

Minutes of the Meeting of the Full Council

**held on Tuesday 09 January 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
Helen Harrison
Simon Johnson
Jayne Stansfield
Gil Gilroy (item 6 onwards)
Chris Rowe (item 7 onwards)

In attendance: 1 member of Council Administration Staff (Minutes)
Deborah White (Locum Clerk)
Wendy Sydenham (Deputy Clerk)
0 members of the public

Absent: Cllrs Danny Bonnett

FC2324.110. To note any apologies for absence

There were no apologies for absence.

FC2324.111. To receive the declarations of interest from members

There were no declarations of interest from members.

FC2324.112. To approve the minutes of the meeting of the Full Council held on 14 November 2023

It was **RESOLVED** to approve the minutes of the meeting of the Full Council held on 14 November 2023 and the minutes were then signed by the Chair.

FC2324.113. To receive any representations from the public relating to items on the agenda

There were no members of the public present.

FC2324.114. Town Councillor applications for a vacancy in South Ward

- To note applications for the Town Councillor vacancy in South Ward
- To receive the Declaration of Acceptance of Office from the elected Town Councillor

An application from Gil Gilroy was noted. A Declaration of Acceptance of Office was received from Cllr Gilroy.

FC2324.115. Town Councillor applications for a vacancy in North East Ward

- To note applications for the Town Councillor vacancy in North East Ward
- To receive the Declaration of Acceptance of Office from the elected Town Councillor

An application from Chris Rowe was noted. A Declaration of Acceptance of Office was received from Cllr Rowe.

FC2324.116. To elect a Town Councillor to the Staffing Committee

It was **RESOLVED** to elect Cllr Gilroy to the Staffing Committee.

FC2324.117. To elect a Town Councillor representative to Thornbury In Bloom

It was **RESOLVED** to elect Cllr Rowe to be the Town Councillor representative for Thornbury In Bloom.

FC2324.118. To elect a Town Councillor representative to the Community Engagement Forum

It was **RESOLVED** to elect Cllr Murray to be a Town Councillor representative for the Community Engagement Forum.

FC2324.119. To receive the minutes (approved or draft) from the following Committees

- Open Spaces Committee meeting held on 5 December 2023
- Finance & General Purpose Committee meeting held on 12 December 2023
- Planning Committee meeting held on 30 November 2023
- Planning Committee meeting held on 19 December 2023

The minutes from the Open Spaces Committee held on 5 December 2023, Finance & General Purpose Committee held on 12 December 2023, Planning Committee meeting held on 30 November 2023 and Planning Committee meeting held on 19 December 2023 were received.

FC2324.120. To note the CIL programme

The CIL programme was noted.

FC2324.121. 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

It was **RESOLVED** to use CIL to purchase/hire electric vehicles, to replace the current diesel vehicles owned/hired by the Town Council.

FC2324.122. To approve the budget for 2024/2025

It was **RESOLVED** to approve the budget for 2024/2025.

FC2324.123. To confirm the precept for 2024/2025

It was **RESOLVED** to confirm the precept for 2024/2025 as £931,436.

FC2324.124. To approve the accounts for payment and note payments made out of meeting

Payments made out of meeting were noted and it was **RESOLVED** to pay the accounts now due for payment, as per schedule 1 of these minutes.

FC2324.125. To consider changes to fees and charges for 2024/2025 relating to use of the Pavilion at the Mundy Playing Fields

It was **RESOLVED** to approve the proposed fees and charges for 2024/2025 relating to use of the Pavilion at the Mundy Playing Fields.

FC2324.126. To consider changes to the mandate for the current and payroll bank accounts

It was **RESOLVED** to make the Deputy Clerk the lead contact on the current and payroll bank accounts.

FC2324.127. To consider changes to the mandate for the investment account

It was **RESOLVED** to make the Deputy Clerk the lead contact on the investment account.

FC2324.128. Service Level Agreements for 2024/2025

- To consider additional information provided by Thornbury In Bloom to support their Service Level Agreement application

It was **RESOLVED** to agree in principle a sum of up to £3700 for a Service Level Agreement with Thornbury In Bloom, subject to details, terms and conditions being agreed by Council once a draft agreement is available.

- To consider the creation of a Working Group to finalise the drafting of Service Level Agreements

It was **RESOLVED** to create a Working Group to finalise the drafting of Service Level Agreements.

- To consider and approve draft Terms of Reference for a Service Level Agreement Working Group

With an amendment to item 6.5, it was **RESOLVED** to approve the draft Terms of Reference for the Service Level Agreement Working Group.

FC2324.129. To consider responding to the South Gloucestershire Council consultation on VCSE funding from April 2024

It was **RESOLVED** not to provide a response to the South Gloucestershire Council consultation on VCSE funding from April 2024.

FC2324.130. Date of next meeting – 7:30pm on Tuesday 12th March 2024

The date of the next meeting was noted to be 7:30pm on Tuesday 12th March 2024.

| ACCOUNTS PAID OUT OF MEETING (13 December 2023 - 9 January 2024) | | |
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| UNITY TRUST BANK | BANK CHARGES - WAGES ACCOUNT | 18.00 |
| UNITY TRUST BANK | BANK CHARGES - CURRENT ACCOUNT | 51.90 |
| THORNBURY TOWN COUNCIL | MONTH 10 PAYROLL | 42,757.17 |
| SOUTH GLOS COUNCIL | RATES - CEMETERY - (DD) | 351.00 |
| SOUTH GLOS COUNCIL | RATES - MPF FLAT - (DD) | 150.00 |
| SOUTH GLOS COUNCIL | RATES - TOWN HALL - (DD) | 1,297.00 |
| PITNEY BOWES LTD | QUARTERLY RENTAL - FRANKING MACHINE (DD) | 118.69 |
| PWL B LENDING FACILITY | PUBLIC WORKS LOAN (DD) | 3,807.21 |
| AMAZON | CC620 – STATIONERY | 28.46 |
| LAMP SHOP ONLINE | CC621 - LIGHTS FOR ST MARY'S FLOODLIGHTS | 36.24 |
| GIFFGAFF | CC622 - STAFF PHONE MONTHLY TOP UP | 10.00 |
| SCREWFIX | CC623 - STAFF WORKWEAR | 32.49 |
| AMAZON | CC624 - LITTER PICKERS AND GLOVES | 64.09 |
| GIFFGAFF | CC625 - STAFF PHONE MONTHLY TOP UP | 10.00 |
| AMAZON | CC626 - STAFF WORKWEAR | 62.98 |
| LTA TENNIS FOR BRITAIN | CC627 - ANNUAL REGISTRATION | 136.00 |
| AMAZON | CC628 - MONTHLY PRIME MEMBERSHIP - REF FREE POSTAGE | 8.99 |
| SOUTH GLOS COUNCIL | CC629 - CHERRY PICKER LICENCE | 80.80 |
| GIFFGAFF | CC630 - STAFF DATA MONTHLY TOP UP | 8.00 |
| TROPHY STORE | CC631 - GLASS AWARD | 35.48 |
| SCREWFIX | CC632 - STAFF WORKWEAR | 90.48 |
| AMAZON | CC633 - MOP AND BUCKET | 14.66 |
| RSPB.ORG.UK | CC634 - APEX CLASSIC BIRD NEST BOXES | 114.00 |
| AMAZON | CC635 - FOOTBALL GOAL NETS ACCESSORIES | 142.69 |
| SCREWFIX | CC636 – SCREWFIX | 57.99 |
| AMAZON | CC637 – BAMBOO TOILET ROLL | 44.00 |
| CHELTENHAM SURFACING CO LTD | FOOTPATH SURFACING AT MUNDY PLAYING FIELDS | 17,608.26 |
| EQUALS MONEYPLC | TOP UP FUNDS FOR PRE-PAID CARDS | 500.00 |
| ARMSTRONG HALL TRUST | TOWN COUNCIL GRANT | 34,070.71 |
| GLASDON UK LTD | BENCHES | 1,128.43 |

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| ELSERV LTD | LIFT REPAIR WORKS - 30% DEPOSIT | 6,105.24 |
| STEAMERS (WHEATSHEAF) | COMMUNITY TOILET SCHEME | 150.00 |
| THE MALT HOUSE | COMMUNITY TOILET SCHEME | 150.00 |
| THE SWAN | COMMUNITY TOILET SCHEME | 250.00 |
| TTC CUSTOMER | REF GRAVE MAINTENANCE - PARTIAL REFUND | 35.00 |
| TTC CUSTOMER | REF GRAVE MAINTENANCE - PARTIAL REFUND | 35.00 |
| TTC CUSTOMER | REF GRAVE MAINTENANCE - PARTIAL REFUND | 35.00 |
| TTC CUSTOMER | REF GRAVE MAINTENANCE - PARTIAL REFUND | 35.00 |
| TTC CUSTOMER | REF GRAVE MAINTENANCE (X2) - PARTIAL REFUND | 70.00 |
| PITNEY BOWES | MONTHLY CHARGE FOR FRANKING MACHINE | 107.00 |
| GRENKE LEASING LTD | LEASE FOR NEW PHOTOCOPIER - (6 DEC - 31 DEC 2023) | 75.32 |
| GRENKE LEASING LTD | QUARTERLY LEASE FOR NEW PHOTOCOPIER - (JAN - MARCH 2024) | 271.15 |
| | Total Expenditure: | 110,154.43 |
| ACCOUNTS NOW DUE FOR PAYMENT - 9 JANUARY 2024 | | |
| DIRECT IT SERVICES | DOMAIN REGISTRY SERVICE | 96.00 |
| ALEXANDRA | STAFF WORKWEAR | 16.73 |
| HORDERS THORNBURY PRESS | PRINTED RECEIPT BOOKS | 66.00 |
| GAP SUPPLIES LTD | SAND | 62.42 |
| BIFFA WASTE SERVICES | WASTE DISPOSAL - CEMETERY | 110.83 |
| BIFFA WASTE SERVICES | WASTE DISPOSAL – PAVILION | 597.12 |
| BIFFA WASTE SERVICES | WASTE DISPOSAL - BAKERY ANNEX | 134.54 |
| BIFFA WASTE SERVICES | WASTE DISPOSAL - TOWN HALL | 143.47 |
| DIRECT IT SERVICES | PHONE, BROADBAND AND IT SERVICES | 731.32 |
| WORKNEST LTD | H&S SERVICES - ADDITIONAL CONSULTANCY | 1,050.00 |
| SOUTHWEST HYGIENE | NAPPY AND SANITARY BINS AT MUNDY PLAYING FIELDS – QUARTERLY RENTAL/SERVICE | 186.58 |
| SOUTHWEST HYGIENE | SANITARY BINS AT TOWN HALL - QUARTERLY RENTAL/SERVICE | 78.87 |
| FALON NAMEPLATES LTD | BRONZE PLAQUE | 64.00 |
| FALON NAMEPLATES LTD | BRONZE PLAQUE | 133.99 |
| AVON DISPLAYS | SIGNAGE FOR MUNDY PLAYING FIELDS SANDPIT | 60.00 |
| GOLD STAR MAINTENANCE AND MORE LTD | POST INSTALLATION AT OAKLEAZE GREEN | 1,998.00 |

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| NALC | ADVERTISEMENT FOR TTC JOB VACANCY | 120.00 |
| ABBEY LOOS LTD | PORTABLE TOILET HIRE - CHANTRY FIELDS | 192.00 |
| TURNBERRIES COMMUNITY CENTRE | DEPOSIT FOR ROOM HIRE | 61.50 |
| G B SPORT & LEISURE | SUPPLY AND INSTALL NEW GOAL POSTS – MUNDY PLAYING FIELDS | 3,802.18 |
| ECOTRICITY | MONTHLY GAS SUPPLY - PAVILION | 87.59 |
| ECOTRICITY | MONTHLY GAS SUPPLY - TOWN HALL | 566.83 |
| LIONEL SAUNDERS | ELECTRICAL WORKS AT VARIOUS SITES | 4,915.80 |
| KN OFFICE SUPPLIES | DIGITAL COPY COST – PHOTOCOPIER | 62.38 |
| THORNBURY IN BLOOM | SMALL GRANT AWARD | 750.00 |
| THORN CHRISTMAS LIGHTS ASSOCIATION | SMALL GRANT AWARD | 750.00 |
| ST MARY'S C OF E PRIMARY SCHOOL | SMALL GRANT AWARD | 750.00 |
| JIGSAW THORNBURY | SMALL GRANT AWARD | 750.00 |
| THORNBURY & DISTRICT HERITAGE TRUST | SMALL GRANT AWARD | 3,450.00 |
| TCCP / SUSTAINABLE THORNBURY | SMALL GRANT AWARD | 750.00 |
| TT FOOTBALL CLUB (TIGERS - GIRLS TEAM) | SMALL GRANT AWARD | 656.11 |
| GREAT WESTERN AIR AMBULANCE CHARITY | SMALL GRANT AWARD | 750.00 |
| DUKE OF EDINBURGH AWARD (DOFE) | SMALL GRANT AWARD | 750.00 |
| | Total Expenditure: | 24,694.26 |

DD = direct debit

CC[n] = credit card payment