

9 April 2026

**To Councillors: Chris Woodhouse (Chair), Helen Ball, Fiona Deas, Chris Bloor, Maggie Tyrrell, 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 **14 April 2026** 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 10 February 2026
5. To receive capital project updates for:
  - 5.1 Chapel Restoration incl. budget monitoring
  - 5.2 New Machine Store incl. budget monitoring
  - 5.3 Skatepark CIC – receive minutes
6. To receive report outlining the approach to improve accessibility to the Town Hall

7. To receive quote for upgrading the electricity supply to the Machine Store and approve order
8. To consider the following financial matters:
  - 8.1. To approve the Accounts for Payment (updates to be tabled at the meeting) and ratify payments made out of meeting
  - 8.2. To receive bank reconciliations
  - 8.3. To receive Equals Card reports for Q4
  - 8.4. To receive Q4 Budget Monitoring Report
9. To review and approve 2025-2026 overspends, following end of year adjustments, for referral to Full Council
10. To review and approve overspend required for 2026-27 for recommendation to Full Council
11. To review and approve transfers to/from reserves for the 2025-26 financial year
12. To note any officer decisions made under delegated powers
13. To receive and approve schedule for obtaining insurance quotes
14. To receive quotes for communications strategy and implementation plan
15. To note Exhibition Room hire no longer required
16. To revoke the current Mobile Vendor Policy and adopt the proposed Mobile Vendor Pilot Scheme Procedure including delegated authority to officers
17. To receive report and agree extension to the current ice cream vendor agreement
18. To receive report on pictures at the Town Hall and agree next steps
19. To receive minutes from the Youth Contract Monitoring Meeting
20. To review and adopt the following policies:
  - 20.1 Subject Access Request Procedure – new
  - 20.2 Terrorism (Protection of Premises) Policy – new
  - 20.3 Abandoned Property Policy – supersedes the Abandoned Bike Policy
  - 20.4 Tree Management Policy – highlighted changes
  - 20.5 Grant Awarding Policy & Procedure – highlighted changes
  - 20.6 Uniform Policy - highlighted changes
21. To note that the deadline for submission of items to the Chief Executive for inclusion in the next agenda is Monday 1<sup>st</sup> June 2026
22. To note the date of the next meeting: 9<sup>th</sup> June 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 10<sup>th</sup> February 2026, at the Town Hall**

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Present: Cllr Chris Woodhouse (Chair)  
Cllr Chris Rowe  
Cllr Fiona Deas  
Cllr Chris Bloor  
Cllr Chris Davies  
Cllr Helen Ball

Hannah Bowden (Chief Executive)  
Caroline Adams (Administrator)

Non-members present: None

Absent: Cllr Maggie Tyrrell  
Cllr Jayne Stansfield

**F&GP2526.55. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Councillors Jayne Stansfield and Maggie Tyrrell

**F&GP2526.56. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

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

**F&GP2526.57. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA**

There were no members of the public present.

**F&GP2526.58. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE MEETING HELD ON 9<sup>th</sup> December 2025**

It was **RESOLVED** unanimously to approve the minutes of the Finance and General Purpose Committee meeting held on 9<sup>th</sup> December 2025 and the minutes were signed by the chair.

**F&GP2526.59. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS**

- To approve 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 Q3 Bank Reconciliations
- To receive Q3 Equals Card reconciliations
- To receive Q3 Budget Monitoring report

The bank reconciliation for Q3, the reconciliations of the Equals Card for months 7,8 & 9 and the Budget Monitoring Report for Q3, were received by the committee.

It was noted that the repair works to St Mary's Closed Churchyard will now fall in the 2026/2027 financial year, requiring overspend to be requested from Full Council.

**F&GP2526.60. TO NOTE ANY OFFICER DECISIONS MADE UNDER DELEGATED POWERS**

There were no decisions to note, made by officers under delegated powers.

**F&GP2526.61. TO RECEIVE AND APPROVE THE TERMS OF REFERENCE FOR THE 2026-2027 CIVIC YEAR**

It was **RESOLVED** to approve the Terms of Reference for the 2026–2027 civic year, with an amendment to point 1.3 to remove the requirement for the Chair of the Planning Committee to be a member of the Finance and General Purpose Committee.

**F&GP2526.62. TO RECEIVE AND APPROVE MEETING DATES FOR THE 2026-2027 CIVIC YEAR**

The proposed meeting dates for 2026–2027 were received, and it was unanimously **RESOLVED** to approve them for recommendation to Full Council.

**F&GP2526.63. TO RATIFY THE RESPONSE TO SOUTH GLOUCESTERSHIRE COUNCILS BUDGET CONSULTATION.**

It was **RESOLVED** to ratify the response to South Gloucestershire Councils budget consultation.

**F&GP2526.64. TO REVIEW AND DISCUSS SOUTH GLOUCESTERSHIRE COUNCILS REVIEW OF SPECIAL EXPENSES**

The Committee reviewed and discussed South Gloucestershire Council's review of special expenses. The Committee would like to see the transition phased over 3 years. To propose the creation of procurement framework for town and parish councils along with details of the asset for transfer.

**F&GP2526.65. TO APPROVE REQUEST FOR FREE HIRE OF THE EXHIBITION ROOM**

It was **RESOLVED** to approve the request for free hire of the Exhibition Room for an initial six-month period with the requirement of attendance data to enable assessment of overall engagement and value for money. At the end of the trial period, a review of the service will be undertaken with the intention of introducing hire charges thereafter.

**F&GP2526.66. TO REVIEW AND APPROVE THE 2026 RISK REGISTER**

It was **RESOLVED** to approve the 2026 Risk Register, subject to minor amendments to the impact and likelihood ratings. The Chief Executive will also report on the number of violent or aggressive incidents involving staff.

**F&GP2526.67. TO RECEIVE THE INTERNAL AUDIT REPORT**

The Committee received the Internal Audit Report and the resulting actions. The committee expressed thanks to officers for their work.

**F&GP2526.68. TO NOTE REFERRALS FROM THE CAPITAL STRATEGY WORKING GROUP**

It was **RESOLVED** for the Committee to monitor the following capital projects:

- Chapel Restoration
- Marley Garage and Storage Container
- Skate Park Redevelopment
- Tennis Store

**F&GP2526.69. TO RECEIVE AGREEMENT UPDATES FROM: LIBRARY SERVICES**

An update from Library Services was received by the Committee.

**F&GP2526.70. TO REVIEW AND ADOPT THE FOLLOWING POLICIES:**

- **Data Protection Policy**
- **Privacy Notice – Public**
- **Privacy Notice – Staff and Councillors**
- **Data Breach Procedure**
- **Risk Management Strategy**

The policies were reviewed and it was **RESOLVED** to adopt all policies and procedures as presented.

**F&GP2526.71. TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE CHIEF EXECUTIVE FOR INCLUSION IN THE NEXT AGENDA IS 9AM ON TUESDAY 7<sup>TH</sup> APRIL 2026**

It was noted that the deadline for submission of items to the Chief Executive for inclusion in the next agenda is 9am on Tuesday 7<sup>th</sup> April 2026.

**F&GP2526.72. TO NOTE THE DATE OF THE NEXT MEETING: 14<sup>TH</sup> APRIL 2026, TO BE HELD IN THE COUNCIL CHAMBER OF THE TOWN HALL**

It was noted that the date of the next meeting is 14 April 2026, to be held in the Council Chamber of the Town Hall.

Meeting closed: 8:26pm

## SCHEDULE 1 - ACCOUNTS

<b>ACCOUNTS PAID OUT OF MEETING</b>			
		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	16.05	16.05
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	TBC	TBC
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	26.66	26.66
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	27,401.64	27,401.64
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	9,643.28	9,643.28
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	5,170.00	5,170.00
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	671.00	559.17
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	593.54	494.62
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	65.56	62.44
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	82.91	78.96
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD STATEMENT BALANCE - JANUARY 26 (Direct Debit @ £1940.63)	0.00	0.00
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD STATEMENT BALANCE - FEBRUARY 26 (Direct Debit @ £2569.93)	0.00	0.00
GIFFGAFF	CC1228 - STAFF MOBILE PHONE TOP UP (DEC)	6.00	5.00
GIFFGAFF	CC1229 - STAFF MOBILE PHONE TOP UP (DEC)	10.00	8.34
GIFFGAFF	CC1230 - STAFF MOBILE PHONE TOP UP (DEC)	10.00	8.34
GIFFGAFF	CC1231 - STAFF MOBILE PHONE TOP UP (DEC)	8.00	6.67
AMAZON	CC1232 - IT ACCESSORIES	24.48	20.40
AMAZON	CC1233 - RADON DETECTOR	71.46	59.55
AMAZON	CC1234 - RADON DETECTORS X2	253.00	210.84
WE PRINT LANYARDS	CC1235 - STAFF ID CARD	10.27	8.56
NALC	CC1236 - STAFF TRAINING COURSE	42.00	35.00
AMAZON	CC1237 - BATTERIES	5.82	4.85
AMAZON	CC1238 - CLEANING PRODUCTS, STATIONERY, PLASTIC DISCS	54.17	45.15
AMAZON	CC1239 - FLAG, VASES, TUBE CAPS	83.46	69.07
CURRYS BUSINESS	CC1240 - COMPUTER MONITOR	144.84	120.70
FIRST AID BRISTOL	CC1241 - STAFF FIRST AID AT WORK TRAINING COURSE X2	348.00	290.00
AMAZON	CC1242 - LUX METER	14.99	12.49
PLATINUM BUILDINGS CHEMICALS	CC1243 - LIQUID GAS MEMBRANE	465.66	388.05
COMMS EXPRESS	CC1244 - COMPUTER MONITOR	110.14	91.78
HSQE VITAL SKILLS	CC1245 - STAFF TRAINING	223.20	186.00
AMAZON	CC1246 - CLIPBOARD PEN HOLDERS, ACRYLIC PAINT PENS	13.48	11.23
GIFFGAFF	CC1247 - STAFF MOBILE PHONE TOP UP (JAN)	6.00	5.00
GIFFGAFF	CC1248 - STAFF MOBILE PHONE TOP UP (JAN)	10.00	8.34
GIFFGAFF	CC1249 - STAFF MOBILE PHONE TOP UP (JAN)	10.00	8.34
GIFFGAFF	CC1250 - STAFF MOBILE PHONE TOP UP (JAN)	8.00	6.67
BAKER ROSS LTD	CC1251 - CRAFT SUPPLIES FOR C&N EVENT	97.75	81.46
WILD BIRD UK	CC1252 - CRAFT SUPPLIES FOR C&N EVENT	7.13	7.13
WILD BIRD UK	CC1253 - CRAFT SUPPLIES FOR C&N EVENT	7.13	7.13
AMAZON	CC1254 - PAPER TOWELS	99.96	83.28
AMAZON	CC1255 - SHOPPING TROLLEY	80.70	67.25
NESTBOX COMPANY LTD	CC1256 - BIRD BOX KIT	267.00	222.50
AMAZON	CC1257 - STORAGE CRATES & WOOD SCREWS	101.42	84.51
ETHICAL CONSUMER	CC1258 - ANNUAL SUBSCRIPTION	39.50	37.85
BAKER ROSS LTD	CC1259 - CRAFT SUPPLIES FOR C&N EVENT	96.80	8,067.00
AMAZON	CC1260 - PRESSURE WATER HOSE	18.99	15.82
AMAZON	CC1261 - STICK ON LED LIGHTS	9.99	8.32
HSQE VITAL SKILLS	CC1262 - STAFF TRAINING	86.40	72.00
SCREWFIX	CC1263 - FLUSH VALVES	34.58	28.81
SCREWFIX	CC1264 - SUCTION LIFTERS	20.98	17.49
AMAZON	CC1265 - WIRELESS DOORBELL	16.00	13.33
AMAZON	CC1266 - LAPTOP DOCKING STATION	21.99	18.32
PRIME TOOLS AND WORKSHOP SUPPLIES	CC1267 - TRIPOD LIGHT FOR EVENTS	167.99	139.99
CSQUARED REAL ESTATE LLP	INSURANCE VALUATIONS - ST MARY'S MEMORIAL CROSS, TOWN CLOCK, TOWN PUMP AND FOUNTAIN	2,783.04	2,319.20
CLEVELAND CONTAINERS	20FT SHIPPING CONTAINER - MPF SITE	3,126.00	2,605.00
FALON NAMEPLATES	BRONZE PLAQUE	75.67	63.06
BUY INSULATION ON LINE (CHASE INSULATIONS)	INSULATION JACKETS	159.78	133.15
TAM SIN BENT	GARDEN BIRDWATCH SCHOOL SESSIONS (CLIMATE & NATURE)	168.00	168.00
THE SWAN	COMMUNITY TOILET SCHEME	250.00	250.00
HAWKES HOUSE	COMMUNITY TOILET SCHEME	225.00	225.00
THE ROYAL GEORGE	COMMUNITY TOILET SCHEME	237.50	237.50
ECOTRICITY	MONTHLY GAS SUPPLY - PAVILION	96.18	91.60
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	1,199.54	999.62
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	96.80	80.67
ALEXANDRA	STAFF WORKWEAR	50.74	42.28
KN OFFICE	MONTHLY PHOTOCOPIER METER READING	48.00	40.00
BOWCOM	BOWGRASS SUPREME PLUS 10LTR PAINT FOR PITCH MARKING	660.00	550.00
SLCC ENTERPRISES	STAFF TRAINING	70.20	58.50
A.P CLARK & SON	LAY STONE PAVING FLOORING IN THE CEMETERY CHAPEL	5,880.00	4,900.00
EAGLE ASBESTOS LTD	ASBESTOS SURVEY (GARAGE)	300.00	250.00
RELYON GUARDING & SECURITY SERVICES LTD	MONTHLY SECURITY SERVICES AT MPF SITE (DEC)	554.40	462.00
FALON NAMEPLATES	BRONZE PLAQUE	75.67	63.06
CHIMNEY SHEEP LTD	BESPOKE CHIMNEY SHEEP	68.00	56.67
COURTSTALL SERVICES LTD	REPLACEMENT OF FENCING TO THE TENNIS COURTS AT MPF	5,397.00	4,497.50
SOUTH GLOS COUNCIL	PAYROLL CHARGES FOR THE PERIOD OCTOBER TO DECEMBER 2025	208.56	173.80

