

7 May 2026

To all Councillors

Please take notice that the **Annual Meeting** of the **Full Council** of Thornbury Town Council will be held in the **Town Hall Council Chamber** on **Tuesday 12 May 2026** at **7.30pm**.

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



Hannah Bowden, Chief Executive Officer

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

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

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

AGENDA

1. To elect Town Mayor and Chair for the 2026-27 civic year
2. To receive the Town Mayor's declaration of Acceptance of Office
3. To elect Deputy Town Mayor and Deputy Chair for the 2026-27 civic year
4. To receive the Deputy Town Mayor's declaration of Acceptance of Office
5. To note any apologies for absence
6. To receive any declarations of interest or requests for dispensation from members
7. To receive any representations from the public relating to items on the agenda
8. To approve the minutes of the meeting of the Full Council held on 10 March 2026
9. To review and adopt Standing Orders
10. To review and adopt Financial Regulations

- 11. To review and adopt Code of Conduct**
- 12. To review the terms of reference, including delegated arrangements for:**
 - i. Finance and General Purpose Committee**
 - ii. Open Spaces Committee**
 - iii. Planning Committee**
 - iv. Staffing Committee**
 - v. Climate and Nature Committee**
 - vi. Complaints Committee**
 - vii. Thriving Nature Working Group**
 - viii. Events and Innovations Working Group**
 - ix. Capital Strategy Working Group**
 - x. Service Level Agreement Working Group**
 - xi. Grant Review Working Group**
 - xii. Youth Council Working Group – new terms**
- 13. To agree the schedule of meeting dates for civic year 2026-27**
- 14. To appoint membership and Chair to the following committees:**
 - i. Finance and General Purpose Committee (minimum 6 with Chairs of committees except for Planning Committee)**
 - ii. Open Spaces Committee (minimum 6)**
 - iii. Planning Committee (minimum 6)**
 - iv. Staffing Committee, include Vice Chair (minimum of 6)**
 - v. Climate and Nature Committee (6)**
- 15. To appoint membership to the following working groups:**
 - i. Events And Innovations Working Group (maximum 7)**
 - ii. Capital Strategy Working Group (maximum 8)**
 - iii. Service Level Agreement Working Group (unlimited)**
 - iv. Grant Review Working Group (unlimited)**
 - v. Thriving Nature Working Group (same as Climate & Nature Committee)**
 - vi. Youth Council Working Group (unlimited)**
- 16. To review and agree representatives for external organisations and agree arrangements for reporting back**
- 17. To review and agree members to the voluntary Town Council positions:**
 - i. Tree Warden**
 - ii. Footpath Warden**
- 18. To elect a Mace Bearer for the 2026-27 civic year**
- 19. To review and accept the Risk Register as recommended by all committees**
- 20. To review the Asset Register**
- 21. To review and agree the bank mandate**
- 22. To confirm subscriptions and memberships for 2026-27**
- 23. To confirm direct debits for 2026-27**

24. To review and agree the Internal Controls
25. To receive quotes and appoint insurers
26. To approve the overspends for 2025-2026 budget as recommended by the Finance and General Purpose Committee
27. To approve the overspends for 2026-2027 budget as recommended by the Finance and General Purpose Committee
28. To agree end of year earmarked reserve movement for 2025-26 as recommended by Finance and General Purpose Committee
29. To review and agree the Annual Accounts for 2025-2026
30. To review and agree the Internal Audit Report and Annual Governance Statement for 2025-2026
31. To review and agree the Accounting Statements for 2025-2026
32. To confirm the dates for the Notice of Public Rights and publicity methods
33. To consider any conflicts of interest with the external auditors BDO Ltd
34. To respond to the request for the Council to sign the Armed Forces Covenant
35. To appoint the contractor to update the ecology surveys as a result of the April Climate and Nature Committee meeting being inquorate
36. To receive officer report and approve the proposed Landscape Strategy for the Mundy Playing Fields as recommended by the Capital Strategy Working Group
37. To note agenda items for the next meeting to be sent to the Chief Executive Officer by 9am on Monday 6 July 2026
38. Date of next meeting - 7.30pm on Tuesday 14 July 2026

END OF AGENDA



Minutes of the Meeting of Full Council

held on Tuesday 10 March 2026 at 7:30pm
at Council Chamber, Town Hall

Members present: Cllrs Helen Ball (Chair)
Chris Davies
Fiona Deas
Chris Woodhouse
Christine Carter
Chris Rowe
Maggie Tyrrell
Jayne Stansfield
David Dawkins
Tiffany O'Connor
Danny Bonnett
Kath Greenman
Chris Bloor
Neil Johnson (from the start of item FC2526.162)

In attendance: Hannah Bowden, Chief Executive
1 member of Council administration staff (minutes)
1 member of the public
Representative from Thornbury Carnival

Absent: Cllrs Gil Gilroy

FC2526.158. To note any apologies for absence

Apologies for absence were noted from Cllr Gil Gilroy.

FC2526.159. To receive any declarations of interests from members

There were no declarations of interests from members.

FC2526.160. To note the resignation of Councillor James Murray

The Full Council noted the resignation of James Murray. It was **RESOLVED** to write to him to thank him for his service to the Town Council, with particular note of his achievements during his two-year tenure as Mayor.

FC2526.161. To fill the South Ward Councillor vacancy by Co-option

One application was received and it was **RESOLVED** to co-opt Neil Johnson to fill the casual vacancy in the South Ward.

The Declaration of Acceptance was duly signed, and Councillor Neil Johnson joined the meeting.

FC2526.162. To receive and representations from the public relating to items on the agenda

A member of the public requested an update on the development of the Thornbury Hospital site. Cllr Maggie Tyrrell informed the contracts were being finalised with only minor matters to be addressed.

FC2526.163. To receive an update on the Carnival – Chair of the Carnival Committee

The Council received an update from the Chair of the Carnival Committee, who confirmed that the carnival would not be taking place in 2026. The Chair explained the reason for the decision and thanked Thornbury Town Council, local businesses, volunteers and the carnival committee members for their support and dedication. Council was advised that Thornbury Carnival CIC will be closing and assets will be transferred to Friends of Thornbury Carnival.

It was **RESOLVED** that a letter be sent to the Carnival Committee expressing thanks for their many years of work and acknowledging how valued their contribution has been.

FC2526.164. To approve the minutes of the:

- **Full Council meeting held on 13th January 2026.**
- **Extraordinary Full Council Meeting held on Tuesday 27 January 2026**
- **Extraordinary Full Council Meeting held on Tuesday 10th February 2026**

It was **RESOLVED** unanimously to approve the minutes of the Full Council Meeting held on 13 January 2026, the Extraordinary Full Council Meeting held on 10 February 2026, and the Extraordinary Full Council Meeting held on 27 January 2026, with the amendment that Chris Rowe be replaced by Chris Woodhouse as working on the expression of interest for the Town of Culture bid.

FC2526.165. To receive the minutes (approved or draft) from the following committees:

- **Open Spaces Committee meeting held on 20 January 2026**
- **Planning Committee meeting held on 22 January 2026**
- **Finance and General Purpose Committee meeting held on 10 February 2026**
- **Climate & Nature Committee meeting held on 17 February 2026**
- **Planning Committee meeting held on 5 March 2026**

It was **RESOLVED** unanimously to receive the minutes of the Open Spaces Committee meeting held on 20 January 2026, Planning Committee meeting held on 22 January 2026, Finance and General Purpose Committee meeting held on 10 February 2026, Climate and Nature Committee meeting held on 17 February 2026 and Planning Committee meeting held on 5 March 2026.

FC2526.166. To receive the notes from Working Groups:

- **Capital Strategy Working Group meeting held on 29 January 2026**
- **Events and Innovations Working Group meeting held on the 9 February 2026**

The minutes from the Capital Strategy working group held on 29 January 2026 and Events and Innovations Working Group meeting held on 9 February 2026 were received.

FC2526.167. To receive an update from the South Gloucestershire Council Councillors

- **Budget 2026/27**
The budget for 2026/27 has been finalised and agreed.
- **Special Expenses**
The South Gloucestershire Council budget had been set for the coming year, and consultation on special expenses was now commencing. A timeline for this process was being discussed.
- **Local Plan**
SGC are currently responding to technical questions raised by the Inspectors. This is a lengthy process, with a public inquiry anticipated in Spring 2026. Based on the current indicative timetable, the plan could potentially be adopted by December.
- **Housing Developments in Thornbury**
Cllrs Davies and Stansfield attended a planning development meeting regarding applications in the Butt Lane area of Thornbury. They discussed matters including road safety, the provision of local services, and the design of the proposed housing.

FC2526.168. To note Project Monitoring updates

The Project Monitoring updates were noted.

FC2526.169. To approve the accounts for payment and ratify payments made out of meeting

It was **RESOLVED** unanimously to approve the accounts for payment and ratify the payments made out of meeting (as detailed in the tabled schedule).

FC2526.170. To appoint councillor representative for:

- **Volunteer Link**
- **Chantry community and Arts Centre**
- **Youth Engagement Forum**
- **Director for Thornbury Skate Park CIC**
- **Plastic Free Thornbury**

It was **RESOLVED** unanimously to appoint Cllr Tiffany O'Connor to be the councillor representative for the Youth Engagement Forum and for James Murray to continue as the Council's Director for Thornbury Skate Park CIC.

FC2526.171. To appoint Cllr Chris Woodhouse to SGC Streamside Improvements Working Group as recommended by the Open Spaces Committee.

It was **RESOLVED** unanimously to appoint Cllr Chris Woodhouse to SGC Streamside Improvements Working Group as recommended by the Open Spaces Committee.

FC2526.172. To receive report on the results of the insurance reinstatement valuations for heritage assets and agree which option to proceed with

It was **RESOLVED** to establish a Heritage Assets Earmarked Reserve.

FC2526.173. To receive report on registration and naming of the private road at Mundy Playing Fields and approve recommendations

It was **RESOLVED** to proceed with the process of formally registering and naming the private access road serving the Mundy Playing Fields as 'Mundy Lane'.

FC2526.174. To receive the flag report and approve the schedule for the 2026-2027 civic year

It was **RESOLVED** to agree the proposed schedule of flag flying, as shown in the report.

FC2526.175. To receive Meet Your Councillor Report and approve schedule for 2026-2027 civic year

It was **RESOLVED** unanimously to approve the schedule of 'Meet Your Councillor' sessions for the 2026-2027 civic year.

FC2526.176. To receive report on improving energy efficiency in the council chamber and approve recommendation by the Climate & Nature Committee

The report on improving energy efficiency was received, and it was **RESOLVED** to proceed with the plan to install two remote-controlled reversible ceiling fans in the Council Chamber, subject to an acceptable assessment of the impact they would have on the acoustics of the Chamber.

FC2526.177. To consider request to progress a Youth Council

It was **RESOLVED** to form a working group to explore the request to create a Youth Council for Thornbury. It was further **RESOLVED** to appoint Cllrs Kath Greenman, Tiffany O'Connor, Danny Bonnett and Chris Bloor to the working group. Cllr Maggie Tyrrell has offered to be liaison with South Gloucestershire Council.

FC2526.178. To receive the recruitment report for the CEO and appoint councillors and agree delegation

The recruitment report was received, and it was **RESOLVED** that Cllrs Helen Ball, Chris Bloor and Fiona Deas would carry out the shortlisting and interviewing of applicants for the role of CEO, with Cllr Christine Carter acting as reserve.

It was **RESOLVED** that authority to make the formal appointment, along with undertaking contract negotiations, be delegated to the Staffing Committee.

FC2526.179. To receive updates from Councillor Representatives

- **Walkers are Welcome**
Cllr Kath Greenman reported that Walkers are Welcome had held a highly successful walking festival, with 138 individuals attending a variety of walks around the local area. They were hoping to increase the frequency of the festival in future.
- **Thornbury in Bloom**
Cllr Maggie Tyrrell noted that Thornbury in Bloom had attended a recent South Gloucestershire Council meeting and gave a presentation which showcased how driven the Thornbury community is.

FC2526.180. To pass a resolution to exclude members of the public and press for the remaining agenda items due to **COMMERCIALLY SENSITIVE nature of the business to be transacted**

It was **RESOLVED** to exclude members of the public and press for the remaining agenda items due to COMMERCIALY SENSITIVE nature of the business to be transacted

FC2526.181. To receive workshop analysis and draft Expression of Interest for the Town of Culture bid

It was **RESOLVED** to support and submit the expression of interest subject to minor changes as discussed. A press release will be issued.

FC2526.182. To note agenda items for the next meeting to be sent to the Chief Executive Officer by 9am on Monday 4th May 2026.

It was noted that agenda items for the next meeting must be sent to the Chief Executive Officer by 9am on Monday 4 May 2026.

FC2526.183. Date of next meeting: 7:30pm on Tuesday 12 May 2026

It was noted that the next meeting would be held at 7:30pm on Tuesday 12 May 2026.

[Meeting closed at 21.34pm]

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

ACCOUNTS PAID OUT OF MEETING		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES (FEB)	15.90	15.90
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES (MAR)	16.90	16.90
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES (FEB)	6.45	6.45
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES (MAR)	26.80	26.80
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	7.45	7.45
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	7.20	7.20
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	8.35	8.35
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	27,681.92	27,681.92
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	9,976.00	9,976.00
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	5,291.74	5,291.74
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	641.32	534.43
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	398.95	332.46
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	44.70	42.57
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	74.60	71.05
DVLA	CC1268 - ELECTRONIC VEHICLE LICENSING - ANNUAL VEHICLE TAX FOR FORD TRANSIT	347.50	347.50
AMAZON	CC1269 - CLEANING PRODUCTS AND MARKER PAINT	132.52	110.41
HSQE VITAL SKILLS	CC1270 - STAFF TRAINING ONLINE COURSES	84.00	70.00
FIELD STUDY COUNCIL	CC1271 - FIELD STUDIES GUIDES	33.00	33.00
AMAZON	CC1272 - MICROSCOPES, GLOVES, TOWEL DISPENSER	95.09	81.75
AMAZON	CC1273 - REFUND (TOWEL DISPENSER REF CC1272)	-11.99	-9.99
AMAZON	CC1274 - FLAGS FOR TOWN HALL	16.77	13.98

GIFFGAFF	CC1275 - STAFF MOBILE PHONE TOP UP	6.00	5.00
GIFFGAFF	CC1276 - STAFF MOBILE PHONE TOP UP	10.00	8.34
AMAZON	CC1277 - COMPUTER CABLE	5.99	4.99
AMAZON	CC1278 - PAPER TOWEL DISPENSER	11.39	9.49
MEADOW MANIA	CC1279 - WILDFLOWER PLUG PLANT MIX FOR BIRDS	187.98	156.65
CANVA	CC1280 - CARING FOR THORNBURY STICKERS C&N	29.50	29.50
HIVIS.CO.UK LTD	CC1281 - CHILDREN'S HI VIS VEST JACKETS	68.89	67.69
SCREWFIX	CC1282 - MAINTENANCE EQUIPMENT	31.97	26.64
PORTALPLANQUEST LIMITED	CC1283 - PLANNING APPLICATION REF MACHINE STORE	383.00	368.83
GIFFGAFF	CC1284 - STAFF MOBILE PHONE TOP UP	10.00	8.34
GIFFGAFF	CC1285 - STAFF MOBILE PHONE TOP UP	8.00	6.67
AMAZON	CC1286 - FIRST AID BOX EQUIPMENT	5.82	4.85
ZURICH MUNICIPAL	ADDITIONAL INSURANCE COVER REQUIRED FOR PORTABLE TOILET HIRE AT MPF DURING BUILDING WORKS	112.00	112.00
HIGH SPEED TRAINING LTD	STAFF ONLINE TRAINING X13	324.00	270.00
TAMSIN BENT	BIG GARDEN BIRDWATCH SESSIONS (CLIMATE & NATURE)	318.00	318.00
FIRST AID BRISTOL	STAFF TRAINING COURSE - (REFUNDED IN FULL ON 23.02.26)	108.00	90.00
T H WHITE ENERGY, FIRE & SECURITY	ROUTINE EMERGENCY LIGHTS MAINTENANCE - TOWN HALL	163.15	135.96
T H WHITE ENERGY, FIRE & SECURITY	ROUTINE FIRE ALARM MAINTENANCE - TOWN HALL	103.82	86.52
WATER2BUSINESS	6 MONTH WATER AND SEWAGE - CEMETERY SITE	93.03	93.03
WOTTON TREE CONSULTANCY	TREE REPORT TO DISCHARGE A PRE-COMMENCEMENT PLANNING CONDITION AT MPF	900.00	750.00
BIG BEAR PROMO	ITEMS PURCHASED FOR CLIMATE AND NATURE EVENTS	1,301.40	1,084.50
THE ROOFING COMPANY	UPFRONT PAYMENT TO SUPPLY X4 POLYCARBONATE ROOF LIGHT OPENINGS FOR TOWN HALL BUILDING	8,400.00	7,000.00
OLDOWN TREE SURGEONS	CARRY OUT TREE WORKS IDENTIFIED IN THE 2025 TREE SURVEY	1,600.00	1,600.00
FALCON COMMERCIAL MAINTENANCE LTD	60% BALANCE REQUIRED PRIOR TO DELIVERY OF NEW AGRICULTURAL STEEL BUILDING - MPF SITE	53,493.84	44,578.20
BIG BEAR PROMO	SASHES FOR REMEMBRANCE DAY EVENT	365.40	304.50
ALCA	CLLR TRAINING COURSE	35.00	35.00
LOCALIQ NEWSQUEST MEDIA GROUP	EXPLORE THORNBURY - QUARTER PAGE AND HALF PAGE ADVERT IN THE ARGUS / VOICE	480.00	400.00
ACCOUNTS DUE FOR PAYMENT – 10th MARCH 2026			
T H WHITE GROUND CARE	FRONT AND REAR TYRES - AMAZON PROFIHOPPER	992.30	826.92
AHS BUILDING GROUP LTD	DECORATING WORKS AT TOWN HALL	6,460.80	5,384.00
ANDERSONS WASTE	EMPTY SEPTIC TANK - MPF	195.00	195.00
SLCC ENTERPRISES	JOB ADVERTISEMENT FOR CLERK VACANCY	388.80	324.00
NALC NATIONAL ASSOCIATION OF LOCAL COUNCILS	JOB ADVERTISEMENT FOR CLERK VACANCY	360.00	300.00
JCW WINDOW CLEANING	WINDOW CLEANING AT TOWN HALL	55.00	55.00
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - THORNBURY CEMETERY	166.27	138.56
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - MPF PAVILION	437.11	364.26
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - BAKERY ANNEX	794.68	662.23
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - TOWN HALL	277.63	231.36
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL (FOOD) - TOWN HALL	35.46	29.55
SLCC ENTERPRISES	STAFF TRAINING COURSE	46.20	38.50

AVON DISPLAYS LTD	DESIGN SERVICES - BUS ADVERT DESIGN SIGNAGE	240.00	200.00
MIDLAND FORESTRY LTD	HEDGE TRIMMING AROUND VARIOUS TTC OUTDOOR SITES	2,868.00	2,390.00
T & J OWEN	REFILLING FIVE PLANTERS WITH COMPOST AND PLANTS	197.16	164.30
T & J OWEN	PLANTING CONTAINERS FOR SPRING AT FRONT OF TOWN HALL	70.20	58.50
DIRECT IT SERVICES	MONTHLY TELEPHONE, BROADBAND AND IT SUPPORT	919.18	765.98
THORNBURY MEN'S SHED	HEDGEHOG HOUSES	179.29	179.29
ABBEY LOOS LTD	HIRE OF PORTABLE TOILETS - MPF SITE	201.60	168.00
ABBEY LOOS LTD	HIRE OF PORTABLE TOILETS - CHANTRY FIELD SITE	240.00	200.00
WORKNEST LIMITED	ANNUAL HEALTH AND SAFETY CONTRACT 2026/27	4,423.96	3,686.63
WORKNEST LIMITED	ANNUAL HEALTH AND SAFETY - INSURANCE 2026/27	441.36	428.36
SAM SMITH JOINERY - WOODWORK	MANUFACTURE BENCH FOR ROCK STREET GARDEN	1,086.12	1,086.12
EAGLE ASBESTOS	REMOVAL OF ASBESTOS EXPANSION MATERIAL FOUND IN THE OLD MARLEY BUILDING	1,044.00	870.00
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	1,180.63	983.86
ECOTRICITY	MONTHLY GAS SUPPLY - MPF PAVILION	130.14	123.94
SOUTH WEST HYGIENE	SANITARY BINS RENTAL/SERVICE - TOWN HALL 23/04/26-22/07/26	88.59	73.83
SOUTH WEST HYGIENE	SANITARY BINS RENTAL/SERVICE - MPF PUBLIC TOILETS 23/04/26-22/07/26	209.62	174.68
TTC STAFF	STAFF EXPENSES REIMBURSEMENT	28.60	25.93
THORNBURY MOTORS	MONTHLY FUEL EXPENSES	161.80	134.84
NEWSTEAM GROUP	MONTHLY DELIVERY OF THORNBURY GAZETTE	12.05	12.05
T H WHITE ENERGY, FIRE & SECURITY	FIRE ALARM CALLOUT - MPF 25/02/2026	232.80	194.00
CIA FIRE & SECURITY	SMART ACCESS ENTRY MAINTENANCE CONTRACT FOR 2026/27 - TENNIS COURTS	686.40	572.00
CIA FIRE & SECURITY	ENGINEER CALLOUT TO SMARTACCESS SYSTEM - TENNIS COURTS	192.00	160.00
RELYON GUARDING & SECURITY SERVICES LTD	MONTHLY SECURITY SERVICES AT MPF	470.40	392.00
KN OFFICE SUPPLIES LTD	MONTHLY METER READING FOR THE OFFICE PHOTOCOPIER	58.56	48.80
FALON NAMEPLATES	BRONZE PLAQUE	84.35	70.29
ACCOUNTS DUE FOR PAYMENT- TOTAL		25,656.06	21,712.78

DD = direct debit

CC[n] = credit card payment

MPF = Mundy Playing Field



STANDING ORDERS

Date Adopted:	12 May 2026
Meeting:	Annual Meeting of the Full Council
Next review date:	May 2027 (<i>Annual Meeting of the Town Council</i>)
Supersedes:	Standing Orders May 2025

CONTENTS

INTRODUCTION.....	3
1. RULES OF DEBATE AT MEETINGS	4
2. DISORDERLY CONDUCT AT MEETINGS.....	5
3. MEETINGS GENERALLY	6
4. COMMITTEES AND SUB-COMMITTEES	8
5. ORDINARY COUNCIL MEETINGS	10
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	12
7. PREVIOUS RESOLUTIONS	12
8. VOTING ON APPOINTMENTS	12
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	12
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	13
11. MANAGEMENT OF INFORMATION	14
12. DRAFT MINUTES	15
13. CODE OF CONDUCT AND DISPENSATIONS	15
14. CODE OF CONDUCT COMPLAINTS	16
15. PROPER OFFICER.....	17
16. RESPONSIBLE FINANCIAL OFFICER	18
17. ACCOUNTS AND ACCOUNTING STATEMENTS	18
18. FINANCIAL CONTROLS AND PROCUREMENT	19
19. HANDLING STAFF MATTERS.....	20
20. RESPONSIBILITIES TO PROVIDE INFORMATION <i>See also standing order</i> <i>21.</i>	21
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION.....	21
22. RELATIONS WITH THE PRESS/MEDIA.....	22
23. EXECUTION AND SEALING OF LEGAL DEEDS	22
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	22
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	22
26. STANDING ORDERS GENERALLY.....	23

These Standing Orders were adopted by the council at its meeting held on 12 May 2026.

INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022.
Update to Model Standing Order 18 only.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

- i A member of public shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
 - j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
 - k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
 - l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
 - m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
 - o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
 - p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
 - q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
 - r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**
- See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any**

question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council’s code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2.5 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by**

the committee.

- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than four;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure unless delegated to committee;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation unless delegated to committee (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media unless delegated to committee;
- xix. Review of the Council's employment policies and procedures unless delegated to committee;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 9 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions,

powers and obligations or an issue which specifically affects the Council's area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i to correct an inaccuracy in the draft minutes of a meeting;
 - ii to move to a vote;
 - iii to defer consideration of a motion;
 - iv to refer a motion to a particular committee or sub-committee;
 - v to appoint a person to preside at a meeting;
 - vi to change the order of business on the agenda;
 - vii to proceed to the next business on the agenda;

- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the Thornbury Town Council held on [date] in respect of [topic] were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with

voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he/she/they had the interest.

- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal Council that a councillor or non-councillor**

with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the Chief Executive or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning Committee;
- xvi. manage access to information about the Council via the publication scheme;
and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and
- which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
 - e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at the earliest opportunity prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below 60,00 due to special circumstances are exempt from a tendering process or procurement exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
 - a. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council or the Staffing Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council or the Staffing Committee or, if they are not available, the vice-chair of the Council, of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting.
- c. The chair of the Staffing Committee shall conduct the annual appraisal of the work of the Chief Executive. The reviews and appraisal shall be reported in writing and

are subject to approval by resolution by the Staffing Committee.

- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Committee or in their absence, another member of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chair of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), only persons with line management responsibilities shall have access to staff records referred to in standing order 19(f) if so justified.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to

- inspect; or
- ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 9 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



FINANCIAL REGULATIONS

Date Adopted:	12 May 2026
Meeting:	Annual Meeting of the Full Council
Next review date:	May 2027 (Annual Meeting of the Town Council)
Supersedes:	Financial Regulations May 2025

THORNBURY TOWN COUNCIL FINANCIAL REGULATIONS

CONTENTS

1. GENERAL.....	3
2. RISK MANAGEMENT AND INTERNAL CONTROL.....	4
3. ACCOUNTS AND AUDIT.....	5
4. BUDGET AND PRECEPT.....	6
5. PROCUREMENT.....	7
6. BANKING AND PAYMENTS.....	9
7. ELECTRONIC PAYMENTS.....	10
8. CHEQUE PAYMENTS.....	12
9. PAYMENT CARDS.....	12
10. PETTY CASH.....	13
11. PAYMENT OF SALARIES AND ALLOWANCES.....	13
12. LOANS AND INVESTMENTS.....	13
13. INCOME.....	14
14. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS.....	15
15. STORES AND EQUIPMENT.....	15
16. ASSETS, PROPERTIES AND ESTATES.....	15
17. INSURANCE.....	16
18. CHARITIES.....	16
19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS.....	17
APPENDIX 1 - TENDER PROCESS.....	18

These Financial Regulations were adopted by the council at its meeting held on 12 May 2026.

1. GENERAL

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Chief Executives in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Chief Executive has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £100,000;

2. RISK MANAGEMENT AND INTERNAL CONTROL

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Chief Executive shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Chief Executive shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence

of this. This activity, including any exceptions, shall be reported to and noted by the Finance and General Purpose Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. ACCOUNTS AND AUDIT

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the Finance and General Purpose Committee and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. BUDGET AND PRECEPT

- 4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Finance & General Purpose Committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Chief Executive and the Chair of the Finance and General Purpose Committee.
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the Finance and General Purpose Committee not later than the end of October each year.
- 4.6. The General Reserve will allow for three months of anticipated operating expenditure when setting the budget. As well as allocate a further £20,000 to the General Reserve for contingencies.
- 4.7. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and General Purpose Committee and a recommendation made to the council.
- 4.8. Having considered the proposed budget and three-year forecast, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.9. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.10. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.11. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.12. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or Finance and General Purpose Committee.

5. PROCUREMENT

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Chief Executive shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Chief Executive shall seek at least 3 fixed-price quotes;
- 5.9. Where the value is between £1,500 and £3,000 excluding VAT, the Chief Executive shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Chief Executive shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or Finance and General Purpose Committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is determined by the Delegation Schedule at Appendix 2.
- 5.16. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure (cost centre) other than by resolution
-

of the council, or duly delegated committee acting within its Terms of Reference except in an emergency.

- 5.17. There may be variation between the nominal codes within budget heading lines (cost centres). During the budget year and with the approval of council or Finance and General Purpose Committee having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings (cost centres) or to an earmarked reserve as appropriate ('virement').
- 5.18. Virement between nominal codes within individual budget headings (cost centres) shall be delegated to the Chief Executive and will be reported to Finance and General Purpose Committee. Virement between one budget heading (cost centres) and another shall be determined by the Town Council.
- 5.19. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.20. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.21. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.22. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. BANKING AND PAYMENTS

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust and Lloyds Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised

by the council before being certified by the Chief Executive or Deputy Clerk. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council, Finance and General Purpose Committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the Chief Executive may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or Finance and General Purpose Committee may authorise in advance for the year.
- 6.7. The Chief Executive and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. payments of up to £10,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - ii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council or Finance and General Purpose Committee, where the Chief Executive certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and General Purpose Committee.
 - iii. Fund transfers within the councils banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and General Purpose Committee.
- 6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or Finance and General Purpose Committee. The council or Finance and General Purpose Committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. ELECTRONIC PAYMENTS

- 7.1. Where internet banking arrangements are made with any bank, the Chief Executive shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of officers who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Chief Executive may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Finance Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to two authorised signatories.
- 7.5. In the prolonged absence of the Finance Administrator an authorised signatory shall set up any payments due before the return of the Finance Administrator.
- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which signatories approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council or Finance and General Purpose Committee meeting and appended to the minutes.
- 7.9. With the approval in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council or Finance and General Purpose Committee at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council or Finance and General Purpose Committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council or Finance and General Purpose Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Chief Executive and Finance Administrator. Where provided by email, an officer must contact the supplier on a previously provided and used telephone number (not one included on the email in question) to confirm that the

email has legitimately been sent by the supplier. Hard copy authority for change, including a statement confirming the telephone check made on any email verification, must be signed by two officers one of whom must be the Chief Executive or the Deputy Clerk.

- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. CHEQUE PAYMENTS

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any signatures obtained away from council meetings shall be reported to the council or Finance and General Purpose Committee at the next convenient meeting.

9. PAYMENT CARDS

- 9.1. Any Debit Card issued for use will be specifically restricted to the Chief Executive or Deputy Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Finance and General Purpose Committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits and the authority for topping-up is set out in the Pre-Paid Card Policy. Transactions and purchases made will be reported to the Finance & General Purpose Committee.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Chief Executive or Deputy Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT.

10. PETTY CASH

10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by employees (for example for postage or minor stationery items) shall be refunded on a regular basis.

11. PAYMENT OF SALARIES AND ALLOWANCES

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance and General Purpose Committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. LOANS AND INVESTMENTS

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. INCOME

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Chief Executive. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. The Chief Executive is delegated to make ad hoc variations to charges or apply discounts on a case-by-case basis, where there is an operational need. For example where agreements are reached with third party hirers/users requiring staff overtime variations made to charging may be required to cover costs, or where there is a need to discount charging in response to customer service issues. Delegation is limited to £1,000 in relation to each individual (or per party) occurrence, or up to £1,750 where a risk assessment demonstrates significant risk to the council of not acting in a timely way (amber or red mitigated risk score).
- 13.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.5. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.6. Personal cheques shall not be cashed out of money held on behalf of the council.

13.7. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date

13.8. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.9. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of addition to or omission from a contract must be authorised by the Chief Executive to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. STORES AND EQUIPMENT

15.1. The Site Supervisor shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO and the Site Supervisor shall be responsible for periodic checks of equipment, at least annually.

16. ASSETS, PROPERTIES AND ESTATES

16.1. The Chief Executive shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000. In each case a written report shall be provided to council with a full business case.

17. INSURANCE

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Finance Administrator shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO or Deputy Clerk shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

18. CHARITIES

- 18.1. Where the council is sole managing trustee of a charitable body the Chief Executive and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Chief Executive shall arrange for any audit or

independent examination as may be required by Charity Law or any Governing Document.

19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 19.1. The council shall review these Financial Regulations annually and following any change of Chief Executive or RFO. The Chief Executive shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

APPENDIX 1 - TENDER PROCESS

- 1) Any invitation to tender shall state the general nature of the intended contract and the Chief Executive shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Chief Executive in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Executive in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order, section 18, Financial Controls and Procurement and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

APPENDIX 2 – Delegated Authority

Committees/Budget Holders are delegated to commit Town Council funding as follows:

BUDGET HEADING	COST CENTRE	COMMITTEE/BUDGET HOLDER	LIMIT	CIRCUMSTANCE/EXCLUSIONS	ADDITIONAL REQUIREMENTS
Routine expenditure	All	Chief Executive**	£3,000		
All spending within budget	All	Finance & General Purpose Committee	Up to total Cost Centre budget*	Capital expenditure requiring CIL funds must be approved by Full Council.	
Councillors	104	Chief Executive	Up to total Cost Centre budget		
Staff	105	Chief Executive & Staffing Committee	Up to total Cost Centre budget, plus over budget where offset by additional income		
Administration	108	Chief Executive	Up to total Cost Centre budget		
Central Services	110	Chief Executive	Up to total Cost Centre budget		
Asset and Asset Maintenance	120	Chief Executive	Up to total Cost Centre budget		
All Open Spaces expenditure	130	Open Spaces Committee	Up to total Cost Centre budget*		
Site & Property	160	Chief Executive	Up to total Cost Centre budget	Individual expenditure over £20,000 under nominal code 4601 (Property	

				Maintenance) requires F&GP Committee approval.	
Grants & SLAs	180	Finance & General Purpose Committee	Within budget to total Cost Centre budget and within grant awarding policy limits*		
Projects	190	Climate and Nature Committee	Up to budget limit of nominal code 4540 Climate & Nature only*	Nominal 4540 Climate & Nature only	
Projects	190	Chief Executive	Up to budget limit of nominal code 4548 (Events & Innovations) only	Nominal 4548 (Events & Innovations) only	
Emergency expenditure up to £5,000	All	Chief Executive**	£5,000. Including expenditure which may exceed budget - expenditure to be drawn from most appropriate EMR or General Reserves. The Chief Executive shall report such action to the Chair as soon as possible and to the council or committee as soon as practicable thereafter.	Essential works where a) required by legislation or duty** or where the risk to the council is classed as Amber (score of 12-16) or where delay would result in increased cost/scale of works.	Use of this delegation to be reported to Full Council, or appropriate delegated Committee at next opportunity.
Emergency expenditure up to £10,000	All	Chief Executive in consultation with Council/Committee Chairman	£10,000. Including expenditure which may exceed budget - expenditure to be drawn from most appropriate EMR or General Reserves. The Chief Executive shall report such action to the Chair as soon as possible and to the	Essential works where a) required by legislation or duty** or where the risk to the council is classed as Red (score of 20-25) or where delay would result in	Use of this delegation to be reported to Full Council, or appropriate delegated Committee at next opportunity.

			council as soon as practicable thereafter.	increased cost/scale of works.	
EMR Cemetery	EMR 321	Chief Executive	In line with records of bequests for memorial/grave maintenance.	As necessitated.	Record of expenditure to be recorded on bequest records.
Land and Property Maintenance EMR	EMR 329	Open Spaces Committee or Finance & General Purpose Committee*	Up to £50,000		
EMR Equipment	EMR 331	Chief Executive	All funds		Record of expenditure to be reported to next F&GP Committee
EMR ACC bench, paths, MPF	EMR 333	Open Spaces Committee	All funds		
EMR ACC BENCH, PATHS - MPF	EMR 334	Open Spaces Committee or Finance & General Purpose Committee*	All funds		
EMR Councillor IT Equipment	EMR 345	Chief Executive	All funds		Record of expenditure to be reported to next F&GP Committee
EMR Staff IT replacement fund	EMR 346	Chief Executive	All funds		Record of expenditure to be reported to next F&GP Committee
EMR Community Events	EMR 339	Chief Executive	All funds		Record of expenditure to be reported to next F&GP Committee
EMR St Mary's Churchyard	EMR 340	Open Spaces Committee	All funds		
EMR Professional Fees	EMR 343	Chief Executive	All funds		Record of expenditure to be reported to next F&GP Committee

EMR Communitcations	EMR 348	Chief Executive	All funds		Record of expenditure to be reported to next F&GP Committee
EMR Tree works	EMR 349	Chief Executive	All funds		Record of expenditure to be reported to next F&GP Committee
EMR Play Equipment	EMR 355	Open Spaces Committee	All funds	New for 2026	
All EMR funds	All EMR codes	Finance & General Purpose Committee	All funds except for CIL EMR	Except for CIL EMR	

Up to £5,000 may be agreed out of meeting (delegated to the Chief Executive) in consultation with Committee Chair. To be reported to next meeting.

For example, Health and Safety legislation, water regulations, legionella regulations, asbestos regulations or cemetery management regulations.

All decisions made by officers to incur in excess of £3,000 must be recorded and published in accordance with the Openness of Local Government Bodies Regulations 2014.

The Chief Executive may delegate their delegations to another Officer

No expenditure relating to an individuals expenses, or something from which they will benefit personally (e.g. subscriptions, training) may be authorised by that person

Any individual commitment over £100,000 requires Full Council for ratification



CODE OF CONDUCT

Date Adopted:	12 May 2026
Meeting:	Annual Meeting of the Full Council
Next review date:	May 2027 (Annual Meeting of the Town Council)
Supersedes:	Code of Conduct May 2025

Contents

INTRODUCTION	3
DEFINITIONS	3
PURPOSE OF THE CODE OF CONDUCT	3
GENERAL PRINCIPLES OF COUNCILLOR CONDUCT	4
APPLICATION OF THE CODE OF CONDUCT	4
STANDARDS OF COUNCILLOR CONDUCT	5
GENERAL CONDUCT	5
RESPECT	5
BULLYING, HARASSMENT AND DISCRIMINATION	5
IMPARTIALITY OF OFFICERS OF THE COUNCIL	6
CONFIDENTIALITY AND ACCESS TO INFORMATION	7
DISREPUTE	7
USE OF POSITION	8
USE OF LOCAL AUTHORITY RESOURCES AND FACILITIES	8
COMPLYING WITH THE CODE OF CONDUCT	9
PROTECTING YOUR REPUTATION AND THE REPUTATION OF THE LOCAL AUTHORITY	9
INTERESTS	9
GIFTS AND HOSPITALITY	10
APPENDIX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE	11
APPENDIX B REGISTERING INTERESTS	12
APPENDIX C – THE COMMITTEE ON STANDARDS IN PUBLIC LIFE	16
APPENDIX D - GUIDANCE ON BIAS AND PREDETERMINATION	18

INTRODUCTION

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

DEFINITIONS

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who:

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

PURPOSE OF THE CODE OF CONDUCT

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

GENERAL PRINCIPLES OF COUNCILLOR CONDUCT

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

APPLICATION OF THE CODE OF CONDUCT

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are

encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

STANDARDS OF COUNCILLOR CONDUCT

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

GENERAL CONDUCT

RESPECT

As a councillor:

- **I treat other councillors and members of the public with respect.**
- **I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

BULLYING, HARASSMENT AND DISCRIMINATION

As a councillor:

- **I do not bully any person.**
- **I do not harass any person.**

- **I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power

through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

IMPARTIALITY OF OFFICERS OF THE COUNCIL

As a councillor:

- **I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

CONFIDENTIALITY AND ACCESS TO INFORMATION

As a councillor:

- **I do not disclose information:**
 - a. **given to me in confidence by anyone**
 - b. **acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. **I have received the consent of a person authorised to give it;**
 - ii. **I am required by law to do so;**
 - iii. **the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. **the disclosure is:**
 - 1. **reasonable and in the public interest; and**
 - 2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. **I have consulted the Monitoring Officer prior to its release.**
- **I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**
- **I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

DISREPUTE

As a councillor:

- **I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

USE OF POSITION

As a councillor:

- **I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

USE OF LOCAL AUTHORITY RESOURCES AND FACILITIES

As a councillor:

- **I do not misuse council resources.**
- **I will, when using the resources of the local authority or authorising their use by others:**
 - c. **act in accordance with the local authority's requirements; and**
 - d. **ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- **office support**
- **stationery**
- **equipment such as phones, and computers**
- **transport**
- **access and use of local authority buildings and rooms.**

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

CONSIDERATION OF ADVICE

As a councillor

- **I will, when reaching decisions on any matter, consider and pay due regard to any relevant advice provided to me by:-**

- a) the Council's Proper Officer (the Town Clerk) and/or
 - b) the Responsible Finance Officer and/or
 - c) the Council's Monitoring Officer
- in accordance with their legal requirements.

- I will give reasons for departing from the advice of the Proper Officer, the Responsible Finance Officer or Monitoring Officer

It is extremely important for you as a councillor to have regard to advice from your Proper Officer, Responsible Finance Officer or Monitoring Officer where they give that advice under their statutory duties. As a councillor you must give reasons for all decisions in accordance with any legal requirements and any reasonable requirements imposed by your local authority.

COMPLYING WITH THE CODE OF CONDUCT

As a Councillor:

- I undertake Code of Conduct training provided by my local authority.
- I do not make trivial/malicious or tit for tat complaints against other councillors
- I cooperate with any Code of Conduct investigation and/or determination.
- I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

PROTECTING YOUR REPUTATION AND THE REPUTATION OF THE LOCAL AUTHORITY

INTERESTS

As a councillor:

- I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register

also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

GIFTS AND HOSPITALITY

As a councillor:

- **I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- **I register with the Proper Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- **I register with the Proper Officer any gift or hospitality with an estimated value of at least £50 or totaling £100 over a year from a single source that I have been offered but have refused to accept within 28 days of the offer.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

APPENDICES

APPENDIX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

APPENDIX B REGISTERING INTERESTS

Within 28 days of becoming a member or your re-election or re-appointment to office or within 28 days of your interests changing you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"**Disclosable Pecuniary Interest**" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"**Partner**" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room

unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

7. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

8. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) anybody of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion

or policy (including any political party or trade union) of which you are a member or in a position of general control or management

APPENDIX C – THE COMMITTEE ON STANDARDS IN PUBLIC LIFE

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

APPENDIX D - GUIDANCE ON BIAS AND PREDETERMINATION

This does not form part of the Code of Conduct but is added for guidance.

- Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you may participate in a decision on the issue in your political role as a councillor. However, you must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- The courts have sought to distinguish between situations which involve predetermination or bias on the one hand and predisposition on the other. The former is indicative of a 'closed mind' approach and likely to leave a decision susceptible to challenge by Judicial Review. Whereas being predisposed on a matter is acceptable provided you remain open to listening to all the arguments and changing your mind in light of all the information presented at the meeting.
- Section 25 of the Localism Act 2011 provides that a councillor should not be regarded as having a closed mind simply because they previously did or said something that, directly or indirectly, indicated what view they might take in relation to any particular matter.
- In the circumstances, when making a decision, consider the matter with an open mind and on the facts made available to the meeting at which the decision is to be taken.
- As a councillor you will always be judged against an objective test of whether the reasonable onlooker, with knowledge of the relevant facts, would consider that you were biased. If you have predetermined your position, you should withdraw from being a member of the decision-making body for that particular matter.

TERMS OF REFERENCE

FINANCE AND GENERAL PURPOSE COMMITTEE

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

1. COMPOSITION

- 1.1 The Committee shall consist of a minimum of 6 Councillors
- 1.2 The Town Mayor (ex officio) and the Deputy Town Mayor (ex officio) shall be given first opportunity of membership, which they may decline.
- 1.3 The Chairs of the Staffing Committee, Open Spaces Committee and the Climate and Nature Committee shall be members of the Finance and General Purpose Committee.
- 1.4 Councillors who are not members of the Committee may attend the meeting but they may not vote.

2. CHAIR

- 2.1 The Committee Chair will be elected at the Annual Meeting of the Full Council.
- 2.2 The Chair's period of office is for one year.
- 2.3 The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
- 2.4 The Chair, if present shall Chair the Committee meeting.
- 2.5 In the absence of the Chair and Vice-Chair a vote of committee members will appoint a Chair for that meeting.

3. QUORUM

- 3.1 The Committee shall be subject to a quorum of 4 or one third of its membership whichever is greater.

4. CONDUCT OF THE MEETING

- 4.1 All meetings of the Committee shall be convened in accordance with Thornbury Town Council standing orders and current legislation.

5. AREA OF OPERATIONS

The Committee shall be responsible for the following Town Council functions:

- 5.1 Financial monitoring and reviews of financial practices
- 5.2 To review and advise on budget proposals
- 5.3 To monitor the performance of any Council plans
- 5.4 To monitor and address any recommendations from audit
- 5.5 To set and monitor the Council grant policy
- 5.6 To review and monitor Service Level Agreements
- 5.7 To agree and review Council policies and practices
- 5.8 To oversee the management and compliance in relation to Council property and to address property issues

- 5.9 To monitor the agreed CIL programme and Capital Strategy.
- 5.10 To review risks allocated to the committee, at least annually

6. POWERS AND RESPONSIBILITIES

Financial:

- 6.1 The Committee may authorise expenditure in accordance with the budget and areas of operation approved and agreed by Council.
- 6.2 Making recommendations to Council on any investigation or review into any of the areas of responsibility.
- 6.3 To advise the Council on budget proposals
- 6.4 To review the budget for salaries and wages, including employer contributions at least annually in October for the following financial year and the final version signed by the Chief Executive and the Chair
- 6.5 To make a recommendation on the precept to be levied each year
- 6.6 To agree any addition or withdrawal from any Earmarked Reserve
- 6.7 To agree any virements of budgets to other cost centres or Earmarked Reserves
- 6.8 To receive any virements between nominal codes
- 6.9 To receive reports of any emergency expenditure and implications
- 6.10 To authorise schedule of regular payments
- 6.11 To receive report on spend under delegated authority
- 6.12 To review and authorise schedule of payments
- 6.13 To receive list of payments made in the previous months
- 6.14 To approve direct debit and standing order schedules, every two years
- 6.15 To authorise debit card payments over £500
- 6.16 To review payroll reports
- 6.17 To review the long-term financial strategy of the Council with a view to advising the Council on funding of significant proposals.
- 6.18 To be responsible for monitoring all aspects of the financial administration of the Council.
- 6.19 To review fees and charges for recommendation to Council
- 6.20 To procure adequate insurances to cover for all council liabilities
- 6.21 To award and monitor grants
- 6.22 To receive and approve regular income and expenditure and reconciliation reports and to be responsible within the limits previously approved by the Council
- 6.23 To review and make recommendations to Council on Service Level Agreements
- 6.24 To monitor Internal Control Checks

Policies:

- 6.25 To formulate, review and adopt Council policies.

