

4 December 2025

To Councillors: Chris Woodhouse (Chair), Helen Ball, James Murray, Fiona Deas, Chris Bloor, Maggie Tyrrell, John Reynolds, Chris Davies, Jayne Stansfield and Chris Rowe

Please take notice that a meeting of the **Finance & General Purpose Committee** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on 9 December 2025 at **7.30pm**.

Committee members are here by **summoned** to attend the above meeting for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.



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](#).

AGENDA

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

1. To receive apologies for absence
2. To receive any members declarations of interest
3. To receive any representations from the public relating to items on the agenda
4. To approve the minutes of the Finance & General Purpose Committee meeting held on 14 October 2025
5. To consider the following financial matters:
 - 5.1. To approve the Accounts for Payment (updates to be tabled at the meeting) and ratify payments made out of meeting
6. To receive update on Mains Water and Foul Water Treatment at Mundy Playing Fields

7. To receive and approve the final draft of Fees & Charges for 2026/27
8. To receive and approve the final draft of the following documents for recommendation to Full Council
 - 8.1 The 2026/27 budget
 - 8.2 The precept request for 2026/27
 - 8.3 The movement and balance of reserves
9. To receive and approve the grant award recommendations from the Grant Review Working Group
10. To review SGC budget consultation and agree how to respond (deadline 21 December 2025) - <https://councilbudget2627.commonplace.is/>
11. To review and adopt the following policies:
 - 11.1 Councillor Officer Protocol
 - 11.2 Vexatious Complaints Policy
 - 11.3 Small Equipment Policy
 - 11.4 Memorial Cleaning Policy
 - 11.5 Pre-Paid Card Policy
 - 11.6 LGPS Discretions Policy
12. To note that the deadline for submission of items to the Chief Executive for inclusion in the next agenda is 2 February 2026
13. To note the date of the next meeting: 10 February 2026, to be held in the Council Chamber of the Town Hall



**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
NEWTEAM 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	Gazette 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 Supples
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

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		TBC	TBC
THORNBURY TOWN COUNCIL	PAYROLL - HMRC		TBC	TBC
THORNBURY TOWN COUNCIL	PAYROLL - PENSION		TBC	TBC
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)		TBC	TBC
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)		TBC	TBC
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
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
ACCOUNTS DUE FOR PAYMENT - 9TH DECEMBER 2025				
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	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 GROUND CARE	KRESS MOWER AND X2 KRESS 11AH BATTERIES		2,956.99	2,464.16
HAWKINS GROUND CARE	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		68.47	57.06
FALON NAMEPLATES	BRONZE PLAQUE		142.94	119.12
GLASDON UK LIMITED	LOWTHER SEAT BENCHES X5		4,818.36	4,015.30
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - THORNBURY CEMETERY		157.73	131.44
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - MPF PAVILION		654.29	545.24
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - BAKERY ANNEX		670.78	558.98
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - TOWN HALL		262.58	218.82
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL (FOOD) - TOWN HALL		33.78	28.15
ACCOUNTS DUE FOR PAYMENT- TOTAL			13,824.52	11,552.93

Approved by Cllr:

Date:

Seconded by Cllr:

Date:

Authorised By:

Date:

Authorised By:

Date:

Officer Report to Finance and General Purpose Committee

Report Title: Update on Mains Water and Foul Water Treatment

Prepared By: Alan Stealey, Facilities Officer

Meeting Date: 09.12.25

Status: For Information and Action



1. Detail

Background

As per the paper previously provided to the Council, the current water supply to the Pavilion is not sustainable. In consideration of compliance with Bristol Water's requirements, the planned Pavilion refurbishment, and in anticipation of a new child-friendly interactive water area, it is concluded that a new supply must be laid from the mains in Kington Lane.

Separately, it was identified that the underground system conveying foul water from the Pavilion is deteriorating and that the existing cess pit needs to be replaced with a compliant system to mitigate environmental risk and ensure future reliability.

2. Implications

The Committee needs to be aware of the following implications and required decisions:

Mains Water:

Bristol Water have already granted a licence to connect to the mains in Kington Lane. The works are split into contestable and non-contestable elements.

- **Contestable works** include the design, provision, and installation of suitable pipes via excavation or moling. Quotes are currently being sought for this design and installation work, which must be submitted to Bristol Water for approval.
- **Non-contestable works** (undertaken by Bristol Water) include the provision of water meters and the final connection. Bristol Water will provide a formal quote for these works once an approved design for the contestable element is in place.

Foul Water:

The Committee needs to be aware of two potential paths forward for a compliant foul water system:

1. **Resolution at Source:** Proceed with a new Sewage Treatment Plant, Pump Station, and outfall. One indicative quote for a full installation has been received at a total cost of **£68,651 (including VAT)**. Further competitive quotes would be required if this is the agreed solution.
2. **Further Investigation for Alternative Solutions:** Commission a professional review (from Aegaea Ltd.) to identify the optimal and most cost-effective compliant solution. This work would assess all options in a recommended hierarchy: connecting to the Wessex Water sewer, installing a drainage field, creating an outfall to the Poulterbrook stream, or specifying a new cesspool. Their investigation cost would be:
 - **Foul Drainage Strategy:** £1,750 (sewer), £1,850 (ground), £1,950 (watercourse), or £750 (cesspool).
 - **Greywater Recycling Liaison:** £500.*(All Aegaea fees exclude VAT and significant third-party costs for surveys, testing, and authority fees).*

Any final recommendation would be subject to necessary ground investigations and consultations.

2. Recommendations/Requests

The Committee is asked to:

1. **Note** the progress on the mains water connection and **authorise** officers to proceed with obtaining and evaluating quotes for the contestable pipe installation works.
2. **Consider** the two foul water strategies and **provide direction** on the preferred approach:
 - **Option A:** To seek further competitive quotations for a full Sewage Treatment Plant installation (Resolution at Source).
 - **Option B:** To instruct 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.
3. **Approve** the necessary budgetary provisions for the next stages of both the mains water and foul water projects, based on the direction given.

Report to Finance and General Purpose Committee

Report Title: Fees and Charges 26/27 Report

Prepared by: Hannah Bowden, Chief Executive

Meeting Date: 9th November 2025

Status: For Information and Action



This report should be read alongside the proposed draft Fees and Charges 26/27 spreadsheet.

Commemorative Assets

The new fee for adopting an established tree has been recommended by the Open Spaces Committee.

Mundy Playing Fields – 4 Pitches

The total cost of managing and maintaining the pitches in 2024/25 was £19,130.62. Income for the same period totalled £14,321.88, resulting in a deficit of 33.58%. Fees for 2025/26 were increased by 3.5%, and current charges remain in line with local facilities.

Chantry Playing Fields – 2 Pitches

The cost of maintaining the pitches in 2025/26 is calculated at £3,451.44. Income generated was £2,654.48, representing a deficit of 18.06%. The proposed increase in junior fees for 2026/27 will help reduce this deficit.

Tennis Courts

The annual cost of managing the tennis courts is estimated at £14,266.67. Estimated income for 2025/26 is £3,000, resulting in a deficit of 78.97%.

Chapel Hire

Operating costs estimated at £125 for the year. A comparable chapel in Cardiff charges £250 per service.

The Cemetery

Total operating costs for the cemetery in 2024/25 were £87,965.46, against income of £55,252, resulting in a 37.19% deficit. Fees for 2025/26 were increased by 3.5%. The fees are broadly consistent with those of similar local facilities.

Committee to agree the fee change for:

Commemorative Assets

Mundy Playing Fields Pitches

Chantry Playing Fields Pitches

Tennis Courts

Chapel Hire

The Cemetery

Thornbury Town Council Fees and Charges 01/04/2026 - 31/03/2027 DRAFT

	FEES AND CHARGES			2025/26	2026/27					CPI averaging 3.5%
CATEGORY & LOCATION	ITEM	TERM	VAT	FEE ex. VAT	FEE ex. VAT	2.00%	3.50%	5.00%	10.00%	
Commemorative Assets Any Location	Memorial bench (plaque)	Enduring	Yes	£539.10	£539.10	£549.88	£569.13	£597.58	£657.34	
	Memorial bench (whole)	20 years	Yes	£1,826.34	£1,826.34	£1,862.87	£1,928.07	£2,024.47	£2,226.92	
	Memorial tree - Planting a new tree	20 years	Yes	£320.89	£320.89	£327.31	£338.77	£355.70	£391.27	
	Memorial tree - Adoption of established tree	20 years	Yes		£200.00	£200.00	£200.00	£200.00	£201.00	Fee recommended by the Open Spaces Committee
Mundy Playing Fields - Pitches	Football Pitch 1 & 2 - Full Size excl. changing rooms/showers	Per match	Exempt	£60.52	£60.52	£61.73	£62.64	£63.55	£67.90	Committee
	Football Pitch 3 & 4 - Junior Size	Per match	Exempt	£32.48	£32.48	£33.13	£34.29	£36.00	£39.60	Half adult size fee as recommended by The Grounds Management Association
	Training area (not pitches) at MPF (free of charge)	Per season	Exempt	No Charge						
	Training on Full Size Pitches	Per session	Exempt	£29.04	£30.26	£30.87	£31.77	£31.77	£33.95	Half of match hire fee as recommended by The Grounds Management Association
	Training on Junior Size Pitches	Per session	Exempt	£15.73	£16.24	£16.56	£17.05	£17.05	£18.22	Half of match hire fee as recommended by The Grounds Management Association
	Match cancellation fee (cancellations after 12 noon the day before the match)	Per match	Exempt	£39.33	£39.33					Remain as £3 incl. VAT
Chantry Playing Field - Pitches	Rugby Pitch Full Size Senior Use Charge (line marking not provided & changing rooms not available onsite)	Per season	Exempt	£1,081.88	£1,081.88	£1,103.52	£1,119.75	£1,135.97	£1,213.87	
	Rugby Pitch Full Size Junior Use Charge (line marking not provided & changing rooms not available onsite)	Per season	Exempt	£255.36	£540.94	£551.76	£567.99	£567.99	£606.93	Change fee to be half of full size pitch as per football pitches
Mundy Playing Fields - Tennis Courts	Hire of Tennis Court	Per session	Yes	£4.17	£4.17					Remain as £5 incl. VAT
	Hire of Tennis Court (reduced rate for low income users & users in full time education - details on TTC website)	Per session	Yes	£2.50	£2.50					Remain as £3 incl. VAT
Mundy Playing Fields - Buildings	Hire Deposit	Per session	Exempt	£0.00	£50.00	£50.00	£50.00	£50.00	£50.00	Set fee detailed in terms of hire
	Hire Deposit (Increased risk)	Per session	Exempt	£0.00	£200.00	£200.00	£200.00	£200.00	£200.00	Set fee detailed in terms of hire
	Changing Rooms & Showers	Per match	Exempt	No Charge	£30.25	£30.86	£31.93	£33.53	£36.88	
	Cleaning charge if changing rooms left in unsatisfactory condition	Per match	Yes	£45.84	£40.00					Set fee - exempt from inflation
	Pavilion Hire	Per hour	Partial	£16.91	£16.91	£17.25	£17.76	£17.76	£18.97	Total Charge
			Exempt	£10.25	£10.25	£10.46	£10.76	£10.76	£11.50	Breakdown of above charge due to kitchen being VATable
			Yes	£6.66	£6.66	£6.79	£6.99	£6.99	£7.47	
	Cleaning charge for Pavilion	Per use	Yes	£45.84	£40.00					Set fee - exempt from inflation
Open Spaces - Hire Fee	Commercial Use aerobics and fitness classes (over 8 people)	Per session	Exempt	£14.52	£14.52	£14.81	£15.25	£15.25	£16.29	Changed terminology only
	Community Group (non-profit) Use (over 8 people)	Per session	Exempt	No Charge	£7.26	£7.41	£7.62	£7.62	£8.15	Half of commercial fee charge
Cemetery - Buildings	Chapel Hire	Per session	Exempt	No Charge	£125.00					No inflation - initial fee
Cemetery - Interment	Burial - adult or child over 12 years	Per burial	Exempt	£660.12	£660.12	£673.32	£706.99	£693.13	£740.65	
	Burial - child older than six months but under 12 years	Per burial	Exempt	£428.98	£428.98	£437.56	£459.44	£450.43	£481.32	
	Burial - stillborn child or child not older than six months (no charge)	Per burial	n/a	No Charge						
	Interment of cremated remains	Per burial	Exempt	£294.85	£294.85	£300.75	£315.78	£309.59	£330.82	
	Scattering of cremated remains	Per scattering	Exempt	£110.02	£110.02	£112.22	£117.83	£115.52	£123.44	
	Interment outside of normal hours - additional fee	Per burial	Exempt	£214.55	£214.55	£218.84	£229.78	£225.28	£240.73	
	Late arrival or overrun - additional fee	Per burial	Exempt	£55.01	£55.00					To be a set fee -N/A to inflation
Cemetery - ERB	Purchase of Exclusive Right of Burial in an earthen grave	Per plot	Yes	£912.26	£912.26	£930.50	£977.03	£957.87	£1,023.55	
	Purchase of Exclusive Right of Burial in an earthen grave in the Special Children's Area (under 12 years of age)	Per plot	Yes	£595.94	£595.94	£607.86	£638.25	£625.74	£668.65	
	Purchase of Exclusive Right of Burial in the cremated remains garden	Per plot	Yes	£504.26	£504.26	£514.34	£540.06	£529.47	£565.78	
Cemetery - Memorials	Headstone (inc. first inscription) not exceeding 1m in height inc. base	Per memorial	Yes	£178.79	£178.79	£182.37	£191.49	£187.73	£200.60	
	Headstone (inc. first inscription) exceeding 1m in height inc. base (old section only)	Per memorial	Yes	£275.05	£275.05	£280.55	£294.58	£288.80	£308.61	
	Flat or sloped tablet (inc. first inscription) not exceeding 0.25m in height inc. base	Per memorial	Yes	£91.68	£91.68	£93.52	£98.19	£96.27	£102.87	
	Vase (inc. first inscription) exceeding 0.2m in height inc. base	Per memorial	Yes	£77.02	£77.02	£78.56	£82.48	£80.87	£86.41	
	Additional inscription	Per inscription	Yes	£91.68	£91.68	£93.52	£98.19	£96.27	£102.87	
	Replacement headstone	Per memorial	Yes	£91.68	£91.68	£93.52	£98.19	£96.27	£102.87	
	Miscellaneous changes to headstone, inc cosmetic improvements	Per memorial	Yes	£91.68	£91.68	£93.52	£98.19	£96.27	£102.87	
	Grant of permit for memorial cleaning	Per memorial	Yes	£20.70	£20.70	£21.11	£22.17	£21.74	£23.23	
	Bronze plaque 6"x3" as memorial in cremated remains area, inc. fixing and wording	Per memorial	Yes	£211.78	£211.78	£216.02	£226.82	£222.37	£237.62	

