOR PRE-PAID CARDS	500.00
LINELA	STAFF OUTDOOR WORKWEAR	158.40
RBL POPPY APPEAL	REMEMBRANCE WREATH DONATION	70.00
SIMPLY CLEANING	MONTHLY TOWN HALL CLEANING CONTRACT - SEPT	1,176.00
LINELA	STAFF OUTDOOR WORKWEAR	58.20
ALAN PRICE	GRAVE DIGGING	675.00
H.J.JEfferies LTD	REFUND OF INCORRECT MEMORIAL PAYMENT	84.00
SOUTH GLOS COUNCIL	NOVEMBER RATES - BAKERY ANNEX (BACS)	95.00
TRAINING AT WORK	MANAGING CONFLICT - STAFF COURSE	33.60
THORNBURY TOWN COUNCIL STAFF	STAFF EXPENSES - UTV VIEWING	244.48
ALCA	ESSENTIAL COUNCILLOR COURSE (X1)	40.00
ALCA	FINANCE FOR COUNCILLORS COURSE (X2)	60.00
ABBAY LIFTS LTD	TOWN HALL LIFT - REPLACE TAPE HEAD	2,090.40
BOWCOM	MPF - FOOTBALL PITCH BOWGRASS SUPREME PLUS LINER PAINT	825.00
P&S TIMBRELL DECORATORS LTD	WORKS TO THORNBURY PUMP AND SURROUNDING STRUCTURE	3,156.00
SOUTH GLOS COUNCIL	RECHARGES FOR THE THORNBURY TOWN COUNCIL POLL - 4TH MAY 23	17,536.55
T H WHITE GROUP	WORKS TO NEW HOLLAND TRACTOR - REF BATTERY	253.50
FALON NAMEPLATE	BRONZE PLAQUES	189.59
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	109.49
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	477.70
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	104.83
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	142.13
FALON NAMEPLATE	BRONZE PLAQUE	64.00

ECOTRICITY	MONTHLY GAS SUPPLY - MPF PAVILION	43.96
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	146.31
RAYS GARDEN SERVICES	WORKS AT ST MARY'S CHURCHYARD	756.00
THORNBURY MOTORS	MONTHLY FUEL EXPENDITURE	27.55
HAWKINS OF THORNBURY	BUCKET & LID	8.85
OFCOM	RADIO ANNUAL LICENCE FEE	112.50
MATRIX BES LTD	ANNUAL BOILER SERVICES - X4 SITES	522.00
RELYON	SECURITY SERVICES FOR OCTOBER - MPF	502.20
ABBAY LOOS LTD	RENTAL OF PORTIBLE TOILETS - CHANTRY FIELD	264.00
BLAZE FIRE PROTECTION	FIRE RISK ASSESSMENT - CEMETERY	300.00
BLAZE FIRE PROTECTION	FIRE RISK ASSESSMENT - BAKERY ANNEX	300.00
BLAZE FIRE PROTECTION	FIRE RISK ASSESSMENT - MPF	300.00
DIRECT IT SERVICES LTD	MONTHLY IT SUPPORT, BROADBAND & PHONES	731.32
SOUTH GLOS COUNCIL	LOCALISM SERVICE CHARGES FOR OCT, NOV AND DEC 2023	6,483.50
SLCC ENTERPRISES	STAFF TRAINING COURSE	252.00
SLCC ENTERPRISES	STAFF TRAINING COURSE	72.00
AVON DISPLAYS LTD	SIGNS FOR MPF	240.00
EQUALS MONEYPLC	TOP UP FUNDS FOR PRE-PAID CARDS	500.00
THORNBURY TOWN COUNCIL STAFF	STAFF EXPENSES - REF LIGHTS SWITCH ON EVENT	19.11
BLAZE FIRE PROTECTION	FIRE RISK ASSESSMENT – CHAPEL, 67 & 67A	480.00
BLAZE FIRE PROTECTION	FIRE RISK ASSESSMENT - TOWN HALL	360.00
SOUTH GLOS COUNCIL	BASIC JOB ADVERT - CLERK	150.00
JIGSAW THORNBURY	GRANT FOR FUNDING	2,291.40
SEVERN WYE ENERGY AGENCY LTD	THERMAL IMAGING SURVEY	1,080.00
G T DOVEY	REFUND FOR CEMETERY PLOT	1,048.00
SIMPLY CLEANING	MONTHLY TOWN HALL CLEANING CONTRACT - OCT	1,176.00
LINELA	STAFF WORKWEAR	79.20

EQUALS MONEYPLC	TOP UP FUNDS FOR PRE-PAID CARDS	500.00
LINELA	STAFF WORKWEAR	138.24
	Total Expenditure:	170,298.02
ACCOUNTS NOW DUE FOR PAYMENT - 12TH DECEMBER 2023		
SLCC ENTERPRISES LTD	CAPITAL STRATEGY DEVELOPMENT - FINAL PART 3 PAYMENT	1,920.00
RIO POOLS LTD	WINTERISE SPLASH PAD - MPF	223.20
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	18.79
GAP SUPPLIES LTD	ORNAMENTAL BARK	171.79
GLASDON UK LTD	DOG WASTE LITTER BIN	218.26
JCW WINDOW CLEANING	TOWN HALL WINDOW CLEANING	55.00
ECOTRICITY	MONTHLY GAS SUPPLY - PAVILION	58.80
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	423.94
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	58.60
PROLUDIC	SWING SEAT AND FIXINGS FOR OSPREY PARK PLAY AREA	583.26
PROLUDIC	SWING SEATS FOR OSPREY PARK & STREAMLEAZE PLAY AREAS	748.42
PROLUDIC	WELDING REPAIR JOB	810.00
GAP SUPPLIES LTD	ORNAMENTAL BARK	171.79
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	142.13
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	131.86
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	477.70
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	109.49
SLCC ENTERPRISES LTD	JOB VACANCY ADVERTISING FOR PERIOD OF 6 WEEKS	669.60
ABBEY LOOS LTD	RENTAL OF TOILETS AT CHANTRY FIELD	264.00
DIRECT IT SERVICES	IT SUPPORT, PHONE & BROADBAND	731.32
ALEXANDRA	STAFF WORKWEAR	40.24
LANDCARE TREE NURSERY LTD	TREES FOR PLANTING	1,113.40
RELYON GUARDING & SECURITY SERVICES LTD	SECURITY SERVICES AT MPF SITE - NOVEMBER 2023	486.00

