

04 September 2025

To all Councillors

Please take notice that a meeting of the **Full Council** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on **Tuesday 9th September 2025 at 7.30pm**.

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



Hannah Bowden, Chief Executive

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

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

Emergency Evacuation procedure: Please familiarise yourself with the emergency evacuation procedure on display in the Council Chamber and acquaint yourself with the nearest emergency exit. The assembly point, in the event of any evacuation, is the pavement opposite the Town Hall, next to the noticeboard. If you would not be physically able to use the stairs in the event of a fire, please inform us of your intention to attend this meeting no later than 9.00am on the Monday before, so that appropriate arrangements can be made.

AGENDA

1. To note any apologies for absence
2. To receive any declarations of interest from members
3. To approve the minutes of the Full Council meeting held on 8 July 2025
4. To receive any representations from the public relating to items on the agenda
5. To receive the minutes (approved or draft) from the following Committees:
 - 5.1 Open Spaces Committee meeting held on 22 July 2025
 - 5.2 Climate and Nature Committee meeting held on 2nd September 2025
6. To receive the notes from Working Groups:
 - 6.1 Events and Innovations Working Group meeting held on 21st July 2025
 - 6.2 Capital Strategy Working Group meeting held on 31st July 2025
 - 6.3 Capital Strategy Working Group meeting held on 28th August 2025
7. To receive an update from the South Gloucestershire Council Councillors
8. To note Project Monitoring updates
9. To approve the accounts for payment and ratify payments made out of meeting (to be tabled)

10. To receive plans for Remembrance Sunday and agree councillor attendance
11. Setting the scene for budgeting
12. To agree recommendation from the Finance and General Purpose Committee for overspends
13. To receive update on an asset disposal and agree recommendation
14. To receive recommendations from the Capital Strategy Working Group to support Krunch with skate park maintenance
15. To agree the following recommendations from the Climate & Nature Committee
 - 16.1 Formation of a working group called the Thriving Nature Working Group
 - 16.2 Agree the Terms of Reference
16. To review and discuss the development of a Land Management Strategy
17. To appoint councillor representative for:
 - 13.1 United Thornbury subject to constitution
 - 13.2 Hinkley Point C tour
 - 13.3 'Your Voice' meetings
18. To receive the Mayor's Awards Report and agree recommendation
19. To discuss bus services in and around Thornbury
20. To pass a resolution to exclude members of the public and press for the remaining agenda items due to the PERSONALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted
21. To receive Landscape Architect Tender Evaluation Report and approve the recommendations
22. To receive the Replacement Machine Store Tender Evaluation Report and approve the recommendations
23. To agree structure for Turnberries Expression of Interest
24. To note agenda items for the next meeting to be sent to the Chief Executive by 9am on 3 November 2025
25. Date of next meeting - 7.30pm on 11 November 2025

END OF AGENDA

Minutes of the Meeting of Full Council

held on Tuesday 08 July 2025 at 7:30pm
at Council Chamber, Town Hall

Members present: Cllrs Helen Ball (Chair)
Chris Davies
Phil O'Rourke
Fiona Deas
Kath Greenman
Chris Woodhouse
John Reynolds
Chris Bloor
Christine Carter
Chris Rowe (from item FC2526.53 onwards)

In attendance: Hannah Bowden, Chief Executive
Alan Stealey, Facilities Officer
One member of administration staff

Absent: Cllrs James Murray
Maggie Tyrrell
Jayne Stansfield
Danny Bonnett
Gil Gilroy
Emma Shepherd

FC2526.51. To note any apologies for absence

Apologies for absence were noted from Cllrs James Murray, Maggie Tyrrell, Jayne Stansfield and Danny Bonnett.

FC2526.52. To receive any declarations of interests from members

There were no declarations of interests from members.

FC2526.53. To approve the minutes of:

- Annual Full Council Meeting held on 13 May 2025

It was **RESOLVED** unanimously to approve the minutes of the Annual Full Council Meeting held on 13 May 2025.

- Extraordinary Full Council meeting held on 1 July 2025

It was **RESOLVED** unanimously to approve the minutes of the Extraordinary Full Council meeting held on 1 July 2025.

FC2526.54. To receive any representations from the public relating to items on the agenda

There were no members of the public present.

FC2526.55. To receive the minutes (approved or draft) from the following Committees:

- Open Spaces Committee meeting held on 27 May 2025
- Finance and General Purpose Committee held on 10 June 2025
- Planning Committee meeting held on 1 July 2025

It was **RESOLVED** unanimously to approve the minutes of the Open Spaces Committee meeting on 27 May 2025, the Finance and General Purpose Committee meeting held on 10 June 2025 and the Planning Committee meeting held on 1 July 2025.

FC2526.56. To receive the notes from Working Groups:

- Events and Innovations Working Group meeting held on 9 June 2025
- Capital Strategy Working Group meeting held on 29 May 2025
- Capital Strategy Working Group meeting held on 26 June 2025

The minutes from the Events and Innovations Working Group meeting held on 9 June 2025, Capital Strategy Working Group meeting held on 29 May 2025 and Capital Strategy Working Group meeting held on 26 June 2025, were received.

FC2526.57. To receive an update from the South Gloucestershire Council Councillors

Cllr Chris Davies updated Council on things happening at South Gloucestershire Council, which were generally matters affecting the whole authority, rather than Thornbury specifically.

FC2526.58. To note Project Monitoring updates

Project Monitoring updates were noted. The Footpath Warden was progressing the walks booklet and will raise printing at the next Open Spaces meeting.

FC2526.59. To approve the accounts for payment and ratify payments made out of meeting

It was **RESOLVED** unanimously to approve the accounts for payment and ratify the payments made out of meeting.

FC2526.60. To receive report for the upgrade of the Marley Garage and approve recommendations

A report on the proposed upgrades to the Marley Garage was presented by Facilities Officer Alan Stealey. It was **RESOLVED** unanimously:

- **Project approval & budget** –approve the replacement of the Marley Garage at Mundy Playing Fields and allocate up to £70 000 for the works within Capital Projects 4545/190 and the funds transferred from Capital Projects EMR 342.
- **Delegation to the Chief Executive** – That authority be delegated to the Chief Executive to:
 - authorise expenditure in accordance with procurement procedures in the Financial Regulations.
 - prepare the specification and tender documents
 - publish a Below-Threshold Tender Notice on the Find a Tender Service (central digital platform), in line with the Procurement Act 2023 and Financial Regulations 5.6-5.7.
 - evaluate bids and produce a recommendation
 - manage the contract and authorise payments once the award has been ratified

- maintain the project Gantt chart and budget monitor
- **Contract-award checkpoint** – the Chief Executive shall refer the tender-evaluation report to the Finance & General Purpose Committee (or Full Council) for formal ratification of the preferred contractor before any contract is entered into.
- **Transparency notices** – That the Chief Executive shall, as soon as practicable, publish the required Contract Details Notice on the Find a Tender Service after award, meeting Procurement Act 2023 transparency duties.
- **Project monitoring** – The Capital Strategy Working Group receive monthly progress updates, and that summary progress and spend reports be presented to Finance and General Purpose Committee.
- **Tender record** – That the tender process and outcome be recorded in the minutes of the appropriate meeting in accordance with Standing Order 18(c)(vi).
- **Trust referral** – to refer the project to the Mundy Playing Field Trust.

[The Facilities Officer left the meeting.]

FC2526.61. To approve the request to delegate authority for CIL spend for the MUGA project

It was **RESOLVED** unanimously to approve:

- **Budget & funding source** – Allocation of **up to £150,000** from the CIL EMR for the supply and installation of a **Multi-Use Games Area (MUGA)** and associated equipment at Mundy Playing Fields.
- **Delegation to committee** – Authority be delegated to the **Open Spaces Committee** to:
 - run the procurement,
 - appoint contractors, and
 - authorise all payments,
 provided that the total project cost does **not** exceed the limit set in (3.1) and that all actions comply with the Committee's Terms of Reference.
- **£100,000 safeguard** – Where the contract award **exceeds £100,000**, the final award (or any variation pushing the value over that threshold) shall be referred back to **Full Council for ratification** in accordance with Financial Regulation 1.7 and the Delegation Schedule.
- **Reporting & oversight** – The Open Spaces Committee shall submit progress updates, contract-award details and a regular schedule of payments to the **Finance & General Purpose Committee** (which monitors the agreed CIL programme) and to Full Council until project completion.

FC2526.62. To receive report on heritage assets in the town and agree action

It was **RESOLVED** unanimously to approve:

- confirm responsibility and to include the heritage assets in the Council's facilities management; The Town Clock, War Memorial, The MacLaine Memorial Fountain, The Pump.
- For the Council to approve the costs of for insurance re-instatement valuations, in the region of £1900-£2350 to be allocated to Professional Fees budget line 110/4085.

It was requested that Officers investigate the possibility of bringing into use the red phone box on the junction of the High Street and Castle Street.

FC2526.63. To received update from the anti-social behaviour meeting and agree any actions

An update was received following the anti-social behaviour meeting. Available councillors will attend an upcoming event and continue to engage with South Gloucestershire Council on the matter.

FC2526.64. To receive update on the PHASE Service Level Agreement

The Chief Executive informed Council that the application for the Service Level Agreement for PHASE has been withdrawn.

FC2526.65. To pass a resolution to exclude members of the public and press for the remaining agenda items due to PERSONALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted

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

FC2526.66. To consider a request for a letter of support and agree response

It was **RESOLVED** unanimously to write the letter of support as requested.