Property, assets and capital:

- 6.26 To receive and action required management reports for Council properties.
- 6.27 To monitor the condition of Council properties and oversee any actions required, including requirements of the Council's property management strategy.
- 6.28 To oversee/ agree contracts to manage Council properties effectively.
- 6.29 To make recommendations as required on the future of Council property.

Governance:

- 6.30 To ensure that the Council is legally compliant in its statutory duties relating to health, safety and risk assessment.
- 6.31 To appoint the Internal Auditor
- 6.32 To receive reports and consider actions required from any audit reports.

Youth Service:

6.33 To monitor and review the Youth Service contract.

Information Technology:

6.34 Oversee the ongoing development of ICT systems and equipment for the Council including the Council Website.

Other:

6.35 To respond on behalf of Council to consultations relevant to the functions of the Committee.

6.36 To consider the financial implications of the Council's plans and to recommend to the council levels of expenditure in connection to them.

6.37 To consider and approve as appropriate requests from other committees to incur expenditure greater than already approved by the Council and also to consider any such requirement in respect of its own expenditure.

Risk Monitoring:

6.38 To satisfy itself that risk and governance procedures are being followed in relation to the Finance Committee remit.

7. ENVIRONMENT

7.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Committee and in reaching all decisions.

8. EQUALITY AND DIVERSITY

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

9. FURTHER INFORMATION

9.1 The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of Reference for those bodies

9.2 The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Council regarding its own Terms of Reference.

TERMS OF REFERENCE – OPEN SPACES COMMITTEE

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

1. COMPOSITION

- 1.1 The Committee shall consist of a minimum of 6 Councillors.
- 1.2 The Town Mayor (ex officio) and the Deputy Town Mayor (ex officio) shall be given first opportunity of membership, which they may decline.
- 1.3 Councillors who are not members of the Committee may attend the meeting, but they may not vote on a decision.

2. CHAIR

- 2.1 The Committee Chair will be elected at the Annual Meeting of the Full Council.
- 2.2 The Chair's period of office is for one year.
- 2.3 The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
- 2.4 The Chair, if present shall Chair the Committee meeting.
- 2.5 In the absence of the Chair and Vice-Chair a vote of committee members will appoint a Chair for that meeting.

3. QUORUM

- 3.1 The Committee shall be subject to a quorum of 4 or one third of its membership whichever is greater.

4. CONDUCT OF THE MEETING

- 4.1 All meetings of the Committee shall be convened in accordance with Thornbury Town Council standing orders and current legislation.

5. AREA OF OPERATIONS

The Committee shall be responsible for the following Town Council functions:

- 5.1 Open spaces owned by, or the responsibility of, the Town Council in the Town and surrounding areas.
- 5.2 Outside facilities such as play areas, skate parks and playing fields owned by, or the responsibility of, the Town Council.
- 5.3 Outside 'street furniture' owned or facilitated by the Town Council such as benches, bins, bus shelters, etc.
- 5.4 Services and projects delivered by the Council in the outdoors such as the hanging baskets.
- 5.5 The management of trees on Council owned land.
- 5.6 Contracts and partnerships with outside bodies that affect the outdoors e.g. grass cutting, Thornbury in Bloom, etc.

5.7 Overseeing the operations of the Cemetery and closed St Marys Churchyard.

6. POWERS AND RESPONSIBILITIES

6.1 The Committee may authorise expenditure in accordance with the budget and areas of operation approved and agreed by Full Council.

6.2 Overseeing the management of all aspects of upkeep, regulation, maintenance and administration of the Council's outdoor sites and facilities (excluding buildings).

6.3 Making recommendations to Council on any investigation or review into any of the areas of responsibility.

6.4 Deciding on requirements of any new signage, street furniture or facilities in Council outdoor spaces.

6.5 Ensuring any works carried out on the Council's behalf are completed as specified, or otherwise completed to a satisfactory standard.

6.6 To make recommendations for the purchase/maintenance of necessary equipment and vehicles for Town Council operations.

6.7 To monitor leases/licences and byelaws in connection with Council outdoor spaces.

6.8 To oversee bids to external parties for funds to carry out Council projects in outdoor spaces.

6.9 To seek to deliver activities, plans and methods of work that will help to tackle climate change and promote ecological benefits.

7. HEALTH AND SAFETY

7.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Finance Committee remit.

8. ENVIRONMENT

8.1 To give due consideration to environmental, conservation and climate change matters in reaching all decisions.

9. EQUALITY AND DIVERSITY

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

10. FURTHER INFORMATION

10.1 The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of Reference for those bodies.

10.2 The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Full Council regarding its own Terms of Reference.

TERMS OF REFERENCE - PLANNING COMMITTEE

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

1. COMPOSITION

- 1.1 The Committee shall consist of a minimum of 6 Councillors.
- 1.2 The Town Mayor (ex officio) and the Deputy Town Mayor (ex officio) shall be given first opportunity of membership, which they may decline.
- 1.3 Councillors who are not members of the Committee may attend the meeting, but they may not vote on a decision.

2. CHAIR

- 2.1 The Committee Chair will be elected at the Annual Meeting of the full Council.
- 2.2 The Chair's period of office is for one year.
- 2.3 The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
- 2.4 The Chair, if present shall Chair the Committee meeting.
- 2.5 In the absence of the Chair and Vice-Chair a vote of committee members will appoint a Chair for that meeting.
- 2.6 If not previously trained, Councillors serving as Chair will be required to attend relevant training within six months of appointment

3. QUORUM

- 3.1 The Committee shall be subject to a quorum of 4 or one third of its membership whichever is greater.

4. CONDUCT OF THE MEETING

- 4.1 All meetings of the Committee shall be convened in accordance with Thornbury Town Council Standing Orders and current legislation.

5. AREA OF OPERATIONS

The Committee shall be responsible for the following Town Council functions:

- 5.1 Reviewing Planning applications within the town boundary.
- 5.2 Reviewing and responding to planning relevant applications submitted to the Town Council for comment by South Gloucestershire Council that relate to out-of-boundary applications, where there is considered to be impact on the town. This may include, for example, impact on infrastructure or services. 'No comment' submission will be provided where no impact on the town of Thornbury is expected.
- 5.3 Reviewing transport issues connected to the town.
- 5.4 Considering and responding to consultations relating to development the town area.

- 5.5 To receive minutes and reports from the Town Centre Partnership
- 5.6 To consider and comment on plans affecting the town's future development.
- 5.7 To consider and progress any workstreams resulting from the Neighbourhood Plan

6. POWERS AND RESPONSIBILITIES

- 6.1 Making recommendations to Council on any investigation or review into any of the areas of responsibility.
- 6.2 To undertake all powers and duties of the Council in respect of Neighbourhood Planning and Development under the Localism Act.
- 6.3 To make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the relevant legislation.
- 6.4 To consider applications relating to trees and tree preservation orders and convey comments to the Planning Authority.
- 6.5 To make suggestions as requested in respect of Street naming.
- 6.6 To act as consultee and make representations as required in respect of all matters relating to roads and highways including road signs, street furniture, car parking, street lighting, traffic management, traffic regulations and bus services.
- 6.7 To act as consultee and make representations as required on any strategic planning documents that concern the town.
- 6.8 To consider all planning matters relating to Highways, Footpaths and Bridleways.
- 6.9 To promote all elements of equality in the built environment.
- 6.10 To seek to promote design, solutions and strategy in applications and plans to help address issues in relation to Climate Change and promote ecological benefits.

7. HEALTH AND SAFETY

- 7.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the committee remit.

8. ENVIRONMENT

- 8.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Committee and in reaching all decisions.

9. EQUALITY AND DIVERSITY

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

10. FURTHER INFORMATION

- 10.1 The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of Reference for those bodies
- 10.2 The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Full Council regarding its own Terms of Reference.
- 10.3 Committee members are required to undertake appropriate training within 6 months of taking a seat on the Committee.

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

TERMS OF REFERENCE – STAFFING COMMITTEE

1. COMPOSITION

- 1.1 The Staffing Committee shall consist of 6 councillors.
- 1.2 The Chair of the Council shall not be a member of the Committee.
- 1.3 The Deputy Town Mayor (ex officio) shall be given first opportunity of membership, which they may decline.

2. CHAIR

- 2.1 The Committee Chair will be elected at the Annual Meeting of the Full Council.
- 2.2 The Chair's period of office is for one year.
- 2.3 The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
- 2.4 The Chair if present shall Chair the Committee meeting.
- 2.5 In the absence of the Chair and Vice-Chair a vote of committee members will appoint a Chair for that meeting.
Councillors serving as Chair will be required to attend relevant training within six months of appointment

3. QUORUM

- 3.1 The Committee shall be subject to a quorum of 4 or one third of its membership whichever is greater.

4. MEETING FREQUENCY

- 4.1 The Committee shall meet at least once a year before budgeting and additionally as needed.

5. CONDUCT OF THE MEETING

- 5.1 All meetings of the Committee shall be convened in accordance with Thornbury Town Council standing orders and current legislation.
- 5.2 It may be necessary on occasion for all staff to be excluded from the meeting. In these circumstances the Deputy Chair or other nominated member of the Committee will record the agreed decisions and outcome which will form the basis of the meeting minutes.

6. AREA OF OPERATIONS

The Committee shall be responsible for the following Town Council functions:

- 6.1 Making recommendations to the Chief Executive on confidential matters relating to the recruitment, discipline, capability and sickness management of staff employed by the Council
- 6.2 Establishing a panel of members to hear formal cases of misconduct, capability or grievance as required by relevant Council policies.
- 6.3 To review Staff conditions, welfare, salaries and appraisal arrangements.
- 6.4 To review Staff training and development in line with the Training and Development Policy.
- 6.5 To consider the implications of any changes to employment such as payment, taxation, pensions, legislation and regulation.
- 6.6 To make arrangements for the annual appraisal of the Chief Executive.
- 6.7 To review staffing structure

7. POWERS AND RESPONSIBILITIES

- 7.1 Four or more committee members are required for deciding (as specified in relevant council policies) on whether a member of staff should be dismissed from post on the basis of conduct or capability.
- 7.2 Make recommendations, in the light of advising on confidential staff matters, towards the revision of staff management policies.
- 7.3 The Committee may authorise expenditure in accordance with the budget and areas of operation approved and agreed by Full Council.

8. HEALTH AND SAFETY

- 8.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Finance Committee remit.

9. ENVIRONMENT

- 9.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Committee and in reaching all decisions.

10. EQUALITY AND DIVERSITY

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

11. FURTHER INFORMATION

- 11.1 The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of Reference for those bodies
- 11.2 The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Full Council regarding its own Terms of Reference.

TERMS OF REFERENCE

CLIMATE AND NATURE COMMITTEE

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

1. COMPOSITION

- 1.1 The Committee shall consist of a 6 Councillors.
- 1.2 All members shall be in position for one year. Membership of the group shall be determined annually at the Annual Meeting of the Town Council.
- 1.3 There will be up to six non-councillor members of the Committee, who will not have voting rights. These can be drawn from:
 - 1.3.1.1 The Thornbury Town Council Tree Warden (if this post is held by a Councillor/Committee member, then they will have voting rights in that capacity)
 - 1.3.1.2 A representative from Sustainable Thornbury
 - 1.3.1.3 A representative from the Holy Mowers
 - 1.3.1.4 A representative from Thornbury In Bloom
 - 1.3.1.5 A representative from Plastic Free Thornbury
 - 1.3.1.6 Additional members of the public as elected by the Climate and Nature Committee on the basis of their expertise, knowledge or experience in relation to climate or nature matters. The number of these additional members should take the non-Councillor membership up to six.

2. CHAIR

- 2.1 The Committee Chair must be a councillor and will be elected annually at the Annual Meeting of the Full Council.
- 2.2 The Committee shall elect a Vice-Chair, who must be a councillor, annually at the first meeting after the Annual Town Council Meeting.
- 2.3 The Chair, if present shall Chair the Committee meeting.
- 2.4 In the absence of the Chair and Vice-Chair a vote of committee members will appoint a Chair for that meeting.

3. QUORUM

- 3.1 The Committee shall be subject to a quorum of 3 voting members.

4. CONDUCT OF THE MEETING

- 4.1 All meetings of the Committee shall be convened in accordance with Thornbury Town Council standing orders and current legislation.
- 4.2 The meeting shall be administered by the Climate and Nature Officer.

5. AREA OF OPERATIONS

The Committee shall be responsible for all matters pertaining to climate and nature, including:

- 5.1 Tackling carbon emissions
- 5.2 Biodiversity management/enhancement
- 5.3 Climate and nature emergency action planning
- 5.4 Engagement with local and national stakeholder groups/charities such as the Wildlife Trust, Sustainable Thornbury
- 5.5 Engagement with other Town and Parish Councils and South Gloucestershire Council in relation to climate and nature matters
- 5.6 Map the environmental assets and achievements of the Parish
- 5.7 Research and apply for grant funding to fund environmental projects and initiatives
- 5.8 Climate and Nature projects, activities and events
- 5.9 Climate and Nature communications, both direct communications and feeding into wider Town Council communications (communications planning, contribution of articles etc)
- 5.10 Advising Full Council, or other Committees, on climate and nature impacts of proposals/operations
- 5.11 Public education/awareness campaigns

6. DELEGATED POWERS AND RESPONSIBILITIES

- 6.1 To deal with any climate and nature applications, correspondence or consultations.
- 6.2 Delegation to spend on climate and nature related activities up to the amount agreed in the annual Town Council budget for Green Projects (Cost centre: 190/Nominal code: 4540)
- 6.3 To issue communications relating to the areas of operation of the Committee on behalf of the Town Council, via the Climate and Nature Officer
- 6.4 To engage with outside organisations on behalf of the Town Council
- 6.5 To develop the Thornbury Town Council Climate and Nature Action Plan for ratification by Full Council and following adoption to maintain this as a live document
- 6.6 To advise the Town Council on Climate and Nature matters, particularly relating to proposed projects or initiatives of the Town Council and refer resolutions or recommendations (which should be minuted) to the relevant committee as necessary e.g. buildings recommendations to Finance & General Purpose Committee and open spaces to the Open Spaces Committee.

7. HEALTH AND SAFETY

- 7.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Finance Committee remit.

8. ENVIRONMENT

- 8.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Committee and in reaching all decisions.

9. EQUALITY AND DIVERSITY

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

10. FURTHER INFORMATION

- 10.1 The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of Reference for those bodies

10.2 The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Full Council regarding its own Terms of Reference.

TERMS OF REFERENCE – COMPLAINTS COMMITTEE

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

1. COMPOSITION

- 1.1 The Committee shall consist of 3 Councillors.
- 1.2 Membership of the committee shall change for each complaint to be considered.
- 1.3 The Chief Executive Officer is delegated to elect members to the Committee as required, based on best availability, and rotating councillor membership as far as possible.

2. CHAIR

- 2.1 The Committee Chair shall be elected at the start of each meeting where a new complaint ('Formal Complaint (Second Stage)') is to be considered.
- 2.2 The Chair elected under 2.1 shall stand until a meeting is convened to consider a new complaint, with a new panel, at which point a new Committee Chair shall be elected as per 2.1.

3. QUORUM

- 3.1 The Committee shall be subject to a quorum of 3.

4. CONDUCT OF THE MEETING

- 4.1 All meetings of the Committee shall be convened in accordance with Thornbury Town Council standing orders and current legislation.

5. AREA OF OPERATIONS

The Committee shall be responsible for the following Town Council functions:

- 5.1 Considering complaints under the 'Formal Complaint (Second Stage)' provisions of the Town Council's Complaints Policy and Procedure.
- 5.2 The transaction of the meeting shall be in accordance with the procedure set out in the Complaints Policy and Procedure.

6. POWERS AND RESPONSIBILITIES

- 6.1 To determine the outcome of 'Formal Complaint (Second Stage)' complaints, as defined in the Complaints Policy and Procedure.

7. HEALTH AND SAFETY

- 7.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Finance Committee remit.

8. ENVIRONMENT

- 8.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Committee and in reaching all decisions.

9. EQUALITY AND DIVERSITY

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

TERMS OF REFERENCE – THRIVING NATURE WORKING GROUP

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

1. NAME

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

2. COMPOSITION

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

3. CHAIR

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

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

4. QUORUM

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

5. CONDUCT OF THE MEETING

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

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

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

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

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

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

6. AREA OF OPERATIONS

The Group is set up with the following objectives:

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

7. POWERS AND RESPONSIBILITIES

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

8. HEALTH AND SAFETY

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

9. ENVIRONMENT

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

10. EQUALITY AND DIVERSITY

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

11. FURTHER INFORMATION

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

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

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

TERMS OF REFERENCE – EVENTS AND INNOVATIONS WORKING GROUP

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

1. NAME

1.1 This Working Group shall be called, “Events and Innovations Working Group” (The Group).

2. COMPOSITION

2.1 The Group shall be open to all councillors.

2.2 The group is open to any Councillor who wishes to be a member. There shall be a maximum of 7 standing councillor members. Other councillors may attend where they have ideas or suggestions they wish to put forwards.

2.3 The Town Mayor (ex officio) and the Deputy Town Mayor (ex officio) shall be given first opportunity of membership, which they may decline.

3. CHAIR

3.1 The position of Group Lead will be held by a councillor and will be chosen by the Group. The position shall be reviewed annually following the Annual Meeting of Full Council.

3.2 The Lead shall be responsible for co-ordinating the Group and reporting progress to the Town Council, including submitting items for the agenda to the Chief Executive Officer in line with Standing Orders.

4. QUORUM

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

5. CONDUCT OF THE MEETING

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

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

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

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

- 5.5 Any communications to be shared by the Group must go through the usual Town Council channels, via the Chief Executive Officer, and must comply with the Town Council communications and social media policies.
- 5.6 In carrying out the objectives above, the Group should give due regard to the Town Council's areas of operation, Strategy, Aims & Objectives and Annual Plan

6. AREA OF OPERATIONS

The Group is set up with the following objectives:

- 6.1 To generate ideas for events, innovations and schemes, with the aim of improving public engagement, raising the profile of the Town Council, and providing tangible benefit to residents.
- 6.2 To investigate the requirements, constraints and resources for recommended activities.
- 6.3 To assist in the arrangements for events, innovations and schemes once agreed.
- 6.4 To identify resource requirements for proposed actions. This may include staff resource and financial resources.
- 6.5 To recommend any public engagement exercises that may be considered necessary or beneficial (see 5.5 above).
- 6.6 To consult with other Working Groups or Committees where relevant to the proposals.
- 6.7 To consider request from outside groups and organisations to partner in events and activities and subsequently make recommendations to the Town Council.
- 6.8 To maintain a calendar of events (Town Council run and supported) for inclusion on the Town Council website.
- 6.9 To make arrangements for councillor surgeries

7. POWERS AND RESPONSIBILITIES

- 7.1 Making recommendations to the Chief Executive Officer for lower value events, schemes and innovations up to the value of £6,000. The Clerk is delegated by the Town Council to approve and commit up to £6,000 on such events, schemes and innovations. This delegation also applies to income for any charges that may apply to events.
- 7.2 Making recommendations to Council on events, schemes and innovations where the value is in excess of budget limit, £6,000.
- 7.3 To forward plan for known upcoming large events or commemorations, making recommendations to the Chief Executive Officer for consideration in the budget setting process.

8. HEALTH AND SAFETY

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

9. ENVIRONMENT

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

10. EQUALITY AND DIVERSITY

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

11. FURTHER INFORMATION

11.1 The Working Group shall be report to Full Council and to approve with that amendment.

11.2 The Working Group shall undertake reviews of Terms of Reference as and when appropriate and may make recommendations to Full Council regarding its own Terms of Reference.

11.3 The Town Council may not always be able to act on all advice offered and there is no formal obligation to do so.

TERMS OF REFERENCE – CAPITAL STRATEGY WORKING GROUP

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

1. NAME & PURPOSE

- 1.1 This Working Group shall be called, “Capital Strategy Working Group” (The Group).
- 1.2 The Group is established to formulate, review, and advise on the capital strategy of Thornbury Town Council. The primary aim is to ensure effective management and allocation of financial resources for asset development, facilities improvement, acquisition, disposal and other capital projects within the town.

2. COMPOSITION

- 2.1 The Group shall be open to all councillors.

3. CHAIR

- 3.1 The position of Group Lead will be held by a councillor and will be chosen by the Group. The position shall be reviewed annually following the Annual Meeting of the Full Council.
- 3.2 In the absence of the Group Lead a vote of committee members will appoint a Group Lead for that meeting.
- 3.3 The Lead shall be responsible for co-ordinating the Group and reporting progress to the Town Council, including submitting items for the agenda to the Chief Executive in line with Standing Orders.

4. QUORUM

- 4.1 Although not a delegated (decision making) committee a quorum shall apply of 4 councillors.

5. CONDUCT OF THE MEETING

- 5.1 As an undelegated Working Group, the provisions of the Public Bodies (Admission to Meetings) Act 1960 section 1 (1)), The Openness of Local Government Bodies Regulations 2014 and Local Government Act 1972, Schedule 12, para 41(1) shall not apply. Any meetings held shall not be open to members of the Public or Press.
- 5.2 The Group shall convene regularly, at least quarterly, or more frequently as deemed necessary by majority agreement of the members.
- 5.3 In accordance with paragraph 5.1, no formal agenda, nor minutes, are required of the meeting but to ensure good practice and to keep other members informed the Chief Executive will issue an agenda and minutes.
- 5.4 In consideration of paragraph 5.1, the Group is free to operate as it feels appropriate, which may include meeting face-to-face, meeting virtually, collaboration on email etc.

- 5.5 Members of the Group shall adhere to strict confidentiality regarding sensitive information discussed during meetings.
- 5.6 Members shall conduct themselves with professionalism, integrity, and impartiality, ensuring decisions are made in the best interest of Thornbury Town Council and its residents whilst adhering to Code of Conduct.
- 5.7 Any communications to be shared by the Group must go through the usual Town Council channels, via the Chief Executive, and must comply with the Town Council communications and social media policies.
- 5.8 In carrying out the objectives below, the Group should give due regard to the Town Council's areas of operation, Strategy, Aims & Objectives and Annual Plan

6. AREA OF OPERATIONS

The Group is set up with the following objectives:

- 6.1 To review and progress the action points identified in the Capital Strategy.
- 6.2 To assess current and future financial resources available for capital projects.
- 6.3 To formulate strategies for the allocation, prioritisation, and funding of capital projects.
- 6.4 To provide recommendations on financing options, including borrowing, grants, and other revenue sources.
- 6.5 To review and evaluate the effectiveness of implemented capital strategies periodically.
- 6.6 To liaise with relevant stakeholders, including council members, staff, residents, and external agencies, to gather input and ensure alignment with community needs and expectations.
- 6.7 To ensure transparency and accountability in decision-making related to capital expenditures.

7. POWERS AND RESPONSIBILITIES

- 7.1 The Group does not possess delegated authority and therefore does not have the power to make decisions or representation on behalf of the Town Council.
- 7.2 The Group shall report its findings, recommendations and progress to the Town Council.
- 7.3 Reports shall include an overview of capital projects, financial analysis, proposed strategies, and any other relevant information necessary for informed decision-making.

8. HEALTH AND SAFETY

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

9. ENVIRONMENT

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

10. EQUALITY AND DIVERSITY

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

11. FURTHER INFORMATION

11.1 The Group shall undertake reviews of Terms of Reference as and when appropriate and may make recommendations to Full Council regarding its own Terms of Reference.

