

05 November 2025

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 11th November 2025** 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.



Hannah Bowden, Chief Executive

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 pavement opposite the Town Hall, next to the noticeboard. If you would not be physically able to use the stairs in the event of a fire, please inform us of your intention to attend this meeting no later than 9.00am on the Monday before, so that appropriate arrangements can be made.

AGENDA

1. To note any apologies for absence
2. To receive any declarations of interest from members
3. To approve the minutes of the following meetings:
 - 3.1 Full Council meeting held on 09 September 2025
 - 3.2 Extraordinary Full Council Meeting held on 30 September 2025
 - 3.3 Extraordinary Full Council Meeting held on 28 October 2025
4. To receive any representations from the public relating to items on the agenda
5. To note the resignation of Cllr John Reynolds
6. To receive the minutes (approved or draft) from the following Committees:
 - 6.1 Open Spaces Committee meeting held on 16 September 2025
 - 6.2 Planning Committee meeting held on 23 September 2025
 - 6.3 Staffing Committee meeting held on 07 October 2025
 - 6.4 Finance & General Purpose Committee meeting held on 14 October 2025
 - 6.5 Climate & Nature Committee meeting held on 21 October 2025
7. To receive the notes from Working Groups:
 - 7.1 Capital Strategy Working Group meeting held on 31 October 2025

7.2 Events & Innovations Working Group meeting held on 15th September

- 8. To receive an update from the South Gloucestershire Council Councillors**
- 9. To note Project Monitoring updates**
- 10. To approve the accounts for payment and ratify payments made out of meeting (to be tabled)**
- 11. To approve the following recommendations from the Capital Strategy Working Group:
To commission View Architects to provide a masterplan proposal including updated plans for the pavilion at a cost £1,000 +VAT. Costs to be allocated to 190/4545 Capital Projects and funds transferred from 342 EMR Capital Projects.**
- 12. To review and approve the instruction of a Land Management Strategy**
- 13. To appoint a Councillor to complete monthly checks of bank reconciliations**
- 14. To appoint a Chair for the Open Spaces Committee**
- 15. To congratulate Thornbury in Bloom for their regional and national awards**
- 16. To appoint councillor representative for:**
 - 16.1 Thornbury Pub Watch – Meet every 2 months.**
 - 16.2 Town Centre Partnership**
 - 16.3 Thornbury Christmas Lights Association**
- 17. To receive an update on Service Level Agreement applications and delegate the review and award to a working group to make a recommendation to the Finance and General Purpose Committee for inclusion in the final budget**
- 18. To receive update form Councillor Representatives - Your Voice plus any others**
- 19. To pass a resolution to exclude members of the public and press for the remaining agenda items due to the CONFIDENTIAL and SENSITIVE nature of the business to be transacted**
- 20. To receive confidential report and agree any action**
- 21. To note agenda items for the next meeting to be sent to the Chief Executive by 9am on 05 January 2026**

Date of next meeting - 7.30pm on 13 January 2026

END OF AGENDA



Minutes of the Meeting of Full Council

**held on Tuesday 09 September 2025 at 7:30pm
at Council Chamber, Town Hall**

Members present: Cllrs Helen Ball (Chair)
Chris Davies
Fiona Deas
Kath Greenman
Chris Woodhouse
John Reynolds
Chris Bloor
Christine Carter
Chris Rowe (from item FC2526.75 onwards)
Gil Gilroy
James Murray

In attendance: Hannah Bowden, Chief Executive
One member of administration staff

Absent: Cllrs Maggie Tyrrell
Jayne Stansfield
Danny Bonnett
Phil O'Rourke
Emma Shepherd

FC2526.73. To note any apologies for absence

Apologies for absence were noted from Cllrs Maggie Tyrrell, Jayne Stansfield and Phil O'Rourke.

FC2526.74. To receive any declarations of interests from members

There were no declarations of interests from members.

[Cllr Chris Rowe joined the meeting.]

FC2526.75. To approve the minutes of the Full Council meeting held on 8 July 2025

It was **RESOLVED** unanimously to approve the minutes of the Full Council Meeting held on 8 July 2025.

FC2526.76. To receive any representations from the public relating to items on the agenda

There were no members of the public present.

FC2526.77. To receive the minutes (approved or draft) from the following Committees:

- Open Spaces Committee meeting held on 22 July 2025
- Climate and Nature Committee meeting held on 2 September 2025

It was **RESOLVED** unanimously to receive the minutes of the Open Spaces Committee meeting held on 22 July 2025 and the Climate and Nature Committee meeting held on 2 September 2025.

FC2526.78. To receive the notes from Working Groups:

- Events and Innovations Working Group meeting held on 21 July 2025
- Capital Strategy Working Group meeting held on 31 July 2025
- Capital Strategy Working Group meeting held on 28 August 2025

The notes from the Events and Innovations Working Group meeting held on 21 July 2025, Capital Strategy Working Group meeting held on 31 July 2025 and Capital Strategy Working Group meeting held on 28 August 2025, were received.

FC2526.79. To receive an update from the South Gloucestershire Council Councillors

Cllr Chris Davies updated Council on things happening at South Gloucestershire Council, which included noting the erection of flags on street furniture, and a Ukrainian Event at the Chantry, which had been well attended.

FC2526.80. To note Project Monitoring updates

Project Monitoring updates were noted.

FC2526.81. To approve the accounts for payment and ratify payments made out of meeting

It was **RESOLVED** unanimously to approve the accounts for payment and ratify the payments made out of meeting (as detailed in the attached schedule). Queries relating to fire alarm call outs and hand dryers would be investigated and reported back.

FC2526.82. To receive plans for Remembrance Sunday and agree councillor attendance

Plans for Remembrance Sunday were received. Cllr Helen Ball reminded Council of the significance of the event, and the expectation of Councillors' involvement in important civic events.

FC2526.83. Setting the scene for budgeting

Cllr Helen Ball asked Councillors to consider carefully how they approached budget setting, with attention given to how the Council functions, and how Councillors wish to see it deliver projects and services.

FC2526.84. To agree recommendation from the Finance and General Purpose Committee for overspends

It was **RESOLVED** by majority, with 1 abstention, to agree the recommendation from the Finance and General Purpose Committee for overspends.

FC2526.85. To receive update on an asset disposal and agree recommendation

An update was received following Officers' research into potential disposal options for unused cemetery shoring. It was **RESOLVED** unanimously to scrap the equipment through a scrap dealer/collector.

FC2526.86. To receive recommendations from the Capital Strategy Working Group to support Krunch with skate park maintenance

It was **RESOLVED** unanimously to support Krunch with skate park maintenance, in line with the recommendation from the Capital Strategy Working Group.

FC2526.87. To agree the following recommendations from the Climate and Nature Committee:

- Formation of a working group called the 'Thriving Nature Working Group'
- Agree the Terms of Reference

It was **RESOLVED** unanimously to form a working group called the 'Thriving Nature Working Group', and to adopt the proposed Terms of Reference.

FC2526.88. To review and discuss the development of a Land Management Strategy

The Chief Executive introduced the concept of a Land Management Strategy is, and how it can support the functions of the Council. It was **RESOLVED** by majority, with 1 vote against, for the Chief Executive to bring back to the Full Council, an outline of the proposal, potential budget, and timetable.

FC2526.89. To appoint councillor representatives for:

- United Thornbury, subject to constitution
- Hinkley Point C tour
- 'Your Voice' meetings

It was **RESOLVED** unanimously to appoint:

- Cllr Kath Greenman to be the Councillor representative for United Thornbury, subject to United Thornbury being duly constituted.
- The Chief Executive, Cllr Chris Woodhouse and Cllr Gil Gilroy to the Hinkley Point C tour, subject to confirming numbers allowed to attend.
- Cllr Chris Bloor to be the Councillor representative for 'Your Voice' meetings.

FC2526.90. To receive the Mayor's Awards Report and agree recommendation

The Mayor's Awards Report was received. It was proposed to amend the recommendation, from the event being held every 4 years, to every 2 years, with the next event being held in the civic year 2026-2027. The proposal **succeeded** by majority, with 3 votes against and 1 abstention.

It was **RESOLVED** by majority with 1 vote against, to hold the event every 2 years, with the next event being held in 2026-2027.

FC2526.91. To discuss bus services in and around Thornbury

Councillors discussed the need for a bus service from Thornbury to Southmead Hospital and South Gloucestershire College. Westlink have just announced a trial service from Yate to Cribbs Causeway, titled Y2C. It was **RESOLVED** unanimously to regularly promote the trial Y2C bus service in Thornbury as well as encouraging promotion by other parish and towns. Cllr Helen Ball will raise this matter schools when visiting. The Chief Executive will identify an effective approach to progress discussions with relevant organisations.

FC2526.92. To pass a resolution to exclude members of the public and press for the remaining agenda items due to the PERSONALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted

It was **RESOLVED** unanimously to exclude members of the public and press for the remaining agenda items, due to the commercially confidential and sensitive nature of the business to be transacted.

FC2526.93. To receive Landscape Architect Tender Evaluation Report and approve the recommendations

The Landscape Architect Tender Evaluation Report and recommendations were received. It was **RESOLVED** unanimously to not award the contract and to terminate the existing tender process. Officers will review the scope of the project and approach and ensure the relevant paperwork is prepared for the next meeting. An Extraordinary Full Council Meeting may be required to prevent delay.

FC2526.94. To receive the Replacement Machine Store Tender Evaluation Report and approve the recommendations

It was **RESOLVED** unanimously to increase the budget for this contract from £52,000 to £75,000. For the adjustment of £23,000 to be funded from the General Reserve to Capital Projects EMR 342 and the funds transferred to Capital Projects 4545/190 3. To award the contract to Falcon Commercial Maintenance. Councillors expressed concern about the variance between the budget and the price presented.

FC2526.95. To agree structure for Turnberries Expression of Interest

It was **RESOLVED** unanimously to endorse the vision and roadmap for the Expression of Interest and authorise officers to engage with youth providers as prospective partners in the future management of Turnberries.

FC2526.96. To note agenda items for the next meeting to be sent to the Chief Executive Officer by 9am on Monday 3 November 2025.

It was noted that agenda items for the next meeting must be sent to the Chief Executive Officer by 9am on Monday 3 November 2025.

FC2526.97. Date of next meeting: 7:30pm on Tuesday 11 November 2025

It was noted that the next meeting would be held at 7:30pm on Tuesday 11 November 2025.

[Meeting closed at 21:57]

SCHEDULE 1 – APPROVED ACCOUNTS FOR PAYMENT/MADE OUT OF MEETING

ACCOUNTS PAID OUT OF MEETING			
		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES (JULY)	14.25	14.25
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES (AUG)	23.85	23.85
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES (JULY)	6.45	6.45
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES (JULY)	26.66	26.66
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES (AUG)	6.45	6.45
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES (AUG)	26.66	26.66
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES (JULY)	8.25	8.25
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES (AUG)	9.45	9.45
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES (MONTH 5)	30,114.72	30,114.72
THORNBURY TOWN COUNCIL	PAYROLL - HMRC (MONTH 5)	9,036.63	9,036.63
THORNBURY TOWN COUNCIL	PAYROLL - PENSION (MONTH 5)	4,685.85	4,685.85
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES (MONTH 6)	27,615.78	27,615.78
THORNBURY TOWN COUNCIL	PAYROLL - HMRC (MONTH 6)	10,881.16	10,881.16
THORNBURY TOWN COUNCIL	PAYROLL - PENSION (MONTH 6)	5,921.12	5,921.12
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (JULY DD)	294.67	280.64
OCTOPUS ENERGY	ELECTRICITY - MPF (JULY DD)	546.18	455.15
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (JULY DD)	33.19	31.61
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (JULY DD)	47.88	45.60
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD TRANSACTION PAYMENT (DD @ £2412.73) JULY	0.00	0.00
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD TRANSACTION PAYMENT (DD @ £1747.68) AUGUST	0.00	0.00
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD TRANSACTION PAYMENT (DD @ £2371.67) SEPTEMBER	0.00	0.00
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (AUG DD)	362.99	302.49
OCTOPUS ENERGY	ELECTRICITY - MPF (AUG DD)	470.39	391.99
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (AUG DD)	34.90	33.24
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (AUG DD)	45.93	43.74
ICO INFORMATION COMMISSIONERS OFFICE	DATA PROTECTION REGISTRATION RENEWAL	73.00	73.00
AMAZON	CC1079 - DRILL BITS, WHEELBARROW WHEEL, WIRE BRUSHES AND GLOVES	184.43	156.85
FIELD STUDIES COUNCIL	CC1080 - X5 BAT GUIDES TO ACCOMPANY BAT DETECTORS ON HIRE	24.00	24.00