FC2526.67. To review and approve the tender documentation for the water play redevelopment

It was **RESOLVED** unanimously to:

- Endorse the progression of the project in accordance with the proposed procurement process and project timeline outlined in the tender documentation.
- Approve the use of an electronic submission process for the receipt of tenders, in line with Council's Standing Orders and Tender submission procurement policy and to ensure efficiency, transparency, and accessibility for potential tenderers.
- Approve the Invitation to Tender and Instructions to Tenderers for the appointment of a Landscape Architect to lead the redevelopment of the water play facilities at Mundy Playing Fields.
- Appoint Cllrs John Reynolds, Chris Bloor and Helen Ball to serve on the tender evaluation and interview panel alongside the Chief Executive and Facilities Officer, to participate in the assessment and selection of the preferred Landscape Architect.

FC2526.68. To review and approve the Loan Agreement for the Bier including the annual fee

It was **RESOLVED** unanimously to approve the Loan Agreement for the Bier, including the annual fee.

FC2526.69. To receive report and supporting documents related to the skate park and approve recommendations:

It was **RESOLVED** unanimously to:

- **Registration of the CIC** - Approve the registration of Thornbury Skate Park CIC and Articles of Association as presented.
- **Director** – Approve the appointment of Cllr James Murray as the Town Council's director for the CIC.

FC2526.70. To receive updates from councillor representatives

Updates were received from Cllr John Reynolds for the Thornbury Christmas Lights Association, Cllr Fiona Deas for the Over 60's Tea Room and Thornbury Town Football Club.

FC2526.71. To note agenda items for the next meeting to be sent to the Chief Executive Officer by 9am on Monday 1 September 2025.

It was noted that agenda items for the next meeting must be sent to the Chief Executive Officer by 9am on Monday 1 September 2025.

FC2526.72. Date of next meeting: 7:30pm on Tuesday 9 September 2025

It was noted that the next meeting would be held at 7:30pm on Tuesday 9 September 2025.

[Meeting closed at 21:00]

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

ACCOUNTS PAID OUT OF MEETING			
		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	17.85	17.85
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	2.40	2.40
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	6.45	6.45
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	26.80	26.80
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	7.95	7.95
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	25,811.72	25,811.72
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	8,899.84	8,899.84
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	4,685.50	4,685.50
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	487.98	406.65
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	410.28	341.90
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	33.48	31.89
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	43.93	41.84
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD TRANSACTION PAYMENT (DD @ £ TBC)	0.00	0.00
PWLb LENDING FACILITY	PUBLIC WORKS LOAN - OUTSIDE EQUIPMENT	3,807.21	3,807.21
SOUTH GLOS COUNCIL	BUSINESS RATES - GRND FLOOR FOOTBALL PAVILION (ANNUAL DD) PARTIAL RELIEF CANCELLED FOR 25/26	219.56	219.56
HSQE LTD	CC1051 - STAFF ONLINE TRAINING COURSES	36.00	30.00
BRITISH SAFETY COUNCIL	CC1052 - STAFF ONLINE TRAINING COURSES	117.60	98.00
AMAZON	CC1053 - SIGNAGE AND SHREDDER	40.67	33.88
AMAZON	CC1054 - HAMMARITE METAL PAINT	37.47	31.22
AMAZON	CC1055 - RAPID DRY METAL PAINT X10	179.90	149.90
RUBBER MATTING ONLINE	CC1056 - WET WEATHER MATTING	50.40	42.00
AMAZON	CC1057 - STATIONERY, BATTERIES, ANT SPRAY	50.69	42.23
AMAZON	CC1058 - CLEANING PRODUCTS, METAL PAINT	58.05	48.38
AMAZON	CC1059 - CLEAR COMPACTOR BAGS	68.38	56.98
HSQE LTD	CC1060 - STAFF ONLINE TRAINING COURSES	36.00	30.00
HSQE LTD	CC1061 - STAFF ONLINE TRAINING COURSES	452.40	377.00
AMAZON	CC1062 - SAFETY GLASSES	6.71	5.59
SCREW FIX	CC1063 - SAFETY BOOTS	41.97	40.30
HIGH SPEED TRAINING	CC1064 - STAFF ONLINE TRAINING	30.00	25.00
HSQE LTD	CC1065 - STAFF ONLINE TRAINING	48.00	40.00

SCREWFIX	CC1066 - GRAFFITI CLEANER	14.38	11.98
AMAZON	CC1067 - STATIONERY FILES AND MONO HEADSET	113.35	98.30
GIFFGAFF	CC1068 - MOBILE PHONE MONTHLY TOP UP	6.00	5.00
GIFFGAFF	CC1069 - MOBILE PHONE MONTHLY TOP UP	10.00	8.34
GIFFGAFF	CC1070 - MOBILE PHONE MONTHLY TOP UP	10.00	8.34
GIFFGAFF	CC1071 - MOBILE PHONE MONTHLY TOP UP	8.00	6.67
AMAZON	CC1072 - STATIONERY AND STRIMMER HANDLEBARS	20.04	16.69
AMAZON	CC1073 - 4-PACK GAZEBO WEIGHT BAGS	12.99	10.82
EVENTBRITE	CC1074 - CLLR STALL HOLDER CHARGE REF THORNBURY CARNIVAL	54.14	54.14
B&Q MARKET PLACE	CC1075 - ADDITIONAL PLANTS FOR NEW PLANTERS AT SIDE OF TOWN HALL	15.68	15.68
EVENTBRITE	CC1076 - THORNBURY CARNIVAL TICKETS FOR TTC (COUNCILLOR) STALL	80.40	80.40
AMAZON	CC1077 - PAINT & PNEUMATIC WHEELS	86.76	TBC
AMAZON	CC1078 - WOODSTAIN	19.36	16.13
EQUALS MONEY PLC	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	500.00	500.00
ARMSTRONG HALL	FUNDS TRANSFERRED FROM CUSTODIAN TRUSTEE HOLDING ACCOUNT	102,741.16	102,741.16
GRENKE LEASING LTD	QUARTERLY LEASING FEE FOR OFFICE PHOTOCOPIER	271.15	225.96
BRIGSTOWE MEDIA LTD	HALF PAGE ADVERT IN THORNBURY VOICE - JULY 25	216.00	180.00
EDGE IT SYSTEMS LTD	ANNUAL FEE FOR EPITAPH CONTRACT - REF CEMETERY SOFTWARE	1,025.70	854.75
ACCOUNTS NOW DUE FOR PAYMENT - 8 JULY 2025			
CPS GROUNDS LTD	OVERSEEDING OF MPF FOOTBALL PITCHES AT (X4)	4,212.00	3,510.00
GREEN FARM NURSERY	COLLECT AND FILL SELF WATERING HANGING BASKETS	1,687.20	1,406.00
KATH GREENMAN	PLANTS PURCHASED FOR OVER 60'S PATIO AREA	36.40	36.40
CPA HORTICULTURE	HARDWOOD PLAY GRADE CHIPPINGS FOR MPF PICNIC AREA	2,719.20	2,266.00
ANTHONY BROOKES SURVEYS LTD	SURVEY WORKS CARRIED OUT AT THE MUNDY PLAYING FIELDS (BURIED SERVICES TRACE)	1,788.00	1,490.00
ANTHONY BROOKES SURVEYS LTD	SURVEY WORKS CARRIED OUT AT THE MUNDY PLAYING FIELDS (TOPOGRAPHICAL)	1,776.00	1,480.00
SOUTH WEST HYGIENE	QUARTERLY SANITARY/NAPPY BIN SERVICE AT MPF SITE	209.62	174.68
SOUTH WEST HYGIENE	QUARTERLY SANITARY BIN SERVICE AT TOWN HALL SITE	88.59	73.83
ELSERV LTD	PROVIDE ACCESS FOR T H WHITE INSTALLATIONS (REF TOWN HALL LIFT)	126.00	105.00
PARSONS LANDSCAPES LTD	SUPPLY AND FIT BASKETBALL HOOP AT	420.00	350.00

	CHANTRY ROAD PLAY AREA (15.04.2025)		
T H WHITE GROUP	CARRY OUT ANNUAL LOLER INSPECTION (TRACTOR)	382.50	318.75
T H WHITE ENERGY, FIRE AND SECURITY	ROUTINE FIRE ALARM MAINTENANCE - TOWN HALL SITE	222.62	185.52
T H WHITE ENERGY, FIRE AND SECURITY	ROUTINE FIRE ALARM MAINTENANCE - MPF PAVILION AND FLAT SITE	237.45	197.88
T H WHITE ENERGY, FIRE AND SECURITY	ROUTINE EMERGENCY LIGHTS MAINTENANCE - TOWN HALL	225.44	187.87
FALON NAMEPLATES	BRONZE PLAQUE	75.67	63.06
JAYDEE LIVING LTD	LITTER BINS X2	429.48	357.90
ELSERV LTD	BASIC LIFT MAINTENANCE 4 X SERVICE VISITS PER ANNUM	360.00	300.00
CPS GROUNDS LTD	VERTI-DRAINING: WORKS TO HELP ALLEVIATE WATERLOGGING AND AERATES GROUND - SPORTS PITCHES	1,500.00	1,250.00
EDGE IT SYSTEMS LTD	ANNUAL FEE FOR EPITAPH CONTRACT - REF CEMETERY SOFTWARE	1,025.70	854.75
JCW WINDOW CLEANING	3 MONTHLY WINDOW CLEAN AT TOWN HALL	55.00	55.00
AVON LOCAL COUNCILS ASSOCIATION	STAFF TRAINING COURSE	14.00	14.00
ACORN RECRUITMENT LTD	STAFF PLACEMENT FEE	2,416.90	2,014.08
FALON NAMEPLATES	BRONZE PLAQUE	157.34	131.12
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	197.16	164.30
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	897.22	747.68
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	929.04	774.20
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	351.66	293.05
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL (FOOD WASTE)	27.02	22.52
T H WHITE ENERGY, FIRE AND SECURITY	ANNUAL FIRE ALARM MONITORING FOR PERIOD 01/08/2025 - 31/07/2026	217.35	181.13
ABBEY LOOS LTD	PORTABLE TOILET HIRE - CHANTRY FIELD SITE	252.00	210.00
T & J OWEN	SUMMER PLANTING AT VARIOUS TOWN COUNCIL AREAS	1,120.20	933.50
ANDERSONS WASTE	1000 GALLONS SEPTIC TANK CLEAN - MPF	234.00	195.00
ANDERSONS WASTE	1000 GALLONS SEPTIC TANK CLEAN - CEMETERY	234.00	195.00
BOWCOM	GMX PUMP VALVE - MPF	54.78	45.65
DIRECT IT SERVICES LTD	MONTHLY LANDLINES, BROADBAND AND IT SUPPORT	902.38	751.98
ALEXANDRA	STAFF WORKWEAR	33.24	27.70
AVON DISPLAY LTD	SIGNAGE FOR PLANTERS	309.60	258.00
NEW STEAM GROUP	THORNBURY GAZETTE MONTHLY DELIVERIES	10.85	10.85
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	192.02	160.02
AVON DISPLAYS	SIGNAGE FOR PICNIC AREA	192.00	160.00
KN OFFICE	MONTHLY METER READING FOR OFFICE	51.70	43.08