GROUND MAINTENANCE ASSOCIATION	STAFF TRAINING	149.00	124.17
ARMSTRONG HALL	FUNDS TRANSFERRED FROM CUSTODIAN TRUSTEE HOLDING ACCOUNT	2.32	2.32
FALCON COMMERCIAL MAINTENANCE LTD	PARTIAL PAYMENT (MOBILISATION INVOICE 25%) FOR THE NEW STEEL BUILDING - MPF SITE	22,289.10	18,574.25
SAFE SITE FACILITIES LTD	HIRE OF FENCE PANELS DURING WORKS TO NEW MACHINE STORE (INC £210 REFUNDABLE DEPOSIT)	885.25	562.71
EQUALS MONEY PLC	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	500.00	500.00
<b>ACCOUNTS DUE FOR PAYMENT - 10TH FEBRUARY 2026</b>			
MATRIX BES LTD	ELECTRICAL WORKS TO THE SUPPLY BOILER ROOM IMMERSION HEATER	156.00	130.00
T H WHITE GROUPECARE	SERVICE AND ADDITIONAL REPAIRS TO THE RANSOME RIDE ON MOWER	3,198.72	2,665.60
T H WHITE ENERGY, FIRE & SECURITY	ROUTINE FIRE ALARM MAINTENANCE - PAVILION AND FLAT SITES	253.29	211.08
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - THORNBURY CEMETERY	166.27	138.56
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - MPF PAVILION	687.03	572.52
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - BAKERY ANNEX	692.93	577.44
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - TOWN HALL	277.63	231.36
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL (FOOD) - TOWN HALL	28.37	23.64
WICKSTEED LEISURE LTD	PARTS FOR PLAY EQUIPMENT	109.56	91.30
FALON NAMEPLATES LTD	BRONZE PLAQUE	84.35	70.29
FIRST AID BRISTOL	STAFF EMERGENCY FIRST AID AT WORK COURSE X1	108.00	90.00
FIRST AID BRISTOL	STAFF EMERGENCY FIRST AID AT WORK COURSE X3	324.00	270.00
ANDERSONS WASTE MANAGEMENT	EMPTY SEPTIC TANK - CEMETERY SITE	195.00	195.00
T H WHITE	REMOVE FIRE ALARM SYSTEM FROM EXISTING MACHINE STORE DURING DEMOLITION	1,368.43	1,140.36
BROXAP STREET FURNITURE	DOUBLE RECYCLING BINS	717.54	597.95
SLCC ENTERPRISE	STAFF TRAINING COURSE	70.20	58.50
SLCC ENTERPRISE	STAFF TRAINING COURSE	70.20	58.50
SLCC ENTERPRISE	STAFF TRAINING COURSE	70.20	58.50
SLCC ENTERPRISE	STAFF TRAINING COURSE	70.20	58.50
SLCC ENTERPRISE	STAFF TRAINING COURSE	70.20	58.50
PAUL RUSSELL (PARISH & TOWN AUDITING SERVICES)	TOWN COUNCIL FINANCE INTERNAL AUDIT	350.00	350.00
VIEW ARCHITECTS LTD	SERVICES RELATING TO MASTERPLAN FOR MUNDY PAVILION	1,200.00	1,000.00
VIEW ARCHITECTS LTD	PLANNING APPLICATION RE MACHINE STORE AT MPF	273.60	228.00
HAWKINS GROUND CARE	STRIMMER PARTS	6.00	5.00
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	330.06	275.05
DIRECT IT SERVICES	TELEPHONE, BROADBAND AND IT SUPPORT	962.61	802.17
ABBAY LOOS LTD	PORTABLE TOILET HIRE - CHANTRY SITE	240.00	200.00
FALON NAMEPLATES LTD	BRONZE PLAQUE	83.75	69.79
HORDERS THORNBURY PRESS	WOODLAND TRUST PAPER	179.00	149.17
SLCC ENTERPRISE	STAFF TRAINING COURSE	140.00	117.00
ST MARY'S CHURCH	VENUE HIRE FOR CLIMATE AND NATURE EVENT	200.00	200.00
NEWS TEAM GROUP	MONTHLY DELIVERY OF THORNBURY GAZETTE	14.75	14.75
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	85.09	70.91
ECOTRICITY	MONTHLY GAS SUPPLY - MPF PAVILION	131.07	124.83
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	1,596.41	1,330.34
KN OFFICE	MONTHLY METER READING FOR OFFICE PHOTOCOPIER	96.64	80.53
WINFIELD'S CHARTERED SURVEYORS	RED BOOK VALUATION - MARKET RENTS FOR THREE DIFFERENT THORNBURY TOWN COUNCIL SITES	1,700.00	1,700.00
FASTFIX DRAINAGE AND PLUMBING LTD	EMERGENCY COMMERCIAL DRAINAGE UNBLOCKING	246.00	205.00
T H WHITE ENERGY, FIRE AND SECURITY	ROUTINE FIRE EXTINGUISHER MAINTENANCE - 67A FLAT	92.40	77.00
T H WHITE ENERGY, FIRE AND SECURITY	ROUTINE FIRE EXTINGUISHER MAINTENANCE - CEMETERY	247.21	206.01
T H WHITE ENERGY, FIRE AND SECURITY	ROUTINE FIRE EXTINGUISHER MAINTENANCE - WORKSHOP	102.60	85.50
T H WHITE ENERGY, FIRE AND SECURITY	ROUTINE FIRE EXTINGUISHER MAINTENANCE - PAVILION	306.06	255.05
T H WHITE ENERGY, FIRE AND SECURITY	ROUTINE FIRE EXTINGUISHER MAINTENANCE - TOWN HALL	222.60	185.50
RELYON GUARDING & SECURITY SERVICES LTD	MONTHLY SECURITY SERVICES AT MPF SITE (JAN)	520.80	434.00
SOUTH GLOS COUNCIL	QTR. LOCALISM SERVICE CHARGES FOR DOG WASTE BIN COLLECTION AND REWILDING	3,043.19	2,535.99
<b>ACCOUNTS DUE FOR PAYMENT- TOTAL</b>		<b>21,087.96</b>	<b>17,999.19</b>

## Equals Pre-paid Card

Equals Pre-paid Card			Month 7					
Date	Payee	Ref	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/10/2025	Dobbies Garden Centre	871	66.98	11.16	4150	130	55.82	Compost and Post
03/10/2025	Coop Thornbury	872	4.40		4205	108	4.40	Milk
06/10/2025	Thornbury Discounts	873	3.99	0.66	4100	108	3.33	Batteries
06/10/2025	Thornbury Discounts	874	6.00	1.00	4450	160	5.00	Charging Cable
07/10/2025	Thornbury Discounts	875	7.98	1.33	4100	108	6.65	Batteries
07/10/2025	Hawkins of Thornbury	876	21.49	3.58	4150	130	17.91	Paint
07/10/2025	Screwfix	886	12.93		4601	160	12.93	MAINTENANCE MATERIALS
09/10/2025	Thornbury Discounts	877	3.99	0.66	4100	108	3.33	Batteries
13/10/2025	Hawkins of Thornbury	878	4.84	0.81	4140	110	4.03	Cleaning Supplies
17/10/2025	Horders Thornbury Press	879	12.00	2.00	4100	108	10.00	Printing Supplies
20/10/2025	Hawkins of Thornbury	880	6.49	1.08	4150	130	5.41	Cable Ties
21/10/2025	Aldi Stores	881	1.75		4205	108	1.75	Milk
24/10/2025	Co op Thornbury	882	4.40		4205	108	4.40	Milk
28/10/2025	Screwfix	883	15.99	2.66	4068	105	13.33	Ear Defenders
28/10/2025	Hawkins of Thornbury	884	4.04	0.67	4450	160	3.37	Connectors/crimping tool
28/10/2025	Dobbies Garden Centre	885	45.00	7.50	4150	130	37.50	Compost
30/10/2025	Hawkins of Thornbury	887	29.10	4.85	4150	130	24.25	MAINTENANCE MATERIALS
Total Payments for Month			251.37	37.96			213.41	
Balance Carried Forward			708.80					
Cashbook Totals			960.17	37.96			922.21	

Equals Pre-paid Card			Month 8					
Date	Payee	Ref	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/11/2025	Horders Thornbury Press	888	6.00	1.00	4100	108	5.00	Stationery
04/11/2025	Aldi Stores	889	1.75		4205	108	1.75	Milk
04/11/2025	Horders Thornbury Press	898	10.60	1.77	4100	108	8.83	Stationery
05/11/2025	Lees Mend a Shoe	899	5.50	0.92	4601	160	4.48	Keys
10/11/2025	Aldi Stores	890	1.75		4205	108	1.75	Milk
14/11/2025	Co op	891	4.40		4205	108	4.40	Milk
14/11/2025	Post Office Ltd	892	2.77		4105	108	2.77	Signed For Postage
17/11/2025	Screwfix	900	20.38	3.40	4068	105	16.98	Gloves
21/11/2025	Lees Mend a Shoe	893	17.50	2.92	4601	160	14.58	Engraving Memorial Bench
21/11/2025	Post Office Ltd	594	2.77		4105	108	2.77	Signed for Postage
24/11/2025	L.E. Riddiford	895	4.50	0.75	4205	108	3.75	Visitor Refreshments
24/11/2025	T & J Owen	896	6.00	1.00	4601	160	5.00	Maintenance Supplies
24/11/2025	Aldi Stores	897	1.75		4205	108	1.75	Milk
26/11/2025	GAP Supplies Ltd	901	30.73	5.12	4150	130	25.61	Drill Set, Side Cutting Pliers
27/11/2025	Hawkins of Thornbury	902	4.98	0.83	4140	110	4.15	Cleaning Supplies
27/11/2025	Thornbury Discounts	903	19.48	3.25	4068	105	16.23	Gloves
27/11/2025	Thornbury Motors	904	3.99	0.66	4150	130	3.33	Screen Wash
Total Payments for Month			144.85	21.62			123.23	
Balance Carried Forward			563.95					
Cashbook Totals			708.80	21.62			687.18	

Equals Pre-paid Card		Month 9						
Date	Payee Name	Ref	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/11/2025	Almondsbury Garden Centre	915	26.99	4.50	4450	160	22.49	Digging Fork
28/11/2025	Almondsbury Garden Centre	916	126.00	21.00	44150	130	105.00	Multi-Purpose Compost
01/12/2025	Co op Thornbury	905	4.40		4205	108	4.40	Milk
01/12/2025	Oxfam Thornbury	906	3.50	0.58	4541	190	2.92	Green Projects
02/12/2025	Horders Thornbury Press	909	7.95	1.32	4100	108	6.63	Folders
02/12/2025	Toolstation Limited	910	12.98	2.16	4450	160	10.82	Garden Tiller
10/12/2025	Co op Thornbury	907	2.20		4205	108	2.20	Milk
10/12/2025	Horders Thornbury Press	911	5.00	0.83	4100	108	4.17	Stationery
10/12/2025	Thornbury Discounts	912	4.76	0.79	4140	110	3.97	Cleaning Supplies
15/12/2025	Co op Thornbury	908	4.40		4205	108	4.40	Milk
15/12/2025	Mole Country Stores	913	8.46	1.41	4150	130	7.05	Steel Screws (various sizes)
19/12/2025	B&Q Cribbs Causeway	914	35.00	5.83	4150	130	29.17	Welded Wire Mesh
Total Payments per month			241.64	38.42			203.22	
Balance Carried Forward			322.31					
Cashbook Totals			563.95	38.42			525.53	