ACONBURY SPROUT	CC1081 - CRESS SEEDS - LOVE PARKS EVENT	8.97	8.97
CEF.CO.UK	CC1082 - SMOKE DETECTORS	89.40	74.50
AMAZON	CC1083 - STAFF WORKWEAR AND NITRILE GLOVES	123.48	110.12
SCREWFIX	CC1084 - MAKITA COMBI DRILL	74.99	62.49
GOV.UK	CC1085 - STAFF DBS CHECK	21.50	21.50
TEST METER GROUP LTD	CC1086 - PAT MACHINE AND TEMPERATURE/THERMOMETER CALIBRATION (SERVICING)	268.80	224.00
BSI GROUP	CC1087 - FACILITIES MANAGEMENT PUBLICATION	306.00	306.00
METAL STORE	CC1088 - PARTS FOR BARRIER	83.95	69.96
AMAZON	CC1089 - DAMP METER, LASER MEASURE, DIGITAL THERMOMETERS, HOCHIKI DEVICE PROGRAMMER	193.78	161.48
GIFFGAFF	CC1090 - MOBILE PHONE MONTHLY TOP UP	6.00	5.00
WWF UK ONLINE SHOP	CC1091 - EVENT PRIZE (POLAR BEAR)	19.95	16.63
SCREWFIX	CC1092 - TAPS AND FOAM REMOVER	139.14	115.94
ARCO WEB HYB ONE TIME UK	CC1093 - SIGNAGE	12.86	10.72
GARDEN FURNITURE CENTRE	CC1094 - WOOD PROTECTOR	24.99	24.99
WE PRINT GIFTS LTD	CC1095 - STAFF ID CARD	10.27	8.56
AMAZON	CC1096 - CLEANING PRODUCTS	118.92	99.10
FIELD STUDIES COUNCIL	CC1097 - STAFF TRAINING	80.00	80.00
ACTIVE BACKGROUND CHECKS	CC1098 - STAFF DBS CHECK	58.50	58.50
AMAZON	CC1099 - CLEANING PRODUCTS, TAP CARTRIDGE WATERPROOF BAG	81.35	13.57
GIFFGAFF	CC1100 - MOBILE PHONE MONTHLY TOP UP	10.00	8.34
GIFFGAFF	CC1101 - MOBILE PHONE MONTHLY TOP UP	10.00	8.34
GIFFGAFF	CC1102 - MOBILE PHONE MONTHLY TOP UP	8.00	6.67
AMAZON	CC1103 - PROTECTIVE SUNSCREEN (PREVIOUS ORDER CC1049 £95.38 REFUNDED)	131.75	109.79
AMAZON	CC1104 - CLEANING PRODUCTS	27.87	23.22
SCREWFIX	CC1105 - DOWN PIPE	34.00	28.33
MP POST SHOP.COM	CC1106 - POSTAGE STAMPS	133.89	133.06
AMAZON	CC1107 - STAINLESS STEEL MEASURING JUG	16.99	14.16
EMORSGATE	CC1108 - WILD FLOWERS SEEDS FOR ST MARY'S	353.60	340.00
AMAZON	CC1109 - EAR PROTECTION	19.99	16.66
SCREWFIX	CC1110 - PLUMBING SUPPLIES	77.28	64.40

EARTH ANCHORS LTD	CC1111 - FASTLOCK/ANCHOR KEY	26.34	21.95
AMAZON	CC1112 - OFFICE EQUIPMENT	37.98	31.64
THE BIKE STORAGE	CC1113 - CYCLE RACK	306.00	255.00
BIN SHOP	CC1114 - DOG BIN - CHANTRY ROAD PLAY AREA	295.84	246.53
DIRECT WATER TANKS	CC1115 - WATER BOWSER	180.24	150.20
ECO-CRAFT	CC1116 - CLIMATE & NATURE EVENT EQUIPMENT	13.95	11.62
AMAZON	CC1117 - CLIMATE & NATURE EVENT PRIZES/EQUIPMENT	20.00	16.67
HSQE VITAL SKILLS	CC1118 - STAFF ONLINE TRAINING	259.20	216.00
AMAZON	CC1120 - FLAG	20.98	17.48
UK COACHING SOLUTIONS	CC1121 - STAFF TRAINING	40.00	33.33
AMAZON	CC1122 - A4 PRINTER PAPER	7.10	5.92
SCREWFIX	CC1123 - BASIN TAPS	49.92	41.60
GIFFGAFF	CC1124 - MOBILE PHONE MONTHLY TOP UP	6.00	5.00
GIFFGAFF	CC1125 - MOBILE PHONE MONTHLY TOP UP	10.00	8.34
GIFFGAFF	CC1126 - MOBILE PHONE MONTHLY TOP UP	10.00	8.34
GIFFGAFF	CC1127 - MOBILE PHONE MONTHLY TOP UP	8.00	6.67
CHURCHILL CAR INSURER	CC1128 - STAFF BUSINESS COVER ON CAR INSURANCE	48.06	48.06
AO.COM	CC1129 - UNDER COUNTER FRIDGE - TOWN HALL TOP KITCHEN	204.00	170.00
AMAZON	CC1130 - CLEANING MATERIALS	336.74	280.61
XL DISPLAYS	CC1131 - PANEL PAVEMENT SWING SIGN	218.40	182.00
AMAZON	CC1132 - COMPACTOR BAGS	107.85	89.99
AMAZON	CC1133 - RATCHET STRAPS	19.54	16.28
AMAZON	CC1134 - STAFF WORKWEAR	35.99	29.99
EQUALS MONEY PLC	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	500.00	500.00
SPORT AND PLAY	OUTDOOR SPORTS EQUIPMENT INSPECTION - CHANTRY PLAYING FIELD (RUGBY POSTS)	192.00	160.00
CITIZENS ADVICE BUREAU	SERVICE LEVEL AGREEMENT	16,635.00	16,635.00
THORNBURY IN BLOOM	SERVICE LEVEL AGREEMENT	3,500.00	3,500.00
THORNBURY AND DISTRICT HERITAGE TRUST	SERVICE LEVEL AGREEMENT	12,000.00	12,000.00
PAPILIO AT HERITAGE	COMMUNITY TOILET SCHEME	66.67	66.67
THE SWAN	COMMUNITY TOILET SCHEME	250.00	250.00
HAWKES HOUSE	COMMUNITY TOILET SCHEME	112.50	112.50
THE ROYAL GEORGE	COMMUNITY TOILET SCHEME	118.75	118.75

DANTEK ENVIRONMENTAL SERVICES (UK) LTD	WATER HYGIENE MONITORING AT MPF	333.60	278.00
FALON NAMEPLATES	BRONZE PLAQUE	157.34	131.12
RELYON GUARDING AND SECURITY SERVICES LTD	SECURITY SERVICES AT MPF	487.20	406.00
SPORT AND PLAY	OUTDOOR SPORTS EQUIPMENT INSPECTION - MPF (GOAL POSTS)	192.00	160.00
THORNBURY LAWN TENNIS CLUB	REFUND FOR DUPLICATE INVOICE PAYMENT MADE BY THE TENNIS CLUB	12.68	12.68
GOV.UK	WASTE CARRIER REGISTRATION	105.00	105.00
BLACK TIE PORTRAITS	PORTRAIT OF THE NEW MAYOR	145.00	145.00
FASTFIX DRAINAGE AND PLUMBING LTD	REPAIR PLUMBING WORKS AT MPF TOILETS	4,080.37	3,400.31
INITIAL WASHROOM HYGIENE	ANNUAL SERVICE/RENTAL FOR WASHROOM HAND DRYERS - MPF SITE	979.81	816.51
NEWSQUEST MEDIA GROUP (LOCALIQ)	LOCAL ADVERTISEMENTS FOR WATER PLAY REDEVELOPMENT	340.42	283.68
T H WHITE ENERGY FIRE AND SECURITY	FIRE ALARM CALL OUT - MPF PAVILION 16/07/2025	468.24	390.20
BYFORD FURNITURE AND JOINERY	DEPOSIT PAYMENT FOR CHURCHYARD GATES	4,716.00	3,930.00
RELYON GUARDING AND SECURITY SERVICES LTD	ALARM RESPONSE - MPF 14/07/25	45.00	37.50
CROMHALL REFINISHING LTD	BLACK PAINT FOR SKATE PARK	318.00	265.00
NATIONAL ASSOCIATION OF LOCAL COUNCILS	STAFF COURSE BOOKING	42.00	35.00
T H WHITE ENERGY FIRE AND SECURITY	MAINTENANCE FOR SOLAR PANELS - MPF SITE	332.63	277.19
T H WHITE ENERGY FIRE AND SECURITY	MAINTENANCE FOR SOLAR PANELS - TOWN HALL SITE	296.62	247.19
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	157.73	131.44
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	733.64	611.37
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	670.78	558.98
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	243.84	203.20
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL (FOOD WASTE)	27.02	22.52
DRAGON COURTS	DEEP CLEAN AND JET WASH 2 TENNIS COURTS	1,380.00	1,150.00
ALEXANDRA	STAFF WORKWEAR	69.88	58.23
EQUALS MONEY PLC	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	500.00	500.00
THORNBURY CHRISTMAS LIGHTS	2025/26 SMALL GRANT AWARD	750.00	750.00
THORNBURY WAYFINDERS	SMALL GRANT AWARD	600.37	600.37
THE INSPIRE ARTS GROUP	SMALL GRANT AWARD	750.00	750.00
THORNBURY TOWN BAND	SMALL GRANT AWARD	750.00	750.00
THORNBURY MUSICAL THEATRE GROUP LTD	COMMUNITY DEVELOPMENT GRANT AWARD	1,000.00	1,000.00

THORNBURY VOLUNTEER CENTRE	COMMUNITY DEVELOPMENT GRANT AWARD	1,800.00	1,800.00
CORE WELLNESS	COMMUNITY DEVELOPMENT GRANT AWARD	2,948.50	2,948.50
THORNBURY HOCKEY CLUB	COMMUNITY DEVELOPMENT GRANT AWARD	3,000.00	3,000.00
THORNBURY CARNIVAL	LOCAL EVENTS GRANT AWARD	5,000.00	5,000.00
THORNBURY ARTS FESTIVAL	LOCAL EVENTS GRANT AWARD	2,060.00	2,060.00
THORNBURY CHRISTMAS LIGHTS	LOCAL EVENTS GRANT AWARD	4,250.00	4,250.00
THE SWAN THORNBURY	COUNCILLOR AFTERNOON TEA EVENT 28.07.2025	180.00	180.00
PROLUDIC	PARTS FOR PLAY EQUIPMENT	115.58	96.32
T H WHITE GROUND CARE	ONSITE TRAINING FOR NEW HOLLAND TRACTOR	240.00	200.00
T H WHITE GROUND CARE	ONSITE MAINTENANCE WORK ON RIDE ON MOWER	546.62	455.52
T H WHITE GROUND CARE	FULL SERVICE OF UTV VEHICLE	447.00	372.50
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	359.52	299.60
DIRECT IT SERVICES	MONTHLY PHONE, BROADBAND AND IT SUPPORT (JULY)	790.78	658.98
SUTCLIFFE PLAY	M10 NUT COVER	27.84	23.20
ABBEY LOOS	PORTABLE TOILET HIRE - CHANTRY FIELD SITE	276.00	230.00
THE ROOFING COMPANY (BRISTOL) LTD	TEMPORARY FLAT ROOF OVERLAY - BAKERY ANNEX BUILDING	9,939.60	8,283.00
WATER2BUSINESS	SIX MONTHLY WATER BILL - THORNBURY CEMETERY SITE	159.68	159.68
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	269.56	224.64
THORNBURY MOTORS LTD	REPAIRS TO TTC TRANSIT VAN	139.01	115.84
RELYON GUARDING AND SECURITY SERVICES LTD	SECURITY SERVICES AT MPF	453.60	378.00
KN OFFICE	MONTHLY METER READING FOR SHARP PHOTOCOPIER	58.86	49.05
HAWKINS GROUND CARE	KRESS BACKPACK BLOWER	1,728.00	1,440.00
ECOTRICITY	MONTHLY GAS SUPPLY - MPF PAVILION SITE	115.74	110.23
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL SITE	87.50	83.33
NEWS TEAM GROUP	THORNBURY GAZETTE DELIVERIES	10.95	10.95
ALEXANDER	STAFF WORKWEAR	128.24	106.87
CROSSWAYS GROUND AND GARDEN MAINTENANCE	WORKS CARRIED OUT AT ST MARYS CHURCHYARD	852.00	710.00
SLCC ENTERPRISES	STAFF TRAINING COURSE	36.00	30.00
SOUTH GLOS COUNCIL	PAYROLL CHARGES FOR PERIOD APRIL TO JUNE 2025	208.56	173.80
DIRECT IT SERVICES	MONTHLY PHONE, BROADBAND AND IT SUPPORT (JUNE)	859.18	715.98

