



**MINUTES of the meeting of the Finance and General Purpose Committee  
held on Tuesday 9<sup>th</sup> December 2025, at the Town Hall**

---

Present: Cllr Chris Rowe (Vice Chair)  
Cllr Jayne Stansfield  
Cllr Chris Bloor  
Cllr Maggie Tyrrell  
Cllr Chris Davies  
  
Hannah Bowden (Chief Executive)  
Alan Stealey (Facilities Officer)

Non-members present: None

Absent: Cllr Chris Woodhouse,  
Cllr James Murray  
Cllr Jayne Stansfield  
Cllr Fiona Deas

**F&GP2526.42. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Councillors Chris Woodhouse, James Murray, Jayne Stansfield and Fiona Deas.

**F&GP2526.43. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

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

**F&GP2526.44. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA**

There were no members of the public present.

**F&GP2526.45. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE MEETING HELD ON 14<sup>th</sup> October 2025**

It was **RESOLVED** unanimously to approve the minutes of the Finance and General Purpose Committee meeting held on 14<sup>th</sup> October 2025, and the minutes were signed by the Chair.

**F&GP2526.46. 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.

**F&GP2526.47. TO RECEIVE UPDATE ON MAINS WATER AND FOUL WATER TREATMENT AT MUNDY PLAYING FIELDS**

It was **RESOLVED** to approve the instruction to Aegaea Ltd to proceed with the Foul Drainage Strategy review (further investigation) at the quoted fee, in order to definitively identify the most appropriate and economical long-term solution before major investment. Cost of £1700 to be paid from 160/4601 Property Maintenance.

**F&GP2526.48. TO RECEIVE AND APPROVE THE FINAL DRAFT OF FEES AND CHARGES FOR 2026/2027**

It was **RESOLVED** to approve the fees and charges for the pitches at the Mundy Playing Fields to remain the same as 2025/2026. Tennis Court fees to be increased to £5.50 and £3.50, Chapel Fee to be set at £125 per sessions per session and all other fees are to be set at 3.5%.

**F&GP2526.49. TO RECEIVE and approve the final draft of the following documents for recommendation to Full Council**

- **The 2026/2027 Budget** – It was **RESOLVED** to recommend to Full Council the updated budget for 2026/2027 as presented by the RFO at the meeting.
- **The precept request for 2026/2027** – It was **RESOLVED** to recommend to Full Council the precept be set at 4.8% for 2026/2027
- **The movement and balance of reserves** – It was **RESOLVED** to recommend to Full Council the movement of Earmarked Reserves for 2026/2027

**F&GP2526.50. TO RECEIVE AND APPROVE THE GRANT AWARD RECOMMENDATIONS FROM THE GRANT REVIEW WORKING GROUP**

Committee noted thanks to the Grant Review Working Group for keeping the awards within the allocated budget. It was **RESOLVED** to approve the grant awards as recommended by the Grant Review Working Group.

**F&GP2526.51. TO REVIEW SGC BUDGET CONSULTATION AND AGREE HOW TO RESPOND (DEADLINE 21 DECEMBER 2025)**

It was **RESOLVED** to meet on 18<sup>th</sup> December (open to all councillors) to review the consultation and collate any comments. Comments to be shared by email with councillors for approval and the response submitted and then ratified at January's Full Council meeting

**F&GP2526.52. TO REVIEW AND ADOPT THE FOLLOWING POLICIES:**

- **Councillor Officer Protocol**
- **Vexatious Complaints Policy**
- **Small Equipment Policy**
- **Memorial Cleaning Policy**
- **Pre-Paid Card Policy**
- **LGPS Discretions Policy**

It was **RESOLVED** to adopt all policies. Note to review the NALC template for the Councillor Officer Protocol.

**F&GP2526.53. TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE CHIEF EXECUTIVE FOR INCLUSION IN THE NEXT AGENDA IS 9AM ON MONDAY 2<sup>nd</sup> FEBRUARY 2026**

It was noted that the deadline for submission of items to the Chief Executive for inclusion in the next agenda is 9am on Monday 2nd February 2026.

**F&GP2526.54. TO NOTE THE DATE OF THE NEXT MEETING: 10<sup>th</sup> FEBRUARY 2026, TO BE HELD IN THE COUNCIL CHAMBER OF THE TOWN HALL**

It was noted that the date of the next meeting is 10 February 2026, to be held in the Council Chamber of the Town Hall.

**SCHEDULE 1 – ACCOUNTS**

ACCOUNTS PAID OUT OF MEETING		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	17.40	17.40
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	13.65	13.65
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	26.80	26.80
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	6.45	6.45
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	7.05	7.05
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	25,770.63	25,770.63
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	8,834.55	8,834.55
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	4,887.74	4,887.74
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	508.46	423.72
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	598.90	499.08
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	36.19	34.47
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	65.08	61.98
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD STATEMENT BALANCE - DECEMBER 25 (Direct Debit @ £ TBC)	0.00	0.00
AMAZON	CC1184 - SCREWDRIVERS AND TOW BALL HITCH	31.08	27.00
AGRIGEM	CC1185 - TOP DRESSING SOIL	214.80	179.00
AMAZON	CC1186 - STATIONERY AND HOSE	38.30	31.91
SCREWFIX	CC1187 - LOUVRE VENT	5.19	4.32
GIFFGAFF	CC1188 - STAFF MOBILE PHONE TOP UP	6.00	5.00
GIFFGAFF	CC1189 - STAFF MOBILE PHONE TOP UP	10.00	8.34
AMAZON	CC1190 - CLEANING PRODUCT AND STATIONERY	115.36	96.09
GIFFGAFF	CC1191 - STAFF MOBILE PHONE TOP UP	10.00	8.34

AMAZON	CC1192 - CLEANING PRODUCTS	12.85	10.71
ARK WILDLIFE	CC1193 - BIRD BOX BOARDS	57.98	48.32
PEAK BOXES	CC1194 - BIRD BOXES	103.00	85.83
AMAZON	CC1195 - ENGINE RECOIL STARTER AND COMPACTOR BAGS	156.08	130.07
AMAZON	CC1196 - KRAFT PAPER AND ACRYLIC SIGN HOLDERS	19.28	16.07
BROXAP	CC1197 - BROXAP SOLWAY BENCH X2	663.60	553.00
VITAL SKILLS HSQE	CC1198 - STAFF ONLINE TRAINING	123.60	103.00
GIFFGAFF	CC1199 - STAFF MOBILE PHONE TOP UP	8.00	6.67
ROYAL MAIL	CC1200 - POSTAGE STAMPS	46.49	46.49
FACEBOOK	CC1201 - FACEBOOK ADVERTISING BOOST	15.00	15.00
FACEBOOK	CC1202 - FACEBOOK ADVERTISING BOOST	15.00	15.00
FACEBOOK	CC1203 - FACEBOOK ADVERTISING BOOST	17.00	17.00
FACEBOOK	CC1204 - FACEBOOK ADVERTISING BOOST	19.00	19.00
FACEBOOK	CC1205 - FACEBOOK ADVERTISING BOOST	21.00	21.00
FACEBOOK	CC1206 - FACEBOOK ADVERTISING BOOST	21.00	21.00
AMAZON	CC1207 - BIRD FEEDERS AND SEED	95.47	82.30
GOV.UK	CC1208 - DRONE REGISTRATION SERVICE UK	11.79	11.79
AMAZON	CC1209 - METAL JUG AND MACE GLOVES	18.14	13.85
SOUTH GLOUCESTERSHIRE COUNCIL	LOCALISM SERVICE CHARGES FOR WASTE/DOG BIN COLLECTION, AND REWILDING (OCT - DEC 25)	3,043.19	2,535.99
PROLUDIC LIMITED	PLAY EQUIPMENT MAINTENANCE PARTS	69.36	57.80
BRADLEY STOKE TOWN COUNCIL	STAFF FIRST AID TRAINING HELD AT BRADLEY STOKE TOWN COUNCIL SITE	90.00	75.00
EMORSGATE SEEDS	WILDFLOWER SEEDS	2,256.70	2,169.90
FASTFIX DRAINAGE	PLUMBING WORKS AT TOWN HALL	1,170.23	975.19
GAP SUPPLIES	MAINTENANCE MATERIALS	10.86	9.05
ANDERSONS WASTE	EMPTY SEPTIC TANK	195.00	195.00
DCS 2 WAY RADIO LTD	2 WAY RADIO'S	865.80	721.50
DIRECT IT SERVICES	X3 HP ELITEBOOK NOTEBOOKS (LAPTOPS)	2,822.78	2,352.32
<b>ACCOUNTS DUE FOR PAYMENT – 9<sup>th</sup> December 2025</b>			
MATRIX BES LTD	ELECTRICAL WORKS COMPLETED IN THE TOWN HALL CELLAR 2	504.60	420.50
MATRIX BES LTD	ELECTRICAL WORKS COMPLETED IN THE TOWN HALL CELLARS 1 AND 2	1,125.60	938.00
CLASSIC LIFTS (ELSERV)	CALL OUT / REPAIR OF TOWN COUNCIL LIFT	157.50	131.25
ALEXANDRA	STAFF WORKWEAR	62.25	51.87
ALMONDSBURY GARDEN CENTRE	6 PACK WINTER PANSIES	399.60	333.00
HAWKINS GROUNDCARE	KRESS MOWER AND X2 KRESS 11AH BATTERIES	2,956.99	2,464.16
HAWKINS GROUNDCARE	KRESS STRIMMER AND BUMP HEADS	82.01	68.34
PROLUDIC	PAY EQUIPMENT PARTS	425.06	354.22
ANDERSONS WASTE ( A BETTER CLEAN)	EMPTY SEPTIC TANK	195.00	195.00
DIRECT IT SERVICES	MONTHLY LANDLINES, BROADBAND AND IT SUPPORT	866.98	722.48
ABBAY LOOS LTD	MONTHLY RENTAL OF PORTABLE TOILETS - CHANTRY FIELD SITE	240.00	200.00

FALON NAMEPLATES	BRONZE PLAQUE	<b>68.47</b>	<b>57.06</b>
FALON NAMEPLATES	BRONZE PLAQUE	<b>142.94</b>	<b>119.12</b>
GLASDON UK LIMITED	LOWTHER SEAT BENCHES X5	<b>4,818.36</b>	<b>4,015.30</b>
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - THORNBURY CEMETERY	<b>157.73</b>	<b>131.44</b>
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - MPF PAVILION	<b>654.29</b>	<b>545.24</b>
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - BAKERY ANNEX	<b>670.78</b>	<b>558.98</b>
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - TOWN HALL	<b>262.58</b>	<b>218.82</b>
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL (FOOD) - TOWN HALL	<b>33.78</b>	<b>28.15</b>
YATE SUPPLIES	COMPACTOR SACKS	<b>111.18</b>	<b>92.65</b>
NEWSTEAM GROUP	MONTHLY THORNBURY GAZETTE DELIVERY	<b>11.65</b>	<b>11.65</b>
RTL GROUP	WORKS COMPLETED ON ROOF OF 67 HIGH STREET	<b>5,970.16</b>	<b>4,975.13</b>
RELYON GUARDING AND SECURITY SERVICES LTD	MONTHLY SECURITY SERVICES AT MPF SITE	<b>504.00</b>	<b>420.00</b>
BYFORD FURNITURE AND JOINERY	THEFT PREVENTION STUDS FOR CHURCHYARD GATES	<b>340.80</b>	<b>284.00</b>
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	<b>225.84</b>	<b>188.21</b>
THORNBURY MOTORS LTD	FULL SERVICE OF TTC TRANSIT VEHICLE	<b>619.47</b>	<b>516.22</b>
ECOTRICITY	MONTHLY GAS SUPPLY - MPF PAVILION SITE	<b>167.74</b>	<b>159.75</b>
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL SITE	<b>863.88</b>	<b>719.90</b>
JCW WINDOW CLEANING	3 MONTHLY CLEAN OF EXTERNAL WINDOWS AT TOWN HALL SITE	<b>55.00</b>	<b>55.00</b>
KN OFFICE SUPPLIES LTD	MONTHLY METER READ FOR OFFICE PHOTOCOPIER	<b>60.41</b>	<b>50.34</b>
<b>ACCOUNTS DUE FOR PAYMENT TOTAL</b>		<b>22,754.65</b>	<b>19,025.78</b>