<b>Chapel Renovation Budget Monitoring</b>		<b>Budget</b>	<b>Actual</b>
<b>Flooring</b>	Remove existing timber floor to skip	£200.00	£450.00
	Asbestos testing		£50.00
	Relocate internal furniture, machines and materials	£0.00	£0.00
	Purchase pennant stone	£15,000.00	£6,071.00
	Lay pennant stone floor		£4,900.00
<b>Electrical works</b>	Reconfiguration (separate the existing supply to the messroom)	£2,500.00	£2,274.00
	Heating (infrared panels)	£3,000.00	
<b>Furniture</b>	Relocate pews and purchase stackable seats	£2,000.00	
<b>Rainwater</b>	Excavation and drainage		£1,000.00
<b>Painting</b>	Painting to include high cleaning		£1,700.00
<b>Pest Control</b>	Removal of Wasps Nest		
<b>Doors</b>	Refurbishment		
<b>Subtotal</b>		£22,700.00	£16,445.00
Contingency 10%		£2,270.00	
<b>Total / Remaining Balance</b>		<b>£24,970.00</b>	<b>£8,525.00</b>

<b>Chapel Renovation Budget Monitoring</b>		<b>Budget</b>	<b>Actual</b>
<b>Flooring</b>	Remove existing timber floor to skip	£200.00	£450.00
	Asbestos testing		£50.00
	Relocate internal furniture, machines and materials	£0.00	£0.00
	Purchase pennant stone	£15,000.00	£6,071.00
	Lay pennant stone floor		£4,900.00
<b>Electrical works</b>	Reconfiguration (separate the existing supply to the messroom)	£2,500.00	£2,274.00
	Heating (infrared panels)	£3,000.00	
<b>Furniture</b>	Relocate pews and purchase stackable seats	£2,000.00	
<b>Rainwater</b>	Excavation and drainage		£1,000.00
<b>Painting</b>	Painting to include high cleaning		£1,700.00
<b>Pest Control</b>	Removal of Wasps Nest		
<b>Doors</b>	Refurbishment		
<b>Subtotal</b>		£22,700.00	£16,445.00
Contingency 10%		£2,270.00	
<b>Total / Remaining Balance</b>		<b>£24,970.00</b>	<b>£8,525.00</b>

**Machine Store Budget Monitoring**

<b>Contractor</b>	<b>Works</b>	<b>Budget</b>	<b>Cost</b>
Eagle Asbestos	Asebestos test	-	250.00
Eagle Asbestos	Asbestos removal	-	850.00
	Surveys	2,000.00	
Planning portal	Planning Fee		368.83
View Architects	Planning application	2,100.00	228.00
View Architects	Planning application		1,254.00
View Architects	Discharge Planning Conditions		368.83
Falcon Commercial Maintenance Ltd	Building payment		18,574.25
Falcon Commercial Maintenance Ltd	Building payment	78,900.00	44,578.20
Falcon Commercial Maintenance Ltd	Building payment		15,747.55
T H White	Fire Alarm removal	4,000.00	1,140.36
Matrix	Electrical removal		
T H White	Fire alarm install	3,000.00	2,892.31
Matrix/Weston Power	Electrical install		
	Equipment storage	3,000.00	
<b>Total Spent</b>			<b>86,252.33</b>
<b>Budget Agreed July 25</b>			<b>70,000.00</b>
<b>Additional Budget Agreed Sept 25</b>			<b>23,000.00</b>
<b>Difference</b>			<b>6,747.67</b>

**THORNBURY SKATE PARK CIC**  
**BOARD MEETING 12<sup>TH</sup> FEBRUARY 2026**  
**MINUTES**

**In attendance:** Penny Baker (PB), Daisy Byrne (DB), Joe Williams (JW) and James Murray (JM)

**Apologies:** Hannah Bowden (HB)

**1. Previous Sessions Actions**

**Bank Account** – Account has been applied for but needs JW and JM to go onto application and complete final details. Penny has sent link to both.

**Accountant** – PB has instructed accountants – Mensis. They are awaiting bank account to be opened.

**Utilities Survey** – PB has located a map but not survey. PB to locate and distribute before next meeting.

**2. Any Formal Business (Forms, Confirmations, etc)**

**Heads of Terms** – PB has sent to Osbourne Clarke but we are still awaiting feedback from them. PB to chase.

**3. Financials**

It was agreed that once the bank account is opened, we should request the seedcorn money from the Council to be paid into the account.

**4. Fundraising Updates**

The list of potential grants has been reviewed and these are now on the grant log

PB has confirmed that we are eligible to apply for S106 funding. PB to find out how much is available but we agreed to apply for at least £50K

JW to find timelines on the various grants and funding.

We will start with the larger bids: Lottery, 106 and Suez.

JM to contact local funders such as Lions. PB contact SGC re S106 funding. JW to pursue Lottery funding.

We discussed the need to add in elements around the environment, biodiversity etc. Ask HB to look into this as she has had to do this for other bids for the Council.

We also suggested we reach out to local businesses for support. Discuss at next meeting. All bring ideas of who to contact.

Had a discussion around the name and agreed that young people use the word 'skatepark' and can identify with that. It is also easier to find on social media. However, we like the track name that JM identified. Discuss further when we talk about publicity strategy.

**Action: JW, JM and PB** to identify next steps for each funding stream.

## **5. Tender Documents**

The draft tender document was tabled by HB prior to meeting. We went through the tender document line by line and made amendments. JW to circulate draft 2 of the tender with suggested edits.

It was agreed that the document was long but recognised that it reflected Town Council standards as well as skate GB. It was also recognised that skate companies are used to this sort of structure.

Replace 'young people' with 'local community' throughout the document.

The tender document mentions the 'contract' – who writes this? To be discussed at the next meeting. PB and JW check if there are any contracts we can draw from.

Agreed that the total tender is for £300k confirm whether this is with or without VAT. **HB** to confirm based on Town Council proportion.

A timetable was suggested for the tender through to build. See Draft tender document.

It was agreed that the tender document should be sent out as soon as possible once agreed by the board.

The contract with the chosen company will start as soon as possible.

Actions: **HB** to review edits and report back to board. **JW** will send the tender document to Dan Higginson to review and make suggestions before it goes out

6. **AOB**

PB said she had a contact from Mojo active which Krunch has worked with over the last few years. Mojo is looking to relocate some of its services and asked about working in partnership with Krunch. PB informed them of skatepark changes and potential changes to the field with pump track etc. Mark Johnson is the head of Mojo and said he would be happy to help with the Skatepark CIC wherever he could. It was agreed to invite him to the next meeting.

Next meeting to include discussion on appropriate IT system such as SharePoint/Drop Box/Google.

Pump Track – **JM** to talk to HB about corporate strategy for pump track to see how that project fits with skatepark plans.

**Next meetings:                    27<sup>th</sup> April Responding to enquiries after tender has been published.**

**20<sup>th</sup> May – Tender review meeting.**

**15<sup>th</sup> Jun – Intent to award tender.**

## THORNBURY TOWN COUNCIL

### ACCOUNTS PAID OUT OF MEETING

		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	0.60	0.60
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	21.70	21.70
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	27.00	27.00
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	7.45	7.45
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	7.30	7.30
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	27,826.93	27,826.93
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	10,174.44	10,174.44
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	5,291.74	5,291.74
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	537.84	448.20
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	384.98	320.82
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	58.03	55.27
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	71.90	68.47
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD STATEMENT BALANCE PAYMENT- MARCH 26 (Direct Debit @ £1654.10)	0.00	0.00
VISTA PRINT	CC1287 - A FRAME FOR EVENTS	180.49	150.41
NOT JUST TAPS	CC1288 - OUTSIDE TAPS	34.65	28.87
AMAZON	CC1289 - WOOD STAIN FOR BENCHES	93.65	78.04
AMAZON	CC1290 - SWING BIN AND SHOE/BOOT COVERS	25.98	21.65
AMAZON	CC1291 - STATIONERY	86.94	74.60
AMAZON	CC1292 - WILDLIFE CAMERA AND POWER PACKS	77.48	64.57
AMAZON	CC1293 - PPE & STATIONERY	111.20	95.65
TOOL STATION	CC1294 - MACHINE STORE PAINT	666.32	555.27
GIFFGAFF	CC1295 - STAFF MOBILE PHONE TOP UP	6.00	5.00
GIFFGAFF	CC1296 - STAFF MOBILE PHONE TOP UP	10.00	8.34
SCREWFIX	CC1297 - STAFF SAFETY BOOTS	69.99	69.99
AMAZON	CC1298 - DECIBEL METER & SHEARS	46.98	39.15
AMAZON	CC1299 - VARIOUS WORKWEAR AND PPE	106.66	88.84
HAV CONTROL LTD	CC1300 - VIBRATION EQUIPMENT TAGS	56.22	46.85
HSQE VITAL SKILLS	CC1301 - STAFF ONLINE TRAINING COURSES	86.40	72.00
TSSC THE SAFETY SUPPLY COMPANY	CC1302 - REUSABLE CORDONING TAPE	54.83	45.69
AMAZON	CC1303 - SD CARD	58.99	49.16
AMAZON	CC1304 - UNION JACK FLAG & PLUMBING PARTS	37.96	31.62
SCREWFIX	CC1305 - KARCHER STEAM CLEANER	140.66	117.22
GIFFGAFF	CC1306 - STAFF MOBILE PHONE TOP UP	10.00	8.34
GIFFGAFF	CC1307 - STAFF MOBILE PHONE TOP UP	8.00	6.67
SCREWFIX	CC1308 - WASHER SET	20.48	17.07
SCREWFIX	CC1309 - STAFF SAFETY BOOTS	58.99	58.99
EQUALS VITAL SKILLS	CC1310 - STAFF ONLINE TRAINING COURSES	184.80	154.00
AMAZON	CC1311 - HIGH VIZ JACKETS, PAINTING ACCESSORIES, CLEANING SUPPLIES	114.97	95.80
HSQE VITAL SKILLS	CC1312 - STAFF ONLINE TRAINING COURSES	180.00	150.00
SCREWFIX	CC1313 - ROLLER BLINDS	40.98	34.15
AMAZON	CC1314 - CLEANING PRODUCTS, COAT RACK & FELT BULLETIN BOARDS	95.52	47.68
AMAZON	CC1315 - FELT NOTICE BOARDS	13.59	11.32
AMAZON	CC1316 - BROTHER WIRELESS INKJET PRINTER	359.96	299.97
SCREWFIX	CC1317 - O RINGS BOX	16.49	13.75
ROLLER SHUTTER BITS	CC1318 - ROLLER BLIND PARTS	46.60	38.83
THORNBURY & DISTRICT HERITAGE TRUST	DONATION REF TALK BY MEMBER OF STAFF TO TAKE PLACE AT THE WATERY THORNBURY/EARTH DAY EVENT	60.00	60.00
ZURICH MUNICIPAL	ADDITION INSURANCE ADDED TO POLICY FOR THE WAR MEMORIAL	74.26	74.26
AVON DISPLAYS	VINYL STICKER FOR EXISTING SIGN INCLUDING INSTALLATION - MPF	48.00	40.00
DCS 2 WAY RADIO LTD	PORTABLE OUTDOOR RADIOS	1,548.00	1,290.00
NEWSQUEST GROUP LOCALIQ	ADVERTISEMENTS IN GLOUCESTER GAZETTE AND STROUD NEWS	480.00	400.00
CROMHALL MEDIA LTD	JOB ADVERTISEMENT IN MYTHORNBURY MAGAZINE	30.00	30.00
WATER2BUSINESS	6 MONTHLY WATER SUPPLY TO TOWN HALL & MPF SITES	566.00	566.00
GB SPORT & LEISURE UK LTD	STAFF TRAINING - PLAYGROUND INSPECTION INCI EXAM/REGISTRATION FEE	906.00	755.00
T H WHITE GROUND CARE	REPLACEMENT TYRES FOR MARSTON TRAILER	420.00	350.00
DANTEK ENVIRONMENTAL SERVICES (UK) LTD	ANNUAL WATER HYGIENE MONITORING SERVICE CONTRACT- 26/27	389.40	324.50
ALCA AVON LOCAL COUNCILS ASSOCIATION	STAFF TRAINING - PLAYGROUND INSPECTION INCI EXAM/REGISTRATION FEE	35.00	35.00
REVILL MOWERS LTD	FULL SERVICE OF UTV VEHICLE	1,467.29	1,222.74
RIGHTWAY ENVIRONMENTAL LTD	REMOVAL OF ARTEX CEILING REF 67 HIGH STREET	1,673.89	1,394.88
REACH PUBLISHING SERVICES LIMITED	ADVERTISEMENT IN THE BRISTOL POST	455.77	379.81
EQUALS MONEY PLC	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	500.00	500.00
DAVIS ACCESS LTD	STAFF TRAINING	168.00	140.00
LINELA	HI VIZ VESTS - EVENTS	214.20	178.50
T H WHITE ENERGY, FIRE & SECURITY	ANNUAL FIRE ALARM MONITORING - TOWN HALL 2026/27	230.40	192.00
SARA SEVERN AREA RESCUE ASSOCIATION	CHARITABLE DONATION SPEAKERS FEE FOR CLIMATE & NATURE EARTH DAY EVENT	95.00	95.00
CUT DIRECT LTD	REPLACEMENT MAGNETIC SECONDARY GLAZING SHEET FOR WINDOW	90.93	75.77
FALCON COMMERCIAL MAINTENANCE LTD	FINAL BALANCE - NEW AGRICULTURAL STEEL BUILDING AT MPF SITE (MACHINE STORE)	13,373.46	11,144.55
GRENKE LEASING LTD	QTR LEASE FEE FOR OFFICE PHOTOCOPIER 26/27	271.15	225.96
BRIGSTOWE MEDIA LTD	HALF PAGE ADVERT IN THE THORNBURY VOICE - APRIL 26	216.00	180.00
ANDERSONS WASTE MANAGEMENT	EMPTY SEPTIC TANK - MPF	195.00	195.00
COURTSTALL SERVICES LTD	REPLACEMENT FENCING AT THE MPF TENNIS COURTS SITE	16,191.00	13,492.50
T H WHITE GROUND CARE	WINTER SERVICE - HONDA POWER CARRIER	509.14	424.29
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - THORNBURY CEMETERY	207.84	173.20
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - MPF PAVILION	775.48	646.23
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - BAKERY ANNEX	1,053.04	877.53
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - TOWN HALL	371.64	309.70
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL (FOOD) - TOWN HALL	28.37	23.64
CIA FIRE & SECURITY LTD	TENNIS COURT SMARTACCESS SYSTEM ENGINEER CALLOUT	604.80	504.00
YATE SUPPLIES	COMPACTOR SACKS	222.36	185.30
FASTFIX DRAINAGE & PLUMBING LTD	DRAINAGE UNBLOCKING - TOWN HALL BUILDING	186.00	155.00
ABBEY LOOS LTD	PORTABLE TOILET HIRE - MPF SITE	390.72	325.60
ABBEY LOOS LTD	PORTABLE TOILET HIRE - CHANTRY FIELDS SITE	264.00	220.00
TOWNSEND PEST CONTROL	SITE SURVEY REGARDING WASPS AT THE CEMETERY CHAPEL	75.00	75.00
NEWSTEAM	MONTHLY DELIVERY OF THORNBURY GAZETTE	12.05	12.05