	PHOTOCOPIER		
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	45.04	42.90
ECOTRICITY	MONTHLY GAS SUPPLY - CEMETERY	18.52	17.64
TOTAL		26,434.89	22,056.04

DD = direct debit

CC[n] = credit card payment

MPF = Mundy Playing Field

DRAFT

Minutes of the Meeting of the Open Spaces Committee
held on 22 July 2025 at 7:30pm
in the Council Chamber, Town Hall

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

Officers present: Wendy Sydenham (Deputy Clerk)

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

There were no members of the public present

OS2526.21 TO CONSIDER ANY APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Phil O'Rourke, Gil Gilroy, Chris Woodhouse and Emma Shepherd.

OS2526.22 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST

There were no member's declarations of interest.

OS2526.23 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were no members of the public present.

OS2526.24 TO APPROVE AND SIGN THE MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD ON 27 MAY 2025

It was **RESOLVED** unanimously to approve the minutes of the Open Spaces Committee Meeting held on 27 May 2025, and they were then signed by the Chair.

OS2526.25 TO CONSIDER REQUESTS RECEIVED FROM THORNBURY TOWN FOOTBALL CLUB AND TO CONSIDER ANY RESULTING RECOMMENDATIONS TO THE MUNDY PLAYING FIELDS TRUST

In relation to the requests from Thornbury Town Football Club, the following was **RESOLVED** unanimously:

- In relation to the request to install a food serving structure, concerns were noted regarding the suitability of that structure for its intended purpose and officers were requested to have further discussions with the Club regarding this.

- In relation to the request to install a storage shed, it was **RESOLVED** unanimously that the Committee were supportive of the request in principle but with the following conditions:
 - the Club should make a pre-planning application to ascertain whether the structure would require planning permission and report this back to the Committee
 - officers would need time to establish whether the installation of the structure would have any negative impact on any current or future planning applications that the Town Council may make in relation to the Pavilion buildings and surrounding land, noting that it may be necessary to turn down or put on hold the Club's request, should a potential negative impact be established
 - this resolution was being made in the form of a recommendation to the Mundy Playing Fields Trust for their consideration
- In relation to the request to use an area of the Mundy Playing Fields as an additional grass pitch (the flat land behind pitch two), it was **RESOLVED** unanimously that the Committee were supportive of the request with the following conditions:
 - the Club would be given details by officers of what land was available for them to use, which would be whatever land was left once the MUGA and the seating bund were taken into consideration (it was noted that should a pitch of 37m x 27m be used, part of that would be on sloped land)
 - the Club would be responsible for marking out the pitch as and when needed, but could use Town Council equipment for this
 - no additional pitch treatments would be carried out in that area
 - the Town Council reserved the right to withdraw this permission or change the available space, should the location of the MUGA and/or seating bund need to be altered
- In relation to the additional grass pitch, it was **RESOLVED** with one abstention to ask the Finance & General Purpose Committee to agree on an appropriate fee for to charge for use of that land on a per match basis.

OS2526.26 TO CONSIDER POTENTIAL LOCATIONS FOR MORE SEATING ON TOWN COUNCIL LAND

In relation to locations for more seating on Town Council sites, it was **RESOLVED** unanimously to install new seats as set out below, at a total cost of c£6200 to come from Open Spaces/Street Furniture (130/4595):

- x6 new benches on the Mundy Playing Fields, style as indicated in the officer report, at c£800 per bench (x1 by the tennis courts, x2 by the allotments, x1 by pitch two, x1 by the wildflower area in Poulterbrook, x1 by the entrance to Poulterbrook)
- x1 new bench on Chantry Road Play, style as indicated in the officer report, at c£400 (to be located alongside the basketball court)
- x1 new bench on Rock Street Garden, to replace the remembrance bench when it is moved, to match the other benches on site, supplier to be confirmed, with £1000 allocated

OS2526.27 TO CONSIDER INSTRUCTING OFFICERS TO BEGIN A PHASED REVIEW OF SIGNAGE IN TOWN COUNCIL GREEN SPACES

In relation to the review of signage on Town Council green spaces, the following was **RESOLVED** unanimously:

- officers should progress phase one of the review of signage, as outlined in the officer report, and bring back to a future Committee meeting suggestions for designs and

locations, and costings/quotes, with the intention of using the same supplier/style across all types of signage and all sites during later phases.

- quotes/suggested designs should be sought from suppliers who can provide more natural looking signs and focus on the green colours in our Town Council branding
- signage relating to wayfinding from the Mundy Playing Fields out onto recognised/established paths, walks, routes, should be included in this project
- signage providing information on climate and nature related changes to our open spaces e.g. wildflower meadows, tall grassland, etc, should be included in this project
- the intention would be for funding to be included within the 2026/2027 budget

OS2526.28 TO CONSIDER MATTERS RELATING TO THE INSTALLATION OF A MULTI-USE GAMES AREA

- **To consider the colour of the fencing around the MUGA**
- **To ratify decisions made out of meeting regarding the orientation of the MUGA and the height of the fencing around the MUGA**

In relation to the installation of a Multi-Use Games Area at the Mundy Playing Fields, the following was **RESOLVED** unanimously:

- that the planning application should include that the colour of the fencing surround will be dark green
- to ratify decisions made out of meeting in relation to the orientation of the MUGA within the space and the fencing heights, as detailed in the officer report

OS2526.29 TO CONSIDER EXTENDING REDUCED RATES TENNIS COURT BOOKING TO FULL TIME STUDENTS

In relation to the request to extend reduced rates for tennis court bookings to full time students, the following was **RESOLVED** unanimously:

- a recommendation would be made to the Finance & General Purpose Committee to allow all court users in full time education (both children and adults) to pay the reduced rate
- officers would establish appropriate and straightforward ways for those people to evidence their status to allow them to pay the reduced rates
- assuming the F&GP Committee agree to the proposed changes, they would be made with immediate effect, but that a widely publicised “launch” of the changes would take place in Spring 2026, along with some associated “offers” e.g. periods of free court use – officers would bring back full proposals on this to a future Committee meeting for consideration
- officers would review the existing “recognised benefits” on the reduced rates application form to ensure they were still relevant and appropriate

OS2526.30 TO CONSIDER A REQUEST FOR A MEMORIAL TREE OUTSIDE OF THE EXISTING MEMORIAL TREE POLICY

In relation to a request for a memorial tree outside of the terms of existing memorial tree policy (specifically to “adopt” an existing tree rather than purchase a new tree), the following was **RESOLVED** unanimously:

- the Committee supported the request in principle
- the appropriate draft changes to the memorial tree policy would be made by officers and referred to the Finance & General Purpose Committee for agreement
- an associated request would be made to the Finance & General Purpose Committee to set the fee for this new service, with a recommendation from the Open Spaces Committee that the fee be set at £200 and any income from this would be allocated to the planting of new trees

OS2526.31 TO RECEIVE AN UPDATE ON THE NEW PICNIC AREA/NEW WATER PLAY FACILITIES AT THE MUNDY PLAYING FIELDS

The Deputy Clerk provided a verbal update on the new temporary picnic area and planned new water play facilities at the Mundy Playing Fields. It was noted that lots of information was available on the Town Council website in relation to this and that the tender has gone out for new water play facilities.

OS2526.32 TO RECEIVE AN UPDATE ON MATTERS RELATING TO THE PREMISES/RESIDENCES BACKING ONTO THE MUNDY PLAYING FIELDS, SPECIFICALLY ACCESS POINTS AND VISIBLE BUSINESS ADVERTISING

The Deputy Clerk provided a verbal update on matters relating to premises/residences backing onto the Mundy Playing Fields who had access points onto that green space. It was noted that officers were obtaining advice regarding those access points and regarding business advertising that was visible from the Mundy Playing Fields. The Committee would be updated further in due course.

OS2526.33 TO CONSIDER QUOTES FOR TREE WORKS IDENTIFIED IN THE MAY 2025 TREE SURVEY

Quotes for tree works were considered and it was **RESOLVED** unanimously to proceed with engaging Oldown Tree Surgeons to carry out the works on the basis of their quote for £2350 + VAT.