	FEES AND CHARGES			2025/26	2026/27					CPI averaging 3.5%
CATEGORY & LOCATION	ITEM	TERM	VAT	FEE ex. VAT	FEE ex. VAT	2.00%	3.50%	5.00%	10.00%	
Cemetery - Misc	Bronze plaque 6"x6", inc fixing and wording	Per memorial	Yes	£302.56	£302.56	£308.61	£324.04	£317.69	£339.47	
	Search fee	Per search	Yes	£33.01	£33.01	£33.67	£35.35	£34.66	£37.04	
	Administration fee - Transfer of Plot Ownership	Per transfer	Yes	£39.00	£39.00					Set fee to encourage transfer
	Administration fee	Per transfer	Yes	£39.00	£39.00	£39.78	£41.77	£40.95	£43.76	Fee covers change of ERB ownership, statutory declarations
	Certified copy of Burial Register entry	Per copy	Yes	£47.67	£47.67	£48.62	£51.05	£50.05	£53.48	
	Exhumation/reopening	Per exhumation	Yes	Cost + 10%	Cost + 10%					
Town Hall - Facilities	Exhibition Room (minimum 3 hours' hire) (up to 22 people)	Per hour	Exempt	£9.90	£9.90	£10.10	£10.60	£10.40	£11.11	
	Council chamber (minimum 3 hours' hire)	Per hour	Exempt	£14.85	£14.85	£15.15	£15.90	£15.59	£16.66	
	Use of first floor kitchen (incl urn, trolley and crockery)	Per booking	Yes	£21.57	£21.57	£22.00	£23.10	£22.65	£24.20	
Town Hall - other	Certification of documentation by the Chief Executive	Per certification	Yes	£8.63	£8.63	£8.80	£9.24	£9.06	£9.68	

Free Use/Hire	Organisation	Amount	Notes				
Town Hall - Exhibition Room	Thornbury & Distict Museum - guaranteed viewing of Quilt	£4,241.16					
	Thornbury & Distict Museum - Reception Foyer	TBC	Subject to valuation				
Town Hall - Exhibition Room & Council Chamber	Citizens Advice	£6,187.50	5hrs every Tuesday for both rooms				
Town Hall - Council Chamber	Armstrong Hall meetings	£95.43	3 meetings per for 2hrs				
	League of Friends	£1,102.70	1 meeting per month for 2hrs				
	Thornbury in Bloom	TBC					
	Jigsaw	TBC					
	Town Trust	£159.04	5 per year				
	Over 60's Tea Room	£402.91	6 events per year, 2hr for Exhibition Room and 4hr for Council Chamber				
	Police	£42.41	2 per year				
	Mundy Playing Fields Trust	£95.43	3 per year				
Pitches - Mundy Playing Fields	Football Club training	£5,815.64	1 full size & 1 junior pitch - 2 hr per week, 30 weeks per year				
Mundy Playing Fields	Park Run	£2,221.56	Saturday 3hrs & Sunday 3hrs				
	Total	£20,363.78					

		2024/25		2025/26				2026/27			2027/28			2028/29			2029/30				
		BUDGET	ACTUAL	BUDGET	FORECAST	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR		
100	Income																				
	1076	Precept	931,436	931,436	967,612	967,612	-	-	-	-	-	-	-	-	-	-	-	-	-		
	1090	Interest Received	60,000	58,030	62,618	53,457	-	53,457	55,328	-	55,328	39,836	-	39,836	19,918	-	19,918	8,963	-	8,963	
	1100	Grants & Donations	-	28,401	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	1110	Over 60's Tea Room	1,160	1,160	1,160	1,160	-	-	1,680	-	-	1,680	-	-	1,680	-	-	1,680	-	-	
Restricted	1115	Solar Panels	1,000	804	1,035	1,173	-	-	1,214	-	-	1,250	-	-	1,275	-	-	1,300	-	-	
	1116	Solar Farm Community Benefit	2,461	2,426	2,722	2,452	-	2,452	2,817	-	2,817	2,902	-	2,902	2,960	-	2,960	3,019	-	3,019	
	1130	Casual Hire	500	43	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Restricted	1150	CIL Income	255,000	326,357	75,000	95,000	-	95,000	2,906	-	2,906	-	-	-	-	-	-	-	-	-	
	1300	Mundy Fees	9,036	15,893	6,210	9,300	-	-	9,626	-	-	9,914	-	-	10,113	-	-	10,315	-	-	
	1310	Poulterbrook Fees	2,923	2,994	1,783	3,000	-	-	3,105	-	-	3,198	-	-	3,262	-	-	3,327	-	-	
	1320	Chantry Fees	2,818	2,091	2,917	2,917	-	-	3,019	-	-	3,109	-	-	3,171	-	-	3,235	-	-	
	1325	Pavilion Hire	-	-	3,726	5,771	-	-	5,973	-	-	6,152	-	-	6,275	-	-	6,401	-	-	
	1330	Wayleave	80	74	74	74	-	-	74	-	-	74	-	-	74	-	-	74	-	-	
	1400	Cemetery Fees	45,709	55,252	50,715	59,815	-	-	61,909	-	-	63,766	-	-	65,041	-	-	66,342	-	-	
	1420	Memorial Plaque Service Income	6,910	5,203	6,413	6,971	-	-	7,215	-	-	7,431	-	-	7,580	-	-	7,731	-	-	
	1430	Grave Maintenance Service	2,572	637	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	1600	Rent - Flat 67 High Street	7,500	7,900	8,100	8,100	-	-	8,100	-	-	8,343	-	-	8,510	-	-	8,680	-	-	
	1610	Rent - Offices 67 High Street	15,156	15,156	15,762	15,156	-	-	15,156	-	-	15,156	-	-	15,156	-	-	15,156	-	-	
	1630	Rent - V Link Town Hall	1	-	1	-	-	-	-	-	-	4,175	-	-	4,175	-	-	4,175	-	-	
	1640	Rent - Police	14,030	13,867	14,030	14,383	-	-	14,383	-	-	14,383	-	-	14,383	-	-	14,383	-	-	
	1645	Chapel Hire	-	-	500	-	-	-	500	-	-	750	-	-	1,000	-	-	1,000	-	-	
	1750	Insurance claim	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	1800	Memorial Tree Income	797	310	-	300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	1850	Memorial bench/plaque income	-	3,529	3,528	600	-	-	1,825	-	-	1,825	-	-	1,825	-	-	1,825	-	-	
	1990	Other Income	-	842	500	200	-	-	500	-	-	100	-	-	100	-	-	100	-	-	
	1995	Tennis Court Income	-	1,747	3,033	3,000	-	-	3,033	-	3,033	3,124	-	3,124	3,202	-	3,124	3,282	-	3,282	
		Total Income	1,359,089	1,471,203	1,227,438	1,250,440	-	150,909	202,536	-	64,084	187,169	-	45,861	169,701	-	26,001	160,990	-	15,265	
	104	Councillors																			
		4020	Expenses	500	60	515	100	-	-	200	-	-	200	-	-	200	-	-	200	-	-
		4070	Chairman's / Mayors Allowance	1,152	1,185	1,187	1,152	-	-	1,188	-	-	1,223	-	-	1,248	-	-	1,273	-	-
		4165	IT	500	-	515	-	-	-	500	500	-	500	500	-	500	259	-	500	-	-
		4235	Elections	-	-	5,000	5,000	-	5,000	5,000	-	5,000	20,000	10,000	-	5,000	-	5,000	5,000	-	5,000
		4065	Training	500	-	500	300	-	-	500	-	-	500	-	-	500	-	-	500	-	-
			Total Councillor Costs	2,652	1,245	7,717	6,552	0	5,000	7,388	500	5,000	22,423	10,500	0	7,448	259	5,000	7,473	0	5,000
105	Staff Costs																				
	4000	Staff Salary	293,658	307,355	337,628	329,537	-	-	347,034	-	-	359,435	-	-	371,688	-	-	383,653	-	-	
	4030	PAYE and NI	109,563	90,161	126,143	112,886	-	-	119,955	-	-	127,669	-	-	135,172	-	-	142,563	-	-	
	4040	Pension	92,285	54,094	87,307	66,367	-	-	73,007	-	-	77,161	-	-	81,081	-	-	84,958	-	-	
		TBC Contingency	-	-	-	-	-	-	34,025	-	-	38,996	-	-	45,707	-	-	52,800	-	-	
	4060	Staff other Expenses	1,000	352	1,000	1,000	-	-	1,000	-	-	1,000	-	-	1,000	-	-	1,000	-	-	
	4068	Workwear & PPE	1,750	1,329	1,750	1,500	-	-	1,500	-	-	1,500	-	-	1,500	-	-	1,500	-	-	
	4065	Staff Training	-	-	8,500	8,500	-	-	8,500	-	-	8,500	-	-	8,500	-	-	8,500	-	-	
	4069	Staff Recruitment	500	709	500	2,014	-	-	2,500	-	-	2,500	-	-	2,500	-	-	2,500	-	-	
		Health & Safety	-	-	-	-	-	-	1,500	-	-	1,500	-	-	1,500	-	-	1,500	-	-	
		Total Staff Costs	498,756	454,000	562,828	521,803	-	-	589,021	-	-	618,261	-	-	648,648	-	-	678,974	-	-	
	108	Administration																			
		4100	Stationery	1,047	719	618	618	-	-	600	-	-	618	-	-	630	-	-	643	-	-
4105		Postage	1,571	469	250	328	-	-	300	-	-	300	-	-	300	-	-	300	-	-	
4110		Telephone & Broadband	3,225	1,979	2,034	2,187	-	-	2,253	-	-	2,320	-	-	2,367	-	-	2,414	-	-	
4115		Equipment & Furniture	7,303	4,080	2,500	9,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
4125		Photocopier	960	1,492	1,458	1,458	-	-	1,502	-	-	1,547	-	-	1,578	-	-	1,609	-	-	
4165		IT	9,000	9,758	16,914	16,914	-	-	17,420	3,266	-	17,025	-	-	17,292	-	-	19,107	-	-	
4185		Communications	8,824	3,886	4,500	4,500	-	-	4,500	3,806	-	4,500	-	-	4,500	-	-	4,500	-	-	
4205		Refreshments	400	91	412	150	-	-	200	-	-	200	-	-	200	-	-	200	-	-	
		Total Administration	32,330	22,600	28,687	35,255	-	-	26,774	7,072	-	26,510	-	-	26,867	-	-	28,774	-	-	
110		Central Services																			