	PROLUDIC	PLAY EQUIPMENT PARTS	455.47	379.57
	MATRIX BES LTD	COMPLETE RE-WIRE OF THE CEMETERY CHAPEL	2,728.80	2,274.00
	ECOTRICITY	GAS SUPPLY - PAVILION	164.16	156.34
	ECOTRICITY	GAS SUPPLY - TOWN HALL	913.72	761.43
	EQUALS MONEY PLC	EQUALS PRE-PAID CARDS - ACCOUNT MONTHLY FEE	25.00	25.00
	MATRIX BES LTD	ISOLATE ALL ELECTRICS TO MARLEY GARAGE	282.00	235.00
<b>ACCOUNTS DUE FOR PAYMENT - 14TH APRIL 2026</b>				
		<b>ACCOUNTS DUE FOR PAYMENT- TOTAL</b>	<b>0.00</b>	<b>0.00</b>

**Approved by Cllr:**

**Date:**

**Seconded by Cllr:**

**Date:**

**Authorised By:**

**Date:**

**Authorised By:**

**Date:**

## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2026	Co op Thornbury	917	4.40			4205	108	4.40	Milk
02/01/2026	Hawkins of Thornbury	918	15.73		2.62	4140	110	13.11	Cleaning Materials
05/01/2026	Screwfix	919	79.98		1.67	4068	105	69.99	Safety Boots
						4150	130	8.32	Batteries
06/01/2026	Thornbury Motors	920	1.20			4150	130	1.20	Maintenance Materials
06/01/2026	Thornbury Motors	921	9.99		1.66	4150	130	8.33	Bulb Kit
07/01/2026	Mole Country Stores	922	86.26		14.38	4150	130	71.88	Maintenance Materials
08/01/2026	Gap Supplies Ltd	923	87.08		14.52	4150	130	72.56	Maintenance Materials
08/01/2026	Almondsbury Garden Centre	924	19.98		3.33	4150	130	16.65	Batteries
09/01/2026	Tesco Thornbury	925	12.50		2.08	4150	130	10.42	Rock Salt
09/01/2026	Tesco Thornbury	926	12.50		2.08	4150	130	10.42	Rock Salt
09/01/2026	Screwfix	928	35.04		5.84	4150	130	29.20	Maintenance Materials
12/01/2026	Co op Thornbury	927	4.40			4205	108	4.40	Milk
14/01/2026	Dobbies Garden Centre	929	11.98		2.00	4150	130	9.98	Peat
15/01/2026	Hawkins of Thornbury	930	26.76		4.46	4150	130	22.30	Smith Ironmong Swive
19/01/2026	Horders Thornbury Press	931	19.25			4100	108	19.25	Stationery
19/01/2026	Lees Mend A Shoe	932	11.00		1.83	4601	160	9.17	Key Cutting
19/01/2026	Screwfix	933	7.99		1.33	4150	130	6.66	Masonry Bit
22/01/2026	Hawkins	934	15.98		2.66	4150	130	13.32	Maintenance Materials
22/01/2026	Lees Mend a Shoe	935	25.00		4.17	4150	130	20.83	Key Cutting
22/01/2026	Co op Thornbury	936	4.40			4205	108	4.40	Milk
26/01/2026	Hawkins Of Thornbury	937	4.10		0.68	4150	130	3.42	Maintenance Materials
26/01/2026	Thornbury Discounts	938	1.99			4100	108	1.99	Stationery
28/01/2026	Gardiner Haskins	939	12.00		2.00	4071	105	10.00	Parking (staff training)
28/01/2026	Gardiner Haskins	940	12.00		2.00	4071	105	10.00	Parking (staff training)
29/01/2026	Gardiner Haskins	941	12.00		2.00	4071	105	10.00	Parking (staff training)
29/01/2026	Gardiner Haskins	942	12.00		2.00	4071	105	10.00	Parking (staff training)
30/01/2026	Co op Thornbury	943	6.50			4205	108	6.50	Milk
30/01/2026	Lees Mend a Shoe	944	20.75		3.46	4150	130	17.29	Key Cutting
30/01/2026	Screwfix	945	26.99		4.50	4150	130	22.49	LED Folding Clamp Worklight
<b>Total Payments for Month</b>			599.75	0.00	81.27			518.48	
<b>Balance Carried Fwd</b>			222.56						
<b>Cashbook Totals</b>			822.31	0.00	81.27			741.04	

## Payments for Month 11

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/02/2026	Hawkins of Thornbury	954	11.97		2.00	4150	130	9.97	Hooks
10/02/2026	L E Riddiford	946	3.15		0.52	4540	190	2.63	Climate & Nature Event
10/02/2026	Aldi Stores	947	4.36		0.73	4540	190	3.63	Climate & Nature Event
10/02/2026	Co op	948	4.40			4205	108	4.40	Milk
14/02/2026	Hawkins of Thornbury	949	3.38		0.56	4540	190	2.82	Climate & Nature Event
16/02/2026	Horders of Thornbury	950	6.50		1.08	4100	108	5.42	Stationery
16/02/2026	Horders Thornbury Press	951	58.40		9.73	4100	108	48.67	Stationery
16/02/2026	Aldi Stores	952	3.17		0.53	4540	190	2.64	Climate & Nature Event
16/02/2026	Thornbury Discounts	955	2.99		0.50	4100	108	2.49	Stationery
16/02/2026	Lees Mend a Shoe	956	53.98		9.00	4150	130	44.98	Key Cutting
16/02/2026	Mole Valley Country Store	957	227.45		37.91	4150	130	189.54	Maintenance Supplies
17/02/2026	Lees Mend a Shoe	958	5.75		0.96	4150	130	4.79	Keys
19/02/2026	Co op Thornbury	953	5.45			4205	108	5.45	Milk
20/02/2026	Hawkins of Thornbury	959	3.98		0.66	4150	130	3.32	Rawlplugs
27/02/2026	Thornbury Motors	960	3.56		0.59	4411	120	2.97	Indicator bulb
27/02/2026	Co op Thornbury	961	4.40			4205	108	4.40	Milk
<b>Total Payments for Month</b>			402.89	0.00	64.77			338.12	
<b>Balance Carried Fwd</b>			319.67						
<b>Cashbook Totals</b>			722.56	0.00	64.77			657.79	

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/03/2026	Hawkins of Thornbury	962	20.83		3.47	4150	130	17.36	Maintenance
03/03/2026	Hawkins of Thornbury	963	25.77		4.30	4150	130	21.47	Greenhouse Fly/Insect Spray
04/03/2026	Almondsbury Garden Centre	964	29.97		5.00	4150	130	24.97	Hedging Plants
04/03/2026	Thornbury Discounts	971	5.99		1.00	4100	108	4.99	Stationery
04/03/2026	Lees Mend a Shoe	972	15.00		2.50	4601	160	12.50	Key Cutting
09/03/2026	Co op Thornbury	973	4.40			4205	108	4.40	Milk
13/03/2026	Hawkins of Thornbury	965	13.99		2.33	4150	130	11.66	Tap Connector
16/03/2026	Hawkins of Thornbury	966	6.99		1.16	4068	105	5.83	Gloves
16/03/2026	Co op Thornbury	974	4.40			4205	108	4.40	Milk
17/03/2026	Thornbury Discounts	975	3.69		0.62	4601	160	3.07	Batteries for Doorbell
18/03/2026	Hawkins of Thornbury	967	13.99		2.33	4150	130	11.66	Tap Connector
18/03/2026	Lees Mend a Shoe	968	15.00		2.50	4601	160	12.50	Key Cutting
18/03/2026	Screwfix	969	16.99		2.83	4150	130	14.16	Tape and Ratchet Handl
24/03/2026	Hawkins of Thornbury	970	2.99		0.50	4140	110	2.49	Soap Holder
25/03/2026	Co op Thornbury	976	4.40			4205	108	4.40	Milk
26/03/2026	Lees Mend a Shoe	977	27.00		4.50	4601	160	22.50	Key Cutting
26/03/2026	Co op Thornbury	978	4.25		0.71	4205	108	3.54	Refreshment for Cllr Surgery
<b>Total Payments for Month</b>			215.65	0.00	33.75			181.90	
<b>Balance Carried Fwd</b>			604.02						
<b>Cashbook Totals</b>			819.67	0.00	33.75			785.92	

## THORBURY TOWN COUNCIL

### Officers' Decisions Made Under Delegated Authority

#### Officers Decisions Made Under Delegated Powers

See "Background" for full details of items to be captured here, but this includes officer decisions to "award a contract or incur expenditure which has a value of £3,000 or more".

DATE	DECISION TAKEN	AMOUNT £ (IF APPLICABLE)	REASON FOR DECISION	ANY ALTERNATIVES CONSIDERED AND REJECTED	ANY RELEVANT COUNCILLOR CONFLICT OF INTEREST	AUTHORISED BY	MEETING TO REPORT TO	ACCOUNTING CODES
23/09/25	To instruct a contractor to lay the stone in the Chapel as part of the restoration works	£4,900.00	Full budget for the project agreed and delegated to CEO for administering.	3 quotes sought and this was considered the best value for money, including being the cheapest quote.	NA	CEO	F&GP	190/4545
15/03/26	HR & H&S advice and support	£3,686.63	Contract continuation	Final year of a 3 year contract	NA	CEO	F&GP	110/4085

# SUBJECT ACCESS REQUEST PROCEDURE

**Date adopted:** 14 April 2026

**Review Date:** April 2029

## 1. PURPOSE

This procedure sets out how the Council will manage Subject Access Requests (SARs) in accordance with:

- Articles 12–15 UK GDPR
- Data Protection Act 2018

It ensures requests are handled lawfully, consistently, and within statutory timescales.