OS2526.34 TO RECEIVE QUOTES FOR GROUND WATER ASSESSMENTS OF THORNBURY CEMTERY

Quotes for a ground water assessment of Thornbury Cemetery were considered and it was **RESOLVED** unanimously to proceed with engaging The CDS Group to carry out the works on the basis of their quote for £6245 + VAT.

OS2526.35 TO CONSIDER THE ADOPTION OF GEOCACHING GUIDELINES FOR TOWN COUNCIL GREEN SPACES

In relation to Geocaching on Town Council land, it was **RESOLVED** unanimously to adopt the Geocaching guidelines as detailed in the supporting paper.

OS2526.36 TO RECEIVE AN UPDATE FROM CLLR CHRIS BLOOR ON CREATING NEW THORNBURY WALKS

Cllr Bloor provided an update to the Committee on progress with creating new walks around Thornbury. It was noted that this project had been taken on by Thornbury Wayfinders and progress had been made with a number of walks. Suggestions were made regarding accessing the walks online and methods for distribution of printed copies of the walks. It was agreed that Cllr Bloor would continue to progress this through the Thornbury Wayfinders and come back to the Town Council in due course to discuss possible ways of assisting with the funding of printing costs.

OS2526.37 TO NOTE OFFICER'S DECISIONS MADE OUT OF MEETING

The Committee noted officer decisions made out of meeting on expenditure relating to the purchase of two new trampoline beds (£3,334.27 + VAT), as detailed in the supporting paper.

OS2526.38 TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE DEPUTY CLERK FOR INCLUSION IN THE NEXT AGENDA IS MONDAY 1 SEPTEMBER 2025

The deadline for submission of items to the Clerk/Deputy Clerk for inclusion in the next agenda was noted to be Monday 1 September 2025.

OS2526.39 TO NOTE THE DATE OF THE NEXT MEETING – TUESDAY 16 SEPTEMBER 2025

The date of the next meeting was noted to be Tuesday 16 September 2025.

The meeting closed at 21.45.

DRAFT

Action Notes of the Events and Innovation Working Group – Monday 21st July 2025

Present: Gil Gilroy, John Reynolds, Chris Davies, Chris Bloor, Emma Shepherd, Christine Carter, Helen Ball, Vicky Bailey, Hannah Bowden

1. **Report back on Cleve Wood Outreach** – Although numbers were small, seen as a useful exercise and demonstrated council's interest in new areas. Look to further opportunities to do outreach
2. **Report back on Carnival** – our stand was a success, with good engagement. Some discussion and concerns expressed about Carnival and its development. Generally entrance ticket seen as high by the community, which then made it difficult for people to engage in activities. Reinstatement of a community parade supported, which is an area being hopefully taken up by Love Thornbury
Way forward- agreed Hannah will be meeting with Liam, the organiser of the Carnival, to review management of the day and request that, now that the council is investing in the carnival, we should have a councillor on the management committee.
3. **Planning for Heritage Open Day – 13th Sept** Vicky to confirm that this is being advertised as between 10am and 2pm. **Confirmed** Currently have 5 volunteers, with Helen following up on a couple of people. Chris D will work with Vicky to create audio guide which will supplement tours on the day. These audio guides can be used throughout the year,
4. **Town Signage** – There seems to be a number of different S Glocs schemes related to signage- but it is not clear if signs at the entrance to the town are currently included Chris D raised this at the Partnership meeting, and is awaiting feedback. Hannah is also following up through her various contacts.
5. **Mayor's Award** – after discussion, agreed that this working group will recommend to Full Council that this award should be held every 4 years, with a build up in the year leading up to event, including identifying a suitable venue. This means that the next event will be during 2028-29. It was felt important to give the community of Thornbury an indication of the timetable, so that expectations can be managed, and that it is seen as a regular part of the calendar of civic events. Helen will prepare the report.
6. **Music in Thornbury**- Emma report back that she had not made as much progress as she had hoped, but had an initial discussion with Sandra, Love Thornbury. She will continue to work on this and bring back an update to the next meeting, possibly planning for March/ April
7. **Older People's Day** – Helen gave a brief update on how this was organised in Yate. After discussion, it was agreed that it would be worthwhile to explore this further, possibly linked to Love Thornbury. Christine, as link councillor to Love Thornbury, agreed to take this forward- no timescale as yet agreed.
8. **Bunting in High Street** – James had requested if it was possible to better organise the bunting in the High Street, now that it is pedestrianised. General support to look into this- Hannah has had some very initial discussions with Isabella, S Glocs High St link officer. Option of having bunting spring/ summer

and then festoon lighting autumn/ winter on a planned basis. Helen agreed to raise this at the Town Centre Partnership

9. **Xmas lights-** change of date to 15th Nov noted. This will be the main item for discussion at our next meeting. Agree to purchase soft toy for 'Name the Polar Bear' game
10. **Annual Town Meeting** – Helen raised the option for discussion to have a focus on young people at the 2026 meeting – scheduled for 28th April, with young people potentially leading on part of the agenda. General support for this idea. Helen agreed to take this forward, though will need to wait for return of schools in Sept.
11. **Budget monitor-** have spent £800 to date. Agreed to invest in good quality lighting for gazebo at Xmas lights. Item for next agenda to discuss further investment in year.
12. **AOB** – Helen reported that the Town Council umbrellas were beginning to be used at the cemetery, and that there had been positive feedback on their introduction
 - Thornbury Fields Country Park event – 2nd Aug 11am – 2pm. Approach has been made by Grayson Vasquez re event on new estates to promote community coming together and celebrating Love Parks Week. In principal would like to support, but short notice. Hannah will check if staff are available to take gazebo over, and if so Helen will see if there are sufficient volunteers. At a minimum can express support, and offer to get involved in a future event with more notice give, Helen has offered to attend as mayor. Helen will respond in these terms, to keep lines of communication open.
Update – Helen attended this event as mayor
 - Chris D raised a concern re flags being flown: were we flying the current uptodate flag? And did we need planning permission to fly? Hannah to follow up and report back
13. **Date of Next meeting – Monday 15th Sept at 11am**

Draft Agenda

1. Carnival – councillor engagement on management committee
2. Report back on Heritage Open Day
3. Town Signage – update
4. Music in Thornbury – update
5. Older People's Day – update
6. Xmas lighting – planning
7. Remembrance Sunday
8. Budget planning expenditure in year



CAPITAL STRATEGY WORKING GROUP

Thursday 31st July 2025 at 1pm in the Council Chamber, Town Hall

In Attendance - Councillors Chris Davies, Chris Woodhouse, Fiona Deas, Maggie Tyrell, Chris Bloor & John Reynolds

MINUTES

Appoint Meeting Chair: Councillor Chris Woodhouse

- 1. To receive apologies for absence** – Councillors James Murray, Helen Ball, Kath Greenman, Jayne Stansfield & Gil Gilroy
- 2. To agree minutes from the meeting held 26.06.25**
Members agreed the minutes from the meeting held 26.06.2025
- 3. To receive updated Funding Programme**
Members noted the Funding Programme
- 4. To receive report on the Bakery Annexe land**
Members discussed the report and agreed for officers to progress with option 1 if practical, option 2 if not and to reject option 3, for officers to register 67 High St with Land Registry and to recommend to the Finance and General Purpose Committee for property rental valuation's to be conducted for 67 High Street, Town Hall and the Pavilion at Mundy Playing Fields.
- 5. To receive report on the Green Canopy Project**
Councillor Fiona Deas left the meeting. Members agreed for officers to proceed with investigating the Forest of Avon's Green Canopy Project supporting the delivery of the Memorial Woodland.
- 6. To receive update on the following projects:**
 - i. Chapel restoration**
Members noted the Gantt Chart, budget monitoring and that the fees for hiring the Chapel will be submitted to the F&GP Committee in October for consideration.
 - ii. Marley Garage & Storage Container**
Members noted the Gantt Chart, tender to be published week commencing the 4th August and the architects appointed to prepare the planning application.
 - iii. Outbuilding at the Cemetery**
Asbestos due to be removed by the end of August.
 - iv. Tennis Store**
No update

v. Water Play Redevelopment

Members received the Gantt Chart and confirmation the tender had been issued and companies have been requesting the supporting documentation. Councillor Fiona Deas will be joining the panel appointed to opening and scoring tenders as well as conducting the interviews if required.

vi. Skate Park Redevelopment – plan as suggested

Members agreed the area labelled skate park to be detailed within the plan for the Tenancy at Will. South Gloucestershire Council are progressing the terms and are aiming for them to be completed by the end of August for approval by Full Council in September.

vii. Mundy Playing Fields Parking

No update

viii. Chantry Playing Fields

On hold whilst a land management plan is progressed.

ix. Turnberries

Members agreed for the next meeting to focus on the EOI and officers to meet with youth providers. South Gloucestershire Council have suggested Spring 2026 as a deadline.

7. AOB

No items were raised.



CAPITAL STRATEGY WORKING GROUP

Thursday 28th August 2025 at 1pm in the Council Chamber, Town Hall

MINUTES

In attendance - Councillors James Murray, Helen Ball, Chris Davies, Chris Woodhouse, Fiona Deas, Maggie Tyrell, Chris Bloor, Gil Gilroy & John Reynolds

Appoint meeting Chair - Members agreed Councillor Helen Ball

1. To receive apologies for absence

Councillors James Murray, Kath Greenman & Jayne Stansfield

2. To agree minutes from the meeting held 31.07.25

Members agreed the minutes from the meeting held on 31.07.25

3. To receive update on the following projects:

i. Skate Park Redevelopment

Members agreed to confirm in writing to Krunch that the council will provide support for the maintenance of the skatepark if the asset was transferred to Krunch as the Asset Locked Body.

ii. Marley Garage & Storage Container

Tender issued on the 8th August with a deadline of the 3rd September. The planning application to be submitted imminently.