FASTFIX DRAINAGE AND PLUMBING LTD	CCTV SURVEY - TOWN HALL SITE	678.00	565.00
FASTFIX DRAINAGE AND PLUMBING LTD	CCTV TANK SURVEY - TOWN HALL SITE	504.00	420.00
PARSONS LANDSCAPES LTD	WORKS IDENTIFIED ON 2025 ROSPA INSPECTION REPORT AT MPF	600.00	500.00
SOUTH GLOS COUNCIL	LOCALISM SERVICE CHARGES FOR PERIOD JULY - SEPTEMBER 2025	3,043.19	2,535.99
LITTLE BAG OF HERBS	CLIMATE & NATURE PRIZES/EQUIPMENT	14.30	14.30
RIGHTWAY ENVIRONMENTAL LIMITED	REMOVAL OF ASBESTOS PANELS AND WASTE AT THORNBURY CEMETERY	490.80	409.00
FALON NAMEPLATES	BRONZE PLAQUE	224.61	187.18
SIGMA OCCUPATIONAL HEALTH	HEALTH SURVEILLANCE X6	660.00	550.00
FIRST4SAFETY	STAFF TRAINING	774.00	645.00
DEXTERITY	THORNBURY TOWN COUNCIL ANNUAL REPORT - PRINT AND DISTRIBUTION CHARGES	3,165.60	2,638.00
ACCOUNTS DUE FOR PAYMENT - 9 SEPTEMBER 2025			
T H WHITE GROUND CARE	NEW HOLLAND VEHICLE REPAIR WORKS	408.00	340.00
FALON NAMEPLATES LTD	BRONZE PLAQUE	75.67	63.06
THE CDS GROUP	THORNBURY CEMETERY - SITE INVESTIGATION	7,494.00	6,245.00
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - TOWN HALL	262.58	218.82
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - TOWN HALL	33.78	28.15
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - BAKERY ANNEX	839.26	699.38
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - CEMETERY	157.73	131.44
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - PAVILION	733.64	611.37
FALON NAMEPLATES LTD	BRONZE PLAQUE	157.34	131.12
CPS GROUNDS LTD	FERTILISING 1ST, 2ND AND TWO JUNIOR FOOTBALL PITCHES	2,262.00	1,885.00
PEAR TECHNOLOGY	MAP MAINTENANCE ANNUAL FEE	114.00	95.00
DIRECT IT SERVICES	PHONES, BROADBAND AND IT SUPPORT	809.98	674.98
ABBEY LOOS	MONTHLY PORTABLE TOILET HIRE - CHANTRY FIELD SITE	252.00	210.00
GLASDON UK LIMITED	ORBIS DUAL BINS FOR MPF PITCH ONE	605.32	504.44
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	51.31	42.76
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	887.74	739.78
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	64.84	54.03
PROLUDIC	X2 REPLACEMENT TRAMPOLINE BEDS	4,001.12	3,334.27
CROSSWAYS GROUND AND GARDEN MAINTENANCE	SCARIFYING AND STRIMMING ETC AT ST MARY CHURCHYARD	240.00	200.00
VIEW ARCHITECTS LTD	SERVICES RELATED TO OBTAINING PLANNING PERMISSION FOR PROPOSED MUGA	1,252.80	1,044.00

RELYON GUARDING AND SECURITY SERVICES LTD	SECURITY SERVICES AT MPF	519.60	433.00
THORNBURY MOTORS	MONTHLY FUEL EXPENDITURE	364.61	303.84
ECOTRICITY	MONTHLY GAS SUPPLY - MPF PAVILION	78.51	74.77
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	100.83	96.03
NEWS TEAM GROUP	THORNBURY GAZETTE DELIVERY	13.75	13.75
FALON NAMEPLATES LTD	BRONZE PLAQUE	157.34	131.12
FALON NAMEPLATES LTD	BRONZE PLAQUE	75.67	63.06
ACCOUNTS DUE FOR PAYMENT TOTAL		22,013.42	18,368.17

DD = direct debit

CC[n] = credit card payment

MPF = Mundy Playing Field

DRAFT



Minutes of the Extraordinary Meeting of Full Council

**held on Tuesday 30 September 2025 at 6:00pm
in the Council Chamber, Town Hall**

Members present: Cllrs Helen Ball (Chair)
Chris Davies
John Reynolds
Danny Bonnett
Chris Bloor
Christine Carter
Chris Rowe
Gil Gilroy

In attendance: Wendy Sydenham, Deputy Clerk
Alan Stealey, Facilities Officer

Absent: Cllrs Maggie Tyrrell
Jayne Stansfield
Fiona Deas
Phil O'Rourke
Emma Shepherd
Kath Greenman
Chris Woodhouse
James Murray

FC2526.98 To note any apologies for absence

Apologies for absence were noted from Cllrs Maggie Tyrrell, Phil O'Rourke, Fiona Deas, Emma Shepherd, Kath Greenman, Chris Woodhouse and James Murray.

FC2526.99 To receive any declarations of interests from members

Cllr Ball confirmed that although all Councillors also held the position of members of the Armstrong Hall Trust, the business to be conducted during this meeting was solely in relation to Town Council matters and decision making would not be influenced in any way by Councillors being members of the Trust.

FC2526.100 To receive a request from the contractor working with Thornbury Community and Arts CIC for the Electrical Connection via Old Bakery Carpark and scaffolding and:

a. To note permission for scaffolding granted by officers

It was **RESOLVED** unanimously to note the permission for scaffolding granted by officers.

- b. **To grant permission for the duct location and construction and authorise final arrangements to be agreed by the Facilities Officer**

It was **RESOLVED** unanimously to grant permission for the duct location and construction, and to authorise final arrangements to be agreed by the Facilities Officer, which should include the installation of a “150mm rigiduct laid in our trench will be at the cost of the project” for the benefit of the Town Council’s development of the site (Bakery Annex) at a later date.

- c. **To approve the Wayleave Agreement with National Grid for works at the Bakery Annexe and to authorise the Chief Executive Officer, or in their absence, the Facilities Officer, to settle terms (reinstatement, indemnity/insurance) and sign the Agreement on the Town Council’s behalf**

It was RESOLVED unanimously to approve the Wayleave Agreement with National Grid for works at the Bakery Annexe and to authorise the Chief Executive Officer, or in their absence, the Facilities Officer to settle terms (reinstatement, indemnity/insurance) and sign the Agreement on the Town Council’s behalf.

FC2526.101 To note agenda items for the next meeting to be sent to the Chief Executive Officer by 9am on Monday 3 November 2025.

It was noted that agenda items for the next meeting must be sent to the Chief Executive Officer by 9am on Monday 3 November 2025.

FC2526.102 Date of next meeting: 7:30pm on Tuesday 11 November 2025

It was noted that the next meeting would be held at 7:30pm on Tuesday 11 November 2025.

[Meeting closed at 6.30pm]



Minutes of the Extraordinary Meeting of Full Council

**held on Tuesday 28 October 2025 at 7:30pm
in the Council Chamber, Town Hall**

Members present: Cllrs Helen Ball (Chair)
Chris Davies
Danny Bonnett
Chris Bloor
Christine Carter
Chris Rowe
Gil Gilroy
Maggie Tyrrell
Jayne Stansfield
Phil O'Rourke
Kath Greenman
Chris Woodhouse
James Murray

In attendance: Hannah Bowden, Chief Executive
Alan Stealey, Facilities Officer

Absent: Cllrs John Reynolds
Fiona Deas
Emma Shepherd

FC2526.103 To note any apologies for absence

Apologies for absence were noted from Cllrs John Reynolds and Fiona Deas.

FC2526.104 To receive updated project programme for the natural water play project

The Facilities Officer presented an updated project programme to Council with an opportunity for questions to be raised and answered.

FC2526.105 To receive quotes for Hydrologist and appoint contractor and approve expenditure

It was **RESOLVED** unanimously to approve expenditure of up to £35,000 for this element of the project. To approve the expenditure to be allocated to 190/4545 - Capital Projects and transferred from EMR 338 - CIL 21/22. To delegate to the Chief Executive the awarding of the contract to a qualified consultant, meeting the scope of the project and within the allocated budget, once all quotes have been received. For monitoring to be reported to the Capital Strategy Working Group.

FC2526.106 To note agenda items for the next meeting to be sent to the Chief Executive Officer by 9am on Monday 3 November 2025.

It was noted that agenda items for the next meeting must be sent to the Chief Executive Officer by 9am on Monday 3 November 2025.

FC2526.107 Date of next meeting: 7:30pm on Tuesday 11 November 2025

It was noted that the next meeting would be held at 7:30pm on Tuesday 11 November 2025.

[Meeting closed at 20:50]

DRAFT

Minutes of the Meeting of the Open Spaces Committee
held on 16 September 2025 at 7:30pm
in the Council Chamber, Town Hall

Councillors present: Cllr John Reynolds (Chair)
Cllr Chris Bloor
Cllr Danny Bonnett
Cllr Christine Carter
Cllr Chris Davies
Cllr Fiona Deas
Cllr Gil Gilroy
Cllr James Murray
Cllr Chris Rowe

Officers present: Wendy Sydenham (Deputy Clerk)

Councillors absent: Cllr Phil O'Rourke
Cllr Emma Shepherd
Cllr Chris Woodhouse

There was one member of the public present

OS2526.40 TO CONSIDER ANY APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Phil O'Rourke and Chris Woodhouse.

OS2526.41 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST

Cllr Reynolds declared an interest in matters relating to Thornbury In Bloom, as a family member is involved in the organisation.

OS2526.42 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There was one member of the public present, but no representations were made.

OS2526.43 TO APPROVE AND SIGN THE MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD ON 22 JULY 2025

It was **RESOLVED** unanimously to approve the minutes of the Open Spaces Committee Meeting held on 22 July 2025, and they were then signed by the Chair.

OS2526.44 TO CONSIDER FEEDBACK ON THE CONSULTATION ON POSSIBLE CHANGES TO THE PATCH OF TARMAC NEAR LARKSPUR AVENUE AND AGREE NEXT STEPS

In relation to the feedback on the consultation on the patch of tarmac near Larkspur Avenue and the information in the officer's report regarding ownership of the land, the following was **RESOLVED**:

- Officers should continue efforts to contact the developer who owns the site to ascertain their views on the Town Council potentially making changes to the land.
- To refer this potential project to the Capital Strategy Group, so that this can be captured within their list of projects and considered further in relation to other planned projects.

OS2526.45 TO CONSIDER A REQUEST FROM THORNBURY IN BLOOM FOR AN ALTERNATIVE LOCATION FOR THE THIRD BENCH ON ROCK STREET GARDEN.

It was noted that Thornbury In Bloom had withdrawn their request for consideration of an alternative location for the bench and therefore the original resolution regarding the placement of the third bench would stand (to be installed in the same location as the Remembrance Bench that was due to be relocated).

OS2526.46 TO CONSIDER A RECOMMENDATION FROM THE CLIMATE & NATURE COMMITTEE FOR WILDFLOWER PLANTING ON THE MUNDY PLAYING FIELDS

In relation to the recommendation from the Climate & Nature Committee, it was **RESOLVED** to agree to the planting of wildflower seed in existing areas of wildflower meadow, hay meadow and tall grassland at the Mundy Playing Fields, as set out in the officer report.

OS2526.47 TO RATIFY AN OFFICER DECISION REGARDING ALLOWING PLAQUES ON PUBLIC GRAVES AT THORNBURY CEMETERY

It was **RESOLVED** to ratify the officer decision to allow any requests made to the Town Council to place a marker on public graves. The requester would be allowed to purchase and have installed through the Town Council, a small bronze plaque to be placed on the plot, the same as that allowed on cremated remains plots.

OS2526.48 TO CONSIDER PROCEEDING WITH ENTERING THE MUNDY PLAYING FIELDS INTO THE GREEN FLAG AWARDS AND DELEGATE AUTHORITY FOR ANY ASSOCIATED EXPENDITURE

The Committee discussed the Green Flag Awards in general, noting how they linked with the work currently being carried out through Full Council on the potential development of a Land Management Plan. It was **RESOLVED** to put this item on the next Open Spaces Committee agenda, by which time there may be more certainty through Full Council on a potential Land Management Plan and Committee members would have had more time to look through the Green Flag Awards criteria. The aim at the next Committee meeting would be to consider this criterion in more detail and highlight any areas that the Committee would not feel comfortable with working towards.

OS2526.49 TO CONSIDER A REQUEST TO ALLOW THE ADOPTION OF AN EXISTING BENCH AS A MEMORIAL BENCH

It was **RESOLVED** that requests to adopt an existing bench as a memorial bench would be allowed, on the basis that the bench would then become a “shared” memorial bench, which could have a number of plaques on it. As a shared bench is already an option in the existing policy, the placement of a plaque on an existing bench would be covered by the same terms and conditions as that, including the fee. This policy change would be made in the form of a recommendation to the next Finance & General Purpose Committee to agree the amendment to the policy.

OS2526.50 TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE DEPUTY CLERK FOR INCLUSION IN THE NEXT AGENDA IS WEDNESDAY 5 NOVEMBER 2025

The deadline for submission of items to the Clerk/Deputy Clerk for inclusion in the next agenda was noted to be Wednesday 5 November 2025.

OS2526.51 TO NOTE THE DATE OF THE NEXT MEETING – TUESDAY 18 NOVEMBER 2025

The date of the next meeting was noted to be Tuesday 18 November 2025.

The meeting closed at 20.20.

DRAFT

**Minutes of the Meeting of the Planning Committee
held on Tuesday 23 September 2025 at Council Chamber, Town Hall at 7:30pm**

Members Present: Cllr Jayne Stansfield (Chair)
Cllr Chris Davies
Cllr John Reynolds
Cllr Fiona Deas
Cllr Gil Gilroy

Officers Present: Hannah Bowden (Chief Executive Officer)
Administration Officer (Minutes)

Members Absent: Cllr Maggie Tyrrell
Cllr Helen Ball
Cllr Emma Shepherd

There were no members of the public in attendance

PC2526.13 TO RECEIVE ANY APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Maggie Tyrrell and Helen Ball.