PREMIER GROUP RECYCLING LTD	CONFIDENTIAL WASTE - COLLECT & SHREDDING CHARGE	102.00
FALON NAMEPLATES LTD	BRONZE PLAQUE	64.00
LANDCARE TREE NURSERY LTD	TREE FOR PLANTING	174.87
SOUTH GLOS COUNCIL	OCTOBER RATES - R/O 67 HIGH STREET (BACS)	95.00
	Total Expenditure:	10,063.46

CC[n] = credit card payment

DD = direct debit

Equals card payments 1/9/23 – 30/9/23			
1/9/23	Post Office	2.25	Signed for postage
4/9/23	Hawkins of Thornbury	26.97	Tamperproof bit clip
5/9/23	Lees Mend A Shoe	11.98	Key cutting
7/9/23	Screwfix	103.96	Socket set
7/9/23	Amazon Marketplace	11.95	Ref: Credit Card CC553
8/9/23	Horders	3.15	Stationery
11/9/23	Co-op	1.90	Milk
18/9/23	Co-op	1.90	Milk
21/9/23	Hawkins of Thornbury	6.37	Rawplugs
21/9/23	Lees Mend A Shoe	49.98	Key cutting
22/9/23	Co-op	1.90	Milk
25/9/23	Amazon Marketplace	34.49	Ref: Credit Card CC561
25/9/23	Horders	8.00	Stationery
27/9/23	Co-op	1.90	Milk
27/9/23	Amazon Marketplace	219.87	Ref: Credit Card CC563
28/9/23	Papilio (Heritage)	6.85	Signed for post
30/9/23	News 4 U	17.40	Paper and Delivery
		510.82	

Equals card payments 1/10/23 – 31/10/23			
2/10/23	Thornbury Motors	60.08	Oil

3/10/23	Co-op	3.80	Milk
4/10/23	Screwfix	117.98	Dewalt Hadley Boots
6/10/23	GAP Supplies Ltd	72.23	Jack Saw, Washers, Bits
6/10/23	Co-op	3.55	Cleaning supplies
10/10/23	Amazon	16.24	Heavy duty ground pegs
16/16/23	Co-op	3.80	Milk
17/10/23	Amazon	14.99	Socket set
17/10/23	The Poppy Shop	254.75	12 Poppy for High Street
24/10/23	Thornbury Discounts	1.69	Maintenance Supplies
24/10/23	Hawkins of Thornbury	5.49	Maintenance Supplies
24/10/23	Screwfix	187.50	Stepladder, cement, silicone
25/10/23	Hawkins of Thornbury	9.14	Double sided tape
27/10/23	Co-op	1.90	Milk
27/10/23	Horders	10.35	Stationery
30/10/23	Thornbury Discounts	2.00	Batteries
		765.49	

Equals card payments 1/11/23 – 30/11/23

1/11/23	Hawkins of Thornbury	13.50	Maintenance supplies
1/11/23	Hawkins of Thornbury	40.12	Maintenance Supplies
7/11/23	GAP Supplies Ltd	60.38	Plywood, screws etc
8/11/23	GAP Supplies Ltd	29.16	Maintenance Supplies
9/11/23	Co-op	3.80	Milk
9/11/23	Co-op (adjustment)	-3.80	Milk
13/11/23	WH Smith	10.99	Stationery
13/11/23	Hawkins of Thornbury	7.29	Maintenance Supplies
13/11/23	Horders	5.00	Stationery
13/11/23	Horders	10.00	Stationery
14/11/23	Hawkins of Thornbury	19.41	Drill bits, washers, maintenance
14/11/23	Almondsbury Garden Centre	36.00	Multipurpose compost
14/11/23	Almondsbury Garden Centre	8.99	Maintenance supplies

14/11/23	Screwfix	236.31	Smoke detection
14/11/23	Co-op	1.90	Milk
17/11/23	Amazon Marketplace	78.91	Maintenance supplies
20/11/23	Co-op	3.80	Milk
22/11/23	Almondsbury Garden Centre	18.00	Multipurpose compost
23/11/23	Amazon Marketplace	64.99	Heavy Duty Lawn Roller
24/11/23	Hawkins of Thornbury	96.20	Maintenance supplies
28/11/23	Hawkins of Thornbury	17.92	Maintenance supplies
29.11.23	Gardiner Haskins	12.00	Car parking – ref training
	Total payments	770.87	

- **To approve the setting up of a direct debit to Grenke (on behalf of KN Office) for a photocopier contract**

It was **RESOLVED** to set up a direct debit payment to Grenke, to pay for the photocopier contract.

F&GP2324.54. TO NOTE OFFICER DECISIONS MADE UNDER DELEGATED POWERS

Officer decisions made under delegated powers were noted (as circulated with meeting papers – rotten floor joists at the Pavilion).

F&GP2324.55. TO CONSIDER A QUOTE FOR REPAIRS TO THE TOWN CLOCK

It was **RESOLVED** to accept a quote of £1107+VAT from Smith of Derby Clockmakers to repair the Town Clock.

F&GP2324.56. SMALL GRANT APPLICATIONS

- **To consider grant applications and recommendations from the Grant Awarding Working Group**
- **To agree grant awards**

It was **RESOLVED** to award the following grants:

Organisation	Grant Awarded
Thornbury In Bloom	£750
Thornbury Christmas Lights Association	£750
St Mary's C of E Primary School Parent Teacher Friends Association	£750
Jigsaw Thornbury	£750
Thornbury and District Heritage Trust	£3450
Thornbury Community Permaculture Project (TCPP)/Sustainable Thornbury	£750
Thornbury Town Football Club (Thornbury Town Tigers – Girls Team)	£656.11
Great Western Air Ambulance Charity	£750
Thornbury Duke of Edinburgh Award Open Award Centre (DofE)	£750

F&GP2324.57. DRAFT BUDGET 2024/2025:

- **To consider the draft Budget for 2024/2025**
- **To agree any recommendations to be made to Full Council on 9 January 2024**

The draft budget (version 1.2) was considered. It was **RESOLVED** to request a number of adjustments to be made by the Clerk/RFO in order to develop a final draft version.