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

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

TERMS OF REFERENCE – GRANT REVIEW WORKING GROUP

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

1. NAME

1.1 This Working Group shall be called, “Grant Review Working Group” (The Group).

2. COMPOSITION

2.1 The group is open to any Councillor who wishes to be a member. There is no limit on membership numbers.

3. CHAIR

3.1 The position of Group Lead will be chosen by the Group. The position shall be reviewed annually.

3.2 The Lead shall be responsible for co-ordinating the Group including submitting items for the agenda to the Chief Executive Officer in line with Standing Orders.

4. QUORUM

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

5. CONDUCT OF THE MEETING

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

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

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

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

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

6. AREA OF OPERATIONS

The Group is set up with the following objectives:

- 6.1 To review grant applications including scoring these in accordance with requirements of the Grant Awarding Policy and Procedure.
- 6.2 To seek clarification where required on the contents of grants, or further information to enable informed decision making.
- 6.3 To make recommendations to Full Council or the Finance and General Purpose Committee on the proposed allocation of grant budget against applications received.

7. POWERS AND RESPONSIBILITIES

- 7.1 The Working Group has no delegated authority to make decisions on behalf of the Council.
- 7.2 To make recommendations to Full Council or the Finance and General Purpose Committee on grant allocations.

8. HEALTH AND SAFETY

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

9. ENVIRONMENT

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

10. EQUALITY AND DIVERSITY

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

11. FURTHER INFORMATION

- 11.1 The Working Group shall report to Full Council or the Finance General Purpose Committee
- 11.2 The Working Group shall undertake reviews of Terms of Reference as and when appropriate and may make recommendations to Full Council regarding its own Terms of Reference.
- 11.3 The Town Council may not always be able to act on all advice offered and there is no formal obligation to do so.

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

TERMS OF REFERENCE – YOUTH COUNCIL WORKING GROUP

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

1. NAME

1.1 This Working Group shall be called, “Youth Council Working Group” (The Group).

2. COMPOSITION

2.1 The Group shall be open to all councillors.

2.2 The group is open to any councillor who wishes to be a member with no number restriction.

3. CHAIR

3.1 The position of Group Lead will be held by a councillor and will be chosen by the Group. The position shall be reviewed annually following the Annual Meeting of Full Council.

3.2 The Lead shall be responsible for co-ordinating the Group and reporting progress to the Town Council, including submitting items for the agenda to the Chief Executive Officer in line with Standing Orders.

4. QUORUM

4.1 There is no quorum for meetings, as the Group is not a delegated (decision-making) body; however, a minimum of two councillors shall be present for any discussion to take place.

5. CONDUCT OF THE MEETING

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

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

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

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

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

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

6. AREA OF OPERATIONS

The Group is set up with the following objectives:

- 6.1 To determine the level of support, demand and feasibility for the establishment of a Youth Council, including engagement with young people and relevant stakeholders.
- 6.2 To undertake the work necessary to establish a Youth Council, subject to Council approval.
- 6.3 To develop and recommend an appropriate governance framework for the Youth Council, including structure, membership, terms of office and roles and responsibilities.
- 6.4 To identify and engage with key partners, including schools, youth organisations and community groups, to support the development of the Youth Council.
- 6.5 To develop and recommend arrangements for the recruitment and selection of Youth Council members, ensuring inclusivity and representation.
- 6.6 To define the purpose, remit and reporting arrangements of the Youth Council, including its relationship with the Town Council.
- 6.7 To identify and make recommendations on resource requirements, including budget, staffing and facilities.
- 6.8 To ensure appropriate safeguarding, governance and risk management arrangements are considered and implemented.
- 6.9 To develop proposals for induction, training and ongoing support for Youth Council members.
- 6.10 To prepare an implementation plan, including key milestones, for the establishment of the Youth Council.
- 6.11 To make recommendations to the Town Council on all matters relating to the establishment and operation of the Youth Council.

7. POWERS AND RESPONSIBILITIES

- 7.1 The Group does not possess delegated authority and therefore does not have the power to make decisions on behalf of the Town Council.
- 7.2 The Group shall report its findings, recommendations and progress to the Town Council.

8. HEALTH AND SAFETY

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

9. ENVIRONMENT

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

10. EQUALITY AND DIVERSITY

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

11. FURTHER INFORMATION

11.1 The Working Group shall undertake reviews of Terms of Reference as and when appropriate and may make recommendations to Full Council regarding its own Terms of Reference.

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

Meeting Calendar 2026-2027 Civic Year - DRAFT - VERSION 3

	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY												
MON		1								1	1														
TUE		2			1	CN			1		2														
WED		3	1		2			2		3	3														
THUR		4	2	P	3	1		3		4	4	P	1												
FRI	1	5	3		4	2		4	1	BH	5	5	2												
SAT	2	6	4	1	5	3		5	2	6	6	3	1												
SUN	3	7	5	2	6	4	1	6	3	7	7	4	2												
MON	4	BH	8	E&I - WG	6	3	7	5	2	8	8	5	3	BH											
TUE	5	9	F&GP	7	4	8	FC	6	S	3	4	8	F&GP	9	FC	6	4								
WED	6	10	8	5	9	7		4	9	6	10	10	7	5											
THUR	7	11	9	6	10	8		5	10	P	7	11	11	8	6										
FRI	8	12	10	7	11	9	6	11	8	12	12	9	7												
SAT	9	13	11	8	12	10	7	12	9	13	13	10	8												
SUN	10	14	12	9	13	11	8	13	10	14	14	11	9												
MON	11	15	13	E&I - WG	10	14	12	9	14	11	15	15	12	10											
TUE	12	AMFC	16	C&N	14	FC	11	15	OS	13	F&GP	10	FC	15	CN	12	FC	16	CN	16	OS	13	F&GP	11	AMFC
WED	13	17	15	12	16	14		11	16	13	17	17	14	12											
THUR	14	18	16	13	17	P	15	12	17	14	18	18	15	P	13										
FRI	15	19	17	14	18	16	13	18	15	19	19	16	14												
SAT	16	20	18	15	19	17	14	19	16	20	20	17	15												
SUN	17	21	19	16	20	18	15	20	17	21	21	18	16												
MON	18	E&I - WG	22	20	17	21	19	21	18	22	22	19	17												
TUE	19	OS	23	21	OS	18	22	CN	17	OS	22	19	OS	23	23	20	CN	18							
WED	20	24	22	19	23	21	18	23	20	24	24	21	19												
THUR	21	P	25	CS - WG	23	CS - WG	20	24	CS - WG	22	CS - WG	19	24	CS - WG	21	P	25	CS - WG	25	CS - WG	22	CS - WG	20		
FRI	22	26	24	21	25	23	20	25	BH	22	26	26	BH	23	21										
SAT	23	27	25	22	26	24	21	26	23	27	27	24	22												
SUN	24	28	26	23	27	25	22	27	24	28	28	25	23												
MON	25	BH	29	27	24	28	26	23	28	BH	25	29	BH	26	24										
TUE	26	30	28	25	29	27	24	29	26	TCC	27	30	27	ATM	25										
WED	27	29	26	30	28	25	30	27	30	TCC	27	31	28	26											
THUR	28	CS - WG	30	27	CS - WG	29	P	26	CS - WG	31	TCC	28	CS - WG	29	27	CS - WG									
FRI	29	31	28	30	27	30	27	29	30	28	30	28													
SAT	30	29	31	28	29	30	27	30	27	31	28	29													
SUN	31	30	29	30	27	29	30	27	31	28	29	30													
MON				31	BH			30					31	BH											

Please note the following:

- Meetings are usually held in the Council Chamber, **Town Hall**, but the ATM may take place at an alternative venue. Please refer to the published agendas for confirmation.
- Additional meetings may be held beyond those shown on this calendar. See **published agendas** for details.
- August: council in **recess**
- Working Group (WG) meetings are **NOT** open to the general public

TCC	Town Council Closed
BH	Public holidays

* Additional meetings scheduled as required
 ** Except July/August
 *** Except September

AMFC	Annual Meeting of the Full Council	7.30pm	Yearly	In line with legislative requirements
FC	Full Council	7.30pm	Every two months	Alternate months, second Tuesday of the month
F&GP	Finance and General Purpose Committee	7.30pm	Every two months	Alternate months, second Tuesday of the month
S	Staffing	7.30pm	Held annually*	First Tuesday of October
OS	Open Spaces	7.30pm	Every two months	Third Tuesday of the month
P	Planning	7.30pm	Every six weeks**	On a Thursday
CN	Climate and Nature	7.30pm	Every two months***	Third Tuesday of the month
ATM	Annual Town Meeting	TBC	Yearly	Fourth Tuesday in April
CS - WG	Capital Strategy - Working Group	6pm	Monthly	Fourth Thursday in the month
E&I - WG	Events and Innovation - Working Group	10am	Currently held monthly.	TBC, if the meeting returns to a bi-monthly schedule.
GR - WG	Grant Review - Working Group	TBC	1 X Spring 1 x Autumn	Twice per civic year
SLA - WG	Service Level Agreement - Working Group	TBC	As and when required.	N/A

Representatives for External Organisations	Councillor Representative for 2025-2026	Meeting Frequency
Town Trust	Chris Davies (2022), Angela Symonds (Aug 2022), Fiona Deas (2024)	Appointment of 3 people as a Nominative Trustee for a 4 year term. In 2025 there were 5 regular meetings with 2 'special meetings' for a single issue. The special meetings were held online. Meetings held every two months Two pre meetings take place where residents meet up before adjourning to the Town Hall.
Chantry Community and Arts Centre		Currently, Bi monthly meetings held on a Wednesday evening 7.30-9.00pm. Going forwards they are trialing Friday morning meetings rather than Wednesday evenings.
4 Towns and Vale Link Community Transport	Jayne Stansfield	No invitation received.
Thornbury & District Heritage Trust	Chris Bloor	3-4 times per year. Meets in the day.
Oldbury Nuclear Power Station Stakeholders Group	Chris Bloor	Meets 3-4 times per year. Meetings take place during the day.
Thornbury in Bloom	Chris Rowe	
Town Centre Partnership	Chris Bloor, Helen Ball, Christine Carter	Meetings held four times per year in the Town Hall July, September, December and March (every three months) Helen Chairs the meeting as the Mayor Meetings start at 2pm in the Town Hall. FYI - Chris Bloor did not realise he was on this committee.
Krunch	Gil Gilroy	
Avon Local Councils Association	Jayne Stansfield	ALCA one AGM per year Takes place on a Saturday
Thornbury Christmas Lights Association	Christine Carter	Meet upstairs in the Swan pub - CC hasn't been able to attend due to the accessibility issue.
Over 60's Tea Room	Fiona Deas	Every 2 months
Volunteer Link		Meetings held 6 times per year Jan, April, June, July, Sept, Nov Meetings held on Zoom in the winter months and at a member of the committees house at other times of the year. Meetings start at 7pm
Tytherington Quarry Liaison Group	Chris Bloor	3 to 4 times per year. Meets in the evening.
Park Farm CIC observer position	Chris Woodhouse	No confirmation from contcts on file
Youth Engagement	Gil Gilroy & Tiffany O'Connor	2 councillors, daytime and evening meetings
Love Thornbury	Christine Carter	Meet in the Swan - Meetings start at 6.30pm.
Plastic Free Thornbury Steering Group		Awaiting confirmation

Fair Trade	Gil Gilroy	Unknown
Citizens Advice Bureau	Helen Ball	Twice a year by arrangement
Thornbury Town Football Club	Fiona Deas	Every two months
Town and Parish Council Forum	Fiona Deas	Online meetings
Walkers are Welcome	Kath Greenman	Meetings held every two months. Meetings held during the day (the next meeting is at 11.30am) normally at the Swan pub
Thornbury Pub Watch	Fiona Deas	The meetings dates are set at the end of the previous meeting. Meetings held in each pub on a rota basis. Vary in time of day according to circumstances Roughly take place every two months.
Thornbury Skate Park CIC	James Murray	Monthly - online or inperson evening meetings
Your Voice	Chris Bloor	All councillors to participate

All representatives are required to update Full Council at the next available meeting.

**THORNBURY TOWN COUNCIL
STRATEGIC RISK REGISTER 2026**

Risk title	Category	Risk Detail & Consequence	Impact	Likelihood	Risk Rating	Risk Treatment	Risk mitigation controls in place (or required)	Mitigated	Mitigated	Likelihood	Mitigated Risk Rating	Risk Owner	Date Risk Owner Reviewed	Date Full Council Reviewed	RA Reference
Open Spaces maintenance	Reputation/H&S	Risk of Council owned spaces, and fixtures therein, falling into disrepair, or a poor state. Dirty, run-down or poorly maintained items/areas would have an impact on the reputation of the Town Council and unidentified hazards or faults could pose a serious health and safety hazards.	5	3	15	Treat	Risk assessments are carried out individually for different areas of open spaces and reviewed at least annually. These individual risk assessments are available for inspection in the Town Council offices and will be reported to the Open Spaces Committee. Individual issues to be escalated to this Risk Register only if the residual risk rating is 10 or above (amber). Regular schedule of maintenance checks are in place for all open spaces and assets located within open spaces, the frequency of which depends on the outcome of the individual risk assessments carried out.	5	1	5	Open Spaces Committee	18/03/2025	14/05/2024		
Risk to third party property or individuals	Legal/Financial	Damage to third party property or individuals. Risk to third party as a consequence of providing a service	5	3	15	Treat	Risk management policy and process in place. Insurance in place and reviewed annually to ensure adequate cover, to include appropriate Employers Liability Insurance, Public Liability Insurance. Some CCTV coverage.	2	1	2	Finance & General Purpose	11/02/2025	14/05/2024		
Councillor propriety	Legal/Reputational	Risk of improper conduct related to conflicts of interests, bribes or undue influence.	4	2	8	Treat	Financial Procedures, Standing Orders, Register of Interests and Code of Conduct all in place. Councillor's are encouraged to attend training as per the councils Training and Development Policy.	2	1	2	Full Council	14/05/2024	14/05/2024		
Fraud	Financial	Risk of financial loss due to fraudulent activity.	5	3	15	Tolerate	Financial Procedures and Standing Orders contain measures to safeguard against fraud. Records kept in accordance with regulations. Processes executed in accordance with policies. RFO independent from Finance Administrator. Internal audit completed annually as well as External Audit. Chief Executive and RFO CILCA qualified. Internal Controls identified and reviewed annually. Fidelity guarantee insurance in place and level of cover reviewed annually.	3	1	3	Finance & General Purpose	11/02/2025	14/05/2024		
Human Resource management	Legal/financial	Risk of legal claims. Risk of high staff turnover and low staff morale.	4	4	16	Tolerate	Grievance procedure in place and reviewed regularly. NALC salary scales are adhered to and full suite of robust HR policies in place. HR advisor appointed. Annual appraisals carried out for all staff in line with the Appraisal Scheme.	1	3	3	Staffing Committee	14/05/2024	14/05/2024		
HRMC	Financial	Non-compliance with tax obligations	5	3	15	Tolerate	VAT returns completed regularly and employers tax and NI payments made regularly, in line with calculation by external payroll provider.	2	2	4	Finance & General Purpose	11/02/2025	14/05/2024		
VAT	Financial	Classification of business/non-business/exempt may be incorrect in some instances. Relatively small scope. Also option to tax needs to be considered to avoid future VAT risk.	2	4	8	Treat	VAT advice has been sought and implemented. The RFO is a member of advisory organisations (ALCA & SLCC) that provide updates when changes are made.	2	2	4	Finance & General Purpose	11/02/2025	14/05/2024		
Financial solvency	Financial	Inability for the Town Council to meet its financial obligations. Inability to deal with an emergency, costly event.	5	2	10	Treat	Annual budget reviewed and set by Full Council. Level of precept set based on expenditure requirement less income. Regular budget monitoring reports presented to the Finance & General Purpose Committee by the Responsible Finance Officer. General Reserves maintained at level determined by the policy. Earmarked Reserves are justified and reviewed annually.	2	1	2	Finance & General Purpose	11/02/2025	14/05/2024		
Acting within legal powers	Legal	Ensuring all activities carried out by the council are within available legal powers.	3	3	9	Treat	All members to have regard to the powers available to local councils and the relative role of the councillor. All members encouraged to attend the 'Good Councillor' course offered by ALCA. Officers to have knowledge of the powers available to local councils, especially for meetings/committees within their remit. Chief Executive is CILCA qualified and the council have adopted the General Power of Competence. The council has a membership with NALC & ALCA. The Chief Executive is a member of SLCC.	3	1	3	Full Council	14/05/2024	14/05/2024		

Risk title	Category	Risk Detail & Consequence	Impact	Likelihood	Risk Rating	Risk Treatment	Risk mitigation controls in place (or required)	Mitigated	Mitigated	Liability	Mitigated Risk Rating	Risk Owner	Date Risk Reviewed	Date Full Council Reviewed	RA Reference
Breach of GDPR legislation	Legal/Financial/Reputational	Challenge by individuals if breach were to occur. Reputational damage and fines.	3	2	6	Tolerate	Policies and procedures in place in relation to GDPR legislation and reviewed regularly. For any suspected breaches, advise to be sought from the Information Commissioner's Office. Members of the public referenced in minutes and publically published documents to be anonymised. All staff required to complete GDPR training.	3	1		3	Full Council	14/05/2024	14/05/2024	
Supplies and Services provided to the council.	Financial/Reputational	Risk of non-completion of work, substandard work, or association with a company with suboptimal practices	3	2	6	Tolerate	The council has adopted a Management of Contractors Policy and require RAMS as well as proof of insurance. Due diligence should be carried out on all new contractors to ensure they are properly constituted. A Management of Contractors Policy has been adopted.	3	1		3	Full Council	14/05/2024	14/05/2024	
Risk of consequential loss of income	Financial	Loss of income due to unforeseen circumstances (recession, pandemic etc).	1	2	2	Tolerate	Risk is low as the majority of income for TTC is precept. Cemetery income is, sadly, guaranteed to an extent. Other income is very low. Risk to precept is low. Debt Recovery procedure is in place. General Reserves maintained at the level stipulated in the policy.	1	2		2	Finance & General Purpose	11/02/2025	14/05/2024	
Loss of cash through theft or dishonesty	Financial	Financial loss	1	1	1	Tolerate	Scope for loss is low. Cash is no longer accepted as a payment method. Controls around payments are set out in the Financial Regulations. There is a Pre-payment Debit Card Procedure in place which is adhered to. Bank reconciliations are regularly reviewed by a councillor and reported to the Finance & General Purpose Committee.	1	1		1	Finance & General Purpose	11/02/2025	14/05/2024	
Maintenance of buildings	H&S/Financial	Risk of disrepair causing health and safety hazard, or lack of maintenance resulting in higher cost remedial works	5	2	10	Treat	A maintenance schedule is being prepared along with building surveys and this will influence future budgets. Current budgets reflect maintenance and Health & Safety responsibilities that are managed in accordance with our Health & Safety Policy.	5	1		5	Finance & General Purpose	11/02/2025	14/05/2024	
Business continuity	Service provision and Legal	Potential for disruption to the services of the Town Council in the future, resulting from significant, unexpected event (e.g. natural disaster, cyber attack, fire, break in, issue with utility supply). Incapacitation of the Town Clerk/RFO.	5	2	10	Treat	Data is stored electronically and regularly backed up. Legally required hard copy records are stored in fire rated cabinets. All office based staff are issued with laptops to enable them to work from home. Business Continuity Plan to be developed to assist with management of any business continuity incident and to ensure continuation of essential Town Council functions. Insurance policy covers provision for business continuity costs.	3	2		6	Full Council	14/05/2024	14/05/2024	
Armstrong Hall Trust negative PR	Reputation	Negative impact on the Town Council's reputation as a local authority as a result of misunderstandings around the role of the Town Council concerning the Armstrong Hall Trust. Good news stories are often overshadowed by comments relating to the Armstrong Hall. Members of the public do not understand the separation of duties between the Town Council and the Charity, and the role of councillors versus representatives of the Trust. Staff resource in dealing with negative PR and queries.	4	5	20	Treat	Communications issued explaining the role of the Town Council (difference between local authority and corporate body Trustee role). Clear separation is in place between Town Council and Trust operations, in line with legal advice. Town Council resources, including emails, not to be used for AHT business. Potential to request that the AHT is transferred to a CIC, removing the Town Council as the Sole Trustee.	4	4		16	Full Council	14/05/2024	14/05/2024	

Risk title	Category	Risk Detail & Consequence	Impact	Likelihood	Risk Rating	Risk Treatment	Risk mitigation controls in place (or required)	Mitigated	Mitigated	Liability	Mitigated Risk Rating	Risk Owner	Date Risk Reviewed	Date Full Council Reviewed	RA Reference
Cemetery governance	Legal, H&S and reputation	Historic sub-optimum practice means the Town Council is exposed to risk around legal/H&S compliance. Fairly routine issues arise resulting from historic practice which takes officer time to resolve and is a financial and legal risk to the Town Council.	4	4	16	Treat - cemetery practices and procedures audit	Issues arise from historic practices. Memorial inspection regime has been implemented. Third party independent audit of cemetery operations has taken place and recommendations have been implemented. Feedback with current practice is good. Cemetery management software has been implemented. Relevant information is publicised on website. Historic issues can only be dealt with and mitigated as they arise. The Town Council are members of the ICCM for expert advice, including legal. Relevant staff have received appropriate cemetery related training (ICCM). Have reviewed some historical issues and carried out mitigations to minimise future impacts where possible.	4	3		12	Open Spaces Committee	18/03/2025	14/05/2024	
Climate emergency - Town Council actions	Legal/reputation/provision	The Town Council has declared a climate emergency. Failure to follow up appropriately with an action plan which embeds of climate and biodiversity action into Town Council operations will impact negatively on Town Council reputation and the environment.	3	4	12	Treat	Professional Ecological Surveys have been carried out for Town Council owned land to ensure the management of land to the benefit of biodiversity/nature, and to inform a tree planting strategy. Surveys have been reviewed by Open Spaces Committee, and amended as necessary in light of operational considerations. New regimes to be implemented subject to resource. Climate and Nature Committee created. Climate and Nature Officer recruited to take forwards the creation of a Local Climate and Nature Action Plan and other climate and nature projects.	3	2		6	Climate & Nature Committee	14/05/2024	14/05/2024	
Bakery Annexe deterioration	H&S/reputation	Leaking roof and and The condition of the Bakery Annexe has deteriorated.	5	5	25	Treat	Condition Survey actioned and asbestos ceiling subsequently removed (was at risk of collapse). Roof supports have started to rot and water ingress to the workshop is worsening. Roof works completed in 2025 to prevent further deterioration. The Site Operative is being relocated to the staff premises at Mundy Playing Fields with colleagues and the building will be secured. The site is included in the Capital Strategy to identify most suitable use for the building.	5	3		15	Finance & General Purpose	11/02/2025	14/05/2024	
Energy prices	Financial	Risk of significant variance to budgeted expenditure due to uncertainty/volatility in the energy market.	3	3	9	Treat	Solar panels on the Town Hall and MPF Pavillion reduce exposure in terms of electricity usage. Solar panels have been cleaned to maximise efficiency. Budget was set on the side of caution. Officers are exercising prudence in conserving energy where possible.	3	2		6	Finance & General Purpose	11/02/2025	14/05/2024	
Inflation	Financial	Risk of significant variance to budgeted expenditure due to high inflation rates	2	3	6	Tolerate	Inflation rates have reduced and Council agreed an increase of 3% for 2025/26. Reserves can be used to offset unforeseen expenditure	2	3		6	Finance & General Purpose	11/02/2025	14/05/2024	
Tree safety	H&S	Risk of falling trees/limbs causing damage to persons or property. Ash dieback risk.	5	3	15	Treat	Tree surveys carried out by qualified arboriculturalist every three years, or sooner if necessitated or following storm damage.	5	2		10	Open Spaces Committee	18/03/2025	14/05/2024	
H&S procedures	H&S/Legal	Risk of injury, illness, or legal claim due to non-compliance with statutory health and safety obligations.	5	3	15	Treat	Health and Safety Policy in place along with Risk Management Strategy. Training and Development Policy sets out minimum training requirements to ensure that staff are appropriately trained. Appointed external Health & Safety advisors to advise the Town Council and conduct annual audit. Chief Executive, Deputy Clerk and Facilities Officer have undertaken IOSH Managing Safely Training.	5	2		10	Finance & General Purpose	11/02/2025	14/05/2024	
Skate park	Provision/reputation/health and safety	Risk that skate park will become unsafe requiring closure	4	4	16	Treat	Annual ROSPA checks in place. Issues sourcing parts and contractors willing to carry out necessary repairs. Deemed safe currently, but cannot guarantee future viability (in 2023 RoSPA stated that it would be serviceable for another 8 years). A CIC has been registered for the replacement skatepark project, draft tender documentation prepared (aim would be for replacement well within the RoSPA prediction of life of 8 years). 40% of funding allocated by FC. (Replacement would eliminate the existing risks associated with condition of current skatepark.)	4	4		16	Open Spaces Committee	18/03/2025	14/05/2024	