		2024/25		2025/26				2026/27			2027/28			2028/29			2029/30		
		BUDGET	ACTUAL	BUDGET	FORECAST	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR
	4065 Training	7,200	8,596																
	4075 Bank Charges	806	727	580	580	-	-	597	-	-	615	-	-	628	-	-	640	-	-
	4080 Audit Fees	3,246	3,560	3,800	2,900	-	-	2,987	-	-	3,077	-	-	3,138	-	-	3,201	-	-
	4085 Professional Fees	13,088	8,781	10,000	11,262	-	-	10,000	10,000	-	10,000	-	-	10,000	-	-	10,000	-	-
	4090 Subscriptions & Memberships	3,560	3,218	3,667	3,137	-	-	3,118	-	-	3,211	-	-	3,307	-	-	3,407	-	-
	4095 Insurance	13,241	14,238	14,859	19,045	-	-	19,616	-	-	20,205	-	-	20,009	-	-	20,609	-	-
	4120 Website	521	691	500	799	-	-	500	-	-	515	-	-	525	-	-	536	-	-
	4140 Cleaning Materials	3,000	2,476	3,090	3,090	-	-	3,090	-	-	3,183	-	-	3,246	-	-	3,311	-	-
	4160 Trade Refuse	11,904	17,155	16,756	20,620	-	-	21,239	-	-	21,876	-	-	22,313	-	-	22,760	-	-
	4200 Health & Safety	6,000	5,810	11,000	9,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4210 Youth SLA (relocate to grants & SLA's from 2025/26)	80,301	81,796	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4240 Civic Function	2,000	631	2,000	1,000	-	-	2,000	-	-	2,000	-	-	2,000	-	-	2,000	-	-
	4481 PWLB 503515 - splash pad	1,926	2,311	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4482 PWLB 504320 - football pitches	5,643	5,642	2,625	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4483 PWLB 509410 - mower	7,615	7,614	7,614	7,614	-	-	7,614	-	-	7,614	-	-	7,614	-	-	7,614	-	-
	Equipment & Furniture	-	-	-	-	-	-	2,500	-	-	2,500	-	-	2,500	-	-	2,500	-	-
	Mayor's Awards	-	-	-	-	-	-	3,000	-	-	1,500	-	1,500	3,000	1,500	-	1,500	-	1,500
	Total Central Services	160,051	163,249	76,492	79,047	-	-	76,261	10,000	-	76,296	-	1,500	78,281	1,500	-	78,078	-	1,500
120	Vehicles and Machinery																		
	Vehicle Maintenance/Tax (Rename to Tax, Service & MOT	7,037	10,479	9,960	9,960	-	-	10,259	-	-	10,567	-	-	10,778	-	-	10,993	-	-
	4412 Mower 5 year servicing	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4411 Maintenance & Repairs	-	-	5,000	8,875	-	-	5,000	-	-	5,000	-	-	5,000	-	-	5,000	-	-
	4485 Contract Hire - New Vehicle	-	741	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4487 New Machinery (large)	-	-	40,000	41,970	41,970	-	15,000	-	15,000	15,000	-	15,000	45,000	30,000	-	15,000	-	15,000
	4595 Street Furniture (inc bins) (relocate to open spaces)	4,516	7,973	17,000	15,030	3,500	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Vehicles and Machinery	13,053	19,193	71,960	75,835	45,470	-	30,259	-	15,000	30,567	-	15,000	60,778	30,000	-	30,993	-	15,000
130	Open Spaces																		
	4150 Maintenance	27,151	13,934	30,000	30,000	-	-	25,000	-	-	30,000	-	-	30,000	-	-	30,000	-	-
	4400 Septic Tank	536	585	600	600	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4401 Security	6,806	5,227	6,962	5,600	-	-	5,768	-	-	5,941	-	-	6,060	-	-	6,181	-	-
	4410 Play Equipment Maintenance	10,000	10,611	45,000	45,000	-	35,000	85,000	35,000	-	10,000	-	10,000	45,000	-	35,000	85,000	-	75,000
	4420 Fuel	7,067	3,402	6,000	3,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4425 Splash Pad Operation	2,094	1,605	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4430 Tennis Courts	5,678	5,181	23,857	23,821	-	4,303	6,750	3,033	3,137	6,873	3,124	3,200	6,999	-	3,264	43,000	36,000	2,358
	4432 Sports Pitches	7,000	9,036	7,000	7,700	-	-	7,931	-	-	8,169	-	-	8,332	-	-	8,499	-	-
	4435 Portable Toilet	1,728	2,170	1,829	1,830	-	-	1,829	-	-	1,884	-	-	1,922	-	-	1,960	-	-
	4440 Skatepark Maintenance	2,094	265	500	500	-	-	500	-	-	-	-	-	-	-	-	-	-	-
	4445 Tree Inspection & Works	-	2,750	5,000	6,500	-	-	5,000	5,000	-	3,000	-	-	5,000	2,000	-	3,000	-	-
	4490 St Mary's Churchyard	80,000	1,570	80,000	72,500	72,500	-	1,500	1,500	-	1,500	1,500	-	1,500	1,500	-	1,500	1,500	-
	4495 Bedding Plants	1,417	1,125	1,158	800	-	-	824	-	-	849	-	-	866	-	-	883	-	-
	4500 Memorial Plaque Service	2,094	1,541	1,423	1,500	-	-	1,403	-	-	1,445	-	-	1,474	-	-	1,503	-	-
	4501 War memorial repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4550 Tree Planting	7,182	208	3,000	-	-	-	3,000	-	-	3,000	-	-	3,000	-	-	3,000	-	-
	4555 Hanging Baskets	2,618	913	1,833	1,410	-	-	1,452	-	-	1,496	-	-	1,526	-	-	1,556	-	-
	4560 Town Hall Planting	2,303	2,303	2,372	1,300	-	-	1,500	-	-	1,545	-	-	1,576	-	-	1,607	-	-
	4580 Grass Cutting SGC	2,539	1,269	2,615	2,736	-	-	2,615	-	-	2,694	-	-	2,747	-	-	2,802	-	-
	4581 Dog Waste Bin Collection SGC	6,873	6,873	7,079	7,408	-	-	7,079	-	-	7,292	-	-	7,437	-	-	7,586	-	-
	4585 Floral Displays SGC	2,985	2,127	2,575	2,575	-	-	2,575	-	-	2,652	-	-	2,705	-	-	2,759	-	-
	4595 Street Furniture (inc bins) (relocate from assets & maintenance from 2025/26)	-	-	-	-	-	-	14,500	-	-	4,500	-	-	4,500	-	-	4,500	-	-
	Total Open Spaces	178,165	72,695	228,802	214,780	72,500	39,303	174,227	44,533	3,137	92,839	4,624	13,200	130,644	3,500	38,264	205,338	37,500	77,358
160	Site & Property																		
	Maintenance Sundries (combine with maintenance from 2025/26)	6,806	4,515	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4700 Lift Replacement	2,408	1,920	2,480	1,000	-	1,480	18,750	-	18,750	19,313	-	19,313	19,699	-	19,699	75,000	59,241	
	4170 Water	3,858	3,922	5,632	5,600	-	-	4,132	-	-	4,256	-	-	4,341	-	-	4,428	-	-
	4175 Electricity	23,577	13,370	10,861	10,000	-	-	10,300	-	-	10,609	-	-	10,821	-	-	11,038	-	-
	4180 Gas	21,673	7,356	2,940	2,700	-	-	2,940	-	-	3,028	-	-	3,088	-	-	3,150	-	-
	4245 Rates	21,882	31,772	28,324	24,689	-	-	28,324	-	-	29,174	-	-	29,757	-	-	30,353	-	-
	4250 Clock R&R	314	213	323	300	-	-	323	-	-	333	-	-	340	-	-	347	-	-

		2024/25		2025/26				2026/27			2027/28			2028/29			2029/30		
		BUDGET	ACTUAL	BUDGET	FORECAST	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR
	4450 Machine & Tools	5,000	5,377	14,408	14,000	-	-	15,030	5,000	-	18,388	-	-	11,293	-	-	9,195	-	-
	4460 Signs	2,094	1,241	2,157	750	-	-	1,000	-	-	1,000	-	-	1,000	-	-	1,000	-	-
	4601 Property Maintenance	58,000	38,233	50,500	72,262	-	-	115,607	79,335	-	50,500	-	-	50,500	-	-	50,500	-	-
	Total Site & Property	145,612	107,919	117,625	131,301	-	1,480	196,406	84,335	18,750	136,600	-	19,313	130,840	-	19,699	185,010	59,241	-
180	Grants & SLAs (Rename to Community Funding)																		
	4210 Youth SLA	-	-	84,250	84,413	-	-	86,945	-	-	89,554	-	-	91,345	-	-	93,172	-	-
	4220 Grants (out)	18,500	16,650	33,500	33,500	9,923	-	33,500	-	-	34,505	-	-	35,195	-	-	35,899	-	-
	4228 Other SLAs	45,984	45,559	35,984	32,135	-	-	63,942	9,923	-	65,860	-	-	67,177	-	-	68,521	-	-
	4229 Community Toilet Scheme	4,500	1,150	4,000	3,650	-	-	3,650	-	-	3,650	-	-	3,650	-	-	3,650	-	-
	4226 Library Services	-	-	4,474	4,474	-	-	4,620	-	-	4,759	-	-	4,854	-	-	4,951	-	-
	Total Grants & SLAs	68,984	63,359	162,208	158,172	9,923	-	192,657	9,923	-	198,328	-	-	202,221	-	-	206,193	-	-
190	Projects																		
	4541 Green Projects	-	-	15,000	15,000	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-
	4540 Climate and Nature	7,853	5,924	7,500	7,500	-	-	10,250	-	-	10,250	-	-	10,250	-	-	10,455	-	-
	4545 Capital Projects	-	7,850	335,000	156,250	156,250	-	315,720	315,720	-	237,500	237,500	-	598,333	598,333	-	189,167	189,167	-
	4548 Events & Innovations	6,000	7,017	6,000	6,000	-	-	6,000	-	-	6,000	-	-	6,000	-	-	6,000	-	-
	Total Projects	13,853	20,791	363,500	184,750	171,250	-	331,970	315,720	-	253,750	237,500	-	614,583	598,333	-	205,622	189,167	-
(A)	Total Income	1,359,089	1,474,153	1,227,438	1,250,440			202,536	-	-	187,169	-	-	169,701	-	-	160,990	-	-
(B)	Less: Restricted income to EMR (non precept)	317,461		150,909	150,909			64,084			45,861			26,001			15,265		
(A)-(B)=(C)	NET INCOME	1,041,628	1,474,153	1,076,529	1,099,531			138,452			141,307			143,699			145,725		
(D)	Total Expenditure			1,619,819	1,407,496			1,624,963			1,455,573			1,900,310			1,626,453		
(E)	EMR Transfer Out			-															
(D)+(E)=(G)	Subtotal			1,619,819	1,407,496						1,455,573			1,900,310			1,626,453		
(H)	EMR Transfer In			243,750	228,750			472,083			252,624			633,593			285,908		
(I)	General Reserve Transfer In			56,970															
(G)-(H)-(I)	Net Expenditure			1,319,099	1,178,746			1,152,880			1,202,950			1,266,718			1,340,545		
	INCOME-EXPENDITURE			242,570	79,215			1,014,428			1,061,642			1,123,018			1,194,820		
	Transfer to EMR				45,783			41,887			49,013			62,963			98,858		
	Transfer to General Reserve			-	33,432			-			-			-			-		

	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Council tax base	5,804	5,840	5,840	5,860	5,880	5,900
Total precept	931,326	967,612	1,014,428	1,061,642	1,123,018	1,194,820
Precept per band D equivalent	£ 160.46	£ 165.69	£ 173.70	£ 181.17	£ 190.99	£ 202.51
Precept change from previous year	3.5%	3.3%	4.8%	4.3%	5.4%	6.0%

The Council Tax Base (a measure of the average number of Band D properties in an area)
Base rate due to be confirmed in December 2025

Report to Finance and General Purpose Committee

Report Title: Draft Budget Report 2026/27

Prepared by: Hannah Bowden, Chief Executive

Meeting Date: 14th October 2025

Status: For Information



This report should be read alongside the draft 2025/26 budget spreadsheet. It provides explanatory detail for the figures contained within that document.