Assuming that those adjustments would be made, it was **RESOLVED** to recommend that final draft version for approval to Full Council on 9 January 2024.

F&GP2324.58. DATE OF THE NEXT MEETING: 7:30PM ON 13 FEBRUARY 2024 TO HELD IN THE COUNCIL CHAMBER OF THE TOWN HALL

The date of the next meeting was noted to be 7:30pm on 13 February 2024 at the Town Hall.

**Minutes of the Meeting of the Planning Committee
held on Tuesday 30 November 2023 at Council Chamber, Town Hall at 7:30pm**

Members Present: Cllr Maggie Tyrrell (Chair)
Cllr Chris Bloor
Cllr Fiona Deas
Cllr Chris Davies

Officers Present: Wendy Sydenham (Deputy Town Clerk)
Administration Officer (minutes)

Members Absent: Cllr Helen Ball
Cllr Jayne Stansfield

Cllr Danny Bonnett was in attendance, as a member of the public.

PC2324.18 TO RECEIVE ANY APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Helen Ball and Jayne Stansfield.

PC2324.19 TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

There were no members declarations of interest.

PC2324.20 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were no members of the public present.

PC2324.21 TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 26 JULY 2023

It was **RESOLVED** to approve and sign the minutes of the Planning Committee meeting of 26 July 2023, as an accurate record of proceedings.

PC2324.22 TO CONSIDER THE SCHEDULE OF PLANNING AND LICENSING APPLICATIONS AND NOTE COMMENTS MADE UNDER DELEGATED AUTHORITY

At the discretion of the Chair, Cllr Danny Bonnett, as a member of the public, was permitted to speak throughout this item. It was **RESOLVED** to submit comments to South Glos Council, on the schedule of planning applications, as detailed in the attached schedule. Comments previously made, under delegated authority, were noted.

PC2324.23 TO NOTE THE SCHEDULE OF PLANNING AND LICENSING APPLICATION DECISIONS MADE BY SOUTH GLOUCESTERSHIRE COUNCIL

The schedule of planning and licensing application decisions made by South Gloucestershire Council was noted.

PC2324.24 TO CONSIDER RECOMMENDATIONS FROM THE CLIMATE AND NATURE COMMITTEE AND RESPOND TO THE SOUTH GLOUCESTERSHIRE COUNCIL CONSULTATION “A4174 TRAVEL IMPROVEMENTS”

At the discretion of the Chair, Cllr Danny Bonnett, as a member of the public, was permitted to speak throughout this item. The last Climate and Nature Committee meeting had not been quorate, so there were no recommendations to consider. The Planning Committee **RESOLVED** to submit a support comment for the scheme.

PC2324.25 TO CONSIDER RECOMMENDATIONS FROM THE CLIMATE AND NATURE COMMITTEE AND RESPOND TO THE SOUTH GLOUCESTERSHIRE COUNCIL CONSULTATION “A38 TRAVEL IMPROVEMENTS”

The last Climate and Nature Committee meeting had not been quorate, so there were no recommendations to consider. The Planning Committee **RESOLVED** to submit comments concerning the sections of the A38: at the junction with Over Lane, junction with Down Road, Alveston Hill and route into Thornbury.

PC2324.26 DATE OF THE NEXT MEETING: 7:30PM ON THURSDAY 11 JANUARY 2024, TO BE HELD AT THE TOWN HALL

The next meeting date was noted to be 7:30PM on Thursday 11 January 2024.

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered at the meeting of the Planning Committee on 30.11.23

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
07.11.23	P23/03135/F	25 Gillingstool Thornbury Bristol South Gloucestershire BS35 2EQ	Erection of a two storey side extension and a single storey rear extension to facilitate conversion to 2no flats.	No objection	
17.11.23	P23/03157/CLP	Yew Tree House Severn View Road Thornbury Bristol South Gloucestershire	Erection of single storey side orangery/conservatory.	No objection	
20.11.23	P23/03192/TCA	2 Stokefield Close Thornbury Bristol South Gloucestershire BS35 1HE	Works to 1no. Sycamore to remove epicormic growth below/around 4m height, reduce height by 6m and 3-4m all around leaving pollarded tree approx 10-11m height and 6m spread and Works to 1no. Mulri Stem Silver Birch to remove 1 in 3 branches to open up the centre situated in the Thornbury Conservation Area.	No objection, subject to the approval of the Tree Officer	
PLANNING APPLICATIONS RECEIVED AFTER PAPERS SENT OUT					
22.11.23	P23/03204/HH	7 Mallow Close Thornbury Bristol South Gloucestershire BS35 1UE	Erection of single storey rear extension to existing garage to provide store room.	No objection	
29.11.23	LI23/8078/PREMI S	The Butcher's Hook, Thornbury	Premises Variation Application under the Licensing Act 2003	No objection	

**Minutes of the Meeting of the Planning Committee
held on Tuesday 30 November 2023 at Council Chamber, Town Hall at 7:30pm**

Members Present: Cllr Maggie Tyrrell (Chair)
Cllr Chris Bloor
Cllr Fiona Deas
Cllr Chris Davies
Cllr Jayne Stansfield

Officers Present: Administration Officer (minutes)

Members Absent: Cllr Helen Ball

There were no members of the public in attendance.

PC2324.27 TO RECEIVE ANY APOLOGIES FOR ABSENCE

Apologies were received from Cllr Helen Ball.

PC2324.28 TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

Cllr Chris Bloor declared an interest in planning application P23/03249/TCA under item 5.

PC2324.29 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were no members of the public present.

PC2324.30 TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 30 November 2023

It was **RESOLVED** to approve and sign the minutes of the Planning Committee meeting of 30 November 2023, as an accurate record of proceedings.

PC2324.31 TO CONSIDER THE SCHEDULE OF PLANNING AND LICENSING APPLICATIONS AND NOTE COMMENTS MADE UNDER DELEGATED AUTHORITY

It was **RESOLVED** to submit comments to South Glos Council, on the schedule of planning applications, as detailed in the attached schedule. No comments had been made under delegated authority since the last meeting.