Risk title	Category	Risk Detail & Consequence	Impact	Likelihood	Risk Rating	Risk Treatment	Risk mitigation controls in place (or required)	Mitigated	Mitigated	Utilised	Mitigated Risk Rating	Risk Owner	Date Risk Reviewed	Date Full Council Reviewed	RA Reference
Lone Working - Violence and aggression	H&S	Risk of violence and aggression from members of the public to staff	5	3	15	Treat	Site staff are equipped with two-way radios, including emergency alert functionality, enabling rapid escalation and coordinated response to incidents. The Council maintains effective liaison with the local community beat team and will take appropriate action with the police or through other legal routes where incidents occur, providing full support to affected staff. Body worn cameras are issued to deter aggressive behaviour, supported by clear signage stating their use and that abuse towards staff will not be tolerated. Staff receive de-escalation training, with additional precautions implemented during periods of heightened risk, including paired working or avoidance of higher-risk areas. Incident, accident, and near-miss reporting arrangements have been strengthened to capture aggressive behaviour. This data is monitored regularly to assess ongoing risk and inform any additional controls.	5	2		10	Staffing Committee			
Violence, Aggression, Vandalism, and Unauthorised Access	H&S and Financial	Injury to people, life changing, limiting or possible death. Damage to property.	5	4	20	Treat	Physical security controls in place across sites, including controlled access points, perimeter fencing, gates, locked doors and windows, and secure outbuildings. CCTV coverage deployed at key locations with playback capability; footage shared with police where appropriate. Access management arrangements, including restricted public access, controlled unlocking procedures, and minimal keyholder allocation. Lighting and environmental design measures implemented (security lighting, sensor/timer lights, removal of climbing aids and overhanging vegetation). Intruder and fire detection systems installed, monitored, and maintained in accordance with legislation. Good housekeeping and asset management, including locked bins, regular waste removal, secure plant and fuel storage, and end-of-day security checks. Procedures for incidents and antisocial behaviour, including prompt response, reporting, and engagement with police. Staff controls and training, including fire safety training, fire wardens where required, lone-working controls, and exit procedures for leavers (key and asset return). Planned maintenance and servicing of safety-critical equipment and systems.	5	2		10	Finance and General Purpose Committee			TC2
Fire, Electrical Safety, Arson, and Unauthorised Entry	H&S	Fire caused by arson or faulty electrical equipment	5	3	15	Treat	Electrical safety controls in place, including isolation of non-essential services and statutory inspection and testing by competent contractors. Removal and control of combustible materials, including unnecessary equipment, furniture, and flammable items. Property inspection regime established to monitor safety, security, and condition. Access and security measures applied to secure doors and windows. Property management and appearance controls maintained to deter unauthorised entry and antisocial behaviour. Active occupation and staff presence maintained where appropriate to reduce security and arson risk.	5	2		10	Finance and General Purpose Committee			TC3
Memorial Stability and Grounds Maintenance	H&S	Tombs and headstones at risk of collapse creating trip hazards, entrapment, skeletal injuries, and possible fatalities	5	3	15	Treat	Memorial safety management regime in place, including periodic inspection and testing by trained personnel. Risk zoning and access controls applied to high-risk areas to protect members of the public. Emergency information clearly displayed on site. Reporting and escalation arrangements in place for staff and volunteers to notify the council of safety or maintenance issues. Action remedial works following survey.	5	2		10	Open Spaces Committee			GR2

Risk title	Category	Risk Detail & Consequence	Impact	Likelihood	Risk Rating	Risk Treatment	Risk mitigation controls in place (or required)	Mitigated	Mitigated	Utilisation	Mitigated Risk Rating	Risk Owner	Date Risk Reviewed	Date Full Council Reviewed	RA Reference	
Driving for Work and Van Usage	H&S, Reputational, Legal, Financial	Road traffic collisions, vehicle-related incidents, or operator injury arising from driving for work, vehicle movements, roadside activity, poor visibility, adverse weather, or unsafe parking, resulting in injury or fatality to employees, passengers, other road users, or pedestrians.	5	3	15	Treat	Driving for work governance arrangements in place, including licence checks and mandatory disclosure of motoring offences, accidents, or medical conditions. Competency and conduct controls applied to drivers, including expectations on distraction avoidance and safe driving behaviour. Vehicle and roadside safety measures implemented, including safe parking practices, warning systems, and the use of appropriate road or traffic management where required. Personal protective equipment (PPE) requirements established for working on or near highways, compliant with current safety standards. Dynamic risk management applied for adverse weather, poor visibility, and environmental conditions, including suspension of activities where conditions are unsafe. Site and activity controls implemented to protect pedestrians and the public, including fencing or segregation where necessary. Ongoing monitoring and review of driving-related incidents to inform continuous improvement.	5	2		10	Staffing Committee				OT13
Fuel Handling and Storage	H&S, Legal, Financial, Reputational	Fire or explosion arising from the storage, handling, or use of fuel and fuel-powered equipment, resulting in serious injury or fatality to employees or members of the public, and potential damage to property.	5	4	20	Treat	Training and competency arrangements in place for staff involved in the use of fuel-powered equipment and generators. Fuel handling controls implemented to reduce the risk of ignition, spillage, and exposure. Fire prevention measures enforced, including strict controls on ignition sources during refuelling and fuel handling. COSHH-compliant procedures established for managing fuel, spillages, and exposure, supported by safety data sheets. Welfare and emergency arrangements in place, including hand hygiene and access to first aid. Documented risk assessments and guidance maintained and communicated, with periodic review.	5	2		10	Finance and General Purpose Committee				OT19
Use of Powered Hand Tools (e.g. Jack Hammers)	H&S, Legal, Financial, Reputational	Injury to employees or members of the public arising from the use of powered hand tools, including contact with moving parts, resulting in cuts, abrasions, or more serious harm.	5	4	20	Treat	Training and competency arrangements in place for staff using powered hand tools. Mandatory PPE controls established and enforced, aligned with task and equipment risks. Safe working practices applied, including appropriate positioning and handling techniques. Public protection measures implemented, including fencing, segregation, and warning signage. Communication and lone-working safeguards in place, including use of radios and charged equipment where required. Incident management arrangements in place, including access to first aid and the recording of accidents and near misses. Ongoing competence maintenance, including regular first aid refresher training.	5	2		10	Staffing Committee				OT20

THORNBURY TOWN COUNCIL ASSET				2025/2026					
Assets are defined as land, buildings, vehicles, plant and equipment with a NET value in excess of £500.						Insurance Details			
SITE	ASSET	DATE PURCHASED	NET VALUE AT PURCHASE	ASSET VALUE CURRENT DATE*	Insurance Grouping	Insurance Value Estimate	NOTES		
Chantry	EuroTramp Trampoline	2021-22	£ 6,816.00	£ 6,816.00	Play Equipment, Surfaces & Ancilliary Items	£ 4,458.30			
Chantry	Toddler Swing (Proludic)	2021-22	£ 1,526.00	£ 1,526.00	Play Equipment, Surfaces & Ancilliary Items	£ 2,165.90			
Chantry	Rope Seating Swing (Proludic)	2021-22	£ 2,874.00	£ 2,874.00	Play Equipment, Surfaces & Ancilliary Items	£ 4,061.20			
Chantry	Wheelchair Accessible Roundabout with Ground Frame (Proludic)	2021-22	£ 5,194.00	£ 5,194.00	Play Equipment, Surfaces & Ancilliary Items	£ 6,927.80			
Chantry	Kidzy Multiplay Unit (Proludic)	2021-22	£ 11,895.00	£ 11,895.00	Play Equipment, Surfaces & Ancilliary Items	£ 11,895.00			
Chantry	Hip Hop (Proludic)	2021-22	£ 3,655.00	£ 3,655.00	Play Equipment, Surfaces & Ancilliary Items	£ 5,648.50			
Chantry	Face to Face Springer (Proludic)	2021-22	£ 1,199.00	£ 1,199.00	Play Equipment, Surfaces & Ancilliary Items	£ 1,960.20			
Chantry	Broxap Cannock Chase Picnic Bench (Proludic)	Mar-19	£ 1,199.00	£ 1,199.00	Play Equipment, Surfaces & Ancilliary Items	£ 1,199.00			
Chantry	Hard surfacing around Basketball Hoop (incl all ground works)	Jan-25	£ 7,850.00	£ 7,850.00	Play Equipment, Surfaces & Ancilliary Items	£ 7,850.00			
Osprey	Hip Hop	2019	£ 3,531.00	£ 3,531.00	Play Equipment, Surfaces & Ancilliary Items	£ 5,648.50			
Osprey	2x Flat Swings	2019	£ 1,250.00	£ 1,250.00	Play Equipment, Surfaces & Ancilliary Items	£ 1,833.70			
Osprey	2x Cradle Swings	2019	£ 1,474.00	£ 1,474.00	Play Equipment, Surfaces & Ancilliary Items	£ 2,165.90			
Osprey	Roundabout	2019	£ 5,018.00	£ 5,018.00	Play Equipment, Surfaces & Ancilliary Items	£ 4,411.00			
Osprey	2 Person Springer	2019	£ 546.00	£ 546.00	Play Equipment, Surfaces & Ancilliary Items	£ 1,299.10			
Osprey	4 Person Springer	2019	£ 877.00	£ 877.00	Play Equipment, Surfaces & Ancilliary Items	£ 1,005.40			
Osprey	Tangle Game	2019	£ 592.00	£ 592.00	Play Equipment, Surfaces & Ancilliary Items	£ 762.30			
Osprey	Racing Panel	2019	£ 592.00	£ 592.00	Play Equipment, Surfaces & Ancilliary Items	£ 743.49			
Osprey	Slide	2019	£ 4,345.00	£ 4,345.00	Play Equipment, Surfaces & Ancilliary Items	£ 5,892.70			
Osprey	2x Trampolines	2019	£ 3,292.00	£ 3,292.00	Play Equipment, Surfaces & Ancilliary Items	£ 8,916.60			
Osprey	Benches x2	2019	£ 598.00	£ 598.00	Play Equipment, Surfaces & Ancilliary Items	£ 1,207.80			
Osprey	Mulch/ wetpour safety surface	2019	£ 13,666.00	£ 13,666.00	Play Equipment, Surfaces & Ancilliary Items	£ 25,062.00			
Osprey	Grass Mat	2019	£ 1,092.00	£ 1,092.00	Play Equipment, Surfaces & Ancilliary Items	£ 1,848.00			

SITE	ASSET	DATE PURCHASED	NET VALUE AT PURCHASE	ASSET VALUE CURRENT DATE*	Insurance Grouping	Insurance Value Estimate	NOTES
Osprey	Pod swing	2019	£ 2,815.00	£ 2,815.00	Play Equipment, Surfaces & Ancilliary Items	£ 3,176.80	
Eastland	Wheelchair Accessible Roadabout	2023/24	£ 5,916.00	£ 5,916.00	Play Equipment, Surfaces & Ancilliary Items	£ 6,927.80	
Eastland	Metal Combination Swing (cradle,flat & pod seat)	2023/24	£ 5,610.06	£ 5,610.06	Play Equipment, Surfaces & Ancilliary Items	£ 5,610.06	
Eastland	Metal Balance Trail / Activity Trail	2023/24	£ 14,303.25	£ 14,303.25	Play Equipment, Surfaces & Ancilliary Items	£ 14,303.25	
Eastland	x2 Heavy Duty Recycled Plastic Picnic Benches	2023/24	£ 1,236.00	£ 1,236.00	Play Equipment, Surfaces & Ancilliary Items	£ 1,236.00	
Eastland	RBA8 Chaumont Bench	2023/24	£ 716.04	£ 716.04	Play Equipment, Surfaces & Ancilliary Items	£ 716.04	
Eastland	UKLANDSLEEPER3 - Recycled Plastic Sleepers x8	2023/24	£ 623.38	£ 623.38	Play Equipment, Surfaces & Ancilliary Items	£ 623.38	
Eastland	Metal Balance Beam	2023/24	£ 759.78	£ 759.78	Play Equipment, Surfaces & Ancilliary Items	£ 759.78	
Eastland	Double Perch (stand up sea saw)	2023/24	£ 3,255.12	£ 3,255.12	Play Equipment, Surfaces & Ancilliary Items	£ 3,255.12	
Eastland	1.2m High Combination Gate (left hinge)	2023/24	£ 1,488.00	£ 1,488.00	Play Equipment, Surfaces & Ancilliary Items	£ 1,488.00	
Eastland	1.2m High Hydraulic Self Closing Gate (left hinge)	2023/24	£ 2,205.00	£ 2,205.00	Play Equipment, Surfaces & Ancilliary Items	£ 2,205.00	
Eastland	Broxap Derby Standard Litter Bins (x2) 120Ltr (flat top)	2023/24	£ 1,016.86	£ 1,016.86	Street Furniture	£ 1,016.86	
Eastland	Diabolo Baby Multiplay Unit	2023/24	£ 7,758.36	£ 7,758.36	Play Equipment, Surfaces & Ancilliary Items	£ 7,758.36	
Eastland	Fahr 3 in a Row Game Panel	2023/24	£ 811.95	£ 811.95	Play Equipment, Surfaces & Ancilliary Items	£ 811.95	
Eastland	Rubber Grassmat	2023/24	£ 3,315.00	£ 3,315.00	Play Equipment, Surfaces & Ancilliary Items	£ 3,306.60	
Eastland	Fencing - 11 meters	2023/24	£ 729.00	£ 729.00	Play Equipment, Surfaces & Ancilliary Items	£ 729.00	
Rock Street	Benches x2	Unknown	£ -	£ -	Street Furniture	£ 2,200.00	Bespoke replacement required
Rock Street	Bench	2025-26	£ 1,100.00	£ 1,100.00	Street Furniture	£ 1,100.00	Bespoke replacement required
Rock Street	Ploughs x2	Unknown	£ -	£ -	Street Furniture	£ -	
Rock Street	Gravel Path	Unknown	£ -	£ -	Street Furniture	£ -	
Rock Street	Retaining Wall - Ownership TBC	Unknown	£ -	£ -			
Oakleaze Green	Bench (general seating)	2025/26	£ 772.16	£ 772.16	Street Furniture	£ -	
Thicket Walk	Bench (general seating)	2025/26	£ 772.16	£ 772.16	Street Furniture	£ -	
Skate Park	Quarter Pipe-with flat bank- large			£ 44,999.30	Play Equipment, Surfaces & Ancilliary Items	£ -	Public Liability Only
MPF	Bench x1	2025-26	£ 803.00	£ 803.00	Street Furniture	£ -	
MPF	Aerial Swing		£ 5,660.00	£ 5,660.00	Play Equipment, Surfaces & Ancilliary Items	£ 8,412.80	
MPF	Adult Fitness Equipment		£ 3,389.78	£ 3,389.78	Play Equipment, Surfaces & Ancilliary Items	£ 4,500.00	

SITE	ASSET	DATE PURCHASED	NET VALUE AT PURCHASE	ASSET VALUE CURRENT DATE*	Insurance Grouping	Insurance Value Estimate	NOTES
MPF	Splash Pad - Mundy Playing Fields	2015	£ 118,802.00	£ 118,802.00	Play Equipment, Surfaces & Ancilliary Items	£ -	Removed 2026 - Decomissioned and not due to replace
MPF	Defibrillator	2022-23	£ 3,025.00	£ 3,025.00	Street Furniture	£ 1,300.00	
MPF	Defibrillator Cabinet	2022-23	£ 795.00	£ 795.00	Street Furniture	£ 600.00	
MPF	Climber-Frame		£ 6,000.00	£ 6,000.00	Play Equipment, Surfaces & Ancilliary Items	£ 15,219.60	
MPF	Inclusive Slide * 2	2017	£ 8,710.00	£ 8,710.00	Play Equipment, Surfaces & Ancilliary Items	£ 4,953.30	
MPF	Safety Surface	2017	£ 938.00	£ 938.00	Play Equipment, Surfaces & Ancilliary Items	£ 938.00	
MPF	Toddler Swing with metal posts MPF	2018	£ 2,000.00	£ 2,000.00	Play Equipment, Surfaces & Ancilliary Items	£ 2,165.90	
MPF	Frankie the Fish Springer MPF	2018	£ 2,000.00	£ 1,200.00	Play Equipment, Surfaces & Ancilliary Items	£ 1,201.20	
MPF	Danny the Dolphin Springer MPF	2018	£ 1,300.00	£ 1,300.00	Play Equipment, Surfaces & Ancilliary Items	£ 1,668.70	
MPF	Primo Multiplay unit MPF	2018	£ 6,300.00	£ 6,300.00	Play Equipment, Surfaces & Ancilliary Items	£ 6,088.50	
MPF	Swing J472sp1800 MPF	2018	£ 2,000.00	£ 2,000.00	Play Equipment, Surfaces & Ancilliary Items	£ 2,000.00	
MPF	Primo metal pod swing MPF	2018	£ 3,700.00	£ 3,700.00	Play Equipment, Surfaces & Ancilliary Items	£ 3,176.80	
MPF	J472A swing frame MPF	2018	£ 1,400.00	£ 1,400.00	Play Equipment, Surfaces & Ancilliary Items	£ 1,833.70	
MPF	Double perch MPF	2018	£ 3,800.00	£ 3,800.00	Play Equipment, Surfaces & Ancilliary Items	£ 3,815.90	
MPF	Wheelchair roundabout 2 MPF	2018	£ 6,200.00	£ 6,200.00	Play Equipment, Surfaces & Ancilliary Items	£ 6,927.80	
MPF	Diabolo MPF	2018	£ 12,700.00	£ 12,700.00	Play Equipment, Surfaces & Ancilliary Items	£ 13,380.40	
MPF	Hip Hop MPF	2018	£ 4,500.00	£ 4,500.00	Play Equipment, Surfaces & Ancilliary Items	£ 5,648.50	
MPF	Single Pyramid	2018	£ 12,000.00	£ 12,000.00	Play Equipment, Surfaces & Ancilliary Items	£ 6,839.91	
MPF	Rodeo Board Challenge MPF	2018	£ 4,900.00	£ 4,900.00	Play Equipment, Surfaces & Ancilliary Items	£ 5,925.70	
MPF	Euro Trampoline #1 MPF	2018	£ 4,300.00	£ 4,300.00	Play Equipment, Surfaces & Ancilliary Items	£ 4,458.30	
MPF	Pirouette MPF	2018	£ 880.00	£ 880.00	Play Equipment, Surfaces & Ancilliary Items	£ 994.40	
MPF	Tango Seat MPF	2018	£ 660.00	£ 660.00	Play Equipment, Surfaces & Ancilliary Items	£ 754.60	
MPF	Swing Seat and Harness MPF	2018	£ 710.00	£ 710.00	Play Equipment, Surfaces & Ancilliary Items	£ 939.40	
MPF	3 in a row game MPF	2018	£ 1,000.00	£ 1,000.00	Play Equipment, Surfaces & Ancilliary Items	£ 629.20	
MPF	Water cycle play MPF	2018	£ 900.00	£ 900.00	Play Equipment, Surfaces & Ancilliary Items	£ 835.03	

SITE	ASSET	DATE PURCHASED	NET VALUE AT PURCHASE	ASSET VALUE CURRENT DATE*	Insurance Grouping	Insurance Value Estimate	NOTES
MPF	Tic Tac Toe MPF	2018	£ 950.00	£ 950.00	Play Equipment, Surfaces & Ancilliary Items	£ 753.41	
MPF	Envirosmart Grass Mat MPF	2018	£ 2,560.00	£ 2,560.00	Play Equipment, Surfaces & Ancilliary Items	£ 12,886.50	
MPF	Turbo Racer MPF	2018	£ 800.00	£ 800.00	Play Equipment, Surfaces & Ancilliary Items	£ 638.20	
MPF	Euro Trampoline #2 MPF	2018	£ 4,000.00	£ 4,000.00	Play Equipment, Surfaces & Ancilliary Items	£ 4,458.30	
MPF	CCTV	2021	£ 7,668.00	£ 7,668.00	CCTV	£ 7,668.00	
MPF	Composit Picnic Table	2024 - 25	£ 531.64	£ 531.64	Street Furniture	£ -	
MPF	110 Litter Bin (brown)	2024 - 25	£ 544.98	£ 544.98	Street Furniture	£ -	
MPF	Memorial Bench	2024 - 25	£ 772.16	£ 772.16	Street Furniture	£ -	Not insured - replacement from budget
MPF	Memorial Bench	2024 - 25	£ 772.16	£ 772.16	Street Furniture	£ -	Not insured - replacement from budget
MPF	LRG Circular Tree Bench (Judith's)	2024 - 25	£ 1,891.64	£ 1,891.64	Street Furniture	£ 1,891.64	
MPF	Bench (general Seating)	2025-26	£ 772.16	£ 772.16	Street Furniture	£ -	
MPF	Clifton Picnic Tables (x3) (Picnic Area)	May-25	£ 1,981.53	£ 1,981.53	Street Furniture	£ 1,981.53	
MPF	Double Recycling Bin (2x 2ltrs)	2025 - 26	£ 5,508.95	£ 5,508.95	Street Furniture		
Streamleaze	Pod Swing	2020	£ 2,815.00	£ 2,815.00	Play Equipment, Surfaces & Ancilliary Items	£ 3,176.80	
Streamleaze	Diabolo Multiplay Unit- SL	2018	£ 13,700.00	£ 13,700.00	Play Equipment, Surfaces & Ancilliary Items	£ 14,318.70	
Streamleaze	Falling Star springer- SL (Rocker 4 Seat)	2018	£ 900.00	£ 900.00	Play Equipment, Surfaces & Ancilliary Items	£ 1,005.40	
Streamleaze	Euro Trampoline 1.5m x 1.5m SL	2018	£ 4,300.00	£ 4,300.00	Play Equipment, Surfaces & Ancilliary Items	£ 4,458.30	
Streamleaze	Envirosmart Grass Mat SL	2018	£ 1,700.00	£ 1,700.00	Play Equipment, Surfaces & Ancilliary Items	£ 7,309.50	
Streamleaze	Ranger Seat (metal) x1 1.8m SL 4 (x2 metal benches with no backs on site)	2018	£ 900.00	£ 900.00	Play Equipment, Surfaces & Ancilliary Items	£ 1,500.00	
MPF Pavilion	Batwing Ransomes Mower	2019	£ 50,000.00	£ 50,000.00	Motor Vehicle	£ -	Confirmed insurance value not required
MPF Pavilion	Aerator		£ 1,995.00	£ 1,995.00	Mowers and equipment	£ 1,995.00	
MPF Pavilion	Furniture/Equip.		£ 13,555.00	£ 13,555.00	MPF Pavilion - Contents and Inventory	£ -	Original asset value for MPF equipment and now offset by lines 96-100
MPF Pavilion	Sofa and matching seat x 2 and 1 x Matching seat	Unknown	£ -	£ -	MPF Pavilion - Contents and Inventory	£ 1,500.00	
MPF Pavilion	9 Camera 'Hikvision' CCTV System	Unknown	£ -	£ -	MPF Pavilion - Contents and Inventory	£ 1,200.00	
MPF Pavilion	Combi gas Boiler	Unknown	£ -	£ -	MPF Pavilion - Contents and Inventory	£ 2,500.00	New entry offsetting line 95 - pavilion furniture and equipment