In accordance with the Council's Financial Regulations, members are required to consider both the proposed budget and the accompanying three-year financial forecast.

The budget-setting papers also include the Earmarked Reserves (EMR), which incorporate proposed allocations for the current year and projections for the following three years.

100 - Income

1090 – Interest Received – Most interest income is generated through the Council's investments. As the balance of investments reduces due to delivery of the Capital Strategy, interest income will decrease proportionally. All interest income is transferred to EMR 342 Capital Projects.

116 – Solar Farm Community Benefit – income transferred into EMR 350 Solar Farm Income.

1150 – CIL Income – Restricted income to be transferred to EMR 361 CIL 26/27

1400 - Cemetery Fees – Operational expenditure for the cemetery in 2024/25 was £84,830.78. Income for the same period totalled £55,252, resulting in a deficit of 34.87%. Current burial capacity is projected to be exhausted within five years.

1850 - Memorial Bench/Tree Income – Income has reduced as last year included revenue from a waiting list. Take-up this year has been low. Recommended future budgeting assumes provision for one order per year.

1600-1640 - Rental Income – A full rent review is due for completion by December 2025. Updated figures will be incorporated into the January Council budget report. Any increase in income will reduce the precept requirement. If the change is significant, it is recommended this be allocated to Grants or SLAs.

The Over 60s Tea Room rent is now shown explicitly for transparency, with a corresponding entry in SLA expenditure.

1995 – Tennis Court Income – Income transferred to 4430 Tennis Courts to offset maintenance expenditure.

104 - Councillor Expenditure

4070 - Mayor's Allowance – Adjusted for inflation.

4165 - IT – Funds transferred from EMR 345 Councillor IT Equipment to reduce the precept requirement.

4235 - Elections – Additional allocation transferred to EMR 353 Elections in preparation for the 2027/28 election.

105 - Staff Costs

4000-4040 – Salaries, PAYE, NI, Tax - A 3.5% inflationary uplift has been applied.

TBC - Contingency - Included to allow for staffing changes currently under consideration by the Staffing Committee.

4069 - Staffing Recruitment - Increased to reflect agency appointment fees. Unspent balances will be transferred to an EMR for recruitment and used in future years as needed.

4200 – Health & Safety – Reallocated from 110 - Central Services.

108 - Administration

4115 - Equipment and Furniture - Transferred to 110 – Central Services for improved budget alignment.

4165 - IT – Includes software and a rolling laptop replacement programme. £3,266 will be transferred from EMR 346 Staff IT Replacement Fund to reduce precept demand.

4185 –Communications – Includes printing and distribution of the Annual Report. £3,806 will be transferred from EMR 348 to offset precept requirements.

110 - Central Services

4085 – Professional Fees – Funds transferred from EMR 343 to reduce the precept requirement.

4200- Health & Safety – Reallocated to the relevant service areas.

4210 - Youth SLA - Moved to Community Funding from 2025/26.

TBC – Mayor’s Awards – Event scheduled for 2026/27.

120 – Vehicles and Machinery

4420 – Fuel – Required until fleet is fully electric. Transfer from 130 – Open Spaces.

4487 – New Vehicle or Machinery - A replacement for van CV11 KFC is expected in 2028/29. Costs will be spread over three years and transferred to EMR 360 Vehicles and Machinery.

4595 – Street Furniture - Moved to 130 – Open Spaces to enable Committee oversight.

130 – Open Spaces

4150- Maintenance – Includes surveys, responsive works, health and safety, sundries and hedge cutting. £5,000 has been reallocated to Play Equipment Maintenance.

4400 – Septic Tank – Moved to 160/4601 Property Maintenance and increased to monthly emptying.

4410 – Play Equipment Maintenance – Streamlease playground upgrade (£85,000) scheduled for 2026/27. Half of the funding was allocated in 2025/26 and transferred to EMR 355. The Open Spaces Committee request to increase budget by £5,000 to include the basketball area.

4420 – Fuel – Transferred to 120 – Vehicles and Machinery.

4430 – Tennis Courts – planned maintenance scheduled and income allocated from 1995 - Tennis Court Income. Transferred £3,137 to EMR 351 Tennis Courts Maintenance for planned maintenance.

4445 – Tree Inspections and Works - Three-year inspection cycle with intermittent maintenance. Funds transferred from EMR 349 to offset precept.

4490 – St Mary’s Churchyard - Funding transferred from EMR 340 for 2025/26 works. A £1,000 forecast remains for reactive repairs, funded through the EMR if required.

4501 – War Memorial Repairs - Repairs planned for 2025/26. EMR 341 holds £25,000 for future works.

4595 – Street Furniture - Transferred from 120 – Vehicles and Machinery. £10,000 allocated for signage upgrades.

160 – Site and Property

4145 – Lift – Replacement required within coming years. Estimated cost £75,000, spread over four years and placed in EMR 358 Lift Replacement. Replacement expected in 2029/30.

4450 – Machine and Tools – Supports replacement with battery-powered equipment. Funds transferred from EMR 331 to reduce precept requirement.

4601 - Property Maintenance – Additional estimate of £64,000 required for water and sewage upgrades at Mundy Playing Fields. To reduce precept impact the full amount will be transferred from EMR 329 Land and Property Maintenance. A further funding transfer of £15,335.38 from EMR 329 to reduce precept requirement.

180 – Grants & SLA’s

4210 – Youth SLA - Contract value set.

4220 – Grants (out) – Spring applications totalled £38,698.87; autumn applications totalled £37,381. Increasing provision would require a precept increase. Solar Farm Income (EMR 350) has been transferred to support this budget line and reduce precept pressure.

4228 – Service Level Agreements – Five applications totalling £66,302 were received for funding from April 2026. The SLA Working Group recommends awarding £43,802. Existing commitments total £20,140. Total budget requirement: £63,942.

190 – Projects

4541 – Green Projects – Budget removed; expenditure now incorporated into relevant service areas.

4540 – Climate and Nature – Working Group request: £10,250 for ecological surveys, reseeded, swift boxes, events, and town-wide sustainability initiatives.

4545 – Capital Projects – Includes delivery of MUGA, covered seating, water play, and partial funding of the skatepark.

4548 – Events and Innovations – Working Group requested to maintain existing funding levels for promotion of Thornbury.

Earmarked Reserves

329 - EMR Land and Property – Funds allocated to deliver water supply and sewage system improvements at Mundy Playing Fields. Additional transfers will support planned property maintenance requirements and reduce precept requirement.

331 – EMR Equipment – Transfer to 160/4450 Machine and Tools to offset demand on the precept and support the replacement of battery-powered equipment.

334 – EMR CIL 20/21- Transferred to 190/4545 Capital Projects to support delivery of projects detailed above.

340 – EMR St Mary's Churchyard – Transferred to 4490 St Mary's Churchyard to fund any necessary repairs and maintenance works.

342 – EMR Capital Projects – Interest income from 100/1090 Interest Received is transferred into this reserve to support the delivery of future capital projects.

343 – EMR Professional Fees – Transferred to 110/4085 Professional Fees to reduce the precept requirement, leaving a remaining balance of £10,000.

344 – EMR CIL 23/24 – transfer to 190/4545 Capital Projects to support delivery of projects detailed above.

345 – EMR Councillor IT Equipment – Transferred to 104/4165 to support any required IT investment during the financial year.

346 – EMR Staff IT Replacement – Transferred to 108/4165 IT to fund replacement laptops.

348 – EMR Communications – Transferred to 108/4185 Communications to offset the precept requirement for annual report production and related communication costs.

349 – EMR Tree Works – Transferred to 130/4445 Tree Inspection and Works to reduce pressure on the precept.

350 – EMR Solar Farm Income – Reserved for community benefit. Transferred to 180/4220 Grants to support community grant provision and reduce the precept demand.

351 – EMR Tennis Court Maintenance – Transferred from 130/4430 Tennis Court for planned maintenance.

353 – EMR Elections – Transferred from 104/4235 Elections to prepare for elections in 2027/2028.

355 - EMR Playground Equipment – Transferred to 130/4410 Playground Maintenance to fund Streamleaze Playground upgrade.

356 – EMR Staff - Transferred surplus at end of financial year from General Reserve. Contingency to fund project management.

358 – EMR Lift Replacement – Transfers from 160/4145 accumulate in this reserve to fund lift replacement, estimated at £75,000 and scheduled for delivery in 2029/30. Contributions are spread over four years.

360 – EMR Vehicles and Machinery – Transferred from 120/4487 New Machinery (large) to support the planned replacement of the diesel van with an electric vehicle in 2028/29.

361 – EMR CIL 26/27 – Restricted income transferred from 1150 CIL Income.