PC2324.32 TO NOTE THE SCHEDULE OF PLANNING AND LICENSING APPLICATION DECISIONS MADE BY SOUTH GLOUCESTERSHIRE COUNCIL

The schedule of planning and licensing application decisions made by South Gloucestershire Council was noted.

PC2324.33

DATE OF THE NEXT MEETING: 7:30PM ON THURSDAY 11 JANUARY 2024, TO BE HELD AT THE TOWN HALL

The next meeting date was noted to be 7:30PM on Thursday 11 January 2024.

DRAFT

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered at the Planning meeting on 19.12.2023

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
30.11.23	P23/03298/HH	16 Swallow Park Thornbury Bristol South Gloucestershire BS35 1LR	Erection of first floor extension over existing garage to form additional living accommodation.	No objection	
1.12.23	P23/03249/TCA	73 High Street Thornbury Bristol South Gloucestershire BS35 2AW	Works to fell 1no. Ash Tree in Thornbury Conservation Area.	No objection subject to approval of the Tree Officer. Thornbury Town Council would like to request a suitable, indigenous tree be planted as a replacement.	
06.12.23	P23/03259/LB	Manor Farm Old Gloucester Road Thornbury Bristol South Gloucestershire	Internal alterations to Install a new boiler with a low level flue, changes to kitchen fit out and WC arrangement. Installation of new partition wall within utility room.	No objection	
07.12.23	P23/03364/LB	Thornbury Castle Castle Street Thornbury Bristol South Gloucestershire BS35 1HH	Works to refurbish the interior and exterior of the West Lodge at Thornbury Castle for use as hotel guest accommodation.	No objection	
07.12.23	P23/03308/F	Land At Cleve Park, Morton Way, Thornbury	Erection of 14 no. new shell homes with associated works.	Object: Thornbury Town Council believes these should be individually designed homes, to accommodate self build principles that the land was designated for.	

08.12.23	P23/02925/F	West Park House Midland Way Thornbury Bristol South Gloucestershire	Demolition of existing Class E building, and erection of a foodstore (Class E), with 95no. car parking spaces, access, servicing and landscaping.	No objection, subject to reassurance of adequate parking and provision of a landscaping plan that includes trees. Thornbury Town Council requests that Highways engineers look at the junction from Whitebridge Gardens onto Midland Way, with a view to improving safety for people exiting Whitebridge Gardens, particularly those turning right.	
12.12.23	P23/03388/HH	38 Pentland Avenue Thornbury Bristol South Gloucestershire BS35 2YB	Erection of front dormer to provide additional living accommodation.	No objection	
30.11.23	P23/03289/RM	Land West Of Park Farm Thornbury South Gloucestershire	Phase 1 (Public Open Space & Landscaping) of PT18/6450/O - Appeal reference APP/0119/W/21/3288019) (Erection of up to 595 dwellings (Use Classes C3), land for a Primary School (Use Class D1), up to 700m2 for a Retail and Community Hub (Use Classes A1, A2, D1), a network of open spaces including parkland, footpaths, allotments, landscaping and areas for informal recreation, new roads, a sustainable travel link (including a bus link), parking areas, accesses and paths and the installation of services and drainage infrastructure (Outline) with access to be determined and all other matters reserved) for the creation of	Object: Thornbury Town Council supports the comments of the PROW Officer relating to the affect on public footpath OTH18 and the use of Hoggin. Looking at the phasing, we have concerns about bus access. We wish Officers to consider the type of service that is appropriate to travel along the roads in these estates and would like Officers to work with the developer to retain the landscaping on Buttercup Road.	

			public open space and landscaping with appearance, landscaping, layout, scale and access to be determined. (Approval of Reserved Matters to be read in conjunction with outline permission PT18/6450/O).		
14.12.23	P23/03246/LB	The Malthouse 59 High Street Thornbury Bristol South Gloucestershire	External works to repair front first floor window head and install new gable molding to match and replace timber lintel. Roof refit with existing/reclaimed tiles to beer garden elevation. Repairs to front elevation roof. Install new lead flashing to rear porch and replace plastic guttering with rubber alternative to rear elevation.	No objection, but we would like Officers to take into consideration the heritage aspect of the theatre space to the back of the building.	
15.12.23	P23/03439/TCA	54 High Street Thornbury South Gloucestershire BS35 2AN	Works to 1no. Sycamore Maple to reduce by 3m vertically and 1.5 - 2.0 m laterally, thinning previous pruning point by 1/3 leaving a tree outline measuring 6 m high, with a radial spread of 2.0 -2.5 m situated in the Thornbury Conservation Area.	No objection, subject to the approval of the Tree Officer	
18.12.23	P23/03406/F	23-25 High Street Thornbury Bristol South Gloucestershire BS35 2AE	Installation of new shop front. Installation of 4no. condenser units to rear elevation.	No objection	
18.12.23	P23/03437/HH	8 Foxglove Close Thornbury South Gloucestershire BS35 1UG	Erection of single storey rear extension to form additional living accommodation.	No objection	

VERSION	DATE	COST CENTR	NOMINAL	DETAIL	PREVIOUS	NEW
1.1	06/12/2023	190	4548	Events & Innovations reduced	6,000	5000
1.1	06/12/2023	108	4115	Equipment & furniture reduced	5,000	2,303
1.2	07/12/2023	190	4548	Events & Innovations reduced	5,000	4000
1.2	07/12/2023	120	4487	Large Machinery reduced (to be funded from CIL reserves)	25,000	0
	07/12/2023	120	4595	Street Furniture reduced (assumption balance for benches (£10k) requested by Open Spaces	12,000	4516
1.2	07/12/2023	120	4485	Contract Hire - New Vehicle reduced (assumption will be CIL funded)	11,000	0
1.3	13/12/2023	110	4085	Inflation (4.7%) uplift added to Professional Fees	12,500	13088
1.3	13/12/2023	190	4548	£2000 added to Events & Innovations (190/4548) to cover costs of "launching" the tennis pay and play scheme	4,000	6,000
1.3	13/12/2023	108	4115	£5000 for Equipment and Furniture reinstated	2,303	5000
1.3	13/12/2023	108	4185	£1324 added onto Communications	7,500	8,824
1.3	13/12/2023	110	4065	£2200 added to Training	5,000	7200
1.3	13/12/2023	160	4601	£18000 to be added to Property Maintenance	40,000	58,000

	ACTUAL 2022/23	2023/24 BUDGET*	2023/24 TRANSFER FROM EMR 2023/24	2023/24 TRANSFER TO EMR 2023/24	2024/25 BUDGET**	2024/25 TRANSFER IN FROM EMR	2024/25 TRANSFER TO EMR
100 Income							
1076 Precept	835,313	891,815					
1090 Interest Received	0	288			60,000		60,000
1110 Over 60's Tea Room	5,800	5,800			1,160		
1115 Solar Panels	937	1,000			1,000		
<i>Restricted</i> 1116	15,148	2,278		2,278	2,461		2,461
1130 Casual Hire	239				500		
<i>Restricted</i> 1150 CIL Income	138,413	254,500		254,500	255,000		255,000
1300 Mundy Fees	6,395	8,500			9,036		
1310 Poulterbrook Fees	1,985	2,750			2,923		
1320 Chantry Fees	2,410	2,651			2,818		
1330 Wayleave	74	80			80		
1400 Cemetery Fees	47,019	43,000			45,709		
1420 Memorial Plaque Service Income	7,754	6,500			6,910		
1430 Grave Maintenance Service	2,139	2,420			2,572		
1510 Hanging Basket income	1,674						
1600 Rent - Flat 67 High Street	7,800	7,500			7,500		
1610 Rent - Offices 67 High Street	15,156	15,156			15,156		
1630 Rent - V Link Town Hall	4,175	4,175			1		
1640 Rent - Police	15,137	10,000			14,030		
1750 Insurance claim	6,599						
1760 DNU Citizens Advice contributi	100						
1800 Memorial Tree Income		750			797		
1990 Other Income	537						
Solar Farm Community Benefit	1,114,804	1,259,163	0	256,778	427,653	0	317,461
104 Councillors							
4020 Expenses		500			500		
4070 Chairman's / Mayors Allowance	1,045	1,100			1,152		
4165 IT		3,500		3500	500		
4235 Elections	8,721	25,000					6,000
	9,766	30,100	0	3,500	2,152	0	6,000
105 Staff Costs							
4000 Staff Salary	250,231	271,057			280,319		
4030 PAYE and NI	82,608	102,824			109,563		
4040 Pension	58,978	88,675			92,285		
4060 Staff other Expenses	9,551	1,000			1,000		
4068 Workwear & PPE		3,000			1,750		
	401,368	466,556	0	0	484,917	0	0
108 Administration							
4100 Stationery	893	1,000			1,047		
4105 Postage	1,207	1,500			1,571		
4110 Telephone & Broadband	2,467	3,080			3,225		
4115 Equipment & Furniture	2,325	2,200			7,303		
4125 Photocopier	344	1,200			960		
4130 Printing	1,106	550			576		
4165 IT	8,883	12,500		3266	9,000		3000
4185 Communications	1,421	6,176			8,824		
4205 Refreshments	254	400			400		
	18,900	28,606	0	3,266	32,905	0	3,000
110 Central Services							
4065 Training	8,036	6,600			7,200		
4075 Bank Charges	826	770			806		
4080 Audit Fees	2,080	3,100			3,246		
4085 Professional Fees	21,238	12,500			13,088		
4090 Subscriptions & Memberships	3,327	3,400			3,560		
4095 Insurance	11,583	11,645			13,241		

	ACTUAL 2022/23	2023/24 23/24 BUDGET*	TRANSFER FROM EMR 2023/24	TRANSFER TO EMR 2023/24	2024/25 BUDGET**	TRANSFER IN FROM EMR	TRANSFER TO EMR
4120 Website	498	548			521		
4140 Cleaning Materials	2,055	4,000			3,000		
4145 Lift	493						
4148 Cleaning Contractor		8,750			13,339		
4160 Trade Refuse	10,722	11,370			11,904		
4190 DNU Neighbourhood Plan	144						
4200 Health & Safety	9,371	5,000			6,000		
4210 Youth SLA	37,000	35,290			80,301		
4240 Civic Function	2,622	2,000			2,000		
4480 PWLB 481947 - playing fields t	1,810	1,810					
4481 PWLB 503515 - splash pad	4,622	4,622			1,926		
4482 PWLB 504320 - football pitches	5,643	5,643			5,643		
4483 PWLB 509410 - mower,back hoe,	7,614	7,615			7,615		
	129,684	124,663	0	0	173,390	0	0
120 Assets and asset maintenance							
4405 Vehicle Maintenance/Tax	6,372	4,000			4,188		
4412 Mower 5 year servicing		1,015			1,500		
4485 Contract Hire - New Vehicle	3,514	3,620			0		
4487 New Machinery (large)	945	500			0		
4595 Street Furniture (inc bins)		3,500			4,516	4516	
	10,831	12,635	0	0	10,204	4,516	0
130 Open Spaces							
4150 Maintenance	47,265	27,500			30,000		
4400 Septic Tank	310	512			536		
4401 Security	5,732	6,500			6,806		
4410 Play Equipment Maintenance	8,660	3,500			10,000		
4415 DNU Path, Hedges	3,226	0					
4420 Fuel	5,792	6,750			7,067		
4425 Splash Pad Operation	5,059	2,000			2,094		
4430 Tennis Courts	4,101	14,025		9025	5,678	3000	6075
4432 Sports Pitches					7,000		
4435 Portable Toilet	1,980	1,650			1,728		
4440 Skatepark Maintenance	1,118	2,000			2,094		
4445 Tree Works Inspection	12,790	9,000					3500
4455 DNU Litter Bins & Seats	1,788						
4465 DNU Play Equipment - New	15,039						
4470 Play Parks maintenance	42						
4490 St Mary's Churchyard	7,962	50,000	30,000		80,000	80000	
4495 Bedding Plants	1,068	1,353			1,417		
4500 Memorial Plaque Service	1,570	2,000			2,094		
4501 War memorial repairs		25,000					
4550 Tree Planting	1,065	6,860			7,182		
4555 Hanging Baskets	1,824	2,500			2,618		
4560 Town Hall Planting	1,684	2,200			2,303		
4570 DNU Christmas Card	37						
4580 Grass Cutting SGC	12,525	13,543			2,539		
4581 Dog Waste Bin Collection SGC	5,654	5,654			6,873		
4585 Floral Displays SGC	2,455	2,456			2,985		
	148,746	185,003	30,000	9,025	181,013	83,000	9,575
160 Site & Property							
4700 Maintenance Sundries	4,614	6,500			6,806		
4145 Lift		2,300			2,408		
4170 Water	1,886	3,685			3,858		
4175 Electricity	14,181	22,519			23,577		
4180 Gas	4,172	20,700			21,673		
4245 Rates	17,170	20,900			21,882		
4250 Clock R&R	185	300			314		
4450 Machine & Tools	3,553	2,500			5,000		
4460 Signs	1,244	2,000			2,094		
4600 DNU Landlord Responsibilities	4,677	0					
4601 Property Maintenance	27,288	140,000	100,000		58,000		