PC2526.14 TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

There were no members' declarations of interest.

PC2526.15 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were no members of the public present.

PC2526.16 TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 1 JULY 2025

It was **RESOLVED** unanimously to approve the minutes of the Planning Committee meeting of 1 July 2025 as an accurate record, and the minutes were signed by the Chair.

PC2526.17 TO NOTE AND RATIFY PLANNING APPLICATION COMMENTS MADE UNDER DELEGATED AUTHORITY

It was **RESOLVED** unanimously to ratify comments regarding planning applications considered and submitted under delegated authority.

PC2526.18 TO CONSIDER THE SCHEDULE OF PLANNING AND LICENSING APPLICATIONS AND SUBMIT REPSONSES

It was **RESOLVED** unanimously to submit comments to South Glos Council on the planning and licensing applications, as detailed in the attached schedule, and to delegate to the Chief Executive the submission of comments on P25/02148/F and P25/02144/LB.

PC2526.19 TO NOTE AND RATIFY THE RESPONSE TO THE CONSULTATION ON SPEED LIMITS ON BUTT LANE, MORTON WAY AND OLDBURY LANE

It was **RESOLVED** unanimously to ratify the response already submitted to the consultation on speed limits on Butt Lane, Morton Way and Oldbury Lane.

PC2526.20 TO CONSIDER SUBMITTING A RESPONSE TO THE SOUTH GLOUCESTERSHIRE CONSULTATION ON PEDESTRIAN CROSSINGS ON DOWN ROAD AND THORNBURY ROAD

It was **RESOLVED** by majority (3 votes supporting and 2 votes against) to support the consultation, and delegate the completion of the consultation form to the Chief Executive.

PC2526.21 TO CONSIDER SUBMITTING A RESPONSE TO THE SOUTH GLOUCESTERSHIRE COUNCIL TRAFFIC ORDER PT.8437 CONCERNING THE A38 GLOUCESTER ROAD, ALMONDSBURY TO THORNBURY – A38 GLOUCESTER ROAD AND CHURCH ROAD – PROPOSED 30MPH, 40MPH AND 50MPH SPEED LIMITS

It was **RESOLVED** unanimously to support the consultation, and delegate the completion of the consultation form to the Chief Executive.

PC2526.22 TO CONSIDER SUBMITTING A RESPONSE TO THE SOUTH GLOUCESTERSHIRE COUNCIL CONSULTATION ON PROPOSED CHANGES TO HOUSES IN MULTIPLE OCCUPATION GUIDANCE FOR NEW DEVELOPMENTS

It was agreed not to submit a response to the consultation on proposed changes to houses in multiple occupation guidance for new developments.

PC2526.23 TO NOTE THE TREE PRESERVATION ORDER – SGTPO 1193

The tree preservation order SGTPO 1193 was noted.

PC2526.24 TO RECEIVE MINUTES FROM THE TOWN CENTRE PARTNERSHIP MEETINGS

The minutes from the Town Centre Partnership meeting of the 25 June 2025 were received.

PC2526.25 TO RECEIVE UPDATE ON THE POLICE HOLDING ENGAGEMENT SESSIONS AT THE TOWN HALL

The Chief Executive provided an update on the police holding engagement sessions at the Town Hall. It was requested that the Chief Executive find out when the police hold sessions and how they are advertised.

PC2526.26 TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE CHIEF EXECUTIVE FOR INCLUSION IN THE NEXT AGENDA IS 9AM ON MONDAY 20 OCTOBER 2025.

It was noted that the deadline for submission of items to the Chief Executive for inclusion in the next agenda is Monday 20 October 2025.

PC2526.27 DATE OF THE NEXT MEETING: 7:30PM ON THURSDAY 30 OCTOBER 2025, TO BE HELD AT THE TOWN HALL

The date of the next meeting was noted to be 7:30pm on Thursday 30 October 2025 at the Town Hall.

Meeting closed: 21:32

DRAFT

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered at the Planning Committee on 23.09.25

DATE	REF NO	LOCATION	PROPOSAL	COMMENT
01.09.25	P25/02062/TCA	Apartment 1 Park House 12 High Street Thornbury South Gloucestershire	Works to 1no Lime Tree to remove epicormic growth up to 6m and crown raise remaining growth to 5m. Works to 1no Hornbeam Tree to remove 2no lowest lateral limbs. Works to raise canopy to 6m all within Thornbury Conservation Area.	No objection, subject to the approval of the Tree Officer. Consider Thornbury Neighbourhood Plan when determining application.
01.09.25	P25/01963/F	47 High Street Thornbury South Gloucestershire BS35 2AR	Installation of replacement shopfront with cash machine. Formation of new openings on rear elevation with the installation of an external ground floor condenser unit and the retention of the existing first floor condenser unit.	Thornbury Town Council supports the application.
27.08.25	P25/02038/RVC	West Park House Midland Way Thornbury South Gloucestershire BS35 2NT	Variation of conditions 2 (to amend the net sales area condition) and 21 (to amend the approved floor plans) attached to permission P23/02925/F. Demolition of existing Class E building, and erection of a foodstore (Class E), with 95no. car parking spaces, access, servicing and landscaping.	No objection. Consider Thornbury Neighbourhood Plan when determining application.
03.09.25	P25/02035/CLE	Sheiling School Park Road Thornbury South Gloucestershire BS35 1HP	Confirmation that the lawful use of the buildings and land is a place of education (Class F.1(a)).	Thornbury Town Council are supportive of this property remaining an educational establishment. Consider the Neighbourhood Plan when determining application.
10.09.25	PT.8415 Remembrance Day	Thornbury	Temporary Road Closures	Thornbury Town Council support the application.

	Parades and Services 2025,			
17.09.25	P25/02120/F	Building 2 Land At Milbury Heath Cuttsheath Road Wottonj Under Edge South Gloucestershire	Change of use of building from Sui Generis to a Children's Nursery (Class E(f)) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	No objection in principle to nursery facilities in the area, but Thornbury Town Council has concerns about the parking and transport plan, which we request SGC Officers to consider. TTC feels that the transport arrangements are inadequate for the proposed usage of the building, and we cannot see within the transport plan that there is proper provision for pedestrian access.
17.09.25	LI25/6485/STB	Love Thornbury	To trade in Thornbury High Street	Thornbury Town Council supports this application
17.09.25	P25/02148/F	Miss Saise's Cottage High Street Thornbury South Gloucestershire	Partial demolition of existing building, raising of roofline and erection of two storey rear extension to facilitate the change of use from storage (Class B8) to 1 no. dwelling (class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	Delegated to Chief Executive to submit comments.
17.09.25	P25/02144/LB	Miss Saise's Cottage High Street Thornbury South Gloucestershire	Installation of roof jointing.	Delegated to Chief Executive to submit comments.
18.09.25	P25/02160/PNGR	Land And Buildings At Grovesend Farm Gloucester Road Grovesend Thornbury South Gloucestershire	Prior notification of a change of use from agricultural buildings to 6no. dwellings as defined in Part 3 Class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015 to include operational development reasonably necessary to convert and extend the buildings.	Neither support nor object, but have concerns over access onto/off the A38, particularly considering the CRSTS developments which are not taken account of in these plans. Consider the Thornbury Neighbourhood Plan when determining application.

19.09.25	P25/02172/F	Building And Land At Eastwood Farm Gloucester Road Whitfield South Gloucestershire GL12 8EA	<i>(Adjoining parish)</i> Change of use from agriculture to vehicle maintenance and storage facility (Sui generis) (Retrospective).	Neither support nor object.
----------	-------------	---	--	-----------------------------



**Minutes of the of Thornbury Town Council Staffing Committee
Held on Tuesday 7 October 2025 at 7.30pm.**

Councillors present: Chris Woodhouse (Chair)
Jayne Stansfield
Chirs Bloor
Chris Rowe

Councillors absent: Gil Gilroy
Kath Greenman

In attendance: Hannah Bowden, Chief Executive

SC2526.1. To receive any apologies for absence

Committee noted Councillor Kath Greenman apologies

SC2526.2. To receive any members declarations of interest

There were no declarations of interest.

SC2526.3. To receive any representations from the public relating to items on the agenda

There were no members of the public present.

SC2526.4. To approve the minutes of the Staffing Committee meeting held on 4th February 2025

It was **RESOLVED** to approve the minutes of the Staffing Committee meeting held on 4 February 2025 as a correct record of the proceedings.

SC2526.5. To review and adopt the updated Employee Handbook

It was **RESOLVED** unanimously to adopt the updated Employee Handbook and recommend its adoption to the Finance & General Purpose Committee.

SC2526.6. To receive update on the implementation of preventing sexual harassment, other harassment and bullying

Committee received the update which confirmed all necessary actions had been implemented in compliance with legislation.

SC2526.7. To review the revised Councillor Officer Protocol

Committee reviewed the revised Councillor Officer Protocol and **RESOLVED** to recommend adoption of the policy by the Finance and General Purpose Committee subject to amending section bullet point 8 in section 3.8 to read 'Racist comments or jokes, including those about protected characteristics'. [For context this is under unacceptable behaviour].

SC2526.8. To receive update on the Civility and Respect changes, to include:

- Anti-bullying
- Declaration and policy updates
- Engagement between staff and councillors

It was RESOLVED to encourage staff and councillors to develop a positive culture around antibullying and for engagement events to be arranged when appropriate.

SC2526.9. To pass a resolution to exclude members of the public and press for agenda item 10 & 11 due to the PERSONALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted

It was RESOLVED to pass a resolution to exclude members of the public and press for next agenda item due to the PERSONALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted

SC2526.10. To receive Staffing Overview

Committee received a verbal update.

SC2526.11. To review Staffing Structure & Draft Budget

Committee reviewed the staffing structure and requested the Chief Executive investigate implications and provide update at the next committee meeting.

SC2526.12. SC2324.42 To confirm the date of the next meeting

Committee confirmed the next meeting will be an Extraordinary Meeting, to be scheduled before the next Finance and General Purpose Committee meeting in December.

**MINUTES of the meeting of the Finance and General Purpose Committee
held on Tuesday 14th October 2025, at the Town Hall**

Present: Cllr Chris Woodhouse (Chair)
Cllr John Reynolds
Cllr James Murray
Cllr Chris Rowe
Cllr Fiona Deas
Cllr Jayne Stansfield
Cllr Chris Bloor
Cllr Chris Rowe
Cllr Maggie Tyrrell
Cllr Chris Davies

Hannah Bowden (Chief Executive)
1 member of administration staff (minutes)

Non-members present: None

Absent: Cllr Helen Ball

F&GP2526.25. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Helen Ball.

F&GP2526.26. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

There were no Councillors' declarations of interest or requests for dispensation.

F&GP2526.27. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were no members of the public present.

F&GP2526.28. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE MEETING HELD ON 8 APRIL 2025

It was **RESOLVED** unanimously to approve the minutes of the Finance and General Purpose Committee meeting held on 10 June 2025 and the minutes were signed by the Chair.

F&GP2526.29. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS

- **To approved the Accounts for Payment and ratify payments made out of meeting.**

It was **RESOLVED** to pay the Accounts for Payment (as per schedule 1) and the payments made out of meeting were ratified.

- To receive Bank Reconciliations for Q1 & Q2
- To receive Equals Card Reports for Q1 & Q2
- To receive the Budget Monitoring Reports for Q1 & Q2 and agree any actions

The Bank Reconciliations for Q1 & Q2, The Equals Card Reports for Q1 & Q2 and the Budget Monitoring Reports for Q1 & Q2 were received by the Committee.

F&GP2526.30. TO NOTE ANY OFFICER DECISIONS MADE UNDER DELEGATED POWERS

Committee noted that the decision had been made due to urgent Health & Safety concerns to repair a leaking roof which had damaged an artexed ceiling, possibly containing asbestos, for £3,825.13.

F&GP2526.31. TO RECEIVE THE EXTERNAL AUDIT REPORT & CERTIFICATE FOR THE 2024/25 ACCOUNTS

The external audit report and certificate for the 2024/25 accounts was received. It was noted that the audit had been completed successfully with no recommendations.

F&GP2526.32. TO REVIEW AND AGREE TRANSFER FROM THE GENERAL RESERVE TO EARMARKED RESERVES

It was **RESOLVED** unanimously to transfer the following amounts from General Reserves to Earmarked Reserves: £1,080.86 to EMR 331 Equipment, £2,609.41 to EMR 339 Events, £2,500 to EMR 340 St Mary's Church Yard, £101,064.55 to EMR 342 Capital Projects and £95,000 to new EMR Staffing Cost Contingency.

F&GP2526.33. TO RECEIVE THE FIRST DRAFT OF THE 2026/27 BUDGET AND AGREE ANY ACTIONS

The first draft of the 2026/27 budget was received by the Committee.