Thornbury Town Council Earmarked Reserves 2026/27

2025/26				2026/27				2027/28				2028/29				2029/30				
Opening Balance	Transfer In	Transfer Out	Forecast Closing Balance	Opening Balance	Transfer In	Transfer Out	Forecast Closing Balance	Opening Balance	Transfer In	Transfer Out	Forecast Closing Balance	Opening Balance	Transfer In	Transfer Out	Forecast Closing Balance	Opening Balance	Transfer In	Transfer Out	Forecast Closing Balance	
19,999.76			19,999.76	19,999.76			19,999.76	19,999.76			19,999.76	19,999.76			19,999.76	19,999.76			19,999.76	
129,335.58			129,335.58	129,335.58		79,335.38	50,000.20	50,000.20		-	50,000.20	50,000.20			50,000.20	50,000.20			50,000.20	
6,823.52		6,823.52	-	-			-	-			-	-			-	-			-	
3,919.14	1,080.86		5,000.00	5,000.00		5,000.00	-	-		-	-	-			-	-			-	
125,408.24		34,426.48	90,981.76	90,981.76		90,981.76	-	-		-	-	-			-	-			-	
138,412.92			138,412.92	138,412.92		138,412.92	-	-			-	-			-	-			-	
7,390.59	2,609.41		10,000.00	10,000.00			10,000.00	10,000.00			10,000.00	10,000.00			10,000.00	10,000.00			10,000.00	
80,000.00	2,500.00	72,500.00	10,000.00	10,000.00		1,500.00	8,500.00	8,500.00		1,500.00	7,000.00	7,000.00		1,500.00	5,500.00	5,500.00		1,500.00	4,000.00	
25,000.00			25,000.00	25,000.00	-		25,000.00	25,000.00		-	25,000.00	25,000.00			25,000.00	25,000.00		-	25,000.00	
207,950.98	154,521.37	85,000.00	277,472.35	277,472.35	55,327.81		332,800.16	332,800.16	39,836.02	167,500.00	205,136.18	205,136.18	19,918.01	225,054.19	0.00	0.00	8,963.11	8,963.11	-	0.00
20,000.00			20,000.00	20,000.00		10,000.00	10,000.00	10,000.00			10,000.00	10,000.00			10,000.00	10,000.00			10,000.00	
194,694.50			194,694.50	194,694.50		86,325.32	108,369.18	108,369.18		70,000.00	38,369.18	38,369.18		38,369.18	-	-			-	
1,259.37			1,259.37	1,259.37		500.00	759.37	759.37		500.00	259.37	259.37		259.37	-	-			-	
3,266.00		-	3,266.00	3,266.00		3,266.00	-	-		-	-	-		-	-	-		-	-	
3,806.00		-	3,806.00	3,806.00		3,806.00	-	-		-	-	-		-	-	-		-	-	
8,630.00		-	8,630.00	8,630.00	-	5,000.00	3,630.00	3,630.00		-	3,630.00	3,630.00		-	2,000.00	1,630.00	1,630.00	-	1,630.00	
4,653.71	2,452.00		7,105.71	7,105.71	2,817.27	9,922.98	-	-	2,901.79		2,901.79	2,901.79	2,959.82		5,861.61	5,861.61	3,019.02		8,880.63	
29,482.00	4,302.67		33,784.67	33,784.67	6,169.97	3,137.42	36,817.22	36,817.22	6,323.69	3,123.53	40,017.38	40,017.38	6,387.69		46,405.08	46,405.08	3,282.44	34,547.69	15,139.83	
800.00			800.00	800.00			800.00	800.00			800.00	800.00			800.00	800.00			800.00	
326,357.00			326,357.00	326,357.00			326,357.00	326,357.00		-	326,357.00	326,357.00		326,357.00	-	-			-	
-	5,000.00		5,000.00	5,000.00	5,000.00		10,000.00	10,000.00		-	10,000.00	-	5,000.00	-	5,000.00	5,000.00	5,000.00	-	10,000.00	
-	35,000.00		35,000.00	35,000.00		35,000.00	-	-	10,000.00		10,000.00	10,000.00	35,000.00	-	45,000.00	45,000.00	75,000.00		120,000.00	
-	95,000.00	-	95,000.00	95,000.00	33,431.87		128,431.87	128,431.87			128,431.87	128,431.87			128,431.87	128,431.87			128,431.87	
-	95,000.00		95,000.00	95,000.00			95,000.00	95,000.00			95,000.00	95,000.00		8,552.63	86,447.37	86,447.37		86,447.37	-	
-	1,480.00		1,480.00	1,480.00	18,750.00		20,230.00	20,230.00	19,312.50		39,542.50	39,542.50	19,698.75		59,241.25	59,241.25		59,241.25	-	
-			-	-			-	-	1,500.00		1,500.00	1,500.00		1,500.00	-	-	1,500.00		1,500.00	
-			-	-	15,000.00		15,000.00	15,000.00	15,000.00		30,000.00	30,000.00		30,000.00	-	-	15,000.00		15,000.00	
-			-	-	2,906.00		2,906.00	2,906.00			2,906.00	2,906.00			2,906.00	2,906.00			2,906.00	
1,337,189.31	398,946.31	198,750.00	1,537,385.62	1,537,385.62	139,402.91	472,187.78	1,204,600.75	1,204,600.75	94,874.00	252,623.53	1,046,851.23	1,046,851.23	88,964.28	633,592.37	502,223.14	502,223.14	111,764.57	190,699.42	423,288.28	

516,108	-	202,255	313,853
349,775			

penditure + £20,000 309,470 320,737 336,679 355,499

Autumn 2025 Grant Application Overview

Organisation	Type of grant	Amount required	What it's for
Brain Tumour Support	Large Event Grant	£4,592.00	Our Family First programme.
Core Wellness Collective CIC	Community Development Grant	£2,994.00	Stronger Bodies, Smaller Footprints (Mama & Mini Postnatal Fitness - Thornbury)
Friends of Manorbrook School	Community Development Grant	£3,000.00	A fully accessible SEND sensory pod for Manorbrook School.
Great Western Air Ambulance Charity (GWAAC)	Small Grant	£750.00	Enabling Great Western Air Ambulance Charity (GWAAC) to carry out a potentially lifesaving mission for someone in Thornbury in 2026
Harmony 4 Her	Small Grant	£750.00	A 2-hour Community Wellness Day for people with cancer and their carers, designed to bridge the gap between medical treatment and holistic wellbeing.
The Inspire Arts Trust	Community Development Grant	£3,000.00	Continue to develop the activities and courses that we offer to the local community. As part of this we can build upon the work we have already starting in looking for new avenues of funding and develop our Training of the Leaders of the future programme allowing local young people to train in Dance leadership and also Arts Awards which are a nationally recognised qualification.
JIGSAW Thornbury	Small Grant	£750.00	Laptops
Love Thornbury	Medium Event Grant	£3,000.00	Pride event in June and also a children's seaside event in Thornbury in August 2026
Rockhampton Ravens - Girls' cricket quad	Small Grant	£750.00	To purchase bats and equipment in a range of sizes and external coaching support
The Moon & Lotus Birth Prep	Community Development Grant	£2,200.00	Midwife-led, evidence-based antenatal education designed to be accessible and equitable for all families in Thornbury.
Thornbury Lawn Tennis Club (TLTC)	Community Development Grant Aid	£3,000.00	Replace our internal furniture (tables and chairs),
Thornbury & District Heritage Trust	Community Development Grant Aid	£1,000.00	Replace website
TAYM (Thornbury Area Youth Music)	Small Grant	£500.00	To cover cost of small equipment items
Thornbury Community Conversations	Large Event Grant	£5,000.00	We plan to host a series of community cafes and events to celebrate Thornbury and share our different cultures to promote awareness and cohesion and try bring the community together.
Thornbury Duke of Edinburgh Open Award Centre	Small Grant	£750.00	Replace worn out and damaged kit,
Thornbury Horticultural Society	Small Local Event	£695.00	Room hire at Turnberries: depending on facilities booked (to be confirmed), estimated to be in the region of £550 Winner's rosettes: £40 Refreshments: £40 Prize money in children's classes: £25 Gifts to present
Thornbury Media Community Interest Company (Thornbury Media CIC)	Community Development Grant	£2,050.00	Train 25 new volunteer presenters annually – helping to give more local people a voice and purpose. Expand local broadcasting to over 18 hours a day – providing companionship throughout the day and night. Conduct over 12 major outdoor broadcasts - bringing community events to housebound listeners. Reach socially isolated residents with measurable improvements in loneliness and mental health.

The Rotary Club of Thornbury	Small Grant	£350.00	Design and construction of a 'Pig Race' for use in fund raising at indoor events
New Start Debt Advice – Thornbury	Community Development Grant	£1,500.00	Provide face to face, free, confidential, community money advice.
Thornbury In Bloom	Small Grant	£750.00	Winter/Spring Planting for 2026.
Total		<u>£37,381.00</u>	

RAW SCORES/10								FUNDING RECOMMENDATION
ORGANISATION NAME	Funding sought from TTC	1ST STAGE REVIEW	ALIGNMENT TO STRATEGY	PROPORTIONATE BENEFIT AGAINST PROJECT COST	ENVIRONMENTAL CONSIDERATIONS	DELIVERY OF SOMETHING NEW/WIDENING PARTICIPATION	EVIDENCE OF FUNDRAISING EFFORTS FROM WIDE RANGE OF SOURCES	
Brain Tumour Support	£4,592.00	Do not meet criteria for a large event	0	0	0	0	0	£0.00
Core Wellness Collective CIC	£2,994.00	A sister organisation received funding earlier this year.	0	0	0	0	0	£0.00
Friends of Manorbrook School	£3,000.00	Proceed	8	8	8	7	8	£3,000.00
Great Western Air Ambulance Charity (GWAAC)	£750.00	A national organisation and priority given to local organisations	0	0	0	0	0	£0.00
Harmony 4 Her	£750.00	Are not eligible due to personal bank account	0	0	0	0	0	£0.00
The Inspire Arts Trust	£3,000.00	Proceed	8	8	8	7	8	£2,550.00
JIGSAW Thornbury	£750.00	Proceed	8	8	8	3	8	£750.00
Love Thornbury	£3,000.00	Proceed	7	7	5	10	6	£2,500.00
Rockhampton Ravens - Girls' cricket quad	£750.00	Proceed	9	8	7	10	9	£450.00
The Moon & Lotus Birth Prep	£2,200.00	Does not meet criteria	0	0	0	0	0	£0.00
Thornbury Lawn Tennis Club (TLTC)	£3,000.00	Proceed	3	4	6	3	1	£0.00
Thornbury & District Heritage Trust	£1,000.00	Proceed	9	8	5	7	0	£1,000.00
TAYM (Thornbury Area Youth Music)	£500.00	Proceed	9	8	8	8	0	£300.00
Thornbury Community Conversations	£5,000.00	Not eligible due to no business bank account and the event being multiple	0	0	0	0	0	£0.00
Thornbury Duke of Edinburgh Open Award Centre	£750.00	Proceed	10	8	9	6	0	£600.00
Thornbury Horticultural Society	£695.00	Proceed	8	7	9	8	7	£556.00
Thornbury Media Community Interest Company (Thornb	£2,050.00	Proceed	6	7	4	6	4	£0.00
The Rotary Club of Thornbury	£350.00	Does not meet criteria						£0.00
New Start Debt Advice – Thornbury	£1,500.00	Not to proceed due to low number of beneficiaries	0	0	0	0	0	£0.00
Thornbury in Bloom	£750.00	Proceed	10	8	9	6	9	£750.00
Total	£37,381.00							£12,456.00

Budget Available £12,391.13

Due to high demand it was agreed that the minimum score for grant award will be a total of 6



COUNCILLOR-OFFICER PROTOCOL

Date Ratified: 9 December 2025

Meeting: Finance & General Purpose Committee

Next review date: December 2028 (*3 yearly review*)

Supersedes: Councillor-Officer Protocol 2023

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1. INTRODUCTION

- 1.1. Thornbury Town Council exists to serve the interests of its town. Councillors and officers have a joint responsibility to ensure that they work collaboratively to ensure an efficient, transparent and democratic Council focused on these interests.
- 1.2. The Council has agreed the following protocol about the relationship between councillors and officers in order to clarify roles and responsibilities.
- 1.3. Given the variety and complexity of such relations, this protocol cannot be prescriptive or cover all eventualities. However, it does aim to be instructive and offer guidance on some common issues and provide points of principle that can be applied to other issues that might arise.

2. ROLES OF COUNCILLORS AND OFFICERS

- 2.1 Councillors and officers depend upon each other in carrying out the work of the Council.
- 2.2 Councillors are responsible to their electorate for so long as their term of office lasts and have a duty to act in the best interests of the electorate and the Council. Officers are responsible to the Council.
- 2.3 Councillors ensure the Council and its officers are aware of the concerns of their electorate and help decide the overall direction of the Council and, where appropriate, act in a supporting role in carrying out the work of the Council. Councillors have personal, individual and collective responsibility for the Council and its activities. They are responsible for ensuring that adequate management and financial arrangements are in place and they monitor the performance, development, continuity and overall well-being of the Council. Councillors may be designated to act in a certain role or as a positive focus for a particular section of the Council's activities. However, the Council is not entitled to delegate decision-making on behalf of the Council to individual councillors. The Council is entitled to delegate certain decision-making and functions to an officer or to committees of councillors.
- 2.4 Officers give advice to the councillors and carry out the decisions and work of the Council. Officers manage and provide the services for which the Council has responsibility. They are accountable for the efficiency and effectiveness of those services and for proper professional practice in discharging their responsibilities and for taking decisions, within agreed policy. They provide advice to the public and councillors in respect of the services provided. They initiate policy proposals, implement agreed policy, ensure that the Council acts lawfully and in accordance with the principles of sound financial management and represent the Council on external bodies.

3. RESPECT AND COURTESY

- 3.1 In order to serve its community and deliver its stated aims and objectives, functions and duties, councillors and officers must work together in a harmonious relationship based upon mutual respect, courtesy, trust, honesty and understanding of each other's roles.

This should prevail in all meetings and contacts whether formal or informal. This protocol should also inform behaviour with external contacts e.g. from partner organisations to ensure that councillors and officers are conducting themselves in a way that is appropriate when representing the Council.