Water Play Redevelopment – Tenders published, submissions received and scored with review and recommendation to be provided at the September FC meeting. It has been identified that the hydrology works are going to require instruction soon to prevent delays to the project. Depending on outcome of tender process an option is to appoint a hydrologist alongside the landscaping/design works. Project specification to be updated with the new information. Include budget review in the next report/update.

4. To discuss the Expression of Interest for Turnberries

Members agreed to recommend to Full Council the proposal to progress with an EOI with the vision/strategy to be in partnership with community and specifically the local youth providers, who have both indicated an interest in supporting the continuation of the successful community facility.

A business plan is to be developed over the next 5-6months which will align the project to the strategic objectives of the council, identify the council's capabilities, outline a short, medium and long term plan which will include operational and financial plans along with risk management and ongoing monitoring and evaluation methods. As part of the preparation officers will need to identify and understand the current operational requirements and have been advised some of this information has already been shared.

The structure and governance will need to be explored further with current constraints identified as the compliance to charity commission law that assets cannot be transferred out of trust ownership, that a trust is already established with registered Articles of Association. Officers will discuss options with SGC and may obtain legal advice.

Investment will be needed to bring the unused facilities within the central area into us or reconfigured to increase capacity to accommodate the growing population of Thornbury. The application window for S106 funding is likely to be in autumn 2025, and an outline proposal would be considered sufficient.

5. AOB
None

Project Monitoring

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

Date	Minute Ref	Project Description	Target Completion Date	Lead Officer	Comments
25.07.23	OS2324.26	St Marys Closed Churchyard Works - all urgent and necessary, boundary wall and desirable works that involve the removal of ivy affecting structures. Totalling £75,240	31.12.2024	Facilities Officer / Deputy Clerk	Progress is being made, but officer capacity has been an issue, particularly being without a Facilities Officer for a period of time. We have started liaison with the Diocese regarding the Faculty. The Church has been contacted about the works and have requested additional items to be added to the Faculty which will need to be looked at. Once finalised, the Faculty application can be completed. The Castle have been made aware of works needed to the North Wall. Update 01.11.24: The conservation contractor has requested for the works, due to the delay since the first quote. Update 07.01.24 on review officers now need to go through Contract Finder to award contract. Update 5.3.25 gone through Contract Finder - returns are opened and will go to OS in March. OS2425.87 resolved to accept quote from Cliveden Conservation for fixed structure works, F&GP have agreed EMR spend. Update 27.06.25 HC has started works to obtain Faculty. Update 27.08.25 HC has submitted Faculty application. Awaiting determination by Diocese (upto 4 months).
13.02.24	F&GP2324.70	Install electric charging points at Pavilion	30-04-2024 31-03-2025. Date moved due to review 31-10-25 spring 2026	Facilities Officer	FO progressing - quotes and further info being sought. Update 07.05.24 - going to F&GP in June. Update 01.07.24 funding agreed, awaiting the start of the newly appointed Facilities Officer to progress. 02.09.2024 Facilities Officer in post. 05.11.24 - Added complexities due to the pavilion extension. Electrical surveys completed and a new quote being sought for a new fuse board. New deadline set of 31.03.2025 ongoing. Update 06.03.25 fuseboard installed. Update 25.4.25 FO now looking at organisation and layout of wider area before proceeding. Update 30.06.25 still ongoing. Update 28.08.25 application has been made to National Grid for upgrade of incoming services. Application been made to national grid for upgrade. Have put out tender for new machine store which will house elec vehicles. Planning app to go out imminently. 8 weeks minimum to go through.
16.04.24	CN2324.39	Improve energy efficiency at Town Hall: -adopt the action plan for no-cost measures. -Adopt the action plan for low-cost measures with priorities assigned to the insulation of roofs, the cleaning of solar panels, and the installation of water volume adjusters, all subject to receiving quotes and confirming feasibility. -Adopt the action plan for capital-cost measures.	31-03-25 : Date moved to review 31.10.25	Climate & Nature Officer. Updated 24.4.25 to Facilities Officer	Update 29.08.24 loft insulation done at Town Hall. All other items on hold until the Facilities Officer starts. Update 31.10.24: have completed C-emissions accounting, PV generation monitoring, internal energy saving guidelines, loft insulation, radiator valve checks, urinal flush controls, radiator reflectors, works to chamber ceiling. Still to do solar panel cleaning, water volume adjusters, further chamber ceiling works, window glazing, heat zoning, heat pump and solar panel battery installation. Update 7.1.25 - solar panels cleaned in December. Update 06.03.25 AS ordering water volume adjusters where possible to fit. Chamber ceiling works are done as far as is possible. Looking into window glazing in over 60's TR. Investigating heat zoning and pump but would be substantial projects. Looking at where solar panel batteries could be installed safely. Update 25.4.25 FO has ordered water volume adjusters, awaiting fitting. Seeking contractor for Over 60's TR glazing. Contractor booked to look at batteries. Heat zoning and pumps would need to be part of whole building refurbishment not currently planned. Update 30.06.25 Battery contractor coming within 2 weeks. Water volume adjusters fitted. Everything else still ongoing. Update 28.08.25 battery contractor has attended site and supplied quote. Pump now being considered alongside this. Glazing company has look at windows - FO investigating issue with double glazing/shutters
21.05.24	OS2425.14	Create new set of Thornbury Walks	ASAP	Footpath Warden	Update 29.08.24: no update from footpath warden. Update 31.10.24 ongoing. Update 07.01.25 no update from Footpath Warden. No update received as of 24.4.25. No update 27.06.25. Update 27.08.25 Footpath Warden is progressing the development of walks through the Walkers are Welcome group. Removing from spreadsheet after next meeting.

09.07.24	FC2425.63 & F&GP2425.24	Delegate to the Finance and General Purpose Committee investigation into placing shipping container at MPF	Spring 2025	Clerk & Facilities officer	F&GP agreed the cost now waiting for planning permission. Update 31.10.24 PP 21 day consultation period currently open and decision due 10th December 2024. 07.01.24 - planning decision delayed and now due 09.01.24. Update 06.03.25 got planning permission. Ground works due to start mid April with view to container being installed by early summer. Update 25.4.25 awaiting date. Update 30.06.25 discharge of conditions on planning required and got today. Update 28.08.25 this item has now been incorporated into the new machine store. This line will be removed from the spreadsheet.
09.07.24	FC2425.66	Consider options for emergency contacts for Pavilion hirers	01.05.2025	Chief Exec.	The hire agreement has been updated to align with the emergency contact details with our other sites.
17.09.24	OS2425.39	Purchase steel covered seating	31.03.27	Deputy Clerk	Update 31.10.24 - awaiting progression of MUGA plans. Update 07.01.25 MUGA plans progressing. See line 14.
17.09.24	OS2425.42	Implement new hedge cutting regime on Town Council land	31.12.24. Moved date to 31.04.25	Deputy Clerk & Administrator	31.10.24 - 2 contractors have done site visits, awaiting quotes. Update 07.01.25 quote accepted for 2025 works. Update 05.03.25 first round of works have been completed, with more to follow. Update 24.4.25 - revising plans over the summer, ahead of next round of cutting in the winter. 30.06.25 No update. Update 27.08.25 will be reviewing in early Sept with view to bringing quotes to Nov. meeting.
17.09.24	OS2425.45	Review all signage at MPF	31.03.27	Deputy Clerk	No update expected imminently, dependent on larger items happening on site first.
10.09.24	Capital Strategy & OS2425.53	Install MUGA at MPF	31.03.27	Deputy Clerk	01.11.24 Progress report will be made to Open Spaces Committee on 26.11.24. Update 07.01.25 main features agreed at last OS meeting. WS to seek quotes and bring back in due course. Update 5.3.25 quotes for planning consultant going to OS in March. OS2425.86 recommendation going to FC in May for which architect to use. Update 27.06.25 planning application is being put together by View Architects and surveys are being carried out. Update 27.08.25 waiting results from surveys, planning app due to be submitted once received.
10.09.24	Capital Strategy	Improve water play at MPF	31.03.27	Chief Exec.	07.01.24. Community engagement planned for Q1 2025. Update 04.03.25 - survey closed and analysing results. 03.07.2025 - Tender proposed to July Full Council meeting. 01.09.2025 - Tender outcome to be reviewed by Full Council 09.09.25
10.09.24	Capital Strategy	Skatepark redevelopment	31.03.27	Chief Exec.	Progressing business plan with Krunch & SGC. 07.01.24 - Business plan to be discussed at the Janaury FC meeting. 03.07.2025 - Registration of a CIC and supproting documentation to be considered at the July FC meeting. 28.09.2025. 01.09.25 - FC agreed to the registration of the CiC and have appointed a council director. This is now waiting on Krunch. Tennacy at Will for the skate park land currently being prepared by SGC.
10.09.24	Capital Strategy	Cinder running track at Chantry field	31.03.33	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Create a pump track in Thornbury	31.03.33	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Playground improvement at MPF	31.03.33	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Install memorial woodland and wellbeing garden at cemetery	31.03.33	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Install a 4G pitch	31.03.34	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Support Thornbury's Heritage	2025+	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Bakery Annex options appraisal	31.03.25-31.07.2025	Facilities Officer	Agreed to secure the building once vacated. Anticpate this work being completed June/July 2025. Update 25.04.25 - works now expected Sep/Oct. Update 30.06.25 roofing works now under purchase order. Update 28.08.25 roofing works complete. Awaiting further decision on future of building. Now being monitored through the Capital Startegy Working Group

10.09.24	Capital Strategy	Tennis hut options appraisal	31.03.25	Facilities Officer	Conditon survey prepared and shared with the Tennis Club. Update 25.04.25 information now with Tennis Club, awaiting their response. Update 30.06.25 still with tennis club. Update 28.08.25 awaiting response from the Tennis Club.
10.09.24	Capital Strategy referral: FC2425.174	Refurbish the chapel facilities: eplacement of the flooring with 50mm Pennant stone <ul style="list-style-type: none"> • Removal of the hazardous galvanized rainwater tank from the site and excavate a dry well or an alternative drainage solution • Adaptation of the pews • Reconfiguration of the lighting circuit • Investigation of possible infrared panels or electric radiators for heating sources and implementation of the suitable solution. 	31.03.27	Facilities Officer	Options appraisal considered at January CSWG meeting. Renovation works and budget to be agreed at Full Council 11.03.2025. Update 25.04.25 floor has b. een taken up. FO currently reviewing samples for replacement. Update 30.06.25 stone ordered, 16 week lead time, expecting delivery end Sep. contractor needed for late Sept. Update 28.08.25 AS has 2 quotes for flooring contractor, seeking 3rd quote.
10.09.24	Capital Strategy	Demolition of small holding at Cemetery	31.03.27	Facilities Officer	Monitoring through the Capital Strategy Working Group. Update 28.08.25 HC has had asbestos removed. Possible now to look at options.
10.09.24	Capital Strategy	Turnberries options appraisal	31.03.27	CSWG	See line 38.
10.09.24	Capital Strategy	Improvement of staff facilities at the Cemetery	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Welfare unit at Chantry Playing Field	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Public toilet facilities at the Cemetery	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	67 & 67A High Street options appraisal	2027+	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Improve changing facilities and toilets at MPF	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Improve staff facilities at MPF	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
26.11.24	OS2425.52	Formalise agreement between TTC and TiB over Rock Street Garden, to be brought back to next meeting. Find alternative location for RBL garden	21.01.25	Deputy Clerk	Update 07.01.25 agreement drafted and with solicitor for checking. Meeting scheduled with the RBL to discuss locations. Update 04.03.25 OS agreed contents of draft agreement with TiB OS2425.69. Talks with RBL on alternative locations are ongoing. Update 24.4.25 arrangements are being progressed. Update 27.06.25 new location agreed, RBL discussing with SGC to complete written agreement. Update 27.08.25 RBL and SGC finalising agreement for new location, relocation of plants planned for autumn
26.11.24	OS2425.54	Proceed with redevelopment of Streamleaze Play Area	31.03.27	Deputy Clerk	Update 07.01.25 works in draft budget for 2025/26. Update 24.4.25 - works to paid for from 25/26 and 26/27 budget. No plans expected until 2027.
04.02.25	SC2425.39	Investigate having an anti-bullying champion, review Councillor-Officer Protocol and annual engagement between councillors and employees	01.10.2025	Chief Exec.	01.09.2025 - due to be reviewed by Staffing Committee in October.
25.02.25	CN2425.40	Tiny forest - investigate locations and funding sources, for further scoping	TBC	Climate & Nature Officer	07.05.25 Currently recruiting a Climate and Nature Officer. Update 27.08.25 C&N Officer started in last few days. Update 27.08.25 C&N committee looking at potential sites with view to undertaking a feasibility study

THORNBURY TOWN COUNCIL

ACCOUNTS PAID OUT OF MEETING			
		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES (JULY)	14.25	14.25
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES (AUG)	23.85	23.85
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES (JULY)	6.45	6.45
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES (JULY)	26.66	26.66
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES (AUG)	6.45	6.45
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES (AUG)	26.66	26.66
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES (JULY)	8.25	8.25
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES (AUG)	9.45	9.45
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES (MTH5)	30,114.72	30,114.72
THORNBURY TOWN COUNCIL	PAYROLL - HMRC (MTH5)	9,036.63	9,036.63
THORNBURY TOWN COUNCIL	PAYROLL - PENSION (MTH5)	4,685.85	4,685.85
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES (MTH6)	27,615.78	27,615.78
THORNBURY TOWN COUNCIL	PAYROLL - HMRC (MTH6)	10,881.16	10,881.16
THORNBURY TOWN COUNCIL	PAYROLL - PENSION (MTH6)	5,921.12	5,921.12
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	294.67	280.64
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	546.18	455.15
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	33.19	31.61
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	47.88	45.60
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD TRANSACTION PAYMENT (DD @ £2412.73) JULY	0.00	0.00
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD TRANSACTION PAYMENT (DD @ £1747.68) AUGUST	0.00	0.00
AMAZON	CC1079 - DRILL BITS, WHEELBARROW WHEEL, WIRE BRUSHES AND GLOVES	184.43	156.85
FIELD STUDIES COUNCIL	CC1080 - X5 BAT GUIDES TO ACCOMPANY BAT DETECTORS ON HIRE	24.00	24.00
ACONBURY SPROUT	CC1081 - CRESS SEEDS - LOVE PARKS EVENT	8.97	8.97
CEF.CO.UK	CC1082 - SMOKE DETECTORS	89.40	74.50
AMAZON	CC1083 - STAFF WORKWEAR AND NITRILE GLOVES	123.48	110.12
SCREWFIX	CC1084 - MAKITA COMBI DRILL	74.99	62.49
GOV.UK	CC1085 - STAFF DBS CHECK	21.50	21.50
TEST METER GROUP LTD	CC1086 - PAT MACHINE AND TEMPERATURE/THERMOMETER CALIBRATION (SERVICING)	268.80	224.00
BSI GROUP	CC1087 - FACILITIES MANAGEMENT PUBLICATION	306.00	306.00
METAL STORE	CC1088 - PARTS FOR BARRIER	83.95	69.96
AMAZON	CC1089 - DAMP METER, LASER MEASURE, DIGITAL THERMOMETERS, HOCHIKI DEVICE PROGRAMMER	193.78	161.48
GIFFGAFF	CC1090 - MOBILE PHONE MONTHLY TOP UP	6.00	5.00
WWF UK ONLINE SHOP	CC1091 - EVENT PRIZE (POLAR BEAR)	19.95	16.63
SCREWFIX	CC1092 - TAPS AND FOAM REMOVER	139.14	115.94
ARCO WEB HYB ONE TIME UK	CC1093 - SIGNAGE	12.86	10.72
GARDEN FURNITURE CENTRE	CC1094 - WOOD PROTECTOR	24.99	24.99
WE PRINT GIFTS LTD	CC1095 - STAFF ID CARD	10.27	8.56
AMAZON	CC1096 - CLEANING PRODUCTS	118.92	99.10
FIELD STUDIES COUNCIL	CC1097 - STAFF TRAINING	80.00	80.00
ACTIVE BACKGROUND CHECKS	CC1098 - STAFF DBS CHECK	58.50	58.50
AMAZON	CC1099 - CLEANING PRODUCTS, TAP CARTRIDGE WATERPROOF BAG	81.35	13.57
GIFFGAFF	CC1100 - MOBILE PHONE MONTHLY TOP UP	10.00	8.34
GIFFGAFF	CC1101 - MOBILE PHONE MONTHLY TOP UP	10.00	8.34
GIFFGAFF	CC1102 - MOBILE PHONE MONTHLY TOP UP	8.00	6.67
AMAZON	CC1103 - PROTECTIVE SUNSCREEN (PREVIOUS ORDER CC1049 £95.38 REFUNDED)	131.75	109.79
AMAZON	CC1104 - CLEANING PRODUCTS	27.87	23.22
SCREWFIX	CC1105 - DOWN PIPE	34.00	28.33
MP POST SHOP.COM	CC1106 - POSTAGE STAMPS	133.89	133.06
AMAZON	CC1107 - STAINLESS STEEL MEASURING JUG	16.99	14.16
EMORSGATE	CC1108 - WILD FLOWERS SEEDS FOR ST MARY'S	353.60	340.00
AMAZON	CC1109 - EAR PROTECTION	19.99	16.66
SCREWFIX	CC1110 - PLUMBING SUPPLIES	77.28	64.40
EARTH ANCHORS LTD	CC1111 - FASTLOCK/ANCHOR KEY	26.34	21.95
AMAZON	CC1112 - OFFICE EQUIPMENT	37.98	31.64
THE BIKE STORAGE	CC1113 - CYCLE RACK	306.00	255.00
BIN SHOP	CC1114 - DOG BIN - CHANTRY ROAD PLAY AREA	295.84	246.53
DIRECT WATER TANKS	CC1115 - WATER BOWSER	180.24	150.20
ECO-CRAFT	CC1116 - C&N EVENT EQUIPMENT	13.95	11.62
AMAZON	CC1117 - C&N EVENT PRIZES/EQUIPMENT	20.00	16.67
HSQE VITAL SKILLS	CC1118 - STAFF ONLINE TRAINING	259.20	216.00
AMAZON	CC1120 - FLAG	20.98	17.48
UK COACHING SOLUTIONS	CC1121 - STAFF TRAINING	40.00	33.33
AMAZON	CC1122 - A4 PRINTER PAPER	7.10	5.92
SCREWFIX	CC1123 - BASIN TAPS	49.92	41.60
GIFFGAFF	CC1124 - MOBILE PHONE MONTHLY TOP UP	6.00	5.00
GIFFGAFF	CC1125 - MOBILE PHONE MONTHLY TOP UP	10.00	8.34
GIFFGAFF	CC1126 - MOBILE PHONE MONTHLY TOP UP	10.00	8.34
GIFFGAFF	CC1127 - MOBILE PHONE MONTHLY TOP UP	8.00	6.67
CHURCHILL CAR INSURER	CC1128 - STAFF BUSINESS COVER ON CAR INSURANCE	48.06	48.06
A0.COM	CC1129 - UNDER COUNTER FRIDGE - TOWN HALL TOP KITCHEN	204.00	170.00
EQUALS MONEY PLC	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	500.00	500.00
SPORT AND PLAY	OUTDOOR SPORTS EQUIPMENT INSPECTION - CHANTRY PLAYING FIELDS (RUGBY POSTS)	192.00	160.00
CITIZENS ADVICE BUREAU	SERVICE LEVEL AGREEMENT	16,635.00	16,635.00
THORNBURY IN BLOOM	SERVICE LEVEL AGREEMENT	3,500.00	3,500.00
THORNBURY AND DISTRICT HERITAGE TRUST	SERVICE LEVEL AGREEMENT	12,000.00	12,000.00
PAPILIO AT HERITAGE	COMMUNITY TOILET SCHEME	66.67	66.67
THE SWAN	COMMUNITY TOILET SCHEME	250.00	250.00
HAWKES HOUSE	COMMUNITY TOILET SCHEME	112.50	112.50
THE ROYAL GEORGE	COMMUNITY TOILET SCHEME	118.75	118.75

DANTEK ENVIRONMENTAL SERVICES (UK) LTD	WATER HYGIENE MONITORING AT MPF	333.60	278.00
FALON NAMEPLATES	BRONZE PLAQUE	157.34	131.12
RELYON GUARDING AND SECURITY SERVICES LTD	SECURITY SERVICES AT MPF	487.20	406.00
SPORT AND PLAY	OUTDOOR SPORTS EQUIPMENT INSPECTION - MPF (GOAL POSTS)	192.00	160.00
THORNBURY LAWN TENNIS CLUB	REFUND FOR DUPLICATE INVOICE PAYMENT MADE BY THE TENNIS CLUB	12.68	12.68
GOV.UK	WASTE CARRIER REGISTRATION	105.00	105.00
BLACK TIE PORTRAITS	PORTRAIT OF THE NEW MAYOR	145.00	145.00
FASTFIX DRAINAGE AND PLUMBING LTD	REPAIR PLUMBING WORKS AT MPF TOILETS	4,080.37	3,400.31
INITIAL WASHROOM HYGIENE	ANNUAL SERVICE FOR WASHROOM HAND DRYERS - MPF SITE	979.81	816.51
NEWSQUEST MEDIA GROUP (LOCALIQ)	LOCAL ADVERTISEMENTS FOR WATER PLAY REDEVELOPMENT	340.42	283.68
T H WHITE ENERGY FIRE AND SECURITY	FIRE ALARM CALL OUT - MPF PAVILION 16/07/2025	468.24	390.20
BYFORD FURNITURE AND JOINERY	DEPOSIT PAYMENT FOR CHURCHYARD GATES	4,716.00	3,930.00
RELYON GUARDING AND SECURITY SERVICES LTD	ALARM RESPONSE - MPF 14/07/25	45.00	37.50
CROMHALL REFINISHING LTD	BLACK PAINT FOR SKATE PARK	318.00	265.00
NATIONAL ASSOCIATION OF LOCAL COUNCILS	STAFF COURSE BOOKING	42.00	35.00
T H WHITE ENERGY FIRE AND SECURITY	MAINTENANCE FOR SOLAR PANELS - MPF SITE	332.63	277.19
T H WHITE ENERGY FIRE AND SECURITY	MAINTENANCE FOR SOLAR PANELS - TOWN HALL SITE	296.62	247.19
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	157.73	131.44
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	733.64	611.37
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	670.78	558.98
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	243.84	203.20
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL (FOOD WASTE)	27.02	22.52
DRAGON COURTS	DEEP CLEAN AND JET WASH 2 TENNIS COURTS	1,380.00	1,150.00
ALEXANDRA	STAFF WORKWEAR	69.88	58.23
EQUALS MONEY PLC	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	500.00	500.00
THORNBURY CHRISTMAS LIGHTS	2025/26 SMALL GRANT AWARD	750.00	750.00
THORNBURY WAYFINDERS	SMALL GRANT AWARD	600.37	600.37
THE INSPIRE ARTS GROUP	SMALL GRANT AWARD	750.00	750.00
THORNBURY TOWN BAND	SMALL GRANT AWARD	750.00	750.00
THORNBURY MUSICAL THEATRE GROUP LTD	COMMUNITY DEVELOPMENT GRANT AWARD	1,000.00	1,000.00
THORNBURY VOLUNTEER CENTRE	COMMUNITY DEVELOPMENT GRANT AWARD	1,800.00	1,800.00
CORE WELLNESS	COMMUNITY DEVELOPMENT GRANT AWARD	2,948.50	2,948.50
THORNBURY HOCKEY CLUB	COMMUNITY DEVELOPMENT GRANT AWARD	3,000.00	3,000.00
THORNBURY CARNIVAL	LOCAL EVENTS GRANT AWARD	5,000.00	5,000.00
THORNBURY ARTS FESTIVAL	LOCAL EVENTS GRANT AWARD	2,060.00	2,060.00
THORNBURY CHRISTMAS LIGHTS	LOCAL EVENTS GRANT AWARD	4,250.00	4,250.00
THE SWAN THORNBURY	COUNCILLOR AFTERNOON TEA EVENT 28.07.2025	180.00	180.00
PROLUDIC	PARTS FOR PLAY EQUIPMENT	115.58	96.32
T H WHITE GROUND CARE	ONSITE TRAINING FOR NEW HOLLAND TRACTOR	240.00	200.00
T H WHITE GROUND CARE	ONSITE MAINTENANCE WORK ON RIDE ON MOWER	546.62	455.52
T H WHITE GROUND CARE	FULL SERVICE OF UTV VEHICLE	447.00	372.50
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	359.52	299.60
DIRECT IT SERVICES	MONTHLY PHONE, BROADBAND AND IT SUPPORT (JULY)	790.78	658.98
SUTCLIFFE PLAY	M10 NUT COVER	27.84	23.20
ABBAY LOOS	PORTABLE TOILET HIRE - CHANTRY FIELD SITE	276.00	230.00
THE ROOFING COMPANY (BRISTOL) LTD	TEMPORARY FLAT ROOF OVERLAY - BAKERY ANNEX BUILDING	9,939.60	8,283.00
WATER2BUSINESS	SIX MONTHLY WATER BILL - THORNBURY CEMETERY SITE	159.68	159.68
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	269.56	224.64
THORNBURY MOTORS LTD	REPAIRS TO TTC TRANSIT VAN	139.01	115.84
RELYON GUARDING AND SECURITY SERVICES LTD	SECURITY SERVICES AT MPF	453.60	378.00
KN OFFICE	MONTHLY METER READING FOR SHARP PHOTOCOPIER	58.86	49.05
HAWKINS GROUND CARE	KRESS BACKPACK BLOWER	1,728.00	1,440.00
ECOTRICITY	MONTHLY GAS SUPPLY - MPF PAVILION SITE	115.74	110.23
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL SITE	87.50	83.33
NEWS TEAM GROUP	THORNBURY GAZETTE DELIVERIES	10.95	10.95
ALEXANDER	STAFF WORKWEAR	128.24	106.87
CROSSWAYS GROUND AND GARDEN MAINTENANCE	WORKS CARRIED OUT AT ST MARYS CHURCHYARD	852.00	710.00
SLCC ENTERPRISES	STAFF TRAINING COURSE	36.00	30.00
SOUTH GLOS COUNCIL	PAYROLL CHARGES FOR PERIOD APRIL TO JUNE 2025	208.56	173.80
DIRECT IT SERVICES	MONTHLY PHONE, BROADBAND AND IT SUPPORT (JUNE)	859.18	715.98
FASTFIX DRAINAGE AND PLUMBING LTD	CCTV SURVEY - TOWN HALL SITE	678.00	565.00
FASTFIX DRAINAGE AND PLUMBING LTD	CCTV TANK SURVEY - TOWN HALL SITE	504.00	420.00
PARSONS LANDSCAPES LTD	WORKS IDENTIFIED ON 2025 ROSPA INSPECTION REPORT AT MPF	600.00	500.00
SOUTH GLOS COUNCIL	LOCALISM SERVICE CHARGES FOR PERIOD JULY - SEPTEMBER 2025	3,043.19	2,535.99
LITTLE BAG OF HERBS	CLIMATE & NATURE PRIZES/EQUIPMENT	14.30	14.30
RIGHTWAY ENVIRONMENTAL LIMITED	REMOVAL OF ASBESTOS PANELS AND WASTE AT THORNBURY CEMETERY	490.80	409.00
FALON NAMEPLATES	BRONZE PLAQUE	224.61	187.18
SIGMA OCCUPATIONAL HEALTH	HEALTH SURVEILLANCE X6	660.00	550.00
FIRST4SAFETY	STAFF TRAINING	774.00	645.00
ACCOUNTS DUE FOR PAYMENT - 9TH SEPTEMBER 2025			
T H WHITE GROUND CARE	NEW HOLLAND VEHICLE REPAIR WORKS	408.00	340.00
FALON NAMEPLATES LTD	BRONZE PLAQUE	75.67	63.06
THE CDS GROUP	THORNBURY CEMETERY - SITE INVESTIGATION	7,494.00	6,245.00
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - TOWN HALL	262.58	218.82
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - TOWN HALL	33.78	28.15
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - BAKERY ANNEX	839.26	699.38
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - CEMETERY	157.73	131.44
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - PAVILION	733.64	611.37
FALON NAMEPLATES LTD	BRONZE PLAQUE	157.34	131.12
CPS GROUNDS LTD	FERTILISING 1ST, 2ND AND TWO JUNIOR FOOTBALL PITCHES	2,262.00	1,885.00
PEAR TECHNOLOGY	MAP MAINTENANCE ANNUAL FEE	114.00	95.00
DIRECT IT SERVICES	PHONES, BROADBAND AND IT SUPPORT	809.98	674.98
ABBAY LOOS	MONTHLY PORTABLE TOILET HIRE - CHANTRY FIELD SITE	252.00	210.00
GLASDON UK LIMITED	ORBIS DUAL BINS FOR MPF PITCH ONE	605.32	100.88
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	51.31	42.76

GAP SUPPLIES LTD	MAINTENANCE MATERIALS	887.74	739.78
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	64.84	54.03
ACCOUNTS DUE FOR PAYMENT TOTAL		15,209.19	12,270.77

Approved by Cllr:

Date:

Seconded by Cllr:

Date:

Authorised By:

Date:

Authorised By:

Date:

Report to Full Council

Report Title: Overspend for 2025/26

Prepared by: Hannah Bowden, Chief Executive

Meeting Date: 09.09.2025

Status: For action



Detail

At the Finance and General Purpose Committee meeting in April, the following report was reviewed and the committee agreed to the overspends as detailed below, and for this to be recommended to Full Council in line with 5.6 of the [Financial Regulations.pdf](#).

Report to Finance and General Purpose Committee

Following the review of the final quarters spend the following projects have been identified as unfinished and expenditure will be required from 25/26. These projects and amounts were not considered as part of budget setting for 25/26.

F&GP are asked to consider the implications of the overspend and make a recommendation to Full Council. The overspends are as follows:

Cost Centre	Project	Amount
190 - Projects	Swift Boxes	£262.50
	Community Nature Reserve launch event	£563.00
130 – Open Space	Hedges	£7,000.00
	Covered Seating Area	£11,000.00
120 – Vehicles and Machinery	Tractor Tyres	£2,875.00
160 - Site & Property	Roof works to the Police quarters	£13,000.00
	Town Hall porch roof works	£1,500.00
	Bakery Annexe roof cover	£8,000.00
108 - Administration	Fireproof Filing Cabinets & Mobile phone	£6,600
Total		£42,525.50

As these are short term projects, that don't require an Earmarked Reserve.

There is expected to be surplus budget transferred into the General Reserve at year end from the above nominal codes covering this total value.

Implications

Financial: The impact on next year's budget is mitigated by the agreement of the overspend.

Environmental: N/A

Legal: This request ensures compliance to the Financial Regulations. Some of the planned projects ensure compliance to law and regulations: Fireproof filing cabinets – audit requirement, Tyres – legal requirement, roof repairs and preservation – landlord/owner responsibility.

Officer Report to Thornbury Town Council - Full Council Meeting

Report Title: Request for Authorisation to Scrap Asset – Grave Shoring Equipment

Prepared By: Wendy Sydenham, Deputy Clerk

Meeting Date: 9 September 2025

Status: For Action



1. Detail

The Town Council's Financial Regulations require Full Council's permission to dispose of assets valued over £1000.

The Town Council currently has a range of grave shoring equipment on its asset register which was purchased for £4000-5000. Since the purchase of the equipment, the Town Council ceased grave digging and therefore no longer has a need for it. In 2024, officers explored options for selling the equipment, including selling to another grave digger, selling it back to the supplier, selling to other town or parish councils, or putting it up for sale on an auction or second-hand online market. The only positive outcome from this investigation was one offer to purchase it for £2000 on a "sold as seen" basis. One of the reasons for only being able to obtain one relatively low offer, is that we are aware of a fault in the equipment, which can be worked around, but which significantly reduces the number of potential buyers.

Full Council authorised the sale of the equipment for £2000 in September 2024. Since then, the sale has fallen through, and the equipment continues to be stored in the Bakery Annex. Officers are working to clear all Town Council buildings of unwanted equipment, partly because this is good practice, but also because Council is in the process of purchasing additional storage on other sites. It is important that we only keep equipment that is of use in order to minimise storage requirements.

It is officers' opinion that the options to sell the asset have been exhausted and the next course of action is to scrap the equipment. There may be some financial reimbursement, but this is likely to be low value. Officers will ensure the following laws are complied with:

- Duty of Care under the Environmental Protection Act 1990 to ensure waste is only transferred to a licensed waste carrier or registered scrap dealer and retain a waste transfer note.
- Scrap Metal Dealers Act 2013 to ensure that the scrap dealer or collector holds a Scrap Metal Dealer's Licence

2. Implications

Health and Safety – it is good practice to store only items that are used and in good condition, to avoid creating hazards unnecessarily.

Financial – The recommendation complies with the council's Financial Regulations.

Legal – The recommendation complies with law as detailed above.

Environmental - The recommendation to recycle the items via a licenced scrap dealer (in the absence of a suitable route to reuse) aligns with sustainability principles.

3. Recommendations

Full Council agree to the disposal of the shoring through a scrap dealer/collector.

TERMS OF REFERENCE – THRIVING NATURE WORKING GROUP

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

1. NAME

1.1 This Working Group shall be called, “Thriving Nature Working Group” (The Group).

2. COMPOSITION

2.1 The Group shall be open to all members of the Climate and Nature Committee which includes affiliated non-council members. Other councillors may attend where they have climate and nature-related ideas or suggestions they wish to discuss.

3. CHAIR

3.1 The position of Group Lead will be held by the Chair of the Climate and Nature Committee.

3.2 The Lead shall be responsible for co-ordinating the Group and reporting to the Climate and Nature Committee, including submitting items for the agenda to the Climate and Nature Officer in line with Standing Orders.

4. QUORUM

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

5. CONDUCT OF THE MEETING

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

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

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

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

5.5 Any communications to be shared by the Group must go through the usual Town Council channels, via the Climate and Nature Officer, and must comply with the Town Council communications and social media policies.

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

6. AREA OF OPERATIONS

The Group is set up with the following objectives:

- 6.1 To provide a forum for initial discussions relating to ideas and potential projects connected to the Local Climate and Nature Action Plan and the wider activities of the Climate and Nature Committee.
- 6.2 To discuss and recommend items for inclusion in Climate and Nature Committee meeting agendas.
- 6.3 To identify and discuss Local Climate and Nature Action Plan items and make recommendations regarding prioritisation and funding of activities and projects to the Climate and Nature Committee.
- 6.4 To consult with other Working Groups or Committees where relevant.
- 6.5 To discuss requests from outside groups and organisations to partner in climate and nature-related events and activities and subsequently make recommendations to the Climate and Nature Committee.

7. POWERS AND RESPONSIBILITIES

- 7.1 The Group does not possess delegated authority and therefore does not have the power to make decisions or representation on behalf of the Climate and Nature Committee.
- 7.2 The Group shall report its recommendations to the Climate and Nature Committee.
- 7.3 Reports will include details of recommendations, including rationale for their adoption, financial implications, congruence with the Local Climate and Nature Action Plan, and other relevant information necessary for informed decision making.

8. HEALTH AND SAFETY

- 8.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Working Group's remit.

9. ENVIRONMENT

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

10. EQUALITY AND DIVERSITY

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

11. FURTHER INFORMATION

- 11.1 The Working Group shall undertake reviews of Terms of Reference on an annual basis, before if required, and may make recommendations to Full Council regarding its own Terms of Reference.

11.2 The Climate and Nature Committee may not always be able to act on all advice offered and there is no formal obligation to do so.

DRAFT

Report to Full Council

Report Title: Mayor's Awards Report

Prepared by: Helen Ball, Chair of the Events and Innovation Working Group



Meeting Date: 09.09.2025

Status: For action

Future Frequency of the Mayor's Award- recommendation from the Events and Innovation Working Group

Background

During last municipal year the Events and Innovation Working Group sponsored the first Mayor's Award in its current format. This was a trial to see how it worked, how successful it was and whether to build it into the council's regular programme of work.

Officers and councillors reviewed this initiative, with feedback from local residents contributing to this. Overall, the Mayor's Event was seen as successful, both for local nominees, winners and the local community, and also for enhancing the positive image of the council. As part of this, a debrief document was prepared by officers.

The overall conclusion was that the Mayor's Award should be built into the Council's work programme. Future planning (including award categories) and organisation will build on this first event, however incorporating a longer lead in time. The events and innovation working group then discussed the frequency of this event, to take account of maintaining the high profile and value of the awards and also the workload associated with this. On balance, the working group decided that the Awards should be held every 4 years, with the next Awards evening being in 2028-29. If agreed, the public should be informed of this timescale, to help manage expectations.

The 2024-25 event cost circa £3,000. The Responsible Finance Officer recommends an additional line is added to the annual budget titled Mayor's Awards under 110 – Central Services, allocating a budget of £3,000 initially, based on this year's cost. The new budget line is to be added as part of the 2025–26 budget setting process, with a suitable allocation of funds to be identified accordingly.

Recommendations

The Events and Innovation Working Group recommends that the Mayor's Award is held every four years, with the next Awards evening to be in 2028-29.

Implications

Financial: Compliant as detailed above.

Environmental: Minor. Consideration should be given to sustainable buying choices for the event and awards.

Legal: The General Power of Competence