## 2. SCOPE

This procedure applies to:

- all councillors, employees, and volunteers;
- contractors processing data on behalf of the Council;
- all personal data held in any format (electronic or paper).

## 3. PROCEDURE

### Step 1 – Recognise a Subject Access Request

A SAR is any request where an individual asks for:

- their personal data; or
- confirmation that their data is being processed.

A SAR can be received:

- in writing (email or letter);
- verbally;
- via social media or other channels.

### Step 2 – Log and escalate the request

Upon receipt, staff must:

- record the date the request was received;
- forward the request immediately to the Data Protection Lead;
- not respond directly to the requester.

## IMPORTANT

All Subject Access Requests must be handled by the Data Protection Lead.  
Do not delay, ignore, or attempt to respond independently.

### Step 3 – Verify identity

The Council must confirm the requester's identity where necessary.

Actions:

- confirm identity if known;
- request proof of identity where there is reasonable doubt;
- request additional information if needed to locate data.

🕒 The response timeframe begins once sufficient information is received.

### Step 4 – Clarify the request (if required)

If the request is unclear or broad:

- seek clarification from the requester;
- continue processing where possible;
- do not delay unnecessarily.

### Step 5 – Start statutory timeframe

The Council must respond within **one calendar month**

The response must be provided **without undue delay**

An extension of up to **two additional months** may apply where:

- the request is complex; or
- multiple requests are received.

The requester must be informed within one month if an extension is required.

### Step 6 – Search for personal data

The Data Protection Lead will coordinate searches across:

- email systems
- Council IT systems
- paper records
- archived records

Searches must be:

- reasonable and proportionate;
- informed by the Council's ROPA.
- Staff must assist promptly when requested.

## Step 7 – Review, redact and apply exemptions

Before disclosure, the Council must:

- identify personal data within scope;
- remove or redact third-party personal data where required;
- consider exemptions under the Data Protection Act 2018;
- ensure disclosure is lawful and proportionate.

Where information is withheld, the reason will be explained where permitted.

## Step 8 – Prepare the response

The response must include:

- ✓ A copy of the personal data
- ✓ Supplementary information (Article 15 UK GDPR):
  - purposes of processing
  - categories of personal data
  - recipients or categories of recipients
  - retention period or criteria
  - individual rights
  - right to complain to the ICO
  - source of data (if not collected directly)
  - details of automated decision-making (if applicable)

## Step 9 – Issue the response

- Provide response within statutory timeframe
- Provide electronically unless otherwise requested
- Ensure information is clear and accessible

## Step 10 – Fees

- SARs are generally free of charge.
- A reasonable fee may be charged where:
  - the request is manifestly unfounded or excessive;
  - additional copies are requested.

## Step 11 – Refusal of requests

The Council may refuse to act where a request is:

- manifestly unfounded; or

- excessive.

The Council must inform the requester of:

- the reason for refusal;
- their right to complain to the ICO;
- their right to seek a judicial remedy.

## Step 12 – Record and close

The Council must maintain a SAR log including:

- date received
- requester details
- nature of request
- response date
- outcome

This supports accountability (Article 5(2)).

## Step 13 – Escalation and incidents

If a SAR identifies:

A potential data breach:

- report immediately
- follow the Data Breach Procedure

A complaint:

- follow the Complaints Procedure

## 4. KEY RULES

- All SARs must be handled by the Data Protection Lead
- Do not disclose personal data without review
- Do not delay handling requests
- Always record actions taken

## 5. RELATED DOCUMENTS

This procedure should be read alongside:

- Data Protection Policy
- Privacy Notices
- Data Breach Procedure
- Retention Schedule
- ROPA

## 6. REVIEW AND MONITORING

This procedure will be reviewed:

- every three years;
- following changes in legislation;
- following relevant incidents.

The Data Protection Lead is responsible for oversight.

DRAFT



# **TERRORISM (PROTECTION OF PREMISES) POLICY**

The Terrorism (Protection of Premises) Act 2025 was granted Royal Assent on 3 April 2025, but the requirements have not yet been commenced by regulations. This means they are not yet in force and do not need to be complied with until brought into force by secondary legislation, after an implementation period that is expected to be at least 24 months.

<b>Date Ratified:</b>	14 April 2024
<b>Meeting:</b>	Finance and General Purpose Committee
<b>Next review date:</b>	April 2027 (or within 12 months of commencement of relevant duties, whichever is sooner)

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DRAFT

## 1. Background, Scope and Aim of Policy

The Terrorism (Protection of Premises) Act 2025, commonly referred to as Martyn's Law, is intended to improve protective security and organisational preparedness across the UK. The Act establishes a tiered framework under which those responsible for certain premises and public events must take proportionate steps to prepare for and reduce the impact of a terrorist attack.

The new Act requires certain premises and qualifying events to ensure steps have been taken to prepare for potential terrorist attacks and to help keep people safe in the event of an attack. In addition, certain larger premises and qualifying events must also consider, and where reasonably practicable implement, public protection measures to reduce vulnerability to acts of terrorism.

This document sets out how land and buildings (premises) owned by, or the responsibility of, Thornbury Town Council will be assessed and managed in line with the Act and any subsequent regulations or statutory guidance. The Council recognises that the legislation establishes a tiered approach linked to the different uses of premises and to the number of individuals it is reasonable to expect may be present at the same time.

Ordinary public playgrounds and informal open spaces are not generally in scope as qualifying premises on a day-to-day basis, as they are typically low-density, unstaffed spaces without ticketing, crowd control, or organised activities, unless their use changes significantly and they fall within a listed use and capacity threshold under the Act.

The aims of this Policy are to:

- Set out how the Council will identify any premises and events that fall within scope of Martyn's Law.
- Describe how responsibilities will be allocated between the Council and event organisers (duty holders).
- Establish a proportionate framework for risk assessment, planning, training and exercising.
- Ensure that the Council is ready to demonstrate compliance once regulations commence.

## 2. Definitions and Legal Context

### 2.1 Town Council

Thornbury Town Council is the owner, leaseholder or controller of specified premises (land and buildings) within the parish and may itself organise, host, licence or facilitate events at those premises. Where the Council holds events, hires out, leases or licences premises, or allows other groups to use the facilities, it must ensure that a suitable "duty holder" (responsible person) prepares adequately for possible terrorist attacks in line with the Act.

### 2.2 Qualifying Premises

"Qualifying premises" are defined in the Act by reference to listed uses (for example, certain

entertainment, sports, retail, food and drink, and public buildings) and the number of individuals it is reasonable to expect may be present from time to time. The Act and associated information indicate that:

- Standard duty (Standard Tier) premises are those within a capacity band to be specified in regulations but expected to be a capacity of 200-800.
- Enhanced duty (Enhanced Tier) premises are those with a capacity of 800 or more individuals.

### **2.3 Qualifying Events**

“Qualifying events” are public events at which it is reasonable to expect that at least the enhanced duty capacity (currently indicated as 800 or more individuals) may be present and which fall within categories set out in the Act. Qualifying events are treated within the enhanced tier.

### **2.4 Duty Holder / Responsible Person**

The “responsible person” (duty holder) is the person or organisation that has control of the qualifying premises in connection with their use or has control over the qualifying event. For Council-owned premises this will usually be the Town Council when it operates the premises or runs an event itself, or the hirer/organiser where the premises are hired out or licensed and operational control is transferred under an agreement.

### **2.5 Relevant Duties**

The Act imposes different “relevant duties” depending on whether premises or events are in the standard or enhanced tier, which will be further detailed in regulations and statutory guidance. In outline:

- Standard duty premises must notify the regulator, undertake terrorism risk assessments, and implement and maintain “public protection procedures” (for example basic security planning, staff awareness and response arrangements).
- Enhanced duty premises and qualifying events must do all of the above and, so far as reasonably practicable, implement “public protection measures” designed to reduce vulnerability and the risk of physical harm (for example search policies, physical security, crowd management and other mitigations).

### **2.6 Regulator**

The Security Industry Authority (SIA) will act as regulator for Martyn’s Law, including receiving notifications, supporting compliance and taking enforcement action where necessary.

## **3. Premises and Event Classification**

The Council will maintain an inventory of premises and events which may fall within the Act’s scope. Each will be reviewed against capacity, use, and control, using a risk-based assessment matrix (see Section 4).

### **3.1 Council Premises**

#### **a) Land**

##### **Mundy Playing Fields**

On a day-to-day basis the Mundy Playing Fields have the capacity to hold over 200 people but are of generally low density, with numbers limited by play equipment, sports facilities and open spaces with numerous pedestrian entry and exit points. Vehicular access is limited to one road from Kington Lane leading to a car park with boundary barriers, height restrictions and barrier gate. This routine use is unlikely to fall within scope as a qualifying premises but the site may form part of a qualifying event or higher-risk activity.

##### **The Chantry (Field)**

On a day-to-day basis the field generally attracts casual use – for example people playing sports/games, walking dogs, and children walking to and from school. The field is not routinely hired out for events; however, the field has the capacity to hold over 200 people and, if used for an organised event meeting the criteria and capacity thresholds, could form part of a qualifying event in the enhanced tier.

##### **Other Open Public Spaces**

Other open public spaces not actively hired out are typically low-density, informal environments with multiple access points and limited organised activity. These will generally fall outside qualifying premises definitions unless their use changes (for example a large, organised festival or concert).

#### **b) Buildings**

##### **Town Hall**

Maximum capacity 120. This building may fall within a standard duty threshold if future regulations or guidance specify a minimum capacity of 100 or above and the use is listed (for example public assembly, events, or similar functions). The Town Hall's uses (civic meetings, community events, hire) will therefore be monitored against evolving guidance.

##### **Pavilion Building Complex**

The capacity of the pavilion not exceeding 120, with additional Home, Away and Referees' changing rooms adding a further capacity of up to 63. Combined, the complex could accommodate close to 200 people in certain configurations and, depending on use and layout, may fall within the scope of standard duty premises if thresholds and use criteria are met.

#### **c) Combination of Land and Buildings**

##### **Pavilion and Pitch Number 1**

The combination of pavilion facilities and pitch use (including spectators) may, for certain fixtures or tournaments, reach or exceed standard tier capacity levels. The Council will monitor anticipated attendance and activities to identify when the site may operate as a qualifying premises or form part of a qualifying event.

### **67 High Street (leased offices and 67a residential flat, car park and “Bakery Annex”)**

This is a mixed-use site. Office space and the residential flat will generally fall outside the scope of Martyn’s Law, while any public-facing “Bakery Annex” use (for example as a Museum) may be in scope if capacity thresholds and listed uses are met. The Council will keep the use of this property under review in liaison with tenants.

### **Chapel and Cemetery**

The chapel is intended to be used for services, accessing the cemetery and memorial woodland (in development). It may also be leased out for events and Thornbury based activities.

## **3.2 Events Summary**

Examples of events associated with Council premises include:

### **Firework Display – Mundy Playing Fields**

External organiser, with the site having potential to attract large crowds. Attendance estimates will be required from the organiser to determine whether the event meets qualifying event thresholds.

### **Thornbury Carnival – Mundy Playing Fields**

External organiser, with the site having potential to attract large crowds. Attendance estimates will be required from the organiser to determine whether the event meets qualifying event thresholds.

### **Football Fixtures and Tournaments – Pavilion and Pitch 1**

Organised by a local football club, with a typical maximum attendance of around 400 people. This suggests that some tournaments or special fixtures could fall within a standard tier capacity band (subject to final thresholds and the premises’ listed uses) but are unlikely to reach enhanced tier levels.

The above list is indicative and will be updated as Council activities evolve.

## **3.3 Assessment Matrix**

A risk-based classification will be used to assess whether each location or event falls within Martyn’s Law tiers and what compliance measures are required. The matrix will consider the following factors:

- Legal status: listed use in the Act or guidance, and whether it is a qualifying premises or event.
- Capacity: maximum number reasonably expected to be present at one time, including staff, volunteers and attendees.
- Nature of activity: density of crowds, presence of queues or bottlenecks, indoor vs outdoor environment, presence of alcohol or night-time economy.
- Control and stewardship: staffing levels, security presence, and clarity of roles.
- Physical characteristics: entry/exit points, perimeter, vehicle access, proximity to roads and public transport.

- Existing controls: current emergency and security arrangements already in place.

Each premises or event will be assigned a category:

- Out of scope (no Martyn's Law duty).
- Potential standard duty premises.
- Confirmed standard duty premises.
- Potential enhanced duty premises / qualifying event.
- Confirmed enhanced duty premises / qualifying event.