F&GP2526.34. TO REVIEW THE FIRST DRAFT OF THE FEES AND CHARGES FOR 2026/27 AND AGREE ANY ACTIONS.

The Committee reviewed the first draft of the Fees and Charges for 2026/27 and agreed to maintain current fees for the football club until lease arrangements have been further investigated. A revised draft of the fees and charges for 2026/27 will be brought to the next meeting.

F&GP2526.35. TO RECEIVE QUOTES FOR LEASE RENEWALS AND RENTAL VALUATIONS AND APPOINT CONTRACTORS

- Lease Renewals: It was **RESOLVED** by a majority, with 1 abstention, to appoint Clutton Cox to conduct the lease renewals at a cost of £2,250 + VAT and disbursements.
- Rental Valuations: It was **RESOLVED** by a majority, with 1 abstention, to appoint Winfield's Group Ltd to conduct valuations dependent on the valuation being sufficient for commercial and residential building and agreed value up to £2000.

F&GP2526.36. TO RECEIVE DECORATING QUOTES AND APPOINT CONTRACTOR

It was **RESOLVED** by a majority, with 1 against and 1 abstention to appoint A.H.S. Building Group Ltd to carry out the decorating works at the Town Hall at a cost of £5,384 (plus VAT)

F&GP2526.37. TO RECEIVE MURAL SURVEY RESULTS AND AGREE ANY ACTIONS

It was unanimously **RESOLVED**, following the results of the Mural Survey, to take no further action.

F&GP2526.38. TO REVIEW AND ADOPT THE FOLLOWING POLICIES:

- Employee Handbook
- Appraisal Scheme
- Menopause Policy
- Employee Probation Policy
- Debt Recovery Policy
- Facility Use Policy
- Document Retention and Disposal Policy
- Memorial Trees and Benches
- Health and Safety Policy

The policies were reviewed, and it was unanimously **RESOLVED** to adopt all policies, subject to a minor amendment to the Facility Use Policy: the term 'Charity' to be replaced with 'Not-for-Profit Organisation'

F&GP2526.39. TO RECEIVE REPORTS FROM THE FOLLOWING SERVICES:

- Library Services – Q1
- Youth Contract – Annual
- Citizens Advice - Annual

The Library Services (Q1), Youth contract (Annual) and Citizens Advice (Annual Reports) were received by the Committee.

F&GP2526.40. TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE CHIEF EXECUTIVE FOR INCLUSION IN THE NEXT AGENDA IS 9AM ON MONDAY 1 DECEMBER 2025

It was noted that the deadline for submission of items to the Chief Executive for inclusion in the next agenda is 9am on Monday 1 December 2025.

F&GP2526.41. TO NOTE THE DATE OF THE NEXT MEETING: 9 DECEMBER 2025, TO BE HELD IN THE COUNCIL CHAMBER OF THE TOWN HALL

It was noted that the date of the next meeting is 9 December 2025, to be held in the Council Chamber of the Town Hall.

[Meeting closed 21:40]

SCHEDULE 1 – ACCOUNTS

ACCOUNTS PAID OUT OF MEETING			
		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	14.55	14.55
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	1.20	1.20
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	6.45	6.45
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	26.94	26.94
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	8.85	8.85
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	27,489.07	27,489.07
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	9,561.65	9,561.65
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	5,198.54	5,198.54
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	451.24	376.03
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	463.75	386.46
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	37.75	35.95
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	53.58	51.03
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD TRANSACTION PAYMENT (DD @ £1882.75)	0.00	0.00
AMAZON	CC1135 - CLEANING PRODUCTS	36.14	30.12
GIFFGAFF	CC1136 - STAFF MOBILE PHONE TOP UP	6.00	5.00
GIFFGAFF	CC1137 - STAFF MOBILE PHONE TOP UP	10.00	8.34
AMAZON	CC1138 - LOCKABLE TOOL CABINETS X2	199.80	166.50
AMAZON	CC1139 - INTERNAL DOOR SIGN HOLDERS X30	318.90	265.80
AMAZON	CC1140 - INTERNAL DOOR SIGN HOLDERS X10	106.30	88.60
AMAZON	CC1141 - STORAGE BOXES, CCTV SIGNAGE AND CLEANING MATERIALS	29.08	24.23
SCREWFIX	CC1142 - FIRE DOOR RETAINER	112.97	94.14
AMAZON	CC1143 - STATIONERY AND HALLOWEEN DECORATIONS	50.96	42.45
AMAZON	CC1144 - CLEANING MATERIALS	130.47	108.71
SCREWFIX	CC1145 - MAINTENANCE SUNDRIES	19.47	16.22
SCREWFIX	CC1146 - SANDING SPONGES	9.79	8.16
X L DISPLAYS	CC1147 - (REPLACEMENT) OUTDOOR SWING SIGN - ST MARYS CHURCHYARD	110.40	92.00
ROYAL MAIL GROUP LTD	CC1148 - POSTAGE FOR RETURNING XL OUTDOOR SWING SIGN - ST MARYS CHURCHYARD	12.60	10.50
TREE MARKER.CO.UK	CC1149 - ALUMINIUM TREE TAGS AND NAILS	35.34	29.45
GIFFGAFF	CC1150 - STAFF MOBILE PHONE TOP UP	10.00	8.34
GIFFGAFF	CC1151 - STAFF MOBILE PHONE TOP UP	8.00	6.67
AMAZON	CC1152 - TROLLEY ON WHEELS	79.99	66.66
HEARTSAFE AED	CC1153 - DEFIB PADS AND PREP KITS FOR DEFIBRILLATOR	404.90	339.90
AMAZON	CC1154 - STATIONERY	53.98	44.98
AMAZON	CC1155 - CLEANING PRODUCTS	36.33	30.27
KN OFFICE SUPPLIES LTD	MONTHLY METER READING CHARGE FOR OFFICE PHOTOCOPIER	48.00	40.00

ARMSTRONG HALL	FUNDS TRANSFERRED FROM CUSTODIAN TRUSTEE HOLDING ACCOUNT	520.77	520.77
JCW WINDOW CLEANING	TOWN HALL WINDOW CLEAN	55.00	55.00
WATER2BUSINESS	WATER AND SEWAGE - TOWN HALL AND MPF SITES	931.17	931.17
WATER2BUSINESS	WATER AND SEWAGE - 67 HIGH STREET SITE	532.35	532.35
VIEW ARCHITECTS	PLANNING APPLICATION FOR MPF MUGA	830.00	691.67
BDO LLP	END OF YEAR AUDIT REVIEW FOR THORNBURY TOWN COUNCIL YEAR ENDING 31 MARCH 2025	2,520.00	2,100.00
ANDERSONS WASTE	EMPTY SEPTIC TANK - CEMETERY SITE (PAYMENT REFUNDED IN FULL 13.10.25 - INCORRECTLY CHARGED)	195.00	195.00
VIEW ARCHITECTS	PLANNING APPLICATION FOR MPF STORAGE UNIT	967.00	805.83
K A B TREE CARE	EMERGENCY TREE WORKS ON FALLEN TREE - MPF SITE	1,020.00	850.00
GRENKE LEASING LTD	QUARTERLY FEE - LEASE OF OFFICE PHOTOCOPIER	271.15	225.96
VIEW ARCHITECTS LTD	SERVICES RELATING TO OBTAINING PLANNING PERMISSION FOR MACHINE STORE AT MPF SITE	1,504.80	1,254.00
VIEW ARCHITECTS LTD	SERVICES RELATING TO OBTAINING PLANNING PERMISSION FOR MULTI USE GAMES AREA AT MPF SITE	775.20	646.00
HORDERS THORNBURY PRESS	FUN PALACES STICKERS	10.00	8.33
DIRECT IT SERVICES LTD	MONTHLY LANDLINE, BROADBAND AND IT SUPPORT	931.18	775.98
AIRMEC ESSENTIAL SERVICES LTD	CLEAN AND DECONTAMINATION OF THE GENERAL EXTRACT SYSTEM WITHIN THORNBURY TOWN HALL	1,191.60	993.00
BRIGSTOWE MEDIA LTD	HALF PAGE ADVERT IN THORNBURY VOICE - OCTOBER 2025	216.00	180.00
TRUCK & TRAILER CONVERSIONS	SUPPLY AND FIT NEW 18MM FLOOR TO FORD TRANSIT TRUCK	1,616.40	1,347.00
ACCOUNTS DUE FOR PAYMENT - 14TH OCTOBER 2025			
SOUTH WEST HYGIENE	QTRLY SANITARY BIN DISPOSAL UNIT RENTAL/SERVICE - TOWN HALL SITE	88.59	73.83
SOUTH WEST HYGIENE	QTRLY SANITARY BIN DISPOSAL UNIT RENTAL/SERVICE - MPF SITE	209.62	174.68
BOWCOM	BOWGRASS SUPREME PLUS 10LTRS - MPF SITE	660.00	550.00
PAPILIO AT HERITAGE	COMMUNITY TOILET SCHEME QTR2	200.00	200.00
THE SWAN	COMMUNITY TOILET SCHEME QTR2	250.00	250.00
HAWKES HOUSE	COMMUNITY TOILET SCHEME QTR2	225.00	225.00
THE ROYAL GEORGE	COMMUNITY TOILET SCHEME QTR2	237.50	237.50
ETM RECYCLING LIMITED	8 YARD SKIP HIRE - MIXED CONSTRUCTION & DEMOLITION - MPF SITE	348.00	290.00
NOCTUA ECOLOGY LTD	ECOLOGICAL SURVEYS AT MPF AND DUSK BAT ROOST SURVEY - MARLEY GARAGE MPF	2,992.80	2,494.00
PPL PRS MUSIC LICENCE	ANNUAL MUSIC LICENCE FOR TOWN HALL BUILDING	177.12	147.60
BIG BEAR PROMO	WOODEN CHRISTMAS TREES FOR CHRISTMAS LIGHTS SWITCH ON EVENT	348.00	290.00
DWELLER HILL SOFTWARE	ANNUAL TTC WEBSITE COST AND INITIAL SET UP	799.00	799.00
ALMONDSBURY GARDEN CENTRE	BEDDING PLANTS	399.60	333.00
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	197.16	164.30
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	659.17	549.31
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	1,084.86	904.05
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	351.66	293.05
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL (FOOD WASTE)	27.02	22.52
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	56.16	46.80

COMPLETE WEED CONTROL	WORKS INVOLVING REMOVAL OF IVY	120.00	100.00
ABBEY LOOS LTD	MONTHLY PORTABLE TOILET HIRE - CHANTRY FIELD SITE	264.00	220.00
RELYON GUARDING AND SECURITY	MONTHLY SECURITY SERVICES AT MPF SITE	504.00	420.00
KN OFFICE SUPPLIES LTD	MONTHLY METER READ FOR OFFICE PHOTOCOPIER	49.37	41.14
SLCC SOCIETY OF LOCAL CLERKS	SLCC MEMBERSHIP FOR CLERK	416.00	416.00
NEWSTEAM GROUP	MONTHLY THORNBURY GAZETTE DELIVERY	11.25	11.25
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	298.67	248.91
THORNBURY TOWN COUNCIL STAFF	EXPENSES CLAIM - HOT DESK USE AND H&S SUPPORTING RODS TO SUPPORT ARTEX CEILING IN 67 HIGH ST	69.98	61.65
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL SITE	250.94	238.99
ECOTRICITY	MONTHLY GAS SUPPLY - PAVILION SITE	113.67	108.26
THE GREEN LABEL COMPANY LTD	SELF ADHESIVE LABELS	391.58	326.32
ACCOUNTS DUE FOR PAYMENT TOTAL		11,800.72	10,237.16

Equals Pre-paid Card		Month 3						
Date	Payee Name	Ref	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/06/2025	Hawkins of Thornbury	796	22.74	3.79	4700	160	18.95	Roll Top Bin & Brushes
03/06/2025	Coop Thornbury	797	6.50		4205	108	6.50	Milk
03/06/2025	Gap Supplies	798	52.76	8.79	4700	160	43.97	Maintenance Supplies
03/06/2025	Gap Supplies	799	31.58	5.26	4700	160	26.32	Maintenance Supplies
03/06/2025	Hawkins of Thornbury	796 ADJ	-22.74	-3.79	4150	130	-18.95	Reverse payment - incorrect code
03/06/2025	Hawkins of Thornbury	796	22.74	3.79	4150	130	18.95	Roll Top Bin & Brushes
04/06/2025	Hawkins of Thornbury	800	25.93	4.32	4700	160	21.61	Maintenance Supplies
05/06/2025	Gap Supplies	801	45.57	7.60	4700	160	37.97	Maintenance Supplies
05/06/2025	Thornbury Mens Shed	802	13.00		4700	160	13.00	Spade Handle
05/06/2025	News 4 U	803	19.20		4090	110	19.20	Gazzette Papers
09/06/2025	Screwfix	804	24.98	4.16	4700	160	20.82	Maintenance Supplies
10/06/2025	Hawkins of Thornbury	805	6.07	1.01	4700	160	5.06	Maintenance Supplies
10/06/2025	Hawkins of Thornbury	806	12.98	2.16	4700	160	10.82	Maintenance Supplies
10/06/2025	Hawkins of Thornbury	807	4.64	0.77	4700	160	3.87	Maintenance Supplies
10/06/2025	Screwfix	808	15.06	2.52	4700	160	12.54	Maintenance Supplies
10/06/2025	Screwfix	809	7.99	1.33	4700	160	6.66	Maintenance Supplies
12/06/2025	Coop	810	5.15		4205	108	5.15	Milk
16/06/2025	Almondsbury Garden Centre	811	15.00	2.50	4150	130	12.50	Compost
24/06/2025	Hawkins of Thornbury	812	12.99	2.16	4150	130	10.83	Maintenance Supplies
24/06/2025	Hawkins Groundcare	813	77.00	12.83	4150	130	64.17	Maintenance Supplies
25/06/2025	Lee's Mend a Shoe	814	25.03	4.17	4150	130	20.86	Key Cutting
26/06/2025	Thornbury Discounts	815	11.98		4150	130	11.98	Maintenance Supplies