SITE	ASSET	DATE PURCHASED	NET VALUE AT PURCHASE	ASSET VALUE CURRENT DATE*	Insurance Grouping	Insurance Value Estimate	NOTES
MPF Pavilion	2x DAB Esy Tank	Unknown	£ -	£ -	MPF Pavilion - Contents and Inventory	£ 2,600.00	
MPF Pavilion	1 x Gas 'Andrews' Water heater 215 Litres	Unknown	£ -	£ -	MPF Pavilion - Contents and Inventory	£ 4,500.00	
MPF Pavilion	Wall Mounted Commercial Hand Driers x 3	Unknown	£ -	£ -	MPF Pavilion - Contents and Inventory	£ 900.00	
MPF Pavilion	Trailer		£ 1,700.00	£ 1,700.00	Trailer	£ 1,700.00	Confirmed insurance value not required
MPF Pavilion	Tractor		£ 23,200.00	£ 23,200.00	Motor Vehicle	£ -	
MPF Pavilion	Chain Harrows		£ 1,490.00	£ 1,490.00	Mowers and equipment	£ 1,490.00	Confirmed insurance value not required
MPF Pavilion	End Tow Roller		£ 4,600.00	£ 4,600.00	Mowers and equipment	£ 4,600.00	
MPF Pavilion	Ford Flat Bed Van	2017	£ 9,750.00	£ 9,750.00	Motor Vehicle	£ -	Confirmed insurance value not required
MPF Pavilion	Furniture/Equip.	Unknown	£ 1,331.75	£ 1,331.75	MPF Pavilion - Contents and Inventory	£ -	
MPF Pavilion	Loading Ramp	2017	£ 585.00	£ 585.00	Mowers and equipment	£ 585.00	
MPF Pavilion	Generator	2018	£ 750.00	£ 750.00	Mowers and equipment	£ 750.00	
MPF Pavilion	Rock Braker	2018	£ 800.00	£ 800.00	Mowers and equipment	£ 800.00	
MPF Pavilion	6 Piece Mkita Power Tools	2019	£ 500.00	£ 500.00	Mowers and equipment	£ 500.00	
MPF Pavilion	Quicke Loader	2019	£ 10,000.00	£ 10,000.00	Mowers and equipment	£ 10,000.00	
MPF Pavilion	2x Chain Saws	2018	£ 600.00	£ 600.00	Mowers and equipment	£ 600.00	
MPF Pavilion	Echo PB - 770 BackPac Blower	2022-23	£ 524.95	£ 524.95	Mowers and equipment	£ 524.95	
MPF Pavilion	UTV Electric Vehicle	2023-24	£ 25,331.67	£ 25,331.67	Motor Vehicle	£ -	Confirmed insurance value not required
MPF Pavilion	Toro Brush Cutter (Mower) BRC-28	2024-25	£ 4,579.17	£ 4,579.17	Mowers and equipment	£ 4,579.17	Confirmed insurance value not required
MPF Pavilion	Amazone Smartcut Profihopper (grass cutter)	2025-26	£ 41,970.00	£ 41,970.00	Motor Vehicle	£ -	
MPF Pavilion	Kress KC500.9 Backpack Blower	2025-26	£ 624.17	£ 624.17	Mowers and equipment	£ 624.17	
MPF Pavilion	Kress KAC810 11Ah Battery (for Backpack)	2025-26	£ 815.83	£ 815.83	Mowers and equipment	£ 815.83	
Cemetery	John Deer Mower	2018	£ 1,200.00	£ 1,200.00	Mowers and equipment	£ 3,997.00	
Cemetery	Makita Braker	2019	£ 800.00	£ 800.00	Mowers and equipment	£ 800.00	
Cemetery	2x Stihl Strimmers	2019	£ 600.00	£ 600.00	Mowers and equipment	£ 600.00	
Cemetery	3x Masport Rotarola 18" SP Roller Mowers	2021	£ 1,796.40	£ 1,796.40	Mowers and equipment	£ 1,796.40	
Cemetery	Honda HP500B Power Carrier 163cc 4-Stroke Engine	2021	£ 5,034.00	£ 5,034.00	Mowers and equipment	£ 5,034.00	
Cemetery	Eco PB770 BackPac Blower	2021-22	£ 568.65	£ 568.65	Mowers and equipment	£ 568.65	

SITE	ASSET	DATE PURCHASED	NET VALUE AT PURCHASE	ASSET VALUE CURRENT DATE*	Insurance Grouping	Insurance Value Estimate	NOTES
Cemetery	Echo Brush Cutter SRM520ES (Strimmer)	2022-23	£ 657.50	£ 657.50	Mowers and equipment	£ 657.50	
Cemetery	Masport 18" Mowers x2	2023-24	£ 1,165.00	£ 1,165.00	Mowers and equipment	£ 1,165.00	
Cemetery	Memorial Bench (including spare slat kit)	2023 -24	£ 940.36	£ 940.36	Street Furniture	£ -	Not insured - replacement from budget
Cemetery	Cemetery Notice Board			£ 1,465.00	Street Furniture	£ 1,465.00	
Cemetery	Memorial Bench	2024 - 25	£ 772.16	£ 772.16	Street Furniture	£ -	Not insured - replacement from budget
St Mary's Church Yard	Masport 800st Mower	2021-22	£ 575.00	£ 575.00	Mowers and equipment	£ 575.00	
Buildings	Town Hall			£ 2,250,319.00	Town Hall	£ 3,325,000.00	
Buildings	67 High Street (Flat and Office)			£ 618,837.00	67 High St	£ 1,945,000.00	
Buildings	Chapel including hardtsanding, rails and fencing			£ 562,581.00			
Buildings	CEM Store 1			£ 37,876.00	Cemetery, Chapel & Outbuildings	£ 292,433.00	Excludes VAT (£58,567) as recoverable
Buildings	CEM Store 2			£ 9,466.00			
Buildings	CEM Messroom			£ 9,466.00			
Buildings	Old Bakery, hard landscaping & walls			£ 110,929.00	Bakery Annexe	£ 603,255.00	Excludes VAT (£120,745) as recoverable on this property
Town Centre	Defibrillator			£ 650.00	Street Furniture	£ 1,300.00	
Town Centre	Defibrillator Cabinet	2022-23	£ 795.00	£ 795.00	Street Furniture	£ 600.00	
Town Centre	Bus Shelter			£ 4,043.57	Bus Shelters	£ 7,000.00	
Town Centre	Bus Shelter			£ 3,142.00	Bus Shelters	£ 7,000.00	
Town Centre	Bus Shelter			£ 3,133.65	Bus Shelters	£ 7,000.00	
Town Centre	Bus Shelters			£ 3,133.65	Bus Shelters	£ 7,000.00	
Town Centre	Bus Shelter			£ 2,932.00	Bus Shelters	£ 7,000.00	
Town Centre	Bus Shelter			£ 3,749.28	Bus Shelters	£ 7,000.00	
Town Centre	Noticeboard	Oct-19	£ 2,771.30	£ 2,771.30	Street Furniture	£ 3,500.00	
Town Hall	Laptop 1 HP Probook Notebook - (Facilities Officer) (New VDU monitor listed as Low Value Asset)	2025-26	£ 710.11	£ 710.11	Laptops & Tablets	£ 784.00	
Town Hall	Spare Laptop HP Probook Notebook	2018		£ 500.00	Laptops & Tablets	£ -	Not insured - would not replace with new
Town Hall	Laptop 3 HP - (Deputy Clerk)	2021		£ 650.00	Laptops & Tablets	£ 784.00	
Town Hall	Laptop 4 HP Probook Notebook (inc docking station) - (Finance Administrator)	2021	£ 1,306.03	£ 1,306.03	Laptops & Tablets	£ 784.00	
Town Hall	Laptop 5 HP Probook Notebook (inc mouse & keyboard) - (Chief Executive)	2022-23	£ 1,112.69	£ 1,112.69	Laptops & Tablets	£ 784.00	

SITE	ASSET	DATE PURCHASED	NET VALUE AT PURCHASE	ASSET VALUE CURRENT DATE*	Insurance Grouping	Insurance Value Estimate	NOTES
Town Hall	Laptop 7 HP 250 G9 Notebook - (Climate & Nature Officer)	2022-23	£ 660.00	£ 660.00	Laptops & Tablets	£ 784.00	
Town Hall	Laptop HP EliteBook 660 G11 Notebook (Site Manager)	2025-26	£ 784.00	£ 784.00	Laptops & Tablets	£ 784.00	
Town Hall	Laptop HP EliteBook 660 G11 Notebook (Administrator P/T)	2025-26	£ 784.00	£ 784.00	Laptops & Tablets	£ 784.00	
Town Hall	Laptop HP EliteBook 660 G11 Notebook (Administrator F/T)	2025-26	£ 784.00	£ 784.00	Laptops & Tablets	£ 784.00	
Town Hall	2 Way Radio Equipment (x6)	2019	£ 1,034.00	£ 1,550.00	Town Hall - Computer equipment, other office and sports equipment	£ -	
Town Hall	Desk Phones x 4	2020		£ 519.66	Town Hall - Computer equipment, other office and sports equipment	£ 519.66	
Town Hall	Rectangular Desk x 7			£ 1,120.00	Town Hall - Furniture, fixtures, fittings & tenants improvements	£ 1,120.00	
Town Hall	Roll Close Cabinet x 3			£ 600.00	Town Hall - Furniture, fixtures, fittings & tenants improvements	£ 600.00	
Town Hall	Under Desk Filing Cabinet x 5			£ 500.00	Town Hall - Furniture, fixtures, fittings & tenants improvements	£ 500.00	
Town Hall	2 Door Small Cupboard x 2			£ 700.00	Town Hall - Furniture, fixtures, fittings & tenants improvements	£ 700.00	
Town Hall	4 Drawer Filing Cabinet x 3			£ 750.00	Town Hall - Furniture, fixtures, fittings & tenants improvements	£ 750.00	
Town Hall	Leather Topped Tables			£ 1,000.00	Town Hall - Furniture, fixtures, fittings & tenants improvements	£ 15,000.00	To sit 18 people, hardwood with leather top
Town Hall	Armchair			£ 2,500.00	Town Hall - Furniture, fixtures, fittings & tenants improvements	£ 12,480.00	Based on replacement quotes sought for the Mayor's chair
Regalia	Mayoral Robes, Jabot, Tricorn etc			£ 2,819.50	Mayors Chain, Robes & Accessories	£ 2,819.50	
Town Hall	Epson Data Projector including Projecter Screen			£ 600.00	Town Hall - Computer equipment, other office and sports equipment	£ 200.00	
Town Hall	Defibrillator & Cabinet - Store cupboard		£ 3,025.00	£ 3,025.00	Town Hall - Furniture, fixtures, fittings & tenants improvements	£ 1,900.00	
Town Hall	Fireproof Safe - CEO office for Cemetery Record		£ 1,913.44	£ 1,913.44	Town Hall - Furniture, fixtures, fittings & tenants improvements	£ 1,913.44	
Town Hall	Black Trough Planters x5 (for over 60's)	2024-25	£ 1,829.00	£ 1,829.00	Street Furniture	£ 1,829.00	

SITE	ASSET	DATE PURCHASED	NET VALUE AT PURCHASE	ASSET VALUE CURRENT DATE*	Insurance Grouping	Insurance Value Estimate	NOTES
Town Hall	Wheelchair Access Octagonal Tables (for over 60's) x2	2024-25	£ 1,370.00	£ 1,370.00	Street Furniture	£ 1,370.00	
Town Hall	x1 Office Desk, x1 Pedestal, x2 Office Chairs	2024-25	£ 708.00	£ 708.00	Town Hall - Furniture, fixtures, fittings & tenants improvements	£ 708.00	
Town Hall	Laptop 8 HP Probook - Communications & Engagement Officer	2024-25	£ 732.90	£ 732.90	Laptops & Tablets	£ 784.00	
Town Hall	Phoenix Fire Commander Safe	2025-26	£ 2,527.00	£ 2,527.00	Town Hall - Furniture, fixtures, fittings & tenants	£ 2,527.00	
Town Hall	Phoenix World Class Vertical Safe 4 Draw Fire (x2)	2025-26	£ 3,158.00	£ 3,158.00	Town Hall - Furniture, fixtures, fittings & tenants	£ 3,158.00	
Land	Chantry Playing Field, Church Road			£ 25,200.00	Buildings and Land	£ -	
Land	Oakleaze Green, Oakleaze Road			£ 1.00	Buildings and Land	£ -	
Land	Rock Street Green, Rock Street			£ 1.00	Buildings and Land	£ -	
Land	Thornbury Cemetery, Kington Lane			£ 1.00	Buildings and Land	£ -	
Land	Chantry Road Play Area off Tilting Road			£ 1.00	Buildings and Land	£ -	
Land	Thicket Walk Play Area off Pine Close/Oakleaze Road			£ 1.00	Buildings and Land	£ -	
Land	Osprey Park Play Area off Osprey Park			£ 1.00	Buildings and Land	£ -	
Land	Open Space off Ashgrove			£ 1.00	Buildings and Land	£ -	
Land	Streamside Walkway between Gillingstool & Maple Avenue			£ 1.00	Buildings and Land	£ -	
Land	Land at Poulterbrook	2005	£ 28,500.00	£ 28,500.00	Buildings and Land	£ -	
Regalia	Mayor's Chain (Silver)	1975	£ 310.37	£ 3,814.57	Mayors Chain, Robes & Accessories	£ 4,094.75	
Regalia	Mayor's Consort Chain (Silver)	1975		£ 2,542.69	Mayors Consort Chain	£ 4,094.75	
Regalia	Deputy Mayor's Chain (Silver & Enamel)	1975		£ 2,542.69	Deputy Mayors Chain	£ 4,094.75	
Regalia	Mace (held on behalf of V&A museum)	Not applicable	£ -	£ -	Mace	£ 3,250.00	
Buildings	The Mundy Playing Fields, Pavilion & ancillary buildings			Not a TC asset but has responsibility to insure	Mundy Playing Fields Pavilion and outbuildings	£ 1,243,000.00	Inlcudes an extension to the Pavilion costing £173,000
Town Hall	Mini 4 Pro Fly More Combo (DJI RC 2) Drone	13/02/2025	£ 815.83	£ 815.83	Town Hall - Computer equipment, other office and sports equipment	£ 815.83	
Chantry	Portaloos x 2	NA	NA	NA	Portaloos	£ 4,000.00	
MPF	Picnic Tables (x5)	?	£ -	£ -	Street Furniture	£ -	
MPF	Benches (x11)	?	£ -	£ -	Street Furniture	£ -	
Skate Park	Benches (x2)	?	£ -	£ -	Play Equipment, Surfaces & Ancilliary Items	£ 1,400.00	
Streamleaze	Benches (x4)	?	£ -	£ -	Street Furniture	£ -	

SITE	ASSET	DATE PURCHASED	NET VALUE AT PURCHASE	ASSET VALUE CURRENT DATE*	Insurance Grouping	Insurance Value Estimate	NOTES
Streamleaze	Benches	Unknown	£ 1.00	£ 1.00	Play Equipment, Surfaces & Ancilliary Items	£ -	Due to be replaced 2026
Streamleaze	Basketball hard standing	Unknown	£ 1.00	£ 1.00	Play Equipment, Surfaces & Ancilliary Items	£ -	
Streamleaze	Fencing	Unknown	£ 1.00	£ 1.00	Play Equipment, Surfaces & Ancilliary Items	£ -	
Osprey	Bench (x1)	?	£ -	£ -	Play Equipment, Surfaces & Ancilliary Items	£ 700.00	
Cemetery	Benches (x6)	?	£ -	£ -	Street Furniture	£ -	
Town Centre	Benches (x4)	?	£ -	£ -	Street Furniture	£ -	
Town Hall	Honours Board #1	Unknown	£ -	£ -	Town Hall - Furniture, fixtures, fittings & tenants improvements	£ 630.00	
Town Hall	Honours Board Mayors #2	May-22	£ 630.00	£ -	Town Hall - Furniture, fixtures, fittings & tenants improvements	£ 630.00	
Town Hall	Honours Board Clerk x2	Unknown	£ -	£ -	Town Hall - Furniture, fixtures, fittings & tenants improvements	£ 1,000.00	
Town Hall	Solar Panels	Confirmed records not retained but likely installed before 2019	£ -	£ -	Town Hall - Furniture, fixtures, fittings & tenants improvements	£ 7,995.00	
MPF Pavilion	Solar Panels	20/02/2019	£ 4,598.00	£ 4,598.00	Town Hall - Furniture, fixtures, fittings & tenants improvements	£ 7,995.00	
Town Hall	Printer		£ -	£ -	Town Hall - Computer equipment, other office and sports equipment	£ 2,500.00	
Town Hall	Defibrillator - Entrance of Town Hall (Internal)	20/10/2025	£ 1,293.95	£ 1,293.95	Street Furniture	£ 1,300.00	
MPF	Wetpour surfacing		£ -	£ -	Play Equipment, Surfaces & Ancilliary Items	£ 42,898.00	
Streamleaze	Wetpour surfacing		£ -	£ -	Play Equipment, Surfaces & Ancilliary Items	£ 3,738.00	
Chantry	Wetpour Surfacing	2021	£ 7,143.00	£ 7,143.00	Play Equipment, Surfaces & Ancilliary Items	£ 4,966.20	
Chantry	Grass Matting	2021	£ 5,084.00	£ 5,084.00	Play Equipment, Surfaces & Ancilliary Items	£ 5,084.00	
Eastland	Wetpour surfacing	2023	£ 8,060.00	£ 8,060.00	Play Equipment, Surfaces & Ancilliary Items	£ 15,130.00	
Cemetery	Kress KC720.9 Mower	2025-26	£ 832.50	£ 835.50	Mowers and equipment	£ 832.50	
Cemetery	Kress KAC810 11 ah Battery for mower	2025-26	£ 815.83	£ 1,631.66	Mowers and equipment	£ 815.83	

SITE	ASSET	DATE PURCHASED	NET VALUE AT PURCHASE	ASSET VALUE CURRENT DATE*	Insurance Grouping	Insurance Value Estimate	NOTES
Cemetery	Kress KAC810 11 ah Battery for mower	2025-26	£ 815.83	£ 1,631.66	Mowers and equipment	£ 815.83	
MPF	Benches x4	2025-26	£ 3,212.00	£ 3,212.00	Street Furniture	0	
MPF	Pitch Line Marking Machine (Bowcom)	10/12/2025	£ 1,050.00	£ 1,050.00	Mowers and equipment	£ 1,050.00	
Buildings	20ft Shipping Container (Green) Cleveland Containers	Jan-26	£ 2,605.00	£ 2,605.00		£ 2,605.00	
Chantry	Rugby Post	Jul-21	£ 1,794.00	£ 1,794.00	Sports Equipment	£ 2,189.00	
Chantry	Rugby Posts	Jul-21	£ 1,794.00	£ 1,794.00	Sports Equipment	£ 2,189.00	
MPF	Football Posts - Pitch One	Apr-25	£ -	£ -	Sports Equipment	£ 2,686.00	
MPF	Football Posts - Pitch Two	Jul-21	£ 641.00	£ 641.00	Sports Equipment	£ 1,158.00	
MPF	Football Posts - Poulterbrook 11v11	Aug-23	£ 1,125.00	£ 1,125.00	Sports Equipment	£ 1,158.00	
MPF	Football Posts - Poulterbrook 9v9	Aug-23	£ 1,021.00	£ 1,021.00	Sports Equipment	£ 1,051.00	
MPF	Picnic benches (picnic area)	2025-2026	£ 5,284.00	£ 5,284.00	Street Furniture	£ 5,284.00	
St Mary's Church	War Memorial	NA	NA	NA	War Memorial	£ 86,400.00	
GRAND TOTAL			£ 718,969.51	£ 4,432,469.36			

Bank Mandate

	Unity Trust					
Person	Signatory	View, Submit & Authorise	Admin Access	Lloyds Credit Card	CCLA	Equals Card
Hannah Bowden	Y	Y	Y	Y	Y	
Wendy Sydenham	Y	Y	Y	Y	Y	Y - Purchases
Lesley Prout	Y	Y	Y	Y	Y	Y
Caroline Adams	Y	Y				
Belinda Morley	Y	Y				Y
Chris Davies	Y					
Jayne Stansfield	Y					
Outdoor Team						Y - Purchases

TYPE	COMPANY NAME	ACCOUNT NUMBER (IF RELEVANT)	DESCRIPTION OF GOODS OR SERVICE	ANNUAL VALUE (NET)	ACTUAL YEAR VALUE / ESTIMATED (NET)	START DATE	END DATE	PAYMENT SCHEDULE-
SUBSCRIPTIONS & MEMBERSHIPS	ALCA & NALC	704477	SECTOR ADVISORS	£2,008.71	Actual	01/10/2025	31/03/2026	ANNUAL - INVOICE
SUBSCRIPTIONS & MEMBERSHIPS	AMAZON PRIME	WENDY SYDENHAM ACCOUNT	AMAZON PRIME MEMERSHIP	£95.00	Actual	01/05/2025	31/03/2026	ANNUALLY - BY CREDIT CARD
SUBSCRIPTIONS & MEMBERSHIPS	LTA VENUE REGISTRATION	4232	TENNIS COURTS BOOKING AND ACCESS SYSTEM	£144.00	Actual	01/10/2025	30/09/2026	ANNUAL INVOICE
SUBSCRIPTIONS & MEMBERSHIPS	ICCM INSTITUTE OF CEMETERY & CREM MGT	MEM 4342	CEMETERY LEGAL ADVISORS	£105.00	Actual	01/04/2025	31/03/2026	DIRECT DEBIT
SUBSCRIPTIONS & MEMBERSHIPS	INFORMATION COMMIS	ICO:00010827713	DATA PROTECTION - GDPR	£73.00	Actual	04/09/2025	04/09/2026	DIRECT DEBIT
SUBSCRIPTIONS & MEMBERSHIPS	SLCC FOR LOCAL COUNCIL PROFESSIONALS	MEM255266-1	SECTOR ADVISORS	£416.00	Actual	01/10/2025	30/09/2026	ANNUAL - INVOICE
SUBSCRIPTIONS & MEMBERSHIPS	ETHICAL CONSUMER	ORDER 109025	ANNUAL SUBSCRIPTION (CLIMATE & NATURE)	£37.85	Actual	26/01/2026	25/01/2027	ANNUALLY - BY CREDIT CARD
SUBSCRIPTIONS & MEMBERSHIPS	CANVA	TBC	GRAPHIC DESIGN TOOL	£225.00	Actual	04/11/2025	03/11/2026	ANNUAL - INVOICE
SUBSCRIPTIONS & MEMBERSHIPS	PDF SAM	TBC	PDF CREATOR & EDITOR	£57.50	Actual	04/06/2025	03/06/2026	ANNUAL - INVOICE

Direct Debits

TYPE	COMPANY NAME	ACCOUNT NUMBER (IF RELEVANT)	DESCRIPTION OF GOODS OR SERVICE	ANNUAL VALUE (NET)	ACTUAL YEAR VALUE / ESTIMATED (NET)
CONTRACT	OCTOPUS ENERGY	A-2FFD8338	ELECTRICITY - TOWN HALL (smart meter)	£5,000.00	Actual
CONTRACT	OCTOPUS ENERGY	A-8BA1D3F5	ELECTRICTY - MPF (smart meter)	£5,200.00	Actual
CONTRACT	OCTOPUS ENERGY	A-C625046F	ELECTRICITY - CEMETERY	£790.00	Actual
CONTRACT	OCTOPUS ENERGY	A-A40BEDF4	ELECTRICTY - BAKERY	£600.00	Actual
LOAN	PWLB LENDING FACILITY (110/4483)	PWLB LOAN - PW509410	BUSINESS WORKS LOAN - OUTDOOR EQUIPMENT PWLB509410 (BAL £25,563 ON 08 02.01.2026)	£7,500.00	Estimated
RATES	SOUTH GLOS COUNCIL	67169063	RATES - TOWN HALL, 35 HIGH STREET	£12,974.00	Actual
RATES	SOUTH GLOS COUNCIL	61389701	RATES - CEMETERY, KINGTON LANE	£4,826.89	Actual
RATES	SOUTH GLOS COUNCIL	67218745	RATES - 1ST FLOOR THE PAVILION	£4,590.80	Actual
RATES	SOUTH GLOS COUNCIL	61569902	RATES - MUNDY RECREATION PARK & PLEASURE GROUND (TENNIS COURTS)	£32.19	Actual
RATES	SOUTH GLOS COUNCIL	6719053X	RATES - R/O 67 HIGH STREET (BAKERY)	£948.10	Actual
RATES	SOUTH GLOS COUNCIL	67229247	RATES - GRND FLR FOOTBALL PAVILION & ADJ PITCH	£1,317.36	Actual
SUBSCRIPTIONS & MEMBERSHIPS	INFORMATION COMMISSIONER	ICO:00010827713	DATA PROTECTION - GDPR	£73.00	Actual

Financial Systems of Internal Control

FNANCIAL PROCESS	CONTROLS		
Invoice payments	Coded to correct code, authorised for approval to pay by two staff, one must be CEO & RFO or Deputy Clerk	Invoices registered on accounts for payment for authorisation by Finance & General Purpose Committee or Full Council with two Councillors signing schedule. Those paid out-of-meeting reported to next Finance & General Purpose Committee.	Authorised for payment via BACS by two staff members (who differ to the person who entered the payment on the system) one must be CEO & RFO or Deputy Clerk.
Debtors	As per Debt Recovery Policy Sp22. Review every three months and write/ call debtor.	If after six months bring to Council for decision on write off or pursue.	
Pre-paid debit card facility	In line with the Pre-Paid Card Policy	Petty cash use is kept as minimal as possible (intention to be cash free).	Staff should not be using own money to purchase items. This should only happen in exceptional circumstances with the authorisation of the RFO.
Credit card	Only purchases which cannot reasonably be made via an order/invoice are made using the credit card. The credit card is only to be used by Clerk or Deputy Clerk if delegated by the Clerk.	Amounts should be within delegated approval or advance authorisation from relevant Committee/ full Council	Expenditure is processed as with other invoice payments*. Keep credit card order to enable reconciliation to take place when the purchase is complete.
Financial monitoring	Quarterly income and expenditure reports are produced and taken to Finance and General Purpose Committee or Council for scrutiny	CEO & RFO highlights any areas of concern for discussion	
Financial reconciliation	Takes place on a monthly basis.	A Councillor nominated by Council reviews the reconciliations quarterly and signs the bank statements against the reconciliation report.	The named councillor reports on the reconciliations to Finance and General Purpose Committee.
Budget setting	The CEO & RFO produces the draft budget for the following year for discussion.	Finance & General Purpose review before Full Council. CIL programme considered alongside.	Full Council examine the draft budget considering future project/requirements. CIL programme considered alongside.
Financial risk	The CEO & RFO produce a risk register for the Council which includes financial risks.	The RFO may make recommendations to Council on how to reduce financial risks.	
Receipting payments	A member of staff will complete a receipt for any payments received, other than BACS. The receipt book has consecutive numbers.	The Finance Assistant will reconcile all receipts when preparing the banking and each consecutive numbered receipt will be accounted for and noted on the copy of the bank paying in slip.	Cash payments are discouraged – only permitted as a last resort.

Overspend 2025-26

Reviewed by Finance and General Purpose Committee for referral to Full Council

		Actual Year To Date	Current Annual Bud	Variance Annual Total	% Spent	Transfer to/from EMR	Comment
110	Central Services						
4075	Bank Charges	£ 819	£ 580	£ -239	141.2%		New equals card charges
4080	Audit Fees	£ 2,350	£ 3,800	£ 1,450	61.8%		New internal auditor cheaper
4085	Professional Fees	£ 10,374	£ 10,000	£ -374	103.7%		
4090	Subscriptions & Memberships	£ 3,317	£ 3,667	£ 350	90.5%	£ 144	
4095	Insurance	£ 19,231	£ 14,859	£ -4,372	132.3%		Overspend due to higher than estiamted renewal costs plus new additions - grass cutting machine, temp portaloos and war memorial
4120	Website	£ 799	£ 500	£ -299	159.8%		Overspend due to purchasing new site
4140	Cleaning Materials	£ 2,718	£ 3,090	£ 372	88.0%		
4160	Trade Refuse	£ 22,751	£ 16,756	£ -5,995	135.7%		Contract prices higher than estimated plus new duty for food waste.
4200	Health & Safety	£ 10,062	£ 11,000	£ 938	91.5%		
4240	Civic Function	£ 949	£ 2,000	£ 1,051	47.5%		
4482	PWLB 504320 - football pitches	£ -	£ 2,625	£ 2,625	0.0%		Paid off in full end of 2024-25
4483	PWLB 509410 - Outside Equip	£ 7,614	£ 7,614	£ -	100.0%		
	Central Services :- Indirect Expenditure	£ 80,984	£ 76,491	£ -4,493	105.9%	£ 144	Overspend to be agreed by Full Council

Overspend 2026-27

The following overspend requests relate to expenditure that was not anticipated when the budget was set, including purchase orders that have not yet been completed, and therefore necessitate additional funding in 2026-27.

The Finance and General Purpose Committee have reviewed and recommend approval by Full Council

Accounting Codes	Budget	Value	
104	Mayors Allowance	£ 1,000.00	For the opening of the Chapel
108	Communications	£ 5,000.00	For Communications Strategy & Framework
108	IT	£ 2,700.00	For purchasing new staff IT equipment
160	Property Maintenance	£ 5,834.00	Outstanding roof works - Police
		£ 324.50	Water hygiene monitoring
		£ 1,225.00	Town Hll porch roof repairs
		£ 2,499.88	Upgrade of Electricity Supply
		£ 1,006.00	Ceiling fans in Council Chamber
		£ 3,800.00	Electricity upgrade
		£ 14,689.38	Total Property Maintenance
130	St Mary's Closed Churchyard	£ 70,419.00	Memorial Works
	Open Space Maintenance	£ 3,500	Fencing

Reserves Transfer - Year End 2025-26

The table below shows the Earmarked Reserves transfers as agreed by Full Council In Janaury when budget setting.

The second table uses colour coding to indicate status: green for items that have been actioned, yellow for year-end adjustments, and red for items still to be actioned.

		Agreed by Full Council 025-26				Actual Transfers at Year End			
Code	Account	Opening Balance	Transfer In	Transfer Out	Forecast Closing Balance	Opening Balance	Transfer In	Transfer Out	Forecast Closing Balance
321	EMR Cemetery	£ 20,000			£ 20,000	£ 20,000			£ 20,000
329	EMR Land and Property Maintenance	£ 129,336			£ 129,336	£ 129,336			£ 129,336
330	EMR CIL 19/20	£ 6,824		£ 6,824	£ -	£ 6,824		£ 6,824	£ -
331	EMR Equipment	£ 3,919	£ 1,081		£ 5,000	£ 3,919	£ 1,081		£ 5,000
334	EMR CIL 20/21	£ 125,408		£ 34,426	£ 90,982	£ 125,408		£ 20,851	£ 104,557
338	EMR CIL 21/22	£ 138,413			£ 138,413	£ 138,413			£ 138,413
339	EMR Events	£ 7,391	£ 2,609		£ 10,000	£ 7,391	£ 2,609		£ 10,000
340	EMR St Mary's Churchyard	£ 80,000	£ 2,500	£ 72,500	£ 10,000	£ 80,000	£ 2,500	£ -	£ 82,500
341	EMR War memorial	£ 25,000			£ 25,000	£ 25,000			£ 25,000
342	EMR Capital Projects	£ 207,951	£ 154,521	£ 85,000	£ 277,472	£ 207,951	£ 154,521	£ 82,354	£ 280,118
343	EMR Professional Fees	£ 20,000			£ 20,000	£ 20,000			£ 20,000
344	EMR CIL 23/24	£ 194,695			£ 194,695	£ 194,695			£ 194,695
345	EMR Councillor IT equipment	£ 1,259			£ 1,259	£ 1,259	£ 491		£ 1,750
346	EMR Staff IT replacement fund	£ 3,266		£ -	£ 3,266	£ 3,266		£ -	£ 3,266
348	EMR Communications	£ 3,806		£ -	£ 3,806	£ 3,806	£ 1,193	£ -	£ 4,999
349	EMR Tree Works	£ 8,630		£ -	£ 8,630	£ 8,630		£ -	£ 8,630
350	EMR Solar Farm Income	£ 4,654	£ 2,452		£ 7,106	£ 4,654	£ 2,452		£ 7,106
351	EMR Tennis Court Maintenance	£ 29,482	£ 4,303		£ 33,785	£ 29,482	£ 5,699	£ 144	£ 35,037
352	EMR Capital Receipts	£ 800			£ 800	£ 800			£ 800
354	EMR CIL 24/25	£ 326,357			£ 326,357	£ 326,357			£ 326,357
353	EMR Elections	£ -	£ 5,000		£ 5,000	£ -	£ 5,000		£ 5,000
355	EMR Playground Equipment	£ -	£ 35,000		£ 35,000	£ -	£ 35,000		£ 35,000
356	EMR Staff Contingency	£ -	£ 95,000	£ -	£ 95,000	£ -	£ 96,756		£ 96,756
357	EMR CIL 25/26	£ -	£ 95,000		£ 95,000	£ -	£ 95,389		£ 95,389
358	EMR Lift Replacement	£ -	£ 1,480		£ 1,480	£ -	£ 1,756		£ 1,756
TBC	Heritage Assets					£ -	£ -	£ -	£ -
	TOTALS	£ 1,337,189	£ 398,946	£ 198,750	£ 1,537,386	£ 1,337,189	£ 404,448	£ 110,173	£ 1,631,464
	General Reserve	£ 516,108	£ -	£ 202,255	£ 313,853	£ 516,108		£ 235,280	£ 280,828
	3 months of running expenditure + £20,000				£ 349,775				£ 274,525

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1076 Precept	967,612	967,612	0			100.0%	
1090 Interest Received	49,788	62,618	12,830			79.5%	
1100 Grants & Donation Received	833	0	(833)			0.0%	
1110 Over 60's Tea Room	1,160	1,160	0			100.0%	
1115 Solar Panels	1,286	1,035	(251)			124.3%	
1116 Solar Farm Community Benefit	2,534	2,722	188			93.1%	
1150 CIL Income	95,389	75,000	(20,389)			127.2%	95,389
1300 Mundy Fees	10,215	6,210	(4,005)			164.5%	
1310 Poulterbrook Fees	3,833	2,404	(1,429)			159.4%	
1320 Chantry Fees	2,164	2,917	753			74.2%	
1325 Pavilion Hire	6,770	3,726	(3,044)			181.7%	
1330 Wayleave	74	74	0			99.6%	
1400 Cemetery Fees	49,476	50,715	1,239			97.6%	
1415 Chapel Hire	0	500	500			0.0%	
1420 Memorial Plaque Service Income	4,690	6,413	1,724			73.1%	
1600 Rent - Flat 67 High Street	8,100	8,100	0			100.0%	
1610 Rent - Offices 67 High Street	15,156	15,762	606			96.2%	
1630 Rent - V Link Town Hall	0	1	1			0.0%	
1640 Rent - Police	14,668	14,030	(638)			104.5%	
1760 DNU Citizens Advice contributi	100	0	(100)			0.0%	
1850 Memorial bench/plaque income	0	3,528	3,528			0.0%	
1990 Other Income	115	500	385			23.0%	
1995 Tennis Court Income	2,316	3,033	717			76.4%	2,316
	1,236,278	1,228,060	(8,218)			100.7%	97,705
Income :- Income							
	1,236,278	1,228,060	(8,218)				
Net Income							
	1,236,278	1,228,060	(8,218)				
6001 less Transfer to EMR	97,705	0	(97,705)				
Movement to/(from) Gen Reserve	1,138,573	1,228,060	89,487				
<u>104</u> <u>Councillors</u>							
4020 Expenses	0	515	515		515	0.0%	
4070 Chairman's / Mayors Allowance	180	1,187	1,007		1,007	15.2%	
4165 IT	24	515	491		491	4.6%	(491)
4235 Elections	0	5,000	5,000		5,000	0.0%	(5,000)
4236 Councillor Training	480	500	20		20	95.9%	
Councillors :- Indirect Expenditure	684	7,717	7,033	0	7,033	8.9%	(5,491)
Net Expenditure	(684)	(7,717)	(7,033)				
6000 plus Transfer from EMR	(5,491)	0	5,491				
Movement to/(from) Gen Reserve	(6,175)	(7,717)	(1,542)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105 Staff Costs							
4000 Staff Salary	325,522	337,628	12,106		12,106	96.4%	
4030 PAYE and NI	113,865	126,143	12,278		12,278	90.3%	
4040 Pension	61,053	87,307	26,254		26,254	69.9%	
4060 Staff other Expenses	1,751	1,000	(751)		(751)	175.1%	
4068 Workwear & PPE	1,318	1,500	182		182	87.8%	
4069 Staff Recruitment	2,668	500	(2,168)		(2,168)	533.6%	
4071 Staff Training	6,649	8,500	1,851	160	1,691	80.1%	
Staff Costs :- Indirect Expenditure	512,825	562,578	49,753	160	49,593	91.2%	0
Net Expenditure	(512,825)	(562,578)	(49,753)				
108 Administration							
4100 Stationery	547	618	71		71	88.5%	
4105 Postage	391	250	(141)		(141)	156.2%	
4110 Telephone & Broadband	2,052	2,034	(18)		(18)	100.9%	
4115 Equipment & Furniture	8,675	2,500	(6,175)		(6,175)	347.0%	
4125 Photocopier	1,523	1,458	(65)		(65)	104.5%	
4165 IT	14,417	16,914	2,497		2,497	85.2%	
4185 Communications	3,307	4,500	1,193		1,193	73.5%	(1,193)
4205 Refreshments	159	412	253		253	38.7%	
Administration :- Indirect Expenditure	31,070	28,686	(2,384)	0	(2,384)	108.3%	(1,193)
Net Expenditure	(31,070)	(28,686)	2,384				
6000 plus Transfer from EMR	(1,193)	0	1,193				
Movement to/(from) Gen Reserve	(32,263)	(28,686)	3,577				
110 Central Services							
4075 Bank Charges	819	580	(239)		(239)	141.2%	
4080 Audit Fees	2,350	3,800	1,450		1,450	61.8%	
4085 Professional Fees	10,374	10,000	(374)		(374)	103.7%	
4090 Subscriptions & Memberships	3,317	3,667	350		350	90.5%	144
4095 Insurance	19,231	14,859	(4,372)		(4,372)	129.4%	
4120 Website	799	500	(299)		(299)	159.8%	
4140 Cleaning Materials	2,718	3,090	372		372	88.0%	
4160 Trade Refuse	22,751	16,756	(5,995)	1,067	(7,061)	142.1%	
4200 Health & Safety	10,062	11,000	938		938	91.5%	
4240 Civic Function	949	2,000	1,051		1,051	47.5%	
4482 PWLB 504320 - football pitches	0	2,625	2,625		2,625	0.0%	
4483 PWLB 509410 - Outside Equip	7,614	7,614	(0)		(0)	100.0%	
Central Services :- Indirect Expenditure	80,984	76,491	(4,493)	1,067	(5,560)	107.3%	144
Net Expenditure	(80,984)	(76,491)	4,493				
6000 plus Transfer from EMR	144	0	(144)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(80,840)	(76,491)	4,349				
<u>120 Assets and asset maintenance</u>							
4405 Vehicle Tax, MOT & Service	5,417	9,960	4,543		4,543	54.4%	
4411 Vehicle Maintenance & Repairs	8,558	5,000	(3,558)		(3,558)	171.2%	
4487 New Machinery	41,530	40,000	(1,530)		(1,530)	103.8%	
Assets and asset maintenance :- Indirect Expenditure	55,505	54,960	(545)	0	(545)	101.0%	0
Net Expenditure	(55,505)	(54,960)	545				
<u>130 Open Spaces</u>							
4150 Maintenance	26,899	30,000	3,101		3,101	89.7%	
4400 Septic Tank	1,690	600	(1,090)		(1,090)	281.7%	
4401 Security	5,482	6,962	1,480		1,480	78.7%	
4410 Play Equipment Maintenance	6,058	45,000	38,942	745	38,197	15.1%	(35,000)
4420 Fuel	2,466	6,000	3,534		3,534	41.1%	
4430 Tennis Courts	20,474	23,857	3,383		3,383	85.8%	(3,383)
4432 Sports Pitches	8,226	7,000	(1,226)		(1,226)	117.5%	
4435 Portable Toilet	3,034	1,829	(1,205)		(1,205)	165.9%	
4440 Skatepark Maintenance	265	500	235		235	53.0%	
4445 Tree Works & Inspection	6,050	5,000	(1,050)		(1,050)	121.0%	
4490 St Mary's Churchyard	6,539	80,000	73,461	70,419	3,042	96.2%	
4495 Bedding Plants	666	1,158	492		492	57.5%	
4500 Memorial Plaque Service	1,726	1,423	(303)		(303)	121.3%	
4550 Tree Planting	0	3,000	3,000		3,000	0.0%	
4555 Hanging Basket Service	1,406	1,833	427	1,368	(941)	151.3%	
4560 Town Hall Planting	1,156	2,372	1,216		1,216	48.7%	
4580 Grass Cutting SGC	2,736	2,615	(121)		(121)	104.6%	
4581 Dog Waste Bin Collection SGC	7,408	7,079	(329)		(329)	104.6%	
4585 Floral Displays SGC	0	2,575	2,575		2,575	0.0%	
4595 Street Furniture (inc bins)	11,672	17,000	5,328		5,328	68.7%	
Open Spaces :- Indirect Expenditure	113,952	245,803	131,851	72,532	59,319	75.9%	(38,383)
Net Expenditure	(113,952)	(245,803)	(131,851)				
6000 plus Transfer from EMR	(38,383)	0	38,383				
Movement to/(from) Gen Reserve	(152,335)	(245,803)	(93,468)				
<u>160 Site & Property</u>							
4145 Lift	724	2,480	1,756		1,756	29.2%	(1,756)

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170 Water	2,682	5,632	2,950		2,950	47.6%	
4175 Electricity	11,090	10,861	(229)		(229)	102.1%	
4180 Gas	7,710	2,940	(4,770)		(4,770)	262.2%	
4245 Rates	24,689	28,324	3,635		3,635	87.2%	
4250 Clock R&R	234	323	89		89	72.4%	
4450 Machine & Tools	13,819	14,408	589		589	95.9%	
4460 Signs	313	2,157	1,844		1,844	14.5%	
4601 Property Maintenance	46,903	50,500	3,597	9,883	(6,287)	112.4%	
Site & Property :- Indirect Expenditure	108,164	117,625	9,461	9,883	(423)	100.4%	(1,756)
Net Expenditure	(108,164)	(117,625)	(9,461)				
6000 plus Transfer from EMR	(1,756)	0	1,756				
Movement to/(from) Gen Reserve	(109,920)	(117,625)	(7,705)				
<u>180 Grants & SLAs</u>							
4210 Youth SLA	84,682	84,250	(432)		(432)	100.5%	
4220 Grants (out)	33,009	33,500	491		491	98.5%	
4226 Library Services	4,474	4,474	0		0	100.0%	
4228 Service Level Agreements	32,135	35,984	3,849		3,849	89.3%	
4229 Community Toilet Schem	2,233	4,000	1,767		1,767	55.8%	
Grants & SLAs :- Indirect Expenditure	156,533	162,208	5,675	0	5,675	96.5%	0
Net Expenditure	(156,533)	(162,208)	(5,675)				
<u>190 Projects</u>							
4540 Climate and Nature	7,536	7,500	(36)		(36)	100.5%	
4541 Green Projects	0	15,000	15,000		15,000	0.0%	
4545 Capital Projects	107,888	335,000	227,112	16,392	210,719	37.1%	108,888
4548 Events & Innovations	6,349	6,000	(349)		(349)	105.8%	
Projects :- Indirect Expenditure	121,774	363,500	241,726	16,392	225,334	38.0%	108,888
Net Expenditure	(121,774)	(363,500)	(241,726)				
6000 plus Transfer from EMR	108,888	0	(108,888)				
Movement to/(from) Gen Reserve	(12,885)	(363,500)	(350,615)				
Grand Totals:- Income	1,236,278	1,228,060	(8,218)			100.7%	
Expenditure	1,181,491	1,619,568	438,077	100,034	338,043	79.1%	
Net Income over Expenditure	54,787	(391,508)	(446,295)				
plus Transfer from EMR	62,209	0	(62,209)				
less Transfer to EMR	97,705	0	(97,705)				
Movement to/(from) Gen Reserve	19,292	(391,508)	(410,800)				

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Thornbury Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓			
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DDMMYYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.thornburytowncouncil.gov.uk/page/finance-legal-audit

WEBSITE ADDRESS

Annual Internal Audit Report 2025/26

Thornbury Town Council

<https://thornburytowncouncil.gov.uk/>

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

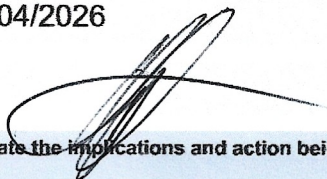
Name of person who carried out the internal audit

26/01/2026

27/04/2026

Paul Russell

Signature of person who carried out the internal audit



Date

27/04/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 2 – Accounting Statements 2025/26 for

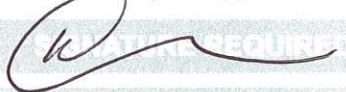
Thornbury Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	1,304,194	1,853,297	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	931,436	967,612	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	542,717	268,666	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	451,610	500,439	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	15,568	7,614	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	457,872	673,437	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,853,297	1,908,084	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,868,511	1,917,781	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,327,209	4,432,470	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	32,909	25,802	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.



Date

29/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

12/05/2026

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Name of Smaller authority: Thornbury Town Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF
UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement (a) Monday 1st June 2026</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) Hannah Bowden, Chief Executive & Responsible Finance Officer, Town Hall, High Street, Thornbury, BS352AR</p> <p>commencing on (c) Wednesday 3rd June 2026</p> <p>and ending on (d) Tuesday 14th July 2026</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) Hannah Bowden, Chief Executive & Responsible Finance Officer</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2026 for 2025-26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	Thornbury Town Council
---------------------------	------------------------

I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name

Request from the Armed Forces Champion, South Gloucestershire Council

As part of our commitment to the Armed Forces Community we are writing to ask you to consider signing the Armed Forces Covenant, if your council has not already done so, and to invite you to be part of this year's Armed Forces Day event.

The Covenant is a simple but important commitment, that those who serve or have served in the Armed Forces, along with their families, are treated fairly and are not disadvantaged in civilian life. In communities like ours, where many veterans and serving personnel choose to live, work, and raise families, that commitment really matters.

For councils, signing the Covenant is a practical way of showing support. It helps strengthen links with local veterans, cadet units, and the wider Armed Forces community, and demonstrates that your council recognises the contribution they make.

It can also open up opportunities to take part in wider initiatives and community partnerships, as well as help open up access to opportunities such as the Armed Forces Covenant Fund Trust which provides funding for projects that support the community

Just as importantly, there is a clear moral case. The Armed Forces community gives a great deal in service to the country, and supporting them at a local level is something we can all play a part in.

This year's Armed Forces Day event in South Gloucestershire will take place on Saturday 20th June at Page Park in Staple Hill, and we would be delighted to host a Covenant signing ceremony as part of the event. This would be a great opportunity for your council to make its commitment publicly, alongside others from across the area.

If your council would be interested in signing the Covenant, we have already drafted and attached a motion (attached) that you can take to your next meeting.

A helpful Armed Forces Covenant template is available [here](#) - you can download the template and simply complete with your own council's details in the spaces provided.

South Gloucestershire Council's completed Armed Forces Covenant template can be found [here](#).

To participate in the signing ceremony, you would simply need to bring two hard copies of your completed Armed Forces Covenant template to the Armed Forces Day event on 20th June 2026 (the signing ceremony will be set up and ready for you to participate in on the day).

Draft Motion: Adoption of the Armed Forces Covenant

Proposed by: [Councillor Name]

Seconded by: [Councillor Name]

This Council resolves to:

1. **Recognise** the Armed Forces Covenant as a national commitment to ensure that those who serve or have served in the Armed Forces, and their families, are treated fairly.
2. **Acknowledge** that members of the Armed Forces community, including serving personnel, reservists, veterans and their families can face unique challenges, and that they are a valued part of the local community.
3. **Support the key principles of the Armed Forces Covenant**, namely that:
 - No member of the Armed Forces community should face disadvantage compared to other residents; and
 - Special consideration may be appropriate in some cases, particularly for those who have given the most.
4. **Agree to sign the Armed Forces Covenant** as a public statement of the Council's support.
5. **Promoting awareness locally** and engaging with local Armed Forces and veterans' organisations.
6. **Nominate an Armed Forces Champion** (Councillor or Officer) to act as a point of contact and help progress this work.
7. **Commit to supporting** the South Gloucestershire Armed Forces Day event held annually via the South Gloucestershire Armed Forces Day Committee.
8. **Authorise the Clerk** to complete the necessary steps for the Council to become a signatory to the Armed Forces Covenant.

Officer Report to Thornbury Town Council Climate and Nature Committee

Report Title: Supplier options for updated ecological surveys

Prepared By: Sharon Gardham

Meeting Date: 21 April 2026

Status: For Action



1. Detail

In 2022, Thornbury Town Council commissioned and received a series of ecological surveys of the green spaces it manages.

These surveys provided a baseline assessment of the ecological conditions on several TTC-managed sites and suggested actions that could be taken to improve biodiversity. The suggested actions were reviewed, and many have been implemented. Management plans and policies aiming to improve the biodiversity of TTC-managed green spaces have been implemented.

At the meeting of the Climate and Nature Committee on 21 October 2025, the committee considered a recommendation to refresh the surveys and associated management plans. Obtaining updated surveys and management plans will allow us to understand the impact of work already completed and build on it to best effect.

The recommendation to commission repeat surveys and refreshed management plans was accepted (Minute No. CN2526.20). £4000 was included in the 2026-27 Climate and Nature budget to pay for the refreshed ecological surveys and management plans (Minute No. CN2526.22). The in-scope sites are:

- Chantry Playing Fields
- Mundy Playing Fields (including Poulterbrook Field)
- St Mary's Churchyard
- Oakleaze Green
- Thicket Walk
- Chantry Road Play Area
- Thornbury Cemetery

Since the original surveys in 2022, the boundary of the cemetery has been extended to include the field adjacent, which has been proposed as a site for a wellbeing/memorial woodland/garden.

2. Implications

Environmental

Quotations have been received from three suppliers. Quotes were sought from locally based suppliers to minimise the environmental impact of travel and to support local businesses.

All suppliers work according to the Chartered Institute of Ecology and Environmental Management (CIEEM) code of practice.

Economic

The following quotations have been received from the three suppliers:

Supplier	Sites Included	Quote (excluding VAT)
Company A (Bristol-based consultancy)	Chantry Playing Fields, Mundy Playing Fields (incl.Poulterbook Field), St Mary's Churchyard, Oakleaze Green, Thicket Walk, Chantry Road Play Area, Thornbury Cemetery (including extension).	£1930
Company B (Bristol-based consultancy)	Chantry Playing Fields, Chantry Road Play Area, Mundy Playing Fields, St Mary's Churchyard, Thornbury Cemetery (excluding extension), Thicket Walk. Oakleaze Green was excluded on the basis that the original survey was only arboricultural.	£5302
Company C (Gloucester-based consultancy)	St Mary's Churchyard, Thicket Walk (quote was requested for all sites but only provided for these two. Further quotes were not requested given the high cost of surveying just two sites).	£2350

Obtaining three quotations fulfils the requirements of the Financial Regulations (section 5.9) for spending that exceeds £1500.

3. Recommendations

Each of the suppliers is equivalent in terms of environmental considerations and qualifications. Company A offers the best value for money and additionally has familiarity with the sites in question.

The Climate and Nature Committee is therefore asked to consider the recommendation that:

- Company A is contracted to repeat the ecological surveys of the TTC-managed sites listed above in the spring/summer of 2026.

Report to Thornbury Town Council

Report Title: Landscape Strategy Report

Prepared by: Hannah Bowden, CEO

Meeting Date: 12.05.2026

Status: For action



Purpose of Report

To seek Council approval of the proposed Landscape Strategy prepared by the appointed Landscape Architects and to provide an update on the next stages of design development and public consultation.

Background

The draft Landscape Strategy has now been prepared by the Landscape Architects and has been reviewed by the Capital Strategy Working Group. The proposal was well received, with positive feedback provided on the overall vision and approach.

Key feedback and considerations arising from the review included:

- Inclusion of a biodiversity ring within proposals;
- Consideration of Public Rights of Way and their integration into the site layout;
- Consideration of the proposed vehicle access bridge within the overall landscape design.

These matters will continue to be developed as part of the next design stage.

Next Steps

Subject to Council approval, the next phase of the project will involve progression into RIBA Stage 3 - Spatial Design development by the Landscape Architects. This will further refine the layout, landscape character, access arrangements and integration of the key features identified within the strategy.

Public consultation on the Landscape Strategy is also proposed, with support from the Landscape Architects. This will include preparation of consultation materials such as:

- Consultation boards and display material;
- Supporting visuals and plans;
- Press releases and public engagement support.

It is suggested that the consultation present the vision of “The Living Stream” as an inclusive space for everybody, focused on improving accessibility and strengthening connections across the site, including links to the MUGA, play area, Biodiversity Ring and Walkers are Welcome initiatives. The consultation will emphasise the narrative of the project and clearly articulate the story and wider vision behind the proposals.

Consultation activities are proposed to take place during the May half-term period and at the Love Thornbury event on 6 June.

Play Area Provision

A draft scope has been prepared for the appointment of a specialist consultant to design the interactive water play area within the wider landscape scheme at Mundy Playing Fields. The proposal is for a bespoke, landscape-led play feature integrated into the natural stream environment, rather than a traditional standalone playground.

The play concept follows a “take, play, return” sequence, where children draw water from a controlled source, interact with it through features such as channels, sluices, pumps and bowls, before it is filtered and returned to the stream system. The approach is intended to support play, learning and awareness of potable water as a shared resource, while minimising waste, contamination and standing water.

The Play Specialist’s remit will focus on the detailed layout, surfacing and accessibility within an approximately 60m² designated play zone, while the Landscape Architect will retain responsibility for the wider stream and landform design. The design will prioritise inclusive access, natural materials, water efficiency and integration with the surrounding landscape character.

Quotations are currently being sought for the appointment of the Play Specialist, with further design updates to be brought back to Council as the project progresses.

Recommendation

Council is requested to:

1. Approve the proposed Landscape Strategy for consultation with the community
2. Approve the approach for the play feature



MUNDY PLAYING FIELDS

ML2609_MLOC_WB_9001_Po1_DRAFT

April 2026

Rev_02




**Landscape
Institute**
Registered
Practice

MEI LOCI



Contents

Introduction	3
Background	3
Project Brief	4
Local Points of Interest and Green Spaces	5
Flood Zone Map	6
Landscape Opportunities	7
Design Strategy	8
Concept masterplan	8
Zone 2 - Existing Condition	9
Zone 2 - Conceptual Design - Biodiversity, Filtration & Play	10
Zone 2 - Conceptual design - Precedents	11
Zone 3a - Existing condition	12
Zone 3a - Engagement area - Precedents	13
Zone 3a - Engagement area - Site Section	14
Zone 3b - Existing condition	15
Zone 3b - Engagement area - Precedents	16
Zone 3b - Engagement area - Site Section	17
Zone 4 - Bank Stabilisation and Nature Recovery	18
Concept Design: Soft Landscaping Key Plan	19
Concept Design: Soft Landscaping Plant Palette	20

Introduction

BACKGROUND

Mundy Playing Fields sits on Kington Lane in Thornbury, covering an expansive 8.6 hectares of public open space. Positioned approximately 1km south-west of the town centre, the site was generously donated to the community by the Honourable Mrs Violet Mundy in 1937 and has since remained an important recreational and community asset, supporting a wide range of formal and informal activities.

The site is bounded by residential properties and allotments to the east, agricultural land to the north and west and a combination of further agricultural land and a golf course to the south. The Poulterbrook stream traverses the site on a south to north alignment, partly via an open channel and partly through an underground culverted pipe.

The site currently accommodates a range of recreational infrastructure, comprising football pitches, two tennis courts, a pavilion, and a substantial equipped play area. The play area underwent a significant refurbishment in 2018, following which a comprehensive range of contemporary play equipment was installed, including swings, climbing structures, trampolines, and a large sand pit. Outdoor gym equipment is provided towards the upper extent of the site, offering fitness facilities for users aged 14 and above.

The subsequent incorporation of the adjacent Poulterbrook field has expanded the provision for sports and recreational use, while also enabling landscape enhancements, including the planting of young oak trees to strengthen the site's long-term character and spatial structure. More recent interventions include the introduction of a picnic area and a wildflower meadow, contributing to biodiversity gains and offering quieter, informal spaces for relaxation.

The site also holds a notable connection to water that stretches back through its history. What is now an enclosed picnic space was formerly a splash pad area, and before that, a paddling pool, reflecting a longstanding tradition of water-based recreation within the playing fields. Thornbury Town Council are keen to honour and build upon this heritage, expressing a strong desire for the community's relationship with water on the site to not only be retained but enhanced wherever opportunities arise.

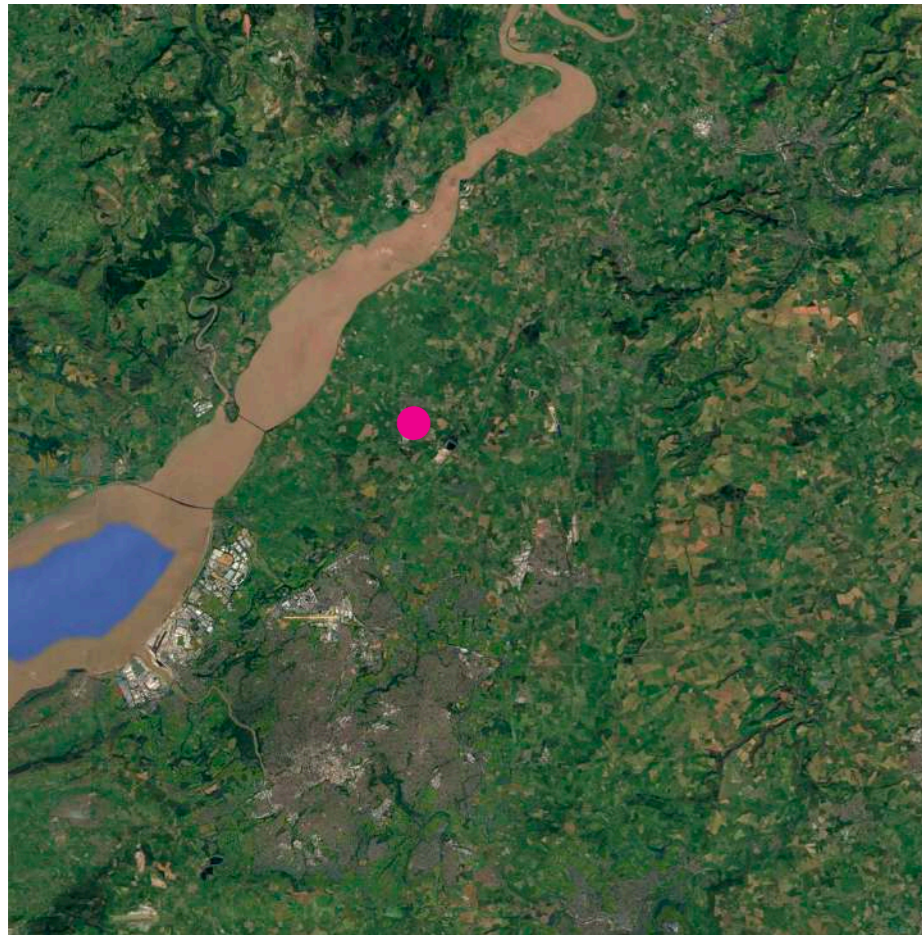


Figure 01: Location of Thornbury



Figure 02: Location of Mundy Playing Fields, Thornbury

Introduction

PROJECT BRIEF

The project focuses on the enhancement of Mundy Playing Fields, a key community green space, through the integration of water management and landscape design.

Mei Loci Landscape Architects will lead the translation of hydrological strategies into a coherent, high-quality recreational landscape design.

This will include:

- Integrating hydrological interventions (e.g. stream restoration, swales, bio-retention areas) into the parkland design
- Ensuring proposals are functional, buildable, maintainable, and visually integrated
- Embedding community aspirations and inclusive design principles
- Supporting stakeholder and public engagement activities, with clear, accessible design outputs

Design Context

Hydrological modelling may include:

- Restoration and/or re-naturalisation of exposed and culverted watercourses
- Creation of wet and dry swales and bio-retention features
- Strategies for attenuation, filtration, controlled conveyance, and down stream impact mitigation

Mei Loci will respond to these parameters by developing designs that balance technical performance with place-making, recreation, and environmental enhancement.

Core Aims

- Develop concept designs to support community engagement and consultation
- Assess options for restoring the culverted stream within the site
- Integrate water management infrastructure into cohesive and contextually appropriate landscape
- Create safe, inclusive, and engaging water-based play opportunities for all ages and abilities
- Explore options for the integration, adaptation, or removal of the existing decommissioned splash pad

Outcome

The project will deliver a coordinated hydrology-led landscape design that enhances biodiversity, manages flood risk, and provides a high-quality, inclusive recreational environment for the Thornbury community.

Deculverting

A key strategy to deliver outcomes highlighted in the brief is de-culverting the Poulterbrook Stream. Deculverting, also known as ‘day lighting’, is the process of removing pipes or culverts that bury streams and returning them to an open, natural state.

In the UK this technique is being increasingly used to improve urban environments, reduce flood risks, and restore habitats.

Deculverting involves:

- removing the culvert structure
- re-excavating an open channel
- reprofiling banks to more natural gradients
- reintroducing habitat features such as riffles, pools, and vegetation
- integrating the water course into public realm or landscape

Deculverting can deliver multiple benefits:

FLOOD RISK MANAGEMENT

Culverts can block, increasing flood risk. Open channels improve flow capacity and storage.

BIODIVERSITY & ECOLOGY

Culverts are ecological barriers. Open channels restore habitat connectivity.

WATER QUALITY

Natural systems improve aeration and filtration, reducing stagnation common in culverted areas.

PLACE-MAKING

Creation of a visible water feature that enhances amenity and wellbeing.

POLICY

In England, deculverting aligns strongly with:

- **Environment Agency** guidance on stream restoration and flood risk
- **CIRIA** (eg. SuDS Manual C753) promoting open water management
- **Biodiversity Net Gain** (BNG) requirements under planning policy
- **Catchment-based** approaches to stream restoration

<https://www.bristolavoncatchment.co.uk/about-us/our-strategies/>

Catchment Plan 2022-2027

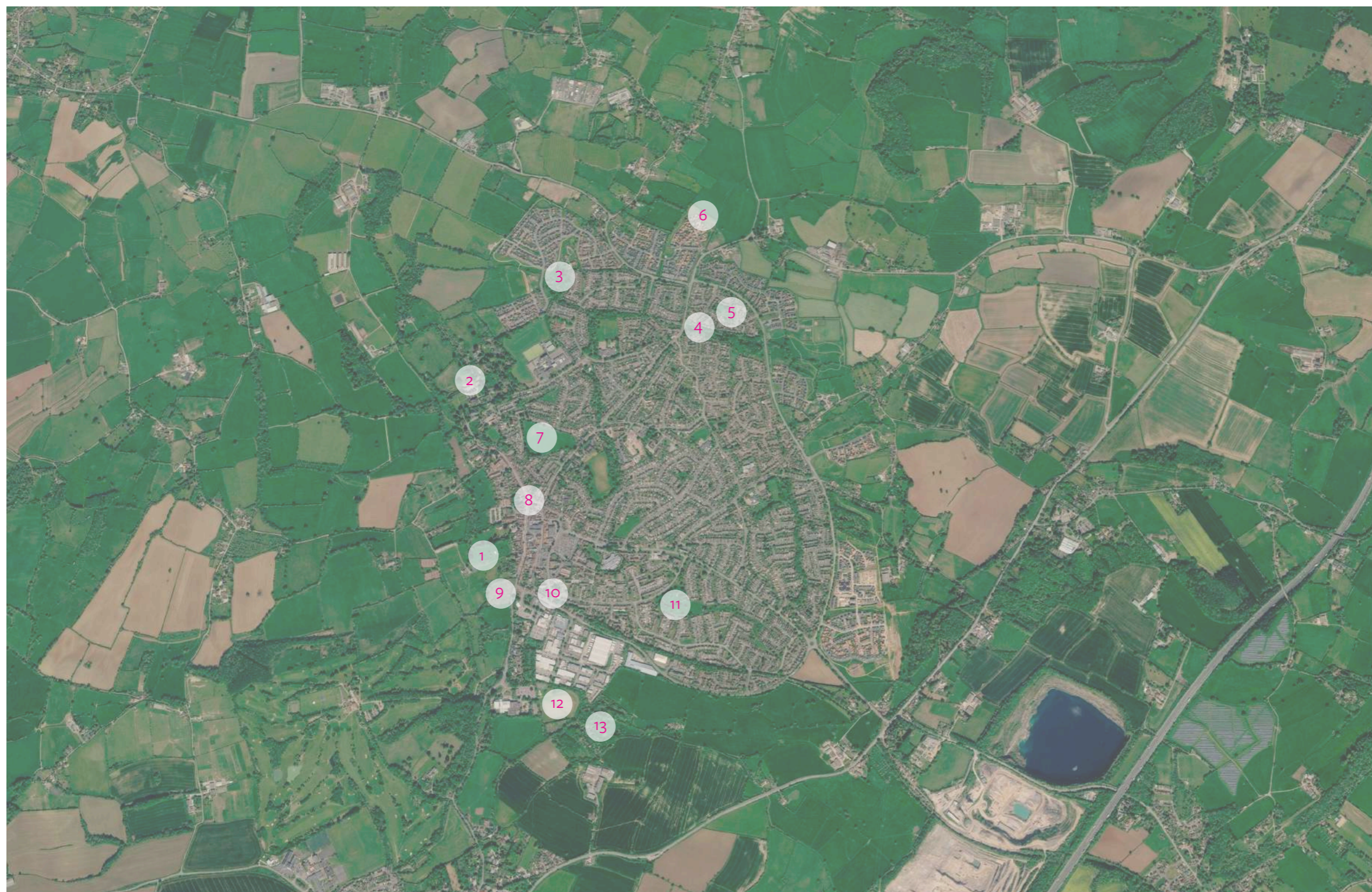
Provides a clear focus for partners working across the catchment. Should be used to guide development of environmental strategies in the region.

The plan has four key aims:

1. Enhance people’s enjoyment and connection with the water environment
2. Improve water quality
3. Restore biodiversity and ecological connectivity
4. Adapt and build resilience to a changing climate

Desk Study

LOCAL POINTS OF INTEREST AND GREEN SPACES



- 1 Mundy Playing Fields
- 2 Thornbury Castle
- 3 Thornbury Medieval Fishponds
- 4 Community Orchard
- 5 Osprey Park
- 6 Morton Meadows Play Area
- 7 Chantry
- 8 Thornbury Pump
- 9 Daggs Allotments
- 10 Thornbury Community Garden
- 11 Streamleaze Park
- 12 Filnore Allotments
- 13 Filnore Woods

Figure 03: Aerial showing green spaces within the Thornbury vicinity

Desk Study

FLOOD ZONE MAP

When required, available datasets and sources of information pertaining to flood risk is drawn upon to inform the spatial coordination and site layout in the concept phases. This is particularly important when considering access across the stream and earthmoving within the floodplain that could alter surface floodwater channelling.