## 4. Roles, Responsibilities and Governance

### 4.1 Corporate Lead

The Town Council's Chief Executive Officer (or nominated senior officer) will act as corporate lead for Martyn's Law compliance on behalf of the Council. They will:

- Maintain the register of potentially qualifying premises and events.
- Oversee risk assessments and the development of public protection procedures and, where applicable, public protection measures.
- Act as the main liaison with the regulator and other agencies, once the regulator's role is fully operational.

### 4.2 Deputy Clerk and Facilities Officer

Council Officers will:

- Provide accurate information on capacity, layout, activities, and occupancy.
- Ensure local emergency response plans and procedures reflect Martyn's Law requirements proportionately.
- Arrange and record appropriate staff and volunteer awareness training.
- Participate in exercises and debriefs relating to terrorism preparedness.

### 4.3 Event Organisers and Hirers

Where events are organised by third parties using Council premises:

- The event organiser will usually be the duty holder (responsible person) for the qualifying event.
- Terms and conditions of hire will require organisers to:
  - Confirm anticipated capacity and event layout.
  - Undertake and share a suitable terrorism risk assessment and event management plan, proportionate to the level of risk and tier.
  - Co-operate with the Council and relevant authorities on security matters.
- The Council will retain oversight to ensure that the organiser's plans meet the relevant statutory requirements and that reasonable co-operation is provided.

## 4.4 Councillors

Councillors will:

- Approve this Policy and any subsequent significant amendments.
- Receive updates and information on the Council's readiness and compliance with Martyn's Law once in force.

## 5. Risk Assessment and Planning

### 5.1 Terrorism Risk Assessment

For each premises or event identified as potentially in scope, the Council (or event organiser) will complete a proportionate terrorism risk assessment, which may be integrated into existing health and safety and emergency planning processes. This will:

- Identify realistic attack methods relevant to the site (for example bladed weapons, vehicle as a weapon, firearms, explosives).
- Consider vulnerabilities in crowd management, access control, vehicle access and communication.
- Record existing controls and identify additional proportionate measures.

### 5.2 Public Protection Procedures (Standard Tier)

For standard duty premises, the Council will, as required by regulations:

- Notify the regulator that it is responsible for qualifying premises.
- Prepare and maintain written public protection procedures covering:
  - How to warn staff, volunteers, contractors and the public if an incident occurs.
  - How to inform people of what is happening and what they should do.
  - How to direct people to safety (for example invacuation, evacuation or lockdown).
- Ensure procedures link with existing emergency plans (for example fire, evacuation, major incident).

### 5.3 Public Protection Measures (Enhanced Tier)

Where Council premises or events fall in the enhanced tier, additional public protection measures will be identified and implemented, so far as reasonably practicable. These may include:

- Physical measures, such as vehicle mitigation (bollards or barriers), secure gates, reinforced glazing, or CCTV and lighting.
- Operational measures, such as bag search policies, queue management, restricted entry points and closer liaison with police.

- People-based measures, such as dedicated security staff, stewarding plans, and enhanced training.

#### **5.4 Documentation and Records**

All risk assessments, public protection procedures/measures, training records, and exercise/debrief reports will be retained in a central repository to:

- Demonstrate compliance to the regulator.
- Support continual improvement of arrangements.

## **6. Training, Awareness and Exercising**

### **6.1 Staff and Volunteers**

The Council will ensure that staff and relevant volunteers working at or around qualifying premises and events receive basic awareness training on terrorism threats and how to respond. This may include:

- Recognising suspicious behaviour and items.
- Understanding national guidance such as “Run, Hide, Tell” and relevant advice from national counter-terrorism resources.
- Knowing site-specific procedures for lockdown, invacuation and evacuation.

Training will be refreshed at intervals proportionate to risk and whenever significant changes are made to premises or procedures.

### **6.2 Exercises**

The Council will incorporate terrorist incident scenarios into existing emergency exercises where appropriate. This may include:

- Table-top exercises with key staff, partners and event organisers.
- Simple walk-through drills covering lock-down, invacuation or evacuation routes.

Lessons identified will be recorded and used to update procedures.

## **7. Partnership Working and Information Sharing**

The Council will work with:

- Avon and Somerset Police (including Counter Terrorism Policing) and other emergency services.
- South Gloucestershire Council and other local authorities.
- Local resilience forums and community safety partners.

The purpose is to:

- Share information about threats, risks and good practice.
- Align local plans with wider multi-agency arrangements.
- Ensure a consistent, proportionate approach to implementation across the area.

## 8. Monitoring, Review and Implementation

### 8.1 Pre-Commencement (2025–2027)

Prior to regulations coming into force, the Council will:

- Monitor Government and regulator guidance and factsheets on Martyn's Law.
- Complete initial mapping and screening of premises and events.
- Prepare draft risk assessments and procedures for those sites judged most likely to fall within scope.
- Build Martyn's Law considerations into event booking and licensing processes.

### 8.2 Post-Commencement

Once the relevant duties are commenced by regulations, the Council will:

- Confirm which premises and events are qualifying premises/events and their tier.
- Complete or update risk assessments and plans to ensure compliance within the statutory timescales.
- Notify the regulator where required, and respond promptly to any advisory or enforcement correspondence.
- Provide annual assurance reporting to the Full Council.

### 8.3 Policy Review

This Policy will be reviewed:

- Every 3 years
- Within 12 months of the commencement of Martyn's Law requirements relevant to local authorities.
- Whenever there is a significant change to legislation, regulations, premises, or the Council's event profile.
- Following any incident, near-miss or major learning from exercises.



# TREE MANAGEMENT POLICY

<b>Date Ratified:</b>	14 April 2026
<b>Meeting:</b>	Finance and General Purpose Committee
<b>Next review date:</b>	May 2029 (3 yearly review)

## **1. Background, Scope and Aim of Policy**

The Town Council has a statutory duty of care under the Occupiers Liability Act 1999 and the Health and Safety at Work Act 1974 to ensure that members of the public and staff are not put at risk because of a failure by the Town Council to take all reasonable precautions to ensure their safety. There is therefore a need to inspect the trees on spaces owned by, or the responsibility of, the Town Council. This inspection will assess whether the trees represent a risk to persons or property and recommend remedial actions as appropriate. The Town Council will then arrange for those remedial actions to be carried out in line with the urgency attributed to them during inspection. There is an unacceptable risk associated with the Town Council's tree assets where there is no defensible system in place.

This document sets out how trees on land owned by, or the responsibility of, the Town Council will be maintained and managed. The benefits of the Town Council's approach as set out in this policy include:

- Delivery of a structured maintenance programme to enhance and protect the quality of existing tree stock.
- Ensure the ability of the Town Council to defend against tree related insurance claims.
- Provide clear guidance on how the Town Council responds to reports of issues regarding its trees.
- Create more opportunities for wildlife to thrive in Town Council open spaces and help to mitigate against the climate change emergency in line with Town Council's stated priorities.

The Town Council is responsible for trees on the following open spaces – Mundy Playing Fields including Poulterbrook, Chantry Field, Thornbury Cemetery, St Marys Churchyard, Thicket Walk, Eastland Avenue Play Area, Chantry Road Play Area, Oakleaze Green, Land Adjacent to 1 Ashgrove, Land Adjacent to Grace Lodge. All open spaces will be inspected at the same frequency as there is no significant difference in the risk level for each space.

The policy relates solely to existing trees including newly planted trees. This policy does not cover the planning of new tree planting. That is covered by agreed grounds maintenance regimes developed from ecology survey recommendations. The Memorial Tree and Memorial Bench Policy provides additional detail specifically in relation to the planting of memorial trees.

## **2. Planned Safety Inspections and Maintenance**

- The Town Council will arrange for three yearly external inspections of all trees on land owned by it or for which it is responsible.
- Each individual trees will be surveyed to assess its physiological and structural state and the results recorded.
- Inspections will be carried out by a qualified arboriculturist and tree works carried out as a result of the inspections will be based solely on their advice. Their inspection reports will include a list of works to carry out which have been prioritised by them.
- The identified works will be carried out in order of priority by a separately appointed and qualified tree surgeon. (Where an individual action is so straightforward that it doesn't require any kind of specialist training or equipment e.g. removal of tree guards, Town

Council staff will carry out that action at an appropriate time of year and exactly as specified in the list of works.)

- Officers will maintain a schedule of progress against identified actions from the inspections to ensure they are completed in a timely manner and this schedule will be reviewed periodically by the Open Spaces Committee.

### 3. Ad Hoc Issues and General Principles

- Following very stormy weather/high winds, a visual inspection of all trees will be carried out by staff and the results recorded. The aim of the visual inspection will be to identify any obvious tree hazards that require immediate attention from an arboriculturist or tree surgeon, such as fallen trees, damaged branches, hung-up limbs, new leaning, root heave, etc. Wherever possible, the visual inspections will be carried out by experienced staff who have received some basic training in tree management. Any tree works that are required will be completed in line with the procedure set out in section 2. If significant damage is found, it may be necessary to carry out a full resurvey, either of specific sites or of all sites, but this will be decided on a case-by-case basis, in line with advice from the arboriculturist or tree surgeon. If a full resurvey is carried out, the three-year cycle will begin again from that point.
- Experienced and trained staff will carry out regular visual inspections of all trees and report any issues to officers that may have developed in between inspections and that are not covered by the list of agreed works. This visual inspection will focus on any obvious tree hazards that require immediate attention from an arboriculturist or tree surgeon, such as those details above, and will be recorded. Officers will then seek advice from either the tree surgeon or arboriculturist, depending on availability, to assess these issues and make recommendations as to remedial works, including urgency. Works will be carried out in line with the assessment of urgency, either by the tree surgeon or by staff if appropriate.
- Issues relating to trees reported by members of the public will initially be assessed by officers. Only if appropriate (see below), officers will seek the advice of the tree surgeon or arboriculturist, depending on availability, to assess these issues and make recommendations as to remedial works, including urgency. Works will be carried out in line with the assessment of urgency, either by the tree surgeon or by staff if appropriate.
- Officers will assess each report received by members of the public on a case-by-case basis, and seek advice as necessary, but generally the Town Council will not carry out works to trees for the following reasons alone:
  - branches overhanging private property
  - cutting back of trees to reduce blocking of light or impact on views across land
  - removal of trees or branches to prevent falling leaves or other natural tree debrisIn general, trees will not be removed or significantly pruned or reduced unless there is a demonstrable arboricultural, safety or legal reason for this.
- Trees will be cut back if they touch or are very close to touching windows, roofs and gutters of Town Council or private property, or power lines or similar, or if they obstruct pathways.
- Trees may be pruned, reduced or removed if they grow in a way that affects staff working safely around them e.g. overhanging branches affecting the safe use of mowers or strimmers.

- If at all possible, large and heavy tree branches or tree trunks will not be removed from site following tree works, assuming that these can be made safe e.g. to ensure they are not hazardous for children climbing over them or moving them.
- Where appropriate, the Town Council will endeavour to replace any trees that are removed or fallen except where a tree is removed or has fallen because of an issue with its location, either operational or natural.



# THORNBURY

Town Council

## GRANT AWARDING POLICY AND PROCEDURE

<b>Date Ratified:</b>	14 April 2026
<b>Meeting:</b>	Finance and General Purpose Committee
<b>Next review date:</b>	February 2029 ( <i>3 yearly review</i> )
<b>Supersedes:</b>	Grant Awarding Policy and Procedure July 25

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## **1. INTRODUCTION AND AIMS**

Thornbury Town Council offers grant funding streams (Community Development Grant Aid and Small Grants) which eligible groups and organisations can apply for.

## **2. SCOPE**

The policy applies to all grant funding awarded by the Town Council.

Thornbury Town Council awards grants to projects which will provide direct benefit to the local community. Grants will not be awarded to offset normal, ongoing running/revenue costs, but will be awarded for developments, projects, or capital/equipment investments.

Grants will be assessed, and scored according to how well the proposal delivers the values and priorities in the Town Council strategy. Full details of the Town Council's current Strategy can be found on the Town Council's website.

Additionally, grant funding will be prioritised for projects which:

- Give consideration to the challenges of climate change or work to conserve nature and biodiversity
- Deliver something new, or serve a sector of the population not previously supported

Grant funding will only awarded to groups, organisations and projects where there is a direct, proportionate benefit to the residents of Thornbury.

Below, examples are given of types of organisations to which grants may be given:

- Charitable Organisations with a local base
- Youth/Senior Citizen Groups
- Amateur Sports Clubs and Arts groups where there is a community or charitable element
- Advice Organisations
- Organisations assisting the Disabled
- Friends of Thornbury Town Council Facilities Groups
- Community groups

Please see section 5 full terms and conditions, including information on eligibility and exclusions.

Grant awarding may be awarded for existing organisations, or to provide start-up funding for new organisations, which may include revenue funding for a defined, limited period.

## **3. GRANT FUNDING CATEGORIES**

The availability of grant funding will be widely publicised using the usual Town Council communications channels. Applicants are only permitted to apply for one of the following grants per financial year.

### **3.1 Community Development Grant Aid (maximum £3,000)**

The upper limit of Community Development grant aid available for any applicant seeking funding for project-based activities is a maximum of £3,000 per project. Project means the programme of activities, capital investment/equipment or time-limited developmental running costs for which you are seeking grant aid.

Any organisation applying for Community Development grant funding may be required to attend a meeting to give a five minute presentation (maximum time allowed) and answer any subsequent questions from the members present on the project for which grant funding is requested. Advance notice of the time and date of the meeting will be given.

Only one Community Development Grant will be considered per organisation in a rolling three-year period.

### 3.2 Small Grants (maximum £750)

Small Grants funding is available for any applicant seeking funding for project-based activities up to a maximum of £750 per organisation per financial year in one application.

Project means a programme of activities, capital investment/equipment, or time-limited development costs for which you are seeking grant aid.

### 3.3 Local Events

Grant windows are twice year, spring and autumn. An organisation can apply for one successful grant per financial year in one application.

These grants are intended to support events that align with the Town Council strategic priorities and promote community engagement, provide educational, cultural, or social benefits. Events include workshops, festivals, and other public gatherings, and are events for residents.

**Small Local Events:** For smaller community-focused events with up to 250 attendees. Examples include local community meetings, workshops, or intimate cultural events. Grants are awarded up to £1,000 per organisation per financial year in one application.

**Medium-Large Local Events:** drawing over 250 attendees. Examples include, multi-day workshops, or larger community festivals. Grants are awarded up to £5,000 per organisation per financial year in one application. This grant will require itemised expenditure along with justification of anticipated turnout and a detailed event plan as supporting documentation for the funding application.

Any organisation applying for the medium-large local event grant funding may be required to attend a meeting to give a five minute presentation (maximum time allowed) and answer any subsequent questions from the members present on the event for which grant funding is requested. Advance notice of the time and date of the meeting will be given.

## 4. TIMINGS

Funding windows are open twice a year, spring and autumn, for all grant funding categories. Exact dates will be confirmed on a year-by-year basis, based on confirmed meeting dates.

ACTIVITY	ALL GRANTS	
Open to applications	April/May	October/November
Working Group review	End of May/beginning of June	End of November/beginning of December
Full Council or Finance & General Purpose Committee decision	July	December
Payment of grant funding	Beginning of August	Beginning of January

Evaluation form and evidence of grant funding expenditure	By the end of March (following year)	By the end of March (following year)
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## 5. TERMS AND CONDITIONS

### 5.1 Eligibility and exclusions:

- Grant funding is only available to groups and organisations and cannot be paid to, or benefit, individuals or commercial businesses.
- Grant funding will not be awarded to organisations/for items which are the statutory responsibility of another public body, in order to avoid 'double taxation'. For example, grant funding is not available to schools, the police, NHS bodies. Funding may be sought by school PTAs, for non-core items.
- Organisations currently in receipt of funding through a Service Level Agreement with Thornbury Town Council are not eligible to apply for grant funding under this policy.
- Grant funding will not be made to organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, age, gender, disability, sexual orientation or religion.
- Grant funding will not be awarded for general appeals (e.g. national/international disasters, fundraisers, or for national/regional charities or 'upwards funders' that do not provide specific benefit to residents).
- Grant funding will not be awarded for retrospective projects, or where costs have already been incurred.
- Where the conditions of a previous grant award have not been complied with (including evaluation feedback requirements), the application may be rejected, or any agreed funding partial, or subject to remedy of non-compliance.
- Grant funding will not be awarded to projects which exclude certain members of society on the basis of religion. Events which are run by a religious organisation, but are open to the public as a whole, however, will be considered.
- Organisations must be properly constituted and will be required to provide a formally adopted written constitution clearly defining its purpose.
- The organisation is required to submit a statement in support of its request and audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous year or, in the case of a newly formed organisation, an outline budget and business plan
- **Revenue costs:** Thornbury Town Council will not award funding to cover revenue costs/normal running costs of an organisation. This will include, but is not limited to, items such as core staffing, utility bills or rent. It is a reasonable expectation that organisations should be operationally viable in their own right. Organisations who wish to request long-term revenue funding from the Town Council should consider the Service Level Agreement Policy.

- **Grant dependency:** Thornbury Town Council grants are awarded for one-off projects. Successful grant award in one year does not mean that grant funding will be awarded in future years. There is no 'entitlement' to grant funding, and no organisation is considered a priority over another. All grant applications are taken on a case-by-case basis, judged on the annual application alone.
- **Staffing:** Applications for funding of staff costs are not normally approved. An application towards the cost of a member of staff if it represents a specific fixed-term post to deliver a specific short-term project may be considered. In this instance, applicants must accept that funding will only be awarded on an annual basis; and as such posts should be recruited on a one-year fixed term basis, or the organisation must clearly set out the plans for funding the post beyond the first year. Thornbury Town Council will bear no responsibility for the ongoing employment costs or arrangements beyond one year.
- Organisations must have a dedicated bank account in the organisation's name. For startup funding for new organisations, the grant funding will not be paid until a dedicated bank account has been set up. Grant funding will only be paid by BACS.
- Where start-up funding is applied for, information must be provided on how the organisation plans to become self-sufficient on an ongoing basis.
- Grant funding must be spent for the purpose for which it was awarded (reasonable variation between individual item costs originally estimated is acceptable).

## 5.2 Deadline for project/event:

Grant funding should be spent within 12 months of funding approval for Small Grants & Local Events Grant, unless alternative project timescales have been made clear in the application. For Community Development Grants the funds must be spent by the end of the 3 year term.

Grant funding must be spent for the purpose for which it was granted. Any funding which is unspent within a year (or at project completion where an extension is agreed in line with 5.2) must be repaid in full to the Town Council

If there is a delay to the project, a formal request must be made to the Town Council to extend this period. If the expenditure for the project has not been incurred within 12 months, and no approach has been made to request an extension, the grant approval will be withdrawn, and the funds must be returned to the Town Council for reallocation. Town Council debt procedures will be enacted in this instance.

## 5.3 Publicity

Grant recipients undertake to clearly credit the Town Council for its funding contribution. This should include the featuring of the Town Council logo on promotional material, and credit on press releases, websites and social media. The Town Council logo will be provided for this specific purpose alone and permission is not given for its use for any other purpose. Evidence of Town Council credit in publicity will be required as part of the evaluation form including photographic evidence.

Evidence will be required throughout each year the grant is applicable; one year for Small Grant and Local Events Grant. For all three years of the Community Development Grant.

Grant recipients undertake to assist the Town Council with its own publicity in relation to the grant funding, for example photo opportunities.

#### **5.4 Evaluation and evidence of expenditure:**

A condition of receiving all types of grant funding from Thornbury Town Council is the completion and return of an evaluation form on the completion of the project, which must include evidence of grant expenditure in line with the purpose for which it was granted. This evaluation form can be found on the Town Council website or requested by emailing [info@thornburytowncouncil.gov.uk](mailto:info@thornburytowncouncil.gov.uk).

It is the responsibility of the grant recipient to return this evaluation form. Failure to return an evaluation form, following a final reminder, will likely result in the refusal of any application from the organisation for the following financial year.

Additionally, for **Community Development Grant**, a written update report is required every six months in order that council can see the progress of the project throughout the year. The Town Council would expect the report to reflect on the content of the original application/project proposals.

Town Council meeting papers are public documents so care should be taken not to include any personal sensitive, or commercially sensitive information in any reports provided.

#### **5.5 Evidence/audit**

Grant recipients will be required to provide evidence of grant award expenditure, by way of receipts or an appropriate statement of accounts. This evidence will be required at the same time as the evaluation form.

The Town Council reserves the right to request further evidence/information as required for audit and assurance purposes.

### **6. REQUIREMENTS/GUIDANCE FOR COMPLETION OF GRANT APPLICATIONS:**

It is recognised that there are many voluntary organisations in Thornbury which provide valuable benefit in all different ways to residents of the parish. The Town Council funds available for grants are limited, and not all organisations can be supported. Therefore, applications will be prioritised on the basis set out above.

When completing the application form it is critical that effort is put into evidencing how the project/event aligns with the aims and objectives of the Town Council, and other priorities (see 2 SCOPE). A full and well explained grant application will provide assurance when the Council assess the completed grant applications. To this end, the following guidance is provided to assist in the completion of the application form:

**Evidence in support of project costs:** Grant applications must fully detail the costs of the project. It is not acceptable to simply request '£750 for X project'. There should be a full breakdown provided to explain the funding requirement. Evidence should be provided (quotes, screenshot of web prices etc) to justify the significant cost elements.

**Quantified reach and impact/benefit:** To be successful, grant applications must show how they represent a direct benefit to the residents of Thornbury. It is important to include clear evidence of reach on the application form including the number of service users/Thornbury parish residents who will benefit from the grant funding. If some beneficiaries may be outside of the parish boundary, this should be noted and quantified. Some benefit outside of the parish does not preclude grant award but will give context and help the Council assess the benefit to residents.

The claimed impact/benefit should be set out in quantifiable SMART terms (specific, measurable, achievable, relevant and time-bound).

The parish boundary map for the town of Thornbury is included at Appendix A.

**Financial reserves explanation:** Applicants are asked to provide details of financial reserves held. This should be accompanied by a full explanation of the requirement for reserves, and purposes, as it is recognised that high levels of reserves does not always mean readily accessible funds for projects. For example, an organisation may have a requirement to maintain X months of revenue expenditure as general reserves or may have earmarked reserves for a particular project or purpose. Where reserves are not adequately explained, it will lead the council to assume that the applicant has sufficient funds to cover the expenditure from their own resources and that Town Council support is not necessary.

**Checklist:** A checklist is provided at Appendix B to assist with drafting the grant application form.

**Other funding sources:** Applicants are required to give details of efforts that have been made by the organisation in seeking funding from other sources (including for this project or other purposes). This helps to reassure the council of the organisation’s prudent financial management and to ensure value for money for the precept paying residents where grant funding is agreed.

**Environmental:** Applicants must ensure they provide details of this consideration in their application. A separate FAQ providing more details can be found on the Town Council website.

**7. ASSESSMENT OF APPLICATIONS**

Thornbury Town Council reserve the right to award a proportion of the amount requested. All grant aid is awarded strictly on a case-by-case merit basis.

Applications will be scored according to:

Area	Weight	Scoring Guide (1–10 scale)
Any	0%	0 – Application not eligible
1. Alignment to Town Council Strategy	20%	1–2: Not aligned 3–4: Some awareness, limited relevance 5–6: Partially aligned, somewhat relevant 7–8: Clearly aligned 9–10: Strong, strategic fit
2. Proportionate Benefit Against Project Cost	25%	1–2: Poor value, high cost, low impact 3–4: Limited benefit for cost 5–6: Reasonable value 7–8: Represents strong value relative to cost 9–10: Excellent value and strong impact for cost

Area	Weight	Scoring Guide (1–10 scale)
<b>3. Environmental Considerations</b>	25%	1–2: Negative or no environmental awareness 3–4: Minimal efforts 5–6: Some considerations 7–8: Positive environmental practices 9–10: Strong, embedded sustainability measures
<b>4. Delivery of Something New or Widening Participation</b>	20%	1–2: No innovation or inclusivity 3–4: Slight variation from past work 5–6: Some innovation or broader reach 7–8: Meaningfully new or inclusive 9–10: Fresh approach and significantly wider access
<b>5. Efforts to Secure Other Funding Sources</b>	10%	1–2: No evidence 3–4: Little effort 5–6: Some effort shown 7–8: Good evidence of external funding search 9–10: Strong track record or match funding in place

Thornbury Town Council reserves the right to award an amount it deems appropriate, based on the merits of each individual application as determined by the Members reviewing it. All grant awards are made strictly on the basis of merit.

## 8. OTHER FUNDING ROUTES

**Service Level Agreements:** Thornbury Town Council operates a Service Level Agreement Policy within a separate, fixed budget, which is not part of the grant awarding process. The Service Level Agreement Policy can be found on the Town Council website.

## 9. POLICY IMPACT ASSESSMENT (for council use only)

IMPACT ASSESSMENT	
<b>Strategic</b>	Grant awarding scope and assessment explicitly refers to Town Council strategic aims and objectives
<b>Equalities</b>	The adoption of a clear policy and procedure will allow the Council to award grant funding in a transparent, objective and equitable way. Application assessment methodology includes ‘widening participation’. Terms and conditions exclude projects which would exclude people on the basis of religion. High weighting in the scoring of applications against ‘widening participation’.
<b>Environmental/Sustainability</b>	Application assessment methodology includes ‘Contribution to tackling the challenges of climate change or to conserve nature and biodiversity’. High weighting in the scoring of applications against Consideration of climate change, nature conservation and biodiversity
<b>Crime and Disorder</b>	No impact
<b>Financial</b>	No impact other than grants budget allocation.

<b>Resource</b>	No impact
<b>Risk management</b>	No impact

- END OF POLICY

DRAFT



**APPENDIX B: Checklist**

- Have you provided contact details?
- Have explained the benefit to residents of your proposed project/initiative?
- Have you explained the proportion of residents to benefit?
- Have you adequately explained your other funding sources and fundraising efforts?
- Have you provided your most recent accounts and balance sheet?
- Have you provided a copy of your constitution?
- Have you provided quotes and evidence of costs?
- Do you accept the terms and conditions as set out in this policy?
- Have you provided your equality and diversity policy?



# UNIFORM AND DRESS CODE POLICY

Date Ratified:	14 April 2026
Meeting:	Finance and General Purpose Committee
Next review date:	April 2029 (3 years)
Supersedes	Uniform Policy 2024/25

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## 1. PURPOSE AND SCOPE

Thornbury Town Council (the Council) expects staff councillors and volunteers to observe a standard of personal appearance which is appropriate to their role to the Council, the nature of the work undertaken, and which portrays a professional approach which the public can have confidence in.

This policy applies to all employees who have been provided with uniform and those who wear their own clothes.

Uniform is defined as any clothing or footwear, including Personal Protective Equipment (PPE), whether it be branded or not, supplied by the Council.

## 2. RESPONSIBILITIES

The Council has a duty to comply with legislation relating to equality, health and safety, and human rights.

To support staff and councillors in carrying out their roles safely and professionally, the Council will provide appropriate uniform that also helps promote its services.

The Council will provide the appropriate quantity and type of uniform required for each role. All uniform items remain the property of the Council and once issued, are the responsibility of the employee to maintain and care for appropriately. The issue of uniform and PPE will be recorded on a PPE and Uniform Initial Provision Form (see Appendix 1).

Employees are responsible for the safekeeping of their uniform. Where items are lost or not properly maintained, the Council reserves the right to make a reasonable deduction from the employee's remuneration to cover the cost of replacement. Reasonable allowance will be made for general wear and tear, and the Council retains discretion to replace uniform items where appropriate.

If an item requires repair or replacement, it is the responsibility of the individual to notify their line manager or the Chief Executive, providing details of the item and the required size. Any replacement items will be issued on the understanding that the old uniform is returned to the office, for appropriate disposal. The issue of replacement PPE or Uniform will be recorded on a PPE and Uniform Replacement Form (see Appendix 2).

The frequency of repairs or replacements will depend on the nature of the role; for example, outdoor staff may require more frequent replacements than office-based staff or councillors.

All uniform items must be returned when an individual leaves the Council.

Staff and Councillors should remember that when wearing the Council uniform, they are representing the organisation.

Uniform should not be worn outside of working hours, except when commuting to and from work or when attending authorised events such as public or charity functions where they are representing the Council.

### 3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Under the Health and Safety at Work Act 1974 and Personal Protective Equipment at Work Regulations 1992, there is a duty upon the Council as the employer to provide PPE when required in the workplace, and in addition, to provide the requisite training in the use of such equipment.

Following a risk assessment, PPE will be issued with the aim of reducing significant risk as far as reasonably practicable.

Where Personal Protective Equipment (PPE) is issued, individuals are required to wear it while performing their duties, in accordance with legal requirements and the Council's health and safety policies.

Staff must notify their line manager of any concerns regarding PPE, including if items become damaged, lost, or if additional PPE is required. **Where items are repeatedly lost, an action plan may be implemented, which may include PPE being signed in and out to prevent further losses.**

### 4. BENEFITS

Staff are encouraged to claim tax relief for the washing and repair of uniform provided by the Council. To do this, follow the link for further information: [Claim tax relief for your job expenses: Uniforms, work clothing and tools - GOV.UK](#)

### 5. UNIFORM ALLOCATION:

#### 5.1 Outdoor Staff

- 5 x Navy Polo Shirts with Town Council emblem
- 2 x Navy 'Combat Style' trousers
- 2 x Navy 'Combat Style' shorts
- **2 x Navy Fleeeces with Town Council emblem or 2 x Navy Sweatshirts with Town Council emblem (or a mix of 1 Fleece and 1 Sweatshirt)**
- 1 x Hi-viz Contrast Trim Waterproof Coat with Town Council emblem
- 1 x Hi-viz Waterproof 'Bomber' Jacket with Town Council emblem
- 1 x pair of Steel-toe Safety Boots
- Baseball Cap and Neck Gaitor
- 1 x pair steel toe cap wellington boots
- 1x beanie style winter hat

Seasonally appropriate alternatives may be offered in addition to the above list at the discretion of the Chief Executive.

Additional Personal Protective Equipment will be allocated for any member of staff partaking in any activity that requires it. A risk assessment will identify the necessary PPE required.

Outdoor staff may sometimes use their own equivalents for some of the accessory items listed above, like caps or winter hats. This is acceptable, but the accessories should be plain in colour and in keeping with the Council's standards on suitability and presentation. It is not permitted for commercial brands or logos to be displayed, other than the manufacturer of the garment. Any slogans or designs must be minimal, unobtrusive and inoffensive – plain items are preferred.

#### 5.2 Office Staff

Office staff are not required to wear Council issued uniform whilst at work however, there may be occasions when Council branded uniform may be useful, both in terms of reinforcing the

Council's branding and in making the Council officers identifiable to the public. Office staff are therefore permitted the following uniform allocation on request:

- 3 x Navy Polo Shirts with Town Council emblem
- 1 x Navy Fleece with Town Council emblem
- 1 x Lanyard with photographic identification

Office staff who choose not to wear a uniform are expected to dress professionally and respectfully. Clothing should not include offensive language or be overly revealing or distracting. The Council aims to maintain an inclusive, comfortable, and safe environment for everyone.

### 5.3 Cleaner

Cleaning staff are required to wear partial uniform whilst at work (polo shirt and fleece), as well as relevant PPE, such as appropriate footwear and gloves. They are entitled to:

- 3 x Navy Polo Shirts with Town Council emblem
- 1 x Navy Fleece with Town Council emblem

They may request other items as required to carry out their duties, such as disposable aprons.

### 5.4 Councillors

Polo shirts and fleeces with the Council's emblem, are available to councillors for public events. Requests should be made, in writing, to the Chief Executive or Deputy Clerk. Councillors will be issued a lanyard with photographic identification on joining the Council and are expected to wear this when attending events.

### 5.5 Mayoral and Deputy Mayoral Attire (refer also to the 'Mayoral Attendance Policy')

The Council provides formal regalia for civic duties, including robes, jabot, hat, and chains for the Mayor, and chains for the Deputy Mayor and Consort. When attending events outside the parish, permission must be obtained from the relevant host council for the attendee to wear Thornbury's formal regalia.

Formal attire must be worn properly, in accordance with how it was designed and without alteration. Any additional clothing worn alongside the regalia should be appropriate to the occasion.

### 5.6 Volunteers

Volunteers are valued members of the Council and are expected to present themselves in a manner that reflects the professionalism and values of the Council.

Volunteers should wear clothing and footwear that is suitable for the tasks they are undertaking. Volunteers must follow any specific health and safety guidance, including the use of Personal Protective Equipment (PPE) where required.

## 6. JEWELLERY AND PIERCINGS

Jewellery should be appropriate for a professional work environment. Discreet or modest items are generally suitable, while large or overly attention-grabbing pieces should be avoided during work hours, particularly in customer-facing or formal settings.

Staff are welcome to wear jewellery that reflects personal or cultural expression, provided it aligns with the overall standard of professionalism and does not pose a safety risk in their role.

## **7. HAIR AND GROOMING STANDARDS**

Long hair must be worn safely for the staff members role, for example, long hair should be tied back and kept away from grounds machinery, or office shredders. It is expected that personal hygiene and grooming standards are maintained at a reasonable level. Head coverings for religious or cultural reasons must be worn safely and not in way that could be caught in machinery. Staff should talk to their line managers in the first instance if they have any concerns about the wearing of PPE and religious/cultural items.

## **8. REMOTE WORKING**

While working remotely, staff are expected to dress in a way that is appropriate for a professional setting, especially when attending video meetings. Clothing should be clean, presentable, and suitable for appearing on camera. While formal business wear is not required, attire such as pyjamas, overly casual loungewear, or clothing with offensive language or graphics must be avoided.

## **9. FORMAL OCCASIONS**

Staff are expected to dress in smart, professional attire that reflects the significance of the occasion, meets any event dress code and represents the Council appropriately.

This may include business formal or semi-formal clothing such as a suit, dress, blouse and trousers, or equivalent. Clothing should be neat, respectful, and free from slogans or casual elements (e.g. jeans, trainers, or sportswear).

These events are important opportunities to celebrate achievements and engage with the community, and appropriate dress supports a positive and professional atmosphere.

## **10. BREACHES OF POLICY**

Breaches of this policy by staff will be treated as a disciplinary matter and handled in accordance with the procedures outlined in the Employee Handbook.

Breaches by Councillors will be addressed by the Chief Executive, based on the nature and severity of the breach. The Chief Executive may choose to manage the matter internally or, in cases of a more serious nature, refer it to the Monitoring Officer at South Gloucestershire Council.

While volunteers are not subject to formal disciplinary procedures, failure to follow the Uniform and Dress Code Policy may result in a review of their volunteering role and, in some cases, may lead to the role being withdrawn.

## APPENDIX 1 – PPE AND UNIFORM ALLOCATION RECORD



### PPE and Uniform Initial Provision Form

This form is to be completed upon the issuance of personal protective equipment (PPE) and uniform to employees.

It is essential to ensure that each employee acknowledges receipt and understands the proper user and maintenance of the PPE and uniform provided.

Employee Information	
Employee Name:	
Job Title:	
Date:	

PPE or Uniform Issued		
Uniform Item:	Quantity	Date Issued:
Sweatshirt or Fleece (Branded)	2	
Polo or T-Shirts (Branded)	5	
Trousers	2	
Shorts	2	
Waterproof Trousers	1	
Waterproof Mac (Branded)	1	
Orange Hi-Viz 'Bomber' Coat (Branded)	1	
Sun cap	1	
Wooly hat	1	
Neck Warmer	1	
PPE Item:		
Safety boots	1	
Hi-Viz vests	2	
Ear Defenders	2	
Safety Glasses	2	
Safety Sunglasses	1	
Safety helmet with visor	1	
Rubble Gloves	1	
Gloves	2	

I, \_\_\_\_\_, acknowledge receipt of the above PPE and/or uniform and agree to adhere to the conditions regarding uniform as set out in the Employee Handbook and Thornbury Town Council Uniform Policy (see below). Items that I wish to be replaced will need to be returned to the main office for disposal.

**Employee Handbook - "If you lose your uniform, or do not look after it, then the Council will be entitled to make a deduction from your remuneration to cover the cost of replacing this. General wear and tear will be taken into account, and the Council may exercise its discretion to replace uniform."**

Employee Signature: \_\_\_\_\_

Manager/Office Signature: \_\_\_\_\_

Date scanned and uploaded: \_\_\_\_\_

**APPENDIX 2 – PPE AND UNIFORM REPLACEMENT FORM**



**PPE and Uniform Replacement Form**

This form is to be completed upon the issuance of personal protective equipment (PPE) and uniform to employees.

It is essential to ensure that each employee acknowledges receipt and understands the proper user and maintenance of the PPE and uniform provided.

<b>Employee Information</b>	
Employee Name:	
Job Title:	
Date:	

<b>PPE or Uniform Issued by Office or Supervisor:</b>		
<b>PPE or Uniform Item:</b>	<b>Quantity</b>	<b>Date Issued:</b>

I, \_\_\_\_\_, acknowledge receipt of the above PPE and/or uniform and agree to adhere to the conditions regarding uniform as set out in the Employee Handbook and Thornbury Town Council Uniform Policy (see below). Items that I wish to be replaced will need to be returned to the main office for disposal.

Employee Handbook - *“If you lose your uniform, or do not look after it, then the Council will be entitled to make a deduction from your remuneration to cover the cost of replacing this. General wear and tear will be taken into account, and the Council may exercise its discretion to replace uniform.”*

Employee Signature: \_\_\_\_\_

Manager/Office Signature: \_\_\_\_\_

Date scanned and uploaded: \_\_\_\_\_