26/06/2025	Thornbury Motors Ltd	816	72.30	12.05	4405	120	60.25	5 Ltrs Oil
26/06/2025	Hawkins of Thornbury	817	47.37	7.90	4150	130	39.47	Maintenance Supplies
27/06/2025	Coop	818	4.40		4205	108	4.40	Milk
30/06/2025	AMAZON PRIME	819	17.69	2.95	4150	130	14.74	Maintenance supplies
Total Payments per month			577.91	86.27			491.64	
Balance Carried Forwards			490.90					
Cashbook Totals			1068.81	86.27			982.54	

Equals Pre-paid Card		Month 4						
Date	Payee	Ref	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2025	Amazon	829	17.69	2.95	4150	130	14.74	Water Pump
01/07/2025	AMAZON PRIME	ADJ - 829	-17.69	-2.95	4150	130	-14.74	WATER PUMP - Duplicate Entry
02/07/2025	Lees Mend a Shoe	830	3.90	0.65	4150	130	3.25	Key Cutting
03/07/2025	Post Office Ltd	820	87.00		4105	108	87.00	Stamps x 100 2nd Class
03/07/2025	Amazon	831	7.64	1.27	4068	105	6.37	Gardening Gloves
04/07/2025	Savers	832	12.98	2.16	4068	105	10.82	Sun Spray for Outdoor Team
07/07/2025	Co op	821	4.40		4205	108	4.40	Milk
08/07/2025	Thornbury Discounts	822	5.99	1.00	4540	190	4.99	Climate & Nature Event
08/07/2025	Thornbury Discounts	833	3.50	0.58	4150	130	2.92	Maintenance Supplies
09/07/2025	Hawkins of Thornbury	850	24.82	4.14	4150	130	20.68	Cloths, Dustpan, Brush
10/07/2025	Hawkins of Thornbury	834	43.51	7.25	4150	130	36.26	Garden Pegs
14/07/2025	Horders	823	2.00	0.33	4540	190	1.67	Climate & Nature Event
14/07/2025	Hawkins of Thornbury	824	5.14	0.86	4540	190	4.28	Climate & Nature Event
14/07/2025	Thornbury Discounts	825	5.00	0.83	4100	108	4.17	Stationery
14/07/2025	Boots Stores	826	1.50	0.25	4540	190	1.25	Climate & Nature Event
14/07/2025	GAP Supplies	835	11.88	1.98	4150	130	9.90	Trade Block Brush
14/07/2025	Screwfix	836	84.99	14.16	4150	130	70.83	Adhesive - 12 pack
14/07/2025	Toolstation	837	39.99	6.66	4150	130	33.33	Masonry Paint
15/07/2025	Hawkins of Thornbury	838	26.46	4.41	4150	130	22.05	Maintenance eg paint, clips
16/07/2025	Hawkins of Thornbury	839	8.99	1.50	4150	130	7.49	White Spirit
17/07/2025	Mole Country Stores	840	15.36	2.56	4150	130	12.80	Wooden Rail
17/07/2025	Screwfix	841	108.99	18.17	4450	160	90.82	Makita Grinder
18/07/2025	Co op	827	4.40		4205	108	4.40	Milk
22/07/2025	GAP Supplies	842	9.41	1.57	4150	130	7.84	Nuts and Bolts
22/07/2025	Horders Thornbury Press	843	2.70	0.45	4100	108	2.25	Stationery
22/07/2025	Hawkins of Thornbury	844	6.98	1.16	4150	130	5.82	Wire Wheel & Cup Brush
22/07/2025	Hawkins of Thornbury	845	24.99	4.16	4150	130	20.83	Hammerite Smooth White
23/07/2025	GAP Supplies	846	23.07	3.84	4150	130	19.23	Hammer Bits & Pipe
24/07/2025	Dobbies Garden Centre	847	25.48	4.25	4150	130	21.23	Plants
24/07/2025	Screwfix	848	13.99	2.33	4150	130	11.66	Toilet Seat
29/07/2025	Co op	828	2.20		4205	108	2.20	Milk

29/07/2025	Hawkins of Thornbury	849	35.97	6.00	4150	130	29.97	Heavy Duty Brushes
29/07/2025	Screwfix	851	62.98	10.50	4068	105	52.48	Safety Boots
30/07/2025	Screwfix	852	39.99	6.67	4150	130	33.32	Maintenance - Paint
Total Payments for Month			756.20	109.69			646.51	
Balance Carried Forward			734.70					
Cashbook Totals			1490.90	109.69			1381.21	

Equals Pre-paid Card			Month 5					
Date	Payee	Ref	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/08/2025	Co-op Thornbury	853	4.40		4205	108	4.40	Milk
13/08/2025	Co-op Thornbury	854	4.40		4205	108	4.40	Milk
13/08/2025	Hawkins of Thornbury	855	8.85	1.48	4150	130	7.37	Bucket with lid
18/08/2025	Hawkins of Thornbury	856	17.97	3.00	4150	130	14.97	Hammerite paint / Fuses
18/08/2025	Lees Mend a Shoe	858	13.23	2.21	4150	130	11.02	Key Cutting
26/08/2025	Co-op Thornbury	857	5.45		4205	108	5.45	Milk
Total Payments for Month			54.30	6.69			47.61	
Balance Carried Fwd			680.40					
Cashbook Totals			734.7	6.69			728.01	

Equals Pre-paid Card			Month 6					
Date	Payee	Ref	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/09/2025	Thornbury Discounts	859	6.90	1.15	4150	130	5.75	Maintenance Supplies
02/09/2025	Hawkins of Thornbury	860	6.50	1.08	4150	130	5.42	Mop and Cloths
03/09/2025	Hawkins of Thornbury	861	12.88	2.15	4150	130	10.73	Ground Fleece, Gloves
04/09/2025	Screwfix	862	113.76	18.96	4150	130	94.80	Paint, Work Boots
05/09/2025	Co-op	863	4.40		4205	108	4.40	Milk
18/09/2025	Co-op	864	3.50		4205	108	3.50	Milk
18/09/2025	Hawkins of Thornbury	865	6.63	1.10	4150	130	5.53	Drill Bits, Rawlplugs
30/09/2025	Lees Mend a Shoe	866	14.00	2.33	4150	130	11.67	Key Cutting
30/09/2025	Hawkins of Thornbury	867	29.27	4.88	4150	130	24.39	Peat Free Compost, Cover
30/09/2025	Horders	868	2.90	0.48	4100	108	2.42	Stationery
30/09/2025	Lees Mend a Shoe	869	12.75	2.12	4150	130	10.63	Key Cutting
30/09/2025	Hawkins of Thornbury	870	6.74	1.12	4150	130	5.62	Split Rings, hoop disc
Total Payments for Month			220.23	35.37			184.86	
Balance Carried Forward			460.17					
Cashbook Totals			680.40	35.37			645.03	



THORNBURY TOWN COUNCIL

Minutes of the Climate and Nature Committee Meeting

held on Tuesday 21 October 2025 at 7:30pm at Council Chamber, Town Hall

Members present:	Councillors	Danny Bonnett (Chair) Chris Bloor (Vice Chair) Chris Rowe Christine Carter Kath Greenman
	Non-councillors	Emma Young (Plastic Free Thornbury) Geraldine Barnes (Thornbury in Bloom)
In attendance:		Sharon Gardham (Climate and Nature Officer)
Members absent:	Councillors	Maggie Tyrell
	Non-Councillors	Ella Wiggans (Sustainable Thornbury) Guy Rawlinson (Holy Mowers)

CN2526.14 To note any apologies for absence.

Apologies for absence were noted from Ella Wiggans (Sustainable Thornbury) and Guy Rawlinson (Holy Mowers).

CN2526.15 To receive any members' declaration of interest.

No declarations of interest were made by members.

CN2526.16 To receive any representations from the public relating to items on the agenda.

There were no representations from the public.

CN2526.17 To approve and sign the minutes of the Climate and Nature Committee Meeting held on 02 September 2025.

It was **RESOLVED** to approve the minutes of the meeting of the Climate and Nature Committee held on 02 September 2025 as an accurate record of the proceedings, and the minutes were signed by the Chair.

CN2526.18 To consider the future of the EcoThornbury Guardians scheme.

It was **RESOLVED** cancel the EcoThornbury Guardians scheme. It was suggested that this may be replaced by a networking group for local volunteering organisations whose goals support the Local Climate and Nature Action Plan. Further consideration will be given to this idea at the Thriving Nature Working Group.

CN2526.19 To consider plans for a Road Map to Net Zero

It was **RESOLVED** to proceed with a road map to net zero and to defer detailed discussions regarding its content to the Thriving Nature working group.

CN2526.20 To consider a proposal to refresh ecological surveys and biodiversity management plans

It was **RESOLVED** to proceed with repeated ecological surveys and refreshed management plans in Spring/Summer 2026

CN2526.20.01: SG to investigate the ideal schedule for repeated surveying for the benefit of forward planning and investigate the possibility of running a 'bioblitz' (a time-boxed citizen science survey of all wildlife in a certain area) with the assistance of Avon Wildlife Trust or another interested organisation.

CN2526.21 To consider options for a TTC administered recycling scheme

It was **RESOLVED** that blister pack and other TTC administered recycling schemes be removed from the Climate and Nature agenda.

CN2526.21.01: SG to contact local retailers to again reiterate the public demand for blister pack recycling facilities in the town.

CN2526.22 To consider options for the remaining 2025-26 budget spending and suggested 2026-27 budget

- It was **RESOLVED** that the remaining budget for 2025-26 can be used as suggested, with the addition of £500 to be used to purchase and site swift boxes.
- It was **RESOLVED** that the requested budget for 2026-27 be increased to £10,250, comprised of an additional £1000 for ecological surveying and management plans, £500 for further swift box purchase and installation and an additional £250 for events expenses (to support a potential volunteer networking group)

CN2526.22.01: SG to contact the Bristol Swift Group for advice about swift box purchase and siting and to discuss the potential for a Thornbury Swift Group.

CN2526.23 To note dates for the Thriving Nature Working Group meetings

The dates for the Thriving Nature Working Group were noted.

CN2526.23.01: It was noted that the proposed November date clashes with another Council meeting. SG to send out a poll to Committee members regarding alternative dates.

CN2526.24 To consider Thornbury Castle tree planting plans

Cllr Kath Greenman explained that Thornbury Castle are keen to work with the local community on tree planting in their grounds. Options for this will be taken forward via Thornbury in Bloom.

CN2526.25 To note the deadline for submission of items for inclusion on the next agenda is Tuesday 2 December 2025.

The deadline for submission of items for inclusion on the next agenda was noted to be Tuesday 2 December 2025.



CAPITAL STRATEGY WORKING GROUP

Friday 31st October 2025 at 10am in the Council Chamber, Town Hall

MINUTES

In attendance

Councillors James Murray (Chair), Helen Ball, Chris Woodhouse, Fiona Deas, Chris Bloor & Gil Gilroy.
Officers Alan Stealey, Facilities Officer & Hannah Bowden, Chief Executive

1. To receive apologies for absence

Councillors Chirs Davies, Kath Greenman, John Reynolds & Jayne Stansfield.