	ACTUAL 2022/23	2023/24 23/24 BUDGET*	TRANSFER FROM EMR 2023/24	TRANSFER TO EMR 2023/24	2024/25 BUDGET**	TRANSFER IN FROM EMR	TRANSFER TO EMR
	78,970	221,404	100,000	0	145,612	0	0
180 Grants & SLAs							
4220 Grants & SLAs (out)	61,796	35,000			18,500		
4225 DNU Section 137 Expenditure	13,240						
4228 SLAs		18,497			45,984		
4229 Community Toilet Schem	2,700	4,500			4,500		
4231 DNU Youth Awards	13						
	77,749	57,997	0	0	68,984	0	0
190 Projects							
4476 Cemetery Meadow Project	6,750	20,000	20,000				
4540 Green Projects	3,135	7,500			7,853		
4545 Capital Projects		324,862	324,862				
4548 Events & Innovations		33,000	28000		6,000	2461	
	9,885	385,362	372,862	0	13,853	2,461	0
(A) TOTAL INCOME	1,114,804	1,259,163			427,653		
(B) Restricted income to EMR (non precept)					317,461		
(A)-(B)=(C) INCOME minus restricted income (to EMR)					110,192		
(D) TOTAL EXPENDITURE	885,899	1,512,326			1,113,030		
(E) Precept (expenditure) to transfer to EMR					18,575		
(D)+(E)=(G) TOTAL 2023/24 requirement					1,131,605		
(H) EMR to transfer in					89,977		
(G)-(H) Requirement net of EMR transfer in					1,041,628		
INCOME-EXPENDITURE					-931,436		
Precept requirement 2024/25					931,436		

	2022/23	2023/24	2024/25
Council tax base	5,471	5,754	5,804
Total precept 2023/24	835,313	891,815	931,436
Precept per band D equivalent	£ 152.68	£ 154.99	£ 160.48
2023/24 precept change on 2022/23		1.5%	3.5%

*expenditure inclusive of 'TRANSFER TO EMR'

**expenditure exclusive of 'TRANSFER TO EMR'

FT budget 2024/25 indicative EMR v1.0

ACCOUNT		01.04.23	Nov-23	TRANSFER IN/OUT 2024/25	2024/25 BUDGET YE*	AVAILABLE CAPITAL FUNDS	NOTES
320	EMR CIL 18/19	21,611			0		
321	EMR Cemetery	20,000	20,000		20,000		
329	EMR - Land and Property Mainte	129,336	129,336		129,336	129,336	
330	EMR CIL 19/20	107,985	43,767		43,767	43,767	subject to electric UTV expenditure in 22/23
331	EMR Equipment	5,084	3,919		3,919		
333	EMR ACC BENCH,PATHS - MPF	6,300	4,516	-4,516	0		
334	EMR CIL 20/21	125,408	125,408		125,408	125,408	
336	EMR Armstrong Hall Trust grant	34,071	34,071		34,071		NOT TOWN COUNCIL FUNDS
338	EMR CIL 21/22		138,413		138,413	138,413	
339	EMR Tower Hill Community Benefit	20,148	5,391		5,391	5,391	renamed from 'EMR Coronation event 2023'
340	EMR St Mary's Churchyard	50,000	50,000	-50,000	0		
341	EMR War memorial	25,000	25,000		25,000		
342	EMR Capital Projects	154,500	154,500	60,000	214,500	214,500	
343	EMR Professional Fees	20,000	20,000		20,000		
344	EMR CIL 22/23		194,695		194,695	194,695	
345	EMR Councillor IT equipment		1,259		1,259		
346	EMR Staff IT replacement fund		3,266	3,000	6,266		
347	EMR Courts refurbishment		9,025	6,075	15,100		
	EMR CIL 23/24			255,000	255,000	255,000	
	EMR elections			6,000	6,000		
	EMR tree surveys			3,500	3,500		
TOTALS		857,856	962,565		1,241,624	1,106,509	

*plus any 2023/24 year-end surplus

Background to Agenda Item – Fees and Charges Relating to the Use of the Pavilion

Note from Officers – please find below information from Kath MacConnachie (previous Clerk) regarding this issue, with most relevant section highlighted in yellow. The draft fees and charges are also reattached. Those that are not yet approved and need to be considered are highlighted in yellow.

Extract from Minutes of last Full Council meeting (14.11.23)

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

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

Extract from an email from Kath MacConnachie (dated 15.11.23)

Dear councillors

I understand there was some discussion regarding the football club charging last night. Please note the below:

- The football club have no security of tenure on the pavilion or pitches.
- They have first refusal of bookings under the 25-year management agreement in place (in return for FA funding passed onto the Town Council to contribute to Poulterbrook purchase). Apart from this, they are no different to any other hirer, and have no additional rights. This management agreement between the MPF Trust and the football club was included in the induction packs for all new councillors and I explained it briefly in the training session I provided to councillors. The management agreement was advised upon and drawn up by a Roger Taylor, ensuring it complies with charity law.
- Town Council staff are not contracted to work evenings. Any additional evenings are subject to the good will and agreement of staff willing to work overtime. The football club have no right to evening use of the Pavilion. To change this would require changes to staff terms and conditions/consultation, possibly recruitment and increased costs for the Town Council.
- The contract for the extension was agreed and is in place. The agreement is that the football club have no rights over the property.
- Town Council costs far exceed income
- To 'discount' letting charges for the football club would seriously reduce Town Council income. This would also compound the issue of providing financial advantage to a private organisation for benefit other than the charity (or the Town Council under the management agreement in offsetting costs incurred). This would be a significant change, on which advice should be sought from a lawyer. Councillors are reminded that the recommendation of Roger Taylor in terms of the football club selling sponsorship (which the MPF Trust agreed to) was that the changes to the football club should be increased to recognise their financial benefit. Remember that the Mundy Playing Fields is a charity and governed by charity law, including financial appropriateness.
- The charges to the football club offset (but do not cover) Town Council costs. To discount these would increase the subsidy to the Football Club/deficit to the Town Council. If the Town Council chose to do this it should consider why this approach would be any different to the rugby club charges to use the Chantry Playing Fields (where, conversely, minimal staff costs are incurred).

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

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

*% price increase applied 24/25

Recommend no increase

Recommend no increase

New hourly pricing proposed

New hourly pricing proposed

Removed Last yr from 23/24 charges as not on list that went to council but needs to be reinstated

New code added by Kath

New charge (new demand - 3rd party contractors)

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

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

Thornbury Town Council
CIL programme November 2023

RECEIPT				ALLOCATION	EXPENDITURE		BALANCE
CIL SOURCE YEAR	CIL SOURCE YEAR	CIL INCOME RECEIVED	SPENDING DEADLINE	ALLOCATION	SPEND DATE	CIL Expenditure Actual	CIL remaining in reserves
2016/17		491.88	Mar-22	New play equipment (Mundy Playing Fields)		491.88	
TOTAL 2016/17		491.88				491.88	0.00
2017/18	Land at Post Farm	33,730.68	Mar-23	Poulterbrook		2,250.00	
				Osprey Park Play area		12,499.75	
				Seedcorn funds for Armstrong Hall	2019/20	18,980.93	
TOTAL 2017/18		33730.68				33,730.68	0.00
2018/19 (EMR 320)	Land at Post Farm	50,596.20	Mar-24	Seedcorn funds for Armstrong Hall	2019/20	18,409.82	
	Land at Post Farm	33,730.68	Mar-24	Neighbourhood Plan	2020/21	1,494.36	
	Land at Morton Way	19,020.56	Mar-24	Cemetery Survey	2020/21	4,450.00	
	Land at Morton Way	19,020.56	Mar-24	Chantry play area	2021/22	36,000.00	
		619.45		Neighbourhood Plan	2021/22	3,100.00	
				Cemetery path works	2022/23	12,712.64	
				MPF carpark disabled bays & path	2022/23	25,209.50	
				Footpath tennis courts	2023/24	8,157.45	
				Eastland Ave play area	2023/24	13,453.68	
TOTAL 2018/19		122987.45				122,987.45	0.00
2019/20	Land at Post Farm	20,926.28	Mar-25	Eastland play area	2023/24	57,616.18	
	Land at Morton Way	6,843.04	Mar-25	Sandpit	2023/24	6,601.68	
	Land at Post Farm	3,251.98	Mar-25				
	The Slad	15,845.90	Mar-25				
	Phase 3 Morton Way	57,061.70	Mar-25				
	Lodge Farm Cutts Heath Road	4,056.30	Mar-25				
TOTAL 2019/20		107985.2				64,217.86	43,767.34
2020/21	Land West of Glos Road	43,698.46	Mar-26				
	Knapp Road	2,338.58	Mar-26				
	Park view, Butt Lane	1,337.21	Mar-26				
	Park view, Butt Lane	891.47	Mar-26				
	Land at Post Farm	15,694.72	Mar-26				
	Land West of Glos Road	43,698.46	Mar-26				
	Park view, Butt Lane	891.47	Mar-26				
	Land at Post Farm	15,694.72	Mar-26				
	Land at Manor Farm	543.57	Mar-26				
	High Street	169.58	Mar-26				
		450.00	Mar-26				
TOTAL 2020/21		125408.24				0.00	125,408.24
2021/22		138,412.00	Mar-27				
TOTAL 2021/22		138,412.00				0.00	138,412.00
2022/23		194,694.50					
TOTAL 2022/23		194,694.50				0.00	194,694.50
2023/24							
TOTAL 2023/24		0.00				0.00	0.00
GRAND TOTAL		529,015.45				221,427.87	502,282.08

Background to Agenda Item – Funding Source for Purchase of Electric Vehicles

Note from Officers - the Finance and General Purpose have already recommended to Full Council that CIL funds are used as the funding source (see below). A revised CIL programme is being presented to Full Council and officers would ask Full Council to note the time restrictions on the CIL funds that we currently hold.

Extract from original Officer Briefing to Full Council meeting on 15.11.23

Full Council are asked to resolve to:

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

Extract from Minutes of Full Council meeting on 15.11.23

FC2324.82. To approve the purchase and hire of electric vehicles to replace the current diesel vehicles owned/hired by the Town Council, as recommended by the Finance and General Purpose Committee (including CIL expenditure approval)

It was **RESOLVED** to:

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

Extract from Minutes of Finance & General Purpose Committee on 10.10.23

F&GP2324.36. TO CONSIDER REPORT FROM THE TOWN CLERK ON PROPOSED TRANSITION TO ELECTRIC VEHICLES, FOR RECOMMENDATION TO FULL COUNCIL

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

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

Background to Agenda Item – Additional Information from Thornbury In Bloom (SLA)

From: Wendy Sydenham

Sent: Monday, November 27, 2023 11:01 AM

To: XXX

Subject: Thornbury In Bloom - Application for Service Level Agreement with Thornbury Town Council

Dear XXX,

Thank you for your application for a Service Level Agreement between Thornbury In Bloom and Thornbury Town Council.

The application was considered at the meeting of Full Council on 14 November 2023. Council have requested some additional information from Thornbury In Bloom please, as follows:-

- Could you confirm the exact amount you are requesting and specifically what that would be spent on.
- Could you provide more detail on how the money spent would align with Council's commitment to sustainability.

Council is planning to consider your application again, along with the additional information requested above, at its next meeting on 9 January 2023. I would therefore grateful if this additional information could be sent to me no later than Monday 18 December in order to allow time to include it with the meeting papers.

Please do get in touch if you need any further help or guidance with this.

With thanks and best wishes.

Wendy

Wendy Sydenham

Deputy Clerk – Thornbury Town Council

Tel: 01454 412103

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**From:** XXX

**Sent:** Thursday, December 7, 2023 12:43 PM

**To:** Wendy Sydenham <w.sydenham@thornburytowncouncil.gov.uk>

**Subject:** Re: [External] Thornbury In Bloom - Application for Service Level Agreement with Thornbury Town Council

Dear Wendy,

Thank you for your email.

[Below is] an addendum to our original application, covering the points raised by Council.

Many thanks

XXX

## **Addendum to Application for SLA on behalf of Thornbury in Bloom**

### **Sustainability**

Following the problems with obtaining a watering contract and the crippling cost of this, we are now aiming to take measures to minimise the use of water

Planting will move toward perennials, concentrating on those that survive best in drought conditions.

Obviously, selection will also be based on flowering at different times in the year.

We will be making sure that planting is sited in beds or planters that will retain rainfall.

Thornbury in Bloom has already moved away from using pesticides and have eliminated the use of peat based compost.

### **Grant applied for**

I apologise for not including an amount for our grant claim and based on the planned project, we would be looking for a grant of £4000. It is likely that the allocation of this sum will be £3500 for watering and £500 for repairing/ replacing planters. We will be looking for repeat partial support for the watering contract from South Glos Council, or elsewhere, if this is not available.

Treasurer Thornbury in Bloom

December 2023



## **To Thornbury Town Council**

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

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

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

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

### **Aligning with Council priorities**

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

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

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

### **Who Benefits?**

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

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

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

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

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

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

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

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

### **Local Support**

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

### **Our Request**

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

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



Treasurer

On behalf of all the Thornbury in Bloom Volunteers

October 2023

## **TERMS OF REFERENCE – SERVICE LEVEL AGREEMENT WORKING GROUP**

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

### **1. NAME**

1.1 This Working Group shall be called, “Service Level Agreement Working Group” (the Group).

### **2. COMPOSITION**

2.1 The Group is open to any Councillor. There is no limit on membership numbers.

### **3. CHAIRING/GROUP LEAD**

3.1 The position of ‘Group Lead’ will be chosen by the Group. The position shall be reviewed annually (should the Group be in operation for one year or more).

3.2 The Group Lead shall be responsible for co-ordinating the Group including the creation of any agendas (if these are desired).

### **4. QUORUM**

4.1 There is no quorum for meetings as the Group is not a delegated (decision making) committee.

### **5. CONDUCT OF THE MEETINGS**

5.1 As an undelegated Working Group, the provisions of the Public Bodies (Admission to Meetings) Act 1960 section 1 (1)), The Openness of Local Government Bodies Regulations 2014 and Local Government Act 1972, Schedule 12, para 41(1) shall not apply. Any meetings held shall not be open to members of the Public or Press.

5.2 In accordance with paragraph 5.1, no formal agenda, nor minutes, are required of the meeting.

5.3 In consideration of paragraph 5.1, the Group is free to operate as it feels appropriate, which may include meeting face-to-face, meeting virtually, collaboration on email, etc.

5.4 Any information shared that is commercially sensitive should be kept within the membership of the Group.

5.5 In carrying out the objectives above, the Group should give due regard to the Town Council’s areas of Operation, Strategy, Aims & Objectives and Annual Plan.

### **6. DURATION AND AREAS OF OPERATION**

The Group is set up with the following duration and objectives:

6.1 The Group will be set up following the agreement of these Terms of Reference at the January 2024 meeting of Full Council.

6.2 The Group will complete its remit in good time before the March 2024 meeting of Full Council in order to allow Service Level Agreements to be considered at that meeting and to start from 01.04.24, should Full Council resolve to do so.

- 6.3 The Group will involve itself only with Service Level Agreements with organisations that Full Council has already agreed to enter into.
- 6.4 The Group will use a template Service Level Agreement (with prescribed headings) and make adjustments to this, leading to a separate draft Service Level Agreement for each organisation.
- 6.5 The drafting of the Service Level Agreement will include “Targets and Outcomes”, “Monitoring and Assessment” and the duration of the Agreement (which should be between three to five years).
- 6.6 The Group will, as part of this process, liaise with the relevant organisation in order to reach **provisional** agreement between the two parties on all terms within the draft Service Level Agreement. The Group will ensure that the organisations that it liaises with are clear that only Full Council can decide on the final format of the Service Level Agreement and its discussions with the Working Group are only provisional.
- 6.7 The Group will provide draft Service Level Agreements for consideration to Full Council at its March 2024 meeting, in good time for them to be included on the agenda and papers circulated in advance.
- 6.8 The Group should liaise with officers throughout the process, as and when necessary.

## **7. POWERS AND RESPONSIBILITIES**

- 7.1 The Group has no delegated authority to make decisions on behalf of the Council or any Committee.
- 7.2 To make recommendations to Full Council on the content of any Service Levels Agreements that it has agreed to enter into, including the preparation of draft Agreements.

## **8. HEALTH AND SAFETY**

- 8.1 To satisfy itself that health and safety and governance procedures are being followed in relation to the Group’s remit.

## **9. ENVIRONMENT**

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

## **10. EQUALITY AND DIVERSITY**

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

## **11. FURTHER INFORMATION**

- 11.1 The Group shall report to Full Council.
- 11.2 The Group shall undertake reviews of its Terms of Reference as and when appropriate and may make recommendations to Full Council regarding its own Terms of Reference.
- 11.3 Full Council may not always be able to act on all advice offered, nor may it wish to, and there is no formal obligation to do so.