- 3.2 Neither councillors nor officers should seek to take unfair advantage of their position in their dealings with each other. Councillors should be aware that officers, especially junior officers, may sometimes be overawed and feel at a disadvantage. Such feelings are intensified given that councillors make decisions that directly affect officers.
- 3.3 Councillors should not apply pressure on officers to do anything that they are unwilling to do or are not empowered to do. Similarly, officers must not seek to use influence on an individual member to make a decision in their personal favour, as opposed to in the interests of the Council.
- 3.4 Close personal familiarity between individual councillors and officers can damage the principle of mutual respect. It could also, intentionally or unintentionally, lead to the passing of confidential information which should not properly be passed between them, such as personal details. Such familiarity could also cause embarrassment to other councillors and/or other officers and could even give rise to suspicions of favouritism. It should therefore be avoided.
- 3.5 Inappropriate relationships can be inferred from language/style. Therefore councillors and officers should always seek to address each other with courtesy.
- 3.6 Councillors must not obstruct the work of officers by unnecessarily taking up their time or in any way acting to impede their ability to proceed with their professional duties. Officers must equally respect the role of councillors and will only request additional supporting work from councillors where necessary or beneficial to the Council.
- 3.7 Councillors and officers must conduct themselves in a way that is acceptable within a professional environment. They must afford dignity, trust and respect to everyone and themselves. They must have awareness of the effect of their behaviour on others and only make reasonable and manageable demands. They must communicate honestly and openly, clearly stating what they mean and expect of others. They must provide honest feedback based on evidence and be open to constructive criticism. They must start from the assumption that everyone is working to the best of their ability, considering their current stage of personal and professional development.
- 3.8 Councillors and officers must not conduct themselves in an unacceptable manner. This includes discrimination which is a failure to afford equal opportunities in the workplace irrespective of disability, gender, race, religion, age, sexuality, and marital status. It includes harassment which is conduct that is unwanted and offensive and affects the dignity of an individual or group of individuals. It includes bullying which is a type of harassment consisting of persistent actions, criticism or personal abuse in public or private, which humiliate, intimidate, frighten, undermine or demean the individual. When defining behaviour in cases of harassment, it is appropriate to place emphasis on the recipient's experience rather than the perpetrator's motivation. The following examples show the variety of ways in which unacceptable behaviour can occur and are taken from actual cases from various sources. This list is neither comprehensive nor exclusive. It serves to illustrate a range of potential indicators of unacceptable behaviour.
- Using aggressive language, threatening, ridiculing, ignoring people, or shouting
 - Shifting blame to others
 - Phoning people at home unnecessarily (especially demanding work when the person is absent due to sickness or ill health)
 - Focusing only on weaknesses

- Bringing up details of someone's private life inappropriately
- Leaving impossibly long lists of tasks and making unreasonable demands
- Criticising people in their absence
- Racist comments or jokes, including those about protected characteristics
- Questioning an individual about his/her sexual relationship/preferences
- Frequent comments about aspects of physical appearance or using forms of address that are demeaning
- Repeated staring or leering or suggestive looks at parts of the body
- Physical contact ranging from unwanted kissing, touching of any kind, through to assault or rape
- Making unwanted sexual advances
- The use of pin-ups, posters or electronic display e.g. pornographic pictures, objectionable cartoons
- Comments about or the excluding of a colleague from workplace talk or activities because of their age, disability, colour, race, religion, ethnic origin, gender or sexual orientation
- Threatening or implying that you will cause the person to lose their job or fail to get a promotion or suffer some other form of career difficulty or financial disadvantage
- Using language and/or gestures in such a way that someone fears for their personal safety
- Coercing someone to join the harassment/bullying of another person

4. OFFICER SUPPORT TO THE COUNCIL

- 4.1 It is clearly important that there should be a close working relationship between councillors and the officers who support and/or interact with them. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the officers ability to deal impartially with other councillors. Officers must ensure their neutrality in representing the Council is not compromised. (Also see 3.4 above).
- 4.2 Whilst councillors might be consulted as part of the process of drawing up proposals for consideration on the agenda of a forthcoming meeting, it must be recognised that officers are under a professional duty to provide an agenda
- 4.3 Officers also submit reports based on their professional judgment to the Council. The Chief Executive or other senior officer will always be responsible for the contents of any report submitted in their name. This means that any such report will be amended only where the amendment reflects the professional judgment of the author of the report. Any issues arising between a member and the Chief Executive or other senior officer should be resolved informally if possible using appropriate line management and, where appropriate progressing through relevant Council procedures where more formal resolution becomes necessary.
- 4.4 Officer advice must be full and impartial and should include all relevant options to enable a full considered decision of the Council.

5. COUNCILLORS ACCESS TO DOCUMENTS

- 5.1 Councillors' right to inspect Council documents is restricted and will not apply to certain items, for example because they relate to individual employees. Officers will provide documents, which are, on the face of it, reasonably necessary to enable councillors properly to perform their duties for the Council. This is often referred to as the "need to know" principle. However, councillors do not have a "roving commission" to examine any documents nor access the computers of the Council. Mere curiosity is not sufficient.
- 5.2 A member requesting access to documents should direct their enquiry to the Chief Executive or other relevant senior officer. Officers will furnish councillors with such information, advice and access to documents which they require for the proper performance of their duties conducted for the Council. If disclosure of a document is in the officer's view either not required or not appropriate, they will inform the member and will give reasons why disclosure would not be appropriate.
- 5.3 Any dispute regarding a member's access to a document should be referred for resolution using appropriate line management and, where needed, through formal Council procedures.

6. INFORMATION AND ADVICE TO COUNCILLORS

- 6.1 Any Council information provided to a member must only be used by that member for the purpose for which it was provided, namely in connection with the member's duties as a member of the Council, unless the information is already in the public domain.
- 6.2 Councillors must not disclose information given to them in confidence by anyone without the consent of the person authorised to give it, or unless they are required to do so. Equally, councillors must not prevent other persons from gaining access to information to which those persons are entitled by law.
- 6.3 In order to safeguard against possible breaches of the Data Protection Act (which applies to all information of a personal nature) councillors should always seek advice from the Chief Executive before disclosing confidential information. Generally, personal information cannot be released without the consent of the person to whom it relates. Improper disclosure of confidential information can put the councillor and the Council at legal and financial risk.
- 6.4 Regular contact between councillors and senior officers is necessary to ensure the efficient working of the Council and should occur on a planned and reasonable basis in order that it is constructive and not destructive to the ability of officers to perform their duties on behalf of the Council. Planned appointments, where meetings are needed to further the interests of the Council, are the best way of arranging contact between councillors and officers. This protects the interests of the Council and its employment responsibilities by ensuring that the ability of the officer to carry out the work of the Council is not impeded and to ensure that the officer can set aside an appropriate amount of time to meet with and concentrate on a councillor or group of councillors.

7. REPRESENTING INTERESTS

- 7.5 Officers are neutral in that they serve the whole Council and not a particular sector or political group. Councillors might have an affiliation with a particular group within the public but should be making decisions based on their responsibility to the Council and its electorate

as a whole. This does not preclude councillors and officers from reacting to a political issue where it affects the interests of the electorate in that area.

8. COMMUNICATION AND ADVICE

- 8.1 Save in exceptional circumstances, all letters and other communications on official Council business should be sent out only in the name of the Proper Officer (the Chief Executive). Communications which create obligations or give instructions on behalf of the Council should never be sent out under the name of a councillor.
- 8.2 The protocols for the use of Council's communication channels are set out in the Communications Policy.

9. PUBLIC RELATIONS AND PRESS RELEASES

- 9.1 The Chief Executive has overall responsibility for public relations and press releases on behalf of the Council. Political and lobby/action group press releases and publicity must not be issued at the initiative of individual councillors or officers using the resources of the Council. There is, of course, nothing to prevent any member from communicating with the media, but they should bear in mind that they are not doing so on behalf of the Council and should not use Council facilities or resources for this purpose.

10. DISPUTES

- 10.1 With goodwill, respect and integrity on both sides there ought to be very few occasions when a disagreement between an officer and a member cannot be resolved amicably. If there is a serious dispute of substance it should be discussed in the first instance between the member and the Chief Executive and dealt with using appropriate line management and, where needed, Council procedures. It should be noted that two frequent routes of action for unresolved disputes and behaviour issues are recourse to disciplinary/grievance procedures (and in some cases employment tribunals) and reports of breaches of the Code of Conduct.



VEXATIOUS COMPLAINTS POLICY

Date Ratified:	9 December 2025
Meeting:	Finance and General Purpose Committee
Next review date:	December 2028 (3 year)
Supersedes:	Handling Vexatious Customers Policy July 2021

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1. INTRODUCTION

- 1.1. This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatious. The following clauses form the Town Council policy for ways of responding to these situations.
- 1.2. In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'. This policy intends to assist in identifying and managing persons who seek to be disruptive to the Town Council through pursuing an unreasonable course of conduct.
- 1.3. The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and the Town Council's Complaints Procedure
- 1.4. Habitual or vexatious complaints can be a problem for Town Council staff and members. The difficulty in handling such complainants is that they are time-consuming and wasteful of resources in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 1.5. Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.
- 1.6. The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

2. HABITUAL OR VEXATIOUS COMPLAINANTS

- 2.1 For the purpose of this policy the following definitions of habitual or vexatious complainants will be used: The repeated and/or obsessive pursuit of:
 - (1) unreasonable complaints and/or unrealistic outcomes;
 - and/or
 - (2) reasonable complaints in an unreasonable manner.
- 2.2 Prior to considering its implementation the Town Council will send a summary of this policy to the complainant to give them prior notification of its possible implementation.
- 2.3 Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the Chief Executive and Chair of the Town Council will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate

course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complainants.

- 2.4 The Chief Executive on behalf of the Town Council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken.
- 2.5 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

3. DEFINITIONS

- 3.1 Thornbury Town Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Town Council, hinder the Council's consideration of their or other people's complaints. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.
- 3.2 Examples include the way in which, or frequency with which, complainants raise their complaints with staff or how complainants respond when informed of the Town Council's decision about the complaint.
- 3.3 Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):
- 3.4 An unreasonably persistent and/or vexatious complainant may:
 - have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious)
 - refuse to specify the grounds of a complaint despite offers of assistance
 - refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
 - refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure
 - refuse to accept that issues are not within the power of the Council to investigate, change or influence
 - insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of the complaint)
 - make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced
 - make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints
 - make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or e-mails)

- harass, verbally abuse, or otherwise seek to intimidate staff dealing with their complaint by using foul or inappropriate language, or by using language or behaviour that is offensive, discriminatory, or abusive based on race, age, gender, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, or any other protected characteristic; or publish their complaints in other forms of media.
- raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account and commented on
- change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- deny statements he or she made at an earlier stage in the complaint process
- are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved
- adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints
- not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors
- refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure
- persistently approach the Council through different routes or other persons about the same issue
- persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons
- refuse to accept documented evidence as factual
- complain about or challenge an issue based on an historic and/or an irreversible decision or incident
- combine some or all of these features.

4. IMPOSING RESTRICTIONS

- 4.1 The Town Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.
- 4.2 In the first instance the Chief Executive will consult with the Chair of the Council prior to issuing a warning to the complainant. The Chief Executive will contact the complainant in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Town Council may take if they do not comply.
- 4.3 If the disruptive behaviour continues, the Chief Executive will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Town Council in future will be restricted. The Chief Executive will make this decision in consultation with the Chair of the Council and inform the complainant in writing of what procedures have been put in place and for what period.

- 4.4 Any restriction that is imposed on the complainant's contact with the Town Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place. In most cases restrictions will apply for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis, or at the next Full Council Meeting.
- 4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:
- banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf
 - banning the complainant from sending emails to individuals and/or all Council Officers and insisting they only correspond by postal letter
 - requiring contact to take place with one named member of staff only
 - restricting telephone calls to specified days and/or times and/or duration
 - requiring any personal contact to take place in the presence of an appropriate witness
 - letting the complainant know that the Town Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff will be identified who will read future correspondence).
- 4.6 When the decision has been taken to apply this policy to a complainant, the Chief Executive will contact the complainant in writing to explain:
- why the decision has been taken
 - what action has been taken
 - the duration of that action.
- 4.7 The Chief Executive will enclose a copy of this policy in the letter to the complainant.
- 4.8 Where a complainant continues to behave in a way that is unacceptable, the Chief Executive, in consultation with the Chair of the Council may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.
- 4.9 Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

5. NEW COMPLAINTS FROM COMPLAINANTS WHO ARE TREATED AS ABUSIVE, VEXATIOUS OR PERSISTENT

- 5.1 New complaints from people who have come under this policy will be treated on their merits. The Chief Executive and the Chair of the Council will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor ignoring genuine service requests or complaints where they are founded.

- 5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Town Council's contact with him or her, will be recorded and notified to those who need to know within the Town Council.

6. REVIEW

- 6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Chief Executive and the Chair of the Council, after three months, and at the end of every subsequent three months within the period during which the policy is to apply, or by the next Full Council Meeting.
- 6.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

7. RECORD KEEPING

- 7.1 The Chief Executive will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:
- the name and address of each member of the public who is treated as abusive,
 - vexatious or persistent, or any other person who so aids the complainant
 - when the restrictions came into force and ends
 - what the restrictions are
 - when the person and Town Council were advised.
- 7.2 Full Council be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy.



SMALL EQUIPMENT LOAN POLICY

Date Adopted: 9 December 2025

Meeting: Finance and General Purpose Committee

Next review date: December 2028

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1. BACKGROUND

The objective of this policy from Thornbury Town Council (Town Council) is to allow local community groups, Town Council volunteers, and residents to borrow small items of equipment valued up to £250.

2. LOAN CONDITIONS

Equipment will be loaned to local community groups, Town Council volunteers, and residents. The decision to loan equipment will be at the discretion of the Clerk, who may delegate to an officer, and will be made on a first-come, first-served basis.

- Bookings must be made in advance by contacting Town Council offices to ensure equipment availability.
- Borrowers will be required to sign a Small Equipment Loan Form (Appendix A) or Bat Detector Loan Request form (Appendix B) to record the loan and accept responsibility for the items borrowed. The borrower must be aged 18 or over and provide proof of identity and address such as driving licence, passport, bank statement, or utility bill, for the Town Council's records.
- By completing and signing the Small Equipment Loan Form, borrowers agree to indemnify the Town Council against any claims arising from the use or misuse of the loaned equipment. While the Council will ensure the equipment is fit for purpose before lending, it accepts no liability for any factors beyond its control. From the moment the equipment leaves Council premises, borrowers are fully responsible for its use. They must consider the environment in which it will be used and any potential impact on others. For example, when borrowing Bat detectors for night use, borrowers should take into account weather conditions and the terrain they will navigate. If the equipment is used at an event, borrowers are responsible for the safety and welfare of attendees, considering factors such as age, ability, and environmental conditions.
- Equipment loans will be for agreed durations as recorded on the Small Equipment Loan/Bat Detector Loan Request Form. Loan duration will be determined by the Clerk or delegated officer and will depend on demand.
- Extensions to the loan duration must be approved by the Clerk or delegated officer.
- Setting up the equipment is the responsibility of the borrower unless prior arrangements have been made.
- Equipment must only be used for its intended purpose.
- Equipment is for personal, non-commercial use only.
- If equipment is lost or damaged, the borrower will be expected to replace, repair, or pay for damages up to a limit of £250.
- If damage occurs, it will be assessed upon return. The Town Council will arrange for repairs, and the borrower will be invoiced for the cost.

3. RETURN AND RECOVERY OF EQUIPMENT

- Equipment must be collected from and returned to the Town Council office (Thornbury Town Hall).
- All loaned equipment will be inspected by officers prior to loaning.

- All loaned equipment will be inspected by officers upon return to ensure it is returned in full and in acceptable condition.

Appendix A- Small Equipment Loan Form and Declaration

Equipment loaned :
(Quantity, description/model)

Condition at check out :

Purpose :

Duration of loan :

I agree to use the equipment issued to me in accordance with the Small Equipment Loan Policy:

Full Name :

Signature :

Contact number :

Date : _____

Email :

To be filled in when returning the equipment:

Equipment returned :

Damages recorded and agreed :
(if any)

Signature :

Date : _____



Bat Detector Loan Request



Name

First Name Last Name

E-mail

example@example.com

Phone Number

Area Code Phone Number

Address

Street Address

Street Address Line 2

Town/City

Postcode

Number of Bat Detectors Required (Maximum 5 subject to availability)

Are you a member of the Community Nature Reserve?

- ☒ Yes
☒ No
☒ Don't know

Requested Date of Collection (Please note: a minimum of 3 working days notice is required)

Day Month Year

Once this form has been received, we will contact you to advise when the Bat Detector(s) will be available to borrow. When you come to collect your bat detector you will need to bring proof of your name and address before we can release the bat detector(s). If you do not collect your bat detector(s) within 2 working days of the agreed collection date, they will be made available to the next hirer.

Duration of Loan Required in Days (Maximum 2 weeks)

The period of loan shall commence and cease on the dates agreed on receipt of this form. The hirer will be responsible for the equipment from the date of collection until it is returned to Thornbury Town Council, Town Hall, High Street, Thornbury, BS35 2AR.

The hirer will ensure that:

The bat detector(s) are always kept safe and secure.

The bat detector(s) is only used for the purpose it was intended.

The bat detector(s) are returned to Thornbury Town Council on the agreed date.

The bat detector boxes include the detector and batteries.

LOSS OR DAMAGE TO THE EQUIPMENT The hirer is responsible for any cost(s) incurred as a result of loss or damage to the equipment during the whole loan period. These costs shall not exceed a total of £150 per detector lost or damaged.

I consent to the terms and conditions of loan outlined above and contained in the Small Equipment Loan Policy and to my data being collected, stored and used in line with GDPR and the Town Council's Information and Data Protection Policy, which can be accessed at www.thornburytowncouncil.gov.uk/policies-and-procedures/ *

Office Use Only

ID No. of Bat Detector(s) Issued

ID Type Provided

2



Now create your own Jotform PDF document - It's Free [Create your own PDF Document](#)

Date Collected

Day Month Year

Agreed Date of Return

Day Month Year

Date Returned

Day Month Year

Return Condition

- Working Condition/Not Damaged
- Damaged but working
- Damaged and not working
- Lost/Not Returned

I confirm that I have returned the bat detector(s) in the condition specified above



MEMORIAL CLEANING POLICY

Date Ratified:	9 December 2025
Meeting:	Finance and General Purpose Committee
Next review date:	2028 (3 yearly review)

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1. INTRODUCTION AND OBJECTIVE

Thornbury Town Council recognises that owners of grave plots in Thornbury Cemetery may wish to keep their memorials clean by employing external memorial cleaning contractors.

The objective of this policy is to ensure that a procedure is in place that allows plot owners to have their memorial masonry cleaned by external providers. This procedure considers the health and safety of staff and visitors to Thornbury Cemetery, the effect that cleaning may have on the memorial masonry and to support the Town Council's Climate and Nature Action Plan by allowing only environmentally friendly products in its green spaces.

Whilst Thornbury Town Council would always prefer to receive authorisation for memorial cleaning from a living owner, it recognises that very occasionally, when the owner of the grave has died, a relative of somebody buried within the grave may wish to apply for memorial cleaning works. If this is case, when a transfer is too complicated to make it viable or it is impractical to trace an owner, consideration will be given to a relative's request for memorial cleaning works. If the memorial cleaning works are allowed, it implies no other rights, and a transfer would be required for any further burials in the grave.

2. SCOPE

This policy applies to all staff of the Town Council, all plot owners wishing to employ an external provider to clean the memorial masonry on their grave plot and all external providers wishing to apply for a permit to clean the memorial masonry on a grave plot in Thornbury Cemetery.

3. POLICY AND PROCEDURES

This policy has been written broadly in line with BRAMM's Cleaning of Memorials in Cemeteries, best practice guidance notes and is attached (see Appendix 1).

Grave owners should fully consider the implications of cleaning a memorial including the risk of damage for example the gilding of the lettering may be scratched or the surface of the stone could be abraded.

If the memorial is under a guarantee period from the memorial mason who installed it, the grave owner should check that their cleaning methodology or that of a company will not affect the guarantee. The Town Council accepts no liability if a guarantee is affected following commercial cleaning of a memorial.

If a grave owner does employ an external provider to clean the memorial masonry on their plot, the contract is between the owner and the company they employ. The Town Council accepts no liability whatsoever for any damage caused whilst cleaning memorial masonry.

External cleaning providers should complete an Application for Permission to Undertake Commercial Cleaning at Thornbury Cemetery (see Appendix 2) which **must** also be signed by the grave owner. In cases where the owner is deceased, a plot transfer will always be the preferred action by Thornbury Town Council. Consideration will be given, however, if the request is from a relative of a deceased buried in a plot in Thornbury Cemetery and a transfer is too complicated to make it viable or it is impractical to trace an owner. In this case, the relative requesting the memorial cleaning works **must** sign the Application for Permission to Undertake Commercial Cleaning at Thornbury Cemetery and complete and attach Appendix 3.

Cleaning companies must supply a copy of their public liability insurance, risk assessment and cleaning methodology with their application.

No harsh chemicals, pesticides or potentially damaging mechanical methods of cleaning, for example household cleaners, bleach or power washing tools, are allowed in Thornbury Cemetery, in any circumstance.

Once the application and relevant documents have been received and the correct fee paid, the Town Council will issue a permit to allow the cleaning. The permit is valid for one year from the date of issue during which multiple visits can be made to clean the memorial masonry.

Should an external memorial cleaning contractor wish to clean more than one memorial during a visit to Thornbury Cemetery, the Town Council must have received a separate application form, and a permit have been issued, for each memorial cleaned.

No commercial cleaning must be undertaken in Thornbury Cemetery without a permit.

APPENDIX 1

Cleaning of memorials in cemeteries

Best practice guidance note

This note has been produced by BRAMM to assist burial authorities and companies in managing how memorials are cleaned in their cemeteries.

To clean or not to clean

Burial authorities are advised to provide guidance to grave owners/members of the public regarding how best to clean a memorial. A starting point should be whether the memorial actually needs cleaning or not. This is because every time that a memorial is cleaned, there is a risk that it could be damaged, for example the gilding of the lettering may be scratched, or the surface of the stone could be abraded. Some stone types become darker with age and exposure to the elements. This is a natural process, and trying to reverse it through harsh cleaning could cause damage to the surface of the stone.

If cleaning is required, gentle is best. Plenty of water and soft cloths, or wooden or plastic scrapers for some types of stone are the preferred tools to use. Harsh chemicals should be avoided, as should wire brushes or other abrasives, as these can cause damage to the memorial and surrounding area. High pressure jet washing should be very carefully considered, as it may not be the most appropriate method of cleaning a headstone, especially older ones that may have cracks in them or where the face of the stone is delaminating. High pressure washing can also erode joints, which then permits the ingress of water and could result in the failure of joints via freeze/thaw action, making the memorial unstable. Substantial damage could be caused to a memorial and surrounding area by using this cleaning technique.

Preparation

Burial authorities and companies should advise grave owners/members of the public to be cautious before undertaking any memorial cleaning themselves. The memorial should be tested for stability before any work is carried out. The burial authority or company could offer to do this testing (and may wish to charge a fee to cover their costs) or the grave owner/member of the public could appoint their own suitably experienced or qualified contractor, for example a memorial mason.

Guidance

Guidance on the best way to clean memorials can be found at:

[How to Properly Clean a Headstone in 8 Steps | Cake Blog | Cake: Create a Free End of Life Plan \(joincake.com\)](#)

[Cleaning Gravestones- How should it be done? | Stoneletters](#)

[How to Properly Clean and Care for a Gravestone \(wikihow.com\)](#)

The National Association of Memorial Masons (NAMM) Code of Working Practice ([ShowDocument \(namm.org.uk\)](#)) contains a section on cleaning memorials (Section 17). This advice is aimed at memorial masons rather than members of the public. Burial authorities and companies need to consider whether the use of chemicals to clean memorials as outlined in this section would be permitted in their burial grounds, as this may be contrary to broader environmental management aims.

Permission and permits

Ideally any substantial cleaning of a memorial (ie anything other than a simple wipe over) should only be carried out with the permission of the grave owner. The owner of a grave, or family member or friend nominated by them, can carry out cleaning themselves, but they are advised to follow relevant guidance to ensure this is done safely and without causing further damage to the memorial.

If the memorial is under a guarantee period from the memorial mason who installed it, the owner should check with them that their cleaning methodology will not affect the guarantee.

If the grave owner wishes to use a company to clean the memorial for them, the burial authority should insist that a memorial permit application form is completed, showing the consent of the grave owner and the details of who is to undertake the work and how. If the grave owner is deceased, the burial authority/company may require a transfer of ownership to take place before it can allow any work to take place on the memorial.

Before issuing a memorial permit for the cleaning to go ahead, the burial authority should ensure that the company undertaking the work has adequate public liability insurance (advice on the amount required should be sought from the authority/company insurers). The company undertaking the work should also be asked for their safe working practice and methodology used for cleaning the memorial, and a relevant risk assessment. If chemicals are to be used in the cleaning process, the burial authority or company should ask for a data sheet and risk assessment for the chemicals. If the company is registered with BRAMM or is on the NAMM Register of Qualified Memorial Fixers (RQMF) you can check their insurance details on the relevant register website. You should, however, still ask for their cleaning methodology and a risk assessment.

The burial authority/company should check that the proposed methodology fits with their own regulations for the management of the cemetery, especially the use of chemicals or potentially damaging mechanical methods of cleaning. They should also check that the permission of the grave owner has been given. If the burial authority/company is satisfied that all is in order, they may issue the permit to the company undertaking the work. The burial authority can decide if they wish to make a charge for issuing such a permit.

Renovation

Substantial renovation Work that involves anything other than cleaning, eg refixing part or all of the memorial, must only be undertaken by suitably qualified memorial masons and in line with the current British Standard 8415

APPENDIX 2



APPLICATION FOR PERMISSION TO UNDERTAKE COMMERCIAL CLEANING OF A MEMORIAL AT THORNBURY CEMETERY (which can include regilding of the original lettering)

This form is to be completed and forwarded to the Cemetery Administrator at Thornbury Town Council. Upon receipt of the completed application, the applicant will receive an invoice which must be paid before the permit can be issued. Fees can be found on our website or requested by either emailing info@thornburytowncouncil.gov.uk or telephoning 01454 412103.

Tradespeople working at the cemetery must produce the permit on arrival.

Permits for cleaning only will be valid for one year from date of issue. Multiple visits to clean a memorial can be made during this period.

Please issue a permit for commercial cleaning to be carried out to the memorial masonry on:

Grave No:Deceased's Name: at Thornbury Cemetery as hereunder stated.

Description and type of memorial masonry:

TO BE READ AND SIGNED BY THE MEMORIAL MASON/MEMORIAL CLEANING COMPANY CARRYING OUT THE WORK:

I have been instructed to carry out memorial cleaning work. A valid public liability insurance certificate, COSHH sheets for the chemicals to be used and a risk assessment for the work to be carried out are submitted with this form. The owner of the headstone, or person instructing the work under a statutory declaration has also been sent these.

I understand that I am liable for any damage to Cemetery property, to the memorial and to surrounding memorials, turf etc caused by negligence of myself, my workmen and/or any subcontractor employed by me.

I have public liability insurance to the value of £5,000,000 (please supply certificate).

I agree to remove all unused materials/rubbish on the day the work is undertaken and leave the area in a neat and tidy state.

I will not work, in the same or adjacent section of the cemetery, while a funeral is in progress.

Before I commence work and on leaving the job, I will test the stability, safety and the condition of the masonry, and confirm I am competent to do so. Memorials must not be left in an unsafe condition. Any emergency works to make safe, or concerns over a headstone's condition, must be reported to a member of staff.

I understand that I can only work during the opening hours of the cemetery, which are 8:30am-4:30pm Monday – Friday, however, inspections and site visits may be undertaken outside of these hours.

I hereby indemnify Thornbury Town Council and all its officers and servants from any liability whatsoever in this matter or arising thereof. I hereby declare to be legally bound by the rules and regulations and any further amendments as result of legislative or policy changes. I am aware of the Council's Information and Data Protection Policy which can be found on their website at www.thornburytowncouncil.gov.uk.

Work must not commence until a work permit has been granted by the Town Council.

Company's Name Email:

Address including postcode
Signature: Print Name: Date:

PTO

(For office use only)

Deed No: Plot No: Fee: Invoice No:
Date Permit Issued: Permit Number: Receipt:

Signature(s) of the registered Grave Owner(s): (if more than 2 owners, please sign and attach an additional consent form.)

Print Name: Print Name:

Signature: Signature:

Address: Address:

.....

.....

Date: Date:

PLEASE NOTE: Only the owner of the grave, their representatives (with written consent), or other party with relevant statutory declaration, signed by a Magistrate or Commissioner of Oaths can instruct a mason/commercial cleaner to apply for a work permit.

If the registered owner of the grave is deceased, a transfer of ownership is preferred by Thornbury Town Council however, if a transfer is too complicated to make it viable, Thornbury Town Council will consider applications for cleaning memorials from a relative of the deceased. Applicants should contact Thornbury Town Council for any plot transfer enquiries.

PERMIT AND TRANSFER FEES APPLY – Please see our website for a list of fees and charges or email info@thornburytowncouncil.gov.uk.

APPENDIX 3



THIS FORM SHOULD BE ATTACHED TO THE 'PERMISSION TO UNDERTAKE COMMERCIAL CLEANING OF A MEMORIAL AT THORNBURY CEMETERY' WHEN THE GRAVE OWNER IS DECEASED AND A TRANSFER IS TOO COMPLICATED TO MAKE IT VIABLE OR IT IS IMPRACTICAL TO TRACE AN OWNER.

DECEASED

NAME: PLOT NUMBER:

APPLICANT

NAME:

ADDRESS:

TELEPHONE: EMAIL:

☐ I am a relative of the deceased, please give details (Child, Grandchild etc):

.....

Please tick the correct statement and give reasons

☐ The grave owner is deceased and a transfer is too complicated because:

.....

☐ It is impractical to trace the owner because:

.....

Signed by Applicant: Date:

☐ I understand that if the cleaning works are allowed, it implies no other rights, and a transfer would be required for any further burials in the grave or additional inscription to the memorial masonry.

☐ I consent to Thornbury Town Council storing my details in line with GDPR and understand that they will be used for cemetery purposes only and not sold to any third party.



PRE-PAID CARD POLICY

Date Ratified: 9 December 2025

Meeting: Finance and General Purpose Committee

Next review date: December 2028

Supersedes: Petty Cash and Pre-loaded Cash Card
Policy November 2022

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1. Purpose

- 1.1 The purpose of this policy is to provide a detailed framework for the controlled and responsible use of pre-paid payment cards. Pre-paid cards are issued to allow authorised staff to make essential operational purchases efficiently, particularly where traditional invoicing methods are not practical. This policy establishes strict financial controls to ensure that all expenditure is transparent, properly approved, documented, and compliant with audit and regulatory requirements.
- 1.2 This policy must be read in conjunction with the Town Council's Financial Regulations, which set out the overarching framework governing expenditure, authorisation, procurement, and the safeguarding of public funds.

2. Definitions

- 2.1 Pre-Paid Card - A secure payment card loaded with a fixed amount of money in advance. Funds are limited to the value loaded and transactions cannot exceed card limits.
- 2.2 Cardholder - The individual to whom a card is issued. They are responsible for its physical security, compliant usage, providing documentation of spending, and adherence to all financial rules.
- 2.3 Responsible Financial Officer (RFO) - The officer responsible for maintaining financial records, reviewing expenditure, ensuring compliance with this policy, and reporting concerns or irregularities.

3. Policy Principles

3.1 Business-only use

- 3.1.1 All expenditure must be directly related to the organisation's activities.
- 3.1.2 Purchases must support service delivery, operational needs, or approved projects.
- 3.1.3 Expenditure must demonstrate value for money and be reasonable, necessary, and justified.
- 3.1.4 Expenditure must be in line with approved delegations.

3.2 Transparency and accountability

- 3.2.1 Every transaction must be fully documented.
- 3.2.2 Receipts, notes, and explanations must clearly show why the purchase was required.
- 3.2.3 Expenditure must be capable of being independently understood by an auditor.

3.3 Proportionality

- 3.3.1 Pre-paid cards are for low-value or operational spending only.
- 3.3.2 Higher-value items should be purchased through normal procurement channels.

- 3.3.3 Pre-paid cards must not be used to bypass procurement or financial controls.

3.4 Organisational ownership

- 3.4.1 The card remains the property of the Town Council.
- 3.4.2 Cardholders have no personal rights or privileges relating to funds on the card.
- 3.4.3 Cards may be withdrawn at any time.

4. Issuing Pre-Paid Cards

4.1 Authorisation

- 4.1.1 A card may only be issued when the RFO has assessed the operational need and determined that a card is necessary.
- 4.1.2 The individual agrees to comply with this policy and demonstrates awareness of financial responsibilities.

4.2 Loading & Limits

- 4.2.1 Funds are held in a holding account with a limit of £500.
- 4.2.2 The balance on any pre-paid card will not ordinarily exceed £300, unless operational requirements clearly justify a higher amount.
- 4.2.3 Where additional funds are required to support approved operational expenditure, any top-up above this standard limit must be authorised by the Chief Executive in accordance with delegated financial authority.

4.3 Cardholder Agreement

When members of staff are authorised to use a pre-paid card, they must sign a copy of this policy (Appendix 1) to indicate that they have read and accept its contents including:

- 4.3.1 They understand the card must be used strictly for business purposes.
- 4.3.2 They will protect the card PIN and will not share card details with any other person.
- 4.3.3 They accept responsibility for ensuring receipts and documentation are retained and submitted promptly.
- 4.3.4 They acknowledge that misuse may result in disciplinary action and/or recovery of funds.

5. Prohibited Expenditure

- 5.1 No cash withdrawals, cash-back, top-up transfers, or money withdrawals of any kind.
- 5.2 Card must never be used to access or convert funds to cash for any purpose.
- 5.3 Any purchase that provides personal benefit, regardless of intention to reimburse.
- 5.4 Any purchase made when the cardholder is not performing official duties.

5.5 Splitting purchases into smaller transactions to avoid spending limits.

Any breach may result in disciplinary procedures, removal of card privileges, and personal liability for costs.

6. Cardholder Responsibilities

6.1 Physical security

- 6.1.1 Card must be kept secure and never left unattended.
- 6.1.2 PIN must not be written down, shared, or stored with the card.
- 6.1.3 Card details must not be shared online except via secure, reputable payment portals.
- 6.1.4 Cards must be kept safely and securely in a lockable cabinet with limited access.

6.2 Compliant usage

- 6.2.1 Cardholders must ensure every purchase aligns with this policy.
- 6.2.2 They must seek clarification from the RFO if uncertain about a transaction.

6.3 Receipt keeping

- 6.3.1 An itemised VAT receipt must be obtained for every transaction
- 6.3.2 Where a receipt is lost, the cardholder must provide written details of the purchase and explanation.

6.4 Monthly reporting

- 6.4.1 All receipts must be submitted by the deadline set by the Finance Administrator.
- 6.4.2 Cardholders must cooperate with any audit requests or investigations.

6.5 Reporting problems

- 6.5.1 Lost, stolen, or compromised cards must be reported immediately.
- 6.5.2 Any unexpected transactions must be reported to the RFO within 24 hours.

6.6 Returning the card

- 6.6.1 Cards must be returned when employment or appointment ends, or when requested by management or the RFO.

6.7 Lost or Stolen Cards

- 6.7.1 Cardholders must report any lost or stolen card as soon as realised to the RFO
- 6.7.2 The card will be cancelled immediately to prevent misuse.
- 6.7.3 Replacement cards will be issued only once the incident has been reviewed.

7. Monitoring & Reconciliation

The RFO is responsible for ensuring all card use is legitimate and documented.

7.1 Transaction review

7.1.1 Monthly card statements will be reconciled against receipts and logs.

7.1.2 Any gaps, inconsistencies, or unusual patterns will be investigated.

7.2 Accounting records

7.2.1 All expenditure must be coded accurately to the correct budget line.

7.2.2 Transfers and Card transactions will be incorporated into normal financial reporting and audit trails.

7.1 Follow-up on irregularities

7.1.1 Cardholders may be asked to clarify transactions.

7.1.2 Repeated administrative errors may lead to retraining or removal of card privileges.

7.1.3 Serious concerns may be escalated to Council.

Appendix 1: Record of staff acknowledgement of the Pre-loaded Cash Card Policy

I confirm that I have read and understood the Pre-loaded Cash Card Policy:

NAME	SIGNATURE	DATE