2. To agree minutes from the meeting held 28.08.2025

Members agreed the minutes from the meeting held on 28.08.2025

3. To receive update on the following projects:

i. Bakery Annexe

Members discussed the Bakery Annexe and Thornbury & District Heritage Museum interest in the site. Members agreed that repairs were not a viable option as the building would remain unfit for purpose and have asked officers to investigate a new building solution. Members also asked for the closure of Chapel St Road to be investigated.

ii. Chapel restoration

Members noted the electrics for the site have been stabilised. Flooring to start being laid in November. The Climate and Nature Officer is investigating infra-red heating options. A spring opening is anticipated.

iii. Marley Garage & Storage Container

Members noted the planning decision is due in mid-November. The lead time in delivery of the new building is 6 weeks meaning installation will begin in January. The storage containers are likely to be installed before Christmas.

iv. Pavilion

Members agreed to recommend to Full Council the commission of View Architects to provide a masterplan proposal including updated plans for the site at a cost £1,000 +VAT. It was also agreed that the next meeting will focus on reviewing the next phases of development for the site.

v. Water Play Redevelopment

There was no further discussion on water play due to an updated project plan having been presented to Full Council on Tuesday.

vi. Memorial Woodland

Members noted that the scoping for the Micro Forest project is being actioned by the Climate and Nature Committee. It was agreed to bring forward the start date of the Memorial Woodland project, in view of the tree supply becoming available in 2026 and the five-year establishment period required. It was also agreed for the next meeting to prioritise review of the welfare facilities at the cemetery.

vii. Turnberries

Members received an update on the membership of the trust along with an update following a meeting with Krunch and Jigsaw. Site visits are planned with organisations that have a successful business model for partnership working. Jigsaw are meeting to review the results of their Future of Turnberries consultation and invitation to attend has been extended to the youth councillor representatives. Members received an update on the S106 funding application and agreed that a Future of Turnberries event would be valuable with an invitation to be extended to current users as well as the community groups that we have on record. The objective of the event is to begin engaging with community on the EOI, understand the community's views of the building and to identify what the community needs from it. Timings for this will need to be discussed with SGC.

viii. Skate Park Redevelopment

Members noted that Krunch have agreed to be the asset locked body and the Articles of Association have been submitted. The registration will take up to 6 weeks. The first CIC meeting is being planned for end of November. Heads of Terms for the lease of the land have been prepared for the CIC by SGC but the Tenancy at Will terms at yet to be received. The Stake Park User Group (SPUG) is being formed. Stakeholder engagement is expected to be arranged early in the new year. The bank account is being set up and will require some of the seed funding allocated by the council. Once set up the seed funding balance can be transferred to the CIC.

4. Budget review including CIL

Members reviewed the budget, and it was noted that costs have increased and some re-allocation is required.

5. AOB

None

Action Notes of the Events and Innovation Working Group – Monday 15th Sept 2025

Present: Gil Gilroy, John Reynolds, Chris Davies, Chris Bloor, Christine Carter, Helen Ball, Vicky Bailey, Hannah Bowden (part meeting)

Apologies: Emma Shepherd

Agenda was re-ordered to allow Hannah to leave for another commitment

1. **Meeting with Liam, Carnival.** Hannah reported back on her meeting. Carnival had made a small surplus this year. Council will no longer be charged for its engagement with Carnival. Through the Food Bank, identified families offered reduced tickets and food costs. This was welcomed. Request that there is a councillor rep on Carnival Committee will be taken to next committee meeting for agreement. Carnival conducted a survey to find out community views in August. Awaiting feedback, Re-instatement of parade not progressed, despite conversation some time ago with Love Thornbury.
ACTION- Vicky to request feedback on survey
2. **Budget** – there is a budget balance of £5188. The future Mayor's Award has been set up with a separate budget line. From various discussions throughout the meeting, the following potential commitments were identified:
 - 2.1 better lighting for gazebo, including lights to decorate outside of gazebo at Xmas lights event **ACTION-** Vicky
 - 2.2 a free give away with Town Council logo- wooden Xmas tree- **Action** Vicky
 - 2.3 promoting Thornbury – explore advertising on buses to promote Thornbury as a destination, and report back to next meeting **ACTION –** Vicky. Helen to raise with Bristol Partnership and Chamber of Commerce
 - 2.4 Placing of Town Council notice board within the new estates, linked to walking routes. Also explore putting notice boards in bus shelters (some of which are owned by Town Council) **ACTION –** Chris Bloor and Vicky to explore options
 - 2.5 Stickers – **AGREED** to expenditure on sticker sheets to give out to children with Town Council logo on it, for use at council events **ACTION -** Vicky
 - 2.6 Bunting – feedback from S Glocs is that a licence is needed if bunting/ light garlands to be put up in High St. Option of council paying for licence to facilitate moving this forward. **ACTION** Helen to raise and discuss with Chamber of Commerce and Town Centre Partnership to see if there was any appetite for this
 - 2.7 Older People – production of brochure re older people's services and organisations in Thornbury (see para 6 below)
 - 2.8 Xmas decorations on Town Hall – refresh these decorations for festive period

Arising from discussions re budgeting and funding, general support for Love Thornbury to consider putting in for a grant to potentially underpin the costs of

security for Love Thornbury events. **ACTION:** Christine to follow up with Love Thornbury

3. **Flags on Town Hall** – Hannah reported that planning application does need to be submitted to SGC. Agreed to forward table as agreed at Full Council. From this discussion about how to manage months when there was both a national flag, and a themed flag in same month. Agreed that national flag (eg St Andrew's in November) would be flown in the week of the saints day, with the other flag flying for the remainder of the month **ACTION** Hannah re planning application: Belinda re flag flying
4. **Heritage Open Day** – a very successful event with 67 attending. Vicky was warmly thanked for all her work: the increased publicity and resources helped considerably. All volunteers also thanked, along with Meg from the Museum. One visitor used the QR codes. One person gave feedback questioning some of the information given on the day, and a response agreed. Also agreed that an additional column be added to attendance list to identify where people had come from. Current arrangements seen as a good template for future years. **ACTION** Vicky
5. **Music in Thornbury** – no update
6. **Older People's Day** - Christine recommended that the best way ahead was to pull together an information leaflet/ web page which brought together information about all clubs, organisations and services that worked with or supported older people, and then signposted where timetabled events etc were advertised eg My Thornbury. This approach was supported. **AGREED-** Vicky to explore how to take forward and report back, with budget proposal
7. **Xmas Lights – 15th Nov.** As usual, Helen will pull together a volunteer timetable for the day- 2-6pm. There will be a 'name the polar bear' competition and a free give away Xmas tree ornament with council logo. We will promote the community toilet scheme, the new Bus service and Walkers are Welcome festival in February, with posters being prepared to advertise these. Outside staff will, as at Carnival, put up and take down gazebo, and bring two tables, chairs etc (times for this will be checked with Xmas lights organisers). Check if stall location booked. **ACTION-** Helen, Vicky and Wendy
8. **Annual Town Meeting** – Helen reported back on this. Jigsaw, Krunch and Castle school have agreed to work together to lead on a young people's focus input to the Annual Town Meeting, with Vicky acted as council link. Suggested that Marlwood and Scouts should also be involved, and Helen agreed to raise this with identified groups. This is a positive development of community engagement. Report back to future meetings as appropriate
9. **Town Signage** – this is on Town Partnership agenda
10. **Bunting** – see 2.6 above
11. **Fun Palace** - Vicky asked for volunteers for this event on 4th Oct to support Sharon and her with nature related council stall. 2 volunteers came forward. This will be brought to attention of all councillors **ACTION** – Vicky
12. **Thornbury Field Country Park** – 1st Nov. Invitation for council involvement. Suggested that since it is nature and ecology focussed, that Sharon be approached to potentially engage with this **ACTION** - Helen

13. **Mural Survey** – this is on the agenda for next Finance and General Purposes Committee
14. **AOB** – Vicky shared that she is preparing and sending a newsletter to all schools and ran through what would be included- agreed that Firework Display could also be included
 - John drew everyone's attention to closure of M4 between 7th and 10th Oct
 - agreed that this could be advertised through council website/ facebook pages.

DATE of Next Meeting = Mon 17th Nov at 10am

Project Monitoring

Key: Green = Completed, Orange = Work in Progress, Red = Overdue

Date	Minute Ref	Project Description	Target Completion Date	Lead Officer	Comments
25.07.23	OS2324.26	St Marys Closed Churchyard Works - all urgent and necessary, boundary wall and desirable works that involve the removal of ivy affecting structures. Totalling £75,240	31.12.2024	Facilities Officer / Deputy Clerk	Progress is being made, but officer capacity has been an issue, particularly being without a Facilities Officer for a period of time. We have started liaison with the Diocese regarding the Faculty. The Church has been contacted about the works and have requested additional items to be added to the Faculty which will need to be looked at. Once finalised, the Faculty application can be completed. The Castle have been made aware of works needed to the North Wall. Update 01.11.24: The conservation contractor has requested for the works, due to the delay since the first quote. Update 07.01.24 on review officers now need to go through Contract Finder to award contract. Update 5.3.25 gone through Contract Finder - returns are opened and will go to OS in March. OS2425.87 resolved to accept quote from Cliveden Conservation for fixed structure works, F&GP have agreed EMR spend. Update 27.06.25 HC has started works to obtain Faculty. Update 27.08.25 HC has submitted Faculty application. Awaiting determination by Diocese (upto 4 months). Update 03.11.25 Awaiting determination by Diocese. New gates have been installed.
13.02.24	F&GP2324.70	Install electric charging points at Pavilion	30-04-2024 31-03-2025. Date moved due to review 31-10-25 spring 2026	Facilities Officer	FO progressing - quotes and further info being sought. Update 07.05.24 - going to F&GP in June. Update 01.07.24 funding agreed, awaiting the start of the newly appointed Facilities Officer to progress. 02.09.2024 Facilities Officer in post. 05.11.24 - Added complexities due to the pavilion extension. Electrical surveys completed and a new quote being sought for a new fuse board. New deadline set of 31.03.2025 ongoing. Update 06.03.25 fuseboard installed. Update 25.4.25 FO now looking at organisation and layout of wider area before proceeding. Update 30.06.25 still ongoing. Update 28.08.25 application has been made to National Grid for upgrade of incoming services. Application been made to national grid for upgrade. Have put out tender for new machine store which will house elec vehicles. Planning app to go out imminently. 8 weeks minimum to go through. 05.11.25 - Contractor appointed. Planning decision due mid November. Investigating storage solutions in addition to the container.
16.04.24	CN2324.39	Improve energy efficiency at Town Hall: -adopt the action plan for no-cost measures. -Adopt the action plan for low-cost measures with priorities assigned to the insulation of roofs, the cleaning of solar panels, and the installation of water volume adjusters, all subject to receiving quotes and confirming feasibility. -Adopt the action plan for capital-cost measures.	31-03-25 : Date moved to review 31.10.25	Climate & Nature Officer. Updated 24.4.25 to Facilities Officer	Update 29.08.24 loft insulation done at Town Hall. All other items on hold until the Facilities Officer starts. Update 31.10.24: have completed-C-emissions accounting, PV generation monitoring, internal energy saving guidelines, loft insulation, radiator valve checks, urinal flush controls, radiator reflectors, works to chamber ceiling. Still to do- solar panel cleaning, water volume adjusters, further chamber ceiling works, window glazing, heat zoning, heat pump and solar panel battery installation. Update 7.1.25 - solar panels cleaned in December. Update 06.03.25 AS ordering water volume adjusters where possible to fit. Chamber ceiling works are done as far as is possible. Looking into window glazing in over 60's TR. Investigating heat zoning and pump but would be substantial projects. Looking at where solar panel batteries could be installed safely. Update 25.4.25 FO has ordered water volume adjusters, awaiting fitting. Seeking contractor for Over 60's TR glazing. Contractor booked to look at batteries. Heat zoning and pumps would need to be part of whole building refurbishment not currently planned. Update 30.06.25 Battery contractor coming within 2 weeks. Water volume adjusters fitted. Everything else still ongoing. Update 28.08.25 battery contractor has attended site and supplied quote. Pump now being considered alongside this. Glazing company has look at windows - FO investigating issue with double glazing/shutters
17.09.24	OS2425.39	Purchase steel covered seating	31.03.27	Deputy Clerk	Update 31.10.24 - awaiting progression of MUGA plans. Update 07.01.25 MUGA plans progressing. See line 11.

17.09.24	OS2425.42	Implement new hedge cutting regime on Town Council land	31.12.24. Moved date to 31.04.25	Deputy Clerk & Administrator	31.10.24 - 2 contractors have done site visits, awaiting quotes. Update 07.01.25 quote accepted for 2025 works. Update 05.03.25 first round of works have been completed, with more to follow. Update 24.4.25 - revising plans over the summer, ahead of next round of cutting in the winter. 30.06.25 No update. Update 27.08.25 will be reviewing in early Sept with view to bringing quotes to Nov. meeting. Update 03.11.25 - the regime has been reviewed and amendments will go to the November Open Spaces meeting, including recommendations from Avon Wildlife Trust who are surveying some of the hedges.
17.09.24	OS2425.45	Review all signage at MPF	31.03.27	Deputy Clerk	No update expected imminently, dependent on larger items happening on site first. Superseded by line 47.
10.09.24	Capital Strategy & OS2425.53	Install MUGA at MPF	31.03.27	Deputy Clerk	01.11.24 Progress report will be made to Open Spaces Committee on 26.11.24. Update 07.01.25 main features agreed at last OS meeting. WS to seek quotes and bring back in due course. Update 5.3.25 quotes for planning consultant going to OS in March. OS2425.86 recommendation going to FC in May for which architect to use. Update 27.06.25 planning application is being put together by View Architects and surveys are being carried out. Update 27.08.25 waiting results from surveys, planning app due to be submitted once received. Update 03.11.25 Planning application submitted, awaiting response from SGC.
10.09.24	Capital Strategy	Improve water play at MPF	31.03.27	CEO	07.01.24. Community engagement planned for Q1 2025. Update 04.03.25 - survey closed and analysing results. 03.07.2025 - Tender proposed to July Full Council meeting. 01.09.2025 - Tender outcome to be reviewed by Full Council 09.09.25 Update FC 09.09.25 - contract not awarded/existing tender process terminated, project to be reviewed. Update FC 28.10.25 - authorisation given for officers to appoint a hydrologist. 05.11.2025 - Water Resource Associates LLP appointed.
10.09.24	Capital Strategy	Skatepark redevelopment	31.03.27	CEO	Progressing business plan with Krunch & SGC. 07.01.24 - Business plan to be discussed at the Janaury FC meeting. 03.07.2025 - Registration of a CIC and supproting documentation to be considered at the July FC meeting. 28.09.2025. 01.09.25 - FC agreed to the registration of the CIC and have appointed a council director. This is now waiting on Krunch. Tennacy at Will for the skate park land currently being prepared by SGC. 05.11.2025 - Articles of Association have been submitted. The registration will take up to 6 weeks. The first CIC meeting is being planned for end of November. Heads of Terms for the lease of the land have been prepared for the CIC by SGC but the Tenancy at Will terms at yet to be received. The Stake Park User Group (SPUG) is being formed. Stakeholder engagement is expected to be arranged early in the new year. The bank account is being set up and will require some of the seed funding allocated by the council. Once set up the seed funding balance can be transferred to the CIC.
10.09.24	Capital Strategy	Cinder running track at Chantry field	31.03.33	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Create a pump track in Thornbury	31.03.33	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Playground improvement at MPF	31.03.33	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Install memorial woodland and wellbeing garden at cemetery	31.03.33	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Install a 4G pitch	31.03.34	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Support Thornbury's Heritage	2025+	CSWG	Monitoring through the Capital Strategy Working Group

10.09.24	Capital Strategy	Tennis hut options appraisal	31.03.25	Facilities Officer	Conditon survey prepared and shared with the Tennis Club. Update 25.04.25 information now with Tennis Club, awaiting their response. Update 30.06.25 still with tennis club. Update 28.08.25 awaiting response from the Tennis Club.
10.09.24	Capital Strategy referral: FC2425.174	Refurbish the chapel facilities: eplacement of the flooring with 50mm Pennant stone • Removal of the hazardous galvanized rainwater tank from the site and excavate a dry well or an alternative drainage solution • Adaptation of the pews • Reconfiguration of the lighting circuit • Investigation of possible infrared panels or electric radiators for heating sources and implementation of the suitable solution.	31.03.27	Facilities Officer	Options appraisal considered at January CSWG meeting. Renovation works and budget to be agreed at Full Council 11.03.2025. Update 25.04.25 floor has b. een taken up. FO currently reviewing samples for replacement. Update 30.06.25 stone ordered, 16 week lead time, expecting delivery end Sep. contractor needed for late Sept. Update 28.08.25 AS has 2 quotes for flooring contractor, seeking 3rd quote. 05.11.25 - electrics for the site have been stabilised. Flooring to start being laid in November. The Climate and Nature Officer is investigating infra-red heating options. A spring opening is anticipated.
10.09.24	Capital Strategy	Demolition of small holding at Cemetery	31.03.27	Facilities Officer	Monitoring through the Capital Strategy Working Group. Update 28.08.25 HC has had asbestos removed. Possible now to look at options.
10.09.24	Capital Strategy	Turnberries options appraisal	31.03.27	CSWG	See line 34.
10.09.24	Capital Strategy	Improvement of staff facilities at the Cemetery	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Welfare unit at Chantry Playing Field	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Public toilet facilities at the Cemetery	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	67 & 67A High Street options appraisal	2027+	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Improve changing facilities and toilets at MPF	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Improve staff facilities at MPF	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
26.11.24	OS2425.52	Formalise agreement between TTC and TiB over Rock Street Garden, to be brought back to next meeting. Find alternative location for RBL garden	21.01.25	Deputy Clerk	Update 07.01.25 agreement drafted and with solicitor for checking. Meeting scheduled with the RBL to discuss locations. Update 04.03.25 OS agreed contents of draft agreement with TiB OS2425.69. Talks with RBL on alternative locations are ongoing. Update 24.4.25 arrangements are being progressed. Update 27.06.25 new location agreed, RBL discussing with SGC to complete written agreement. Update 27.08.25 RBL and SGC finalising agreement for new location, relocation of plants planned for autumn. Update 03.11.25 RBL now have an agreement in place with SGC for the new location for their garden (outside Methodist Church Hall). TTC will begin creating the new bed, moving plants across, and moving and reinstalling the bench and soldier figures in the second half of November. An agreement document has been agreed between TiB and TTC and will be formally signed once the RBL items are removed from the Rock Street location.
26.11.24	OS2425.54	Proceed with redevelopment of Streamleaze Play Area	31.03.27	Deputy Clerk	Update 07.01.25 works in draft budget for 2025/26. Update 24.4.25 - works to paid for from 25/26 and 26/27 budget. No plans expected until 2027. Update 03.11.25 Officers are aiming to take draft tender documents to either the November 2025 or January 2026 Open Spaces Committee meeting, along with confirming the budget for the project.
04.02.25	SC2425.39	Investigate having an anti-bullying champion, review Councillor-Officer Protocol and annual engagement between councillors and employees	01.10.2025	CEO	01.09.2025 - due to be reviewed by Staffing Committee in October. 07.10.2025 - Satffing Committeeconfirmed an anti-bulling champion is not appropriate for the Town Council and resolved to encourage staff and councillors to develop a positive culture around antibullying and for engagement events to be arranged when appropriate. The Officer-Councillor protocol has been updated and due for adoption by F&GP in December.

25.02.25	CN2425.40	Tiny forest - investigate locations and funding sources, for further scoping	TBC	Climate & Nature Officer	07.05.25 Currently recruiting a Climate and Nature Officer. Update 27.08.25 C&N Officer started in last few days. Update 27.08.25 C&N committee looking at potential sites with view to undertaking a feasibility study C&N 02.09.25 - shortlist of options agreed for feasibility study.
----------	-----------	--	-----	--------------------------	--

THORNBURY TOWN COUNCIL

ACCOUNTS PAID OUT OF MEETING

			GROSS	NET
	UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	16.05	16.05
	UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	TBC	TBC
	UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	6.45	6.45
	UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	26.80	26.80
	UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	7.95	7.95
	THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	26,340.77	26,340.77
	THORNBURY TOWN COUNCIL	PAYROLL - HMRC	9,517.58	9,517.58
	THORNBURY TOWN COUNCIL	PAYROLL - PENSION	5,217.38	5,217.38
	OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	TBC	TBC
	OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	TBC	TBC
	OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	TBC	TBC
	OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	TBC	TBC
	LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD TRANSACTION PAYMENT (DD @ £)	TBC	TBC
	GIFFGAFF	CC1156 - STAFF MOBILE PHONE TOP UP	6.00	5.00
	GIFFGAFF	CC1157 - STAFF MOBILE PHONE TOP UP	10.00	8.34
	AMAZON	CC1158 - TRACING PAPER ROLL	12.99	10.82
	AMAZON	CC1159 - SCOTTISH FLAG	5.59	4.66
	AMAZON	CC1160 - TODDMOMY BEE HOUSE MAKING AND KIDS GARDENING GLOVES	40.26	36.74
	GIFFGAFF	CC1161 - STAFF MOBILE PHONE TOP UP	10.00	8.34
	AMAZON	CC1162 - STATIONERY AND STRIMMER CORD	43.48	36.22
	ACTIVE BACKGROUND CHECKS	CC1163 - ENHANCED BACKGROUND CHECK	30.50	30.50
	AMAZON	CC1164 - PENS AND ROLLER BLIND CORD	12.98	10.82
	GIFFGAFF	CC1165 - STAFF MOBILE PHONE TOP UP	8.00	6.67
	BOWCOM	CC1166 - PAINT FLUSHING SOLUTION	37.37	31.14
	SCREWFIX	CC1167 - EXTRACTOR FAN AND FITTINGS	220.96	184.12
	AMAZON	CC1168 - WALL CLOCKS, BATTERIES AND STATIONERY	98.00	81.66
	SCREWFIX	CC1169 - MAINTENANCE MATERIALS	22.99	22.99
	CURRYS	CC1170 - UNDERCOUNTER FRIDGE (including delivery and recycle of old appliance)	239.00	199.17
	AMAZON	CC1171 - GAZEBO LIGHTS	21.99	18.32
	AMAZON	CC1172 - VEHICLE JACK	196.20	163.50
	AMAZON	CC1173 - DIGITAL WALL CLOCKS AND KARCHER WET & DRY VACUUM CLEANER	128.92	107.43
	POPPY SHOP	CC1174 - X2 LARGE POPPIES FOR DISPLAY	14.50	12.08
	AMAZON	CC1175 - SCREW CAPS	9.98	8.32
	AMAZON	CC1176 - 2-PACK LITTER PICKERS ANS LINEN THREAD	34.19	28.49
	SCHEPPACH UK LTD	CC1177 - AIR COMPRESSOR	279.00	232.50
	FACE - FOUNDATION FOR ACTIVE COMMUNITY ENG	YOUTH WORK PROVISION APRIL 2025 - MARCH 2026	43,783.76	43,783.76
	GLASDON UK LIMITED	LOWTHER SEAT - BENCHES X2	1,853.18	1,544.32
	EQUALS MONEY PLC	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	500.00	500.00
	SOUTH GLOS COUNCIL	PAYROLL CHARGES FOR THE PERIOD JULY TO SEPTEMBER 2025	213.30	177.75
	THORNBURY CHRISTMAS LIGHTS	COMMUNITY FAIR STALL FOR TTC	10.00	10.00
	SLCC ENTERPRISES	STAFF TRAINING (4-PART)	216.00	180.00
	BYFORD FURNITURE AND JOINERY	FINAL 50% BALANCE FOR NEW CHURCHYARD GATES AT ST MARYS	4,716.00	3,930.00
	HEARTSAFE AED LOCATOR (E.U) LTD	DEFIBRILLATOR WITH WIFI INCLUDING ELECTRODE PAD PAK	1,549.75	1,293.95
	SUMMERS MEMORIAL MASONS	ATTEND THORNBURY CEMETERY TO LAY DOWN X8 UNSAFE MEMORIALS AND MAKE SAFE	2,844.00	2,370.00
	AGROVISTA UK LIMITED	X2 ADVANCED MULTI GRASS FEED	190.00	190.00
	FALON NAMEPLATES	BRONZE PLAQUE	75.67	63.06
	THORNBURY CAMERA CLUB	STAFF TRAINING COURSE	75.00	75.00
	FASTFIX DRAINAGE AND PLUMBING LTD	CCTV DRAINAGE SURVEY - TOWN HALL SITE (refunded duplicate invoice)	678.00	565.00
	FASTFIX DRAINAGE AND PLUMBING LTD	CCTV TANK SURVEY - TOWN HALL SITE (refunded duplicate invoice)	504.00	420.00
	FASTFIX DRAINAGE AND PLUMBING LTD	COMMERCIAL PLUMBING WORKS - TOWN HALL SITE	98.16	81.80
	FASTFIX DRAINAGE AND PLUMBING LTD	COMMERCIAL DRAINAGE UNBLOCK	186.00	155.00
	MATRIX BES LTD	ELECTRICAL INSTALLATION CONDITION REPORT - MPF SITE	216.00	180.00
	MATRIX BES LTD	ANNUAL GAS SAFETY CHECK AND SERVICE TO WATER HEATER - TOWN HALL SITE	384.00	320.00
	SLCC ENTERPRISES	ADDITIONAL ANNUAL FEE FOR SLCC CLERK MEMBERSHIP 2025/26	4.00	4.00
	ACCOUNTS DUE FOR PAYMENT - 11TH NOVEMBER 2025			
	BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - THORNBURY CEMETERY	157.73	131.44
	BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - MPF PAVILION	812.99	677.49
	BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - BAKERY ANNEX	755.02	629.18
	BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - TOWN HALL	281.33	234.44
	BIFFA WASTE SERVICES LTD	WASTE DISPOSAL (FOOD) - TOWN HALL	27.02	22.52
	ANDERSONS WASTE	EMPTY SEPTIC TANK - MPF	195.00	195.00
	CLASSIC LIFTS (ELSERV)	TOWN HALL LIFT CALL OUT/REPAIR	225.00	225.00
	NEWSTEAM GROUP	MONTHLY THORNBURY GAZETTE DELIVERY	11.45	11.45
	GLASDON UK LTD	PARTS FOR BUS SHELTER	242.93	189.94
	T H WHITE GROUND CARE	SERVICE / REPAIRS ON GRASS CUTTING MACHINE	846.42	705.35
	DIRECT IT SERVICES	MONTHLY BROADBAND, TELEPHONES AND IT SUPPORT	839.98	699.98
	SIGMA HEALTH	HAVS TIER 4 HEALTH ASSESSMENT	540.00	450.00
	ABBAY LOOS LTD	PORTABLE TOILET HIRE - CHANTRY FIELD SITE	276.00	230.00
	ACCOUNTS DUE FOR PAYMENT TOTAL		5,210.87	4,401.79

Approved by Cllr:

Date:

Seconded by Cllr:

Date:

Authorised By:

Date:

Authorised By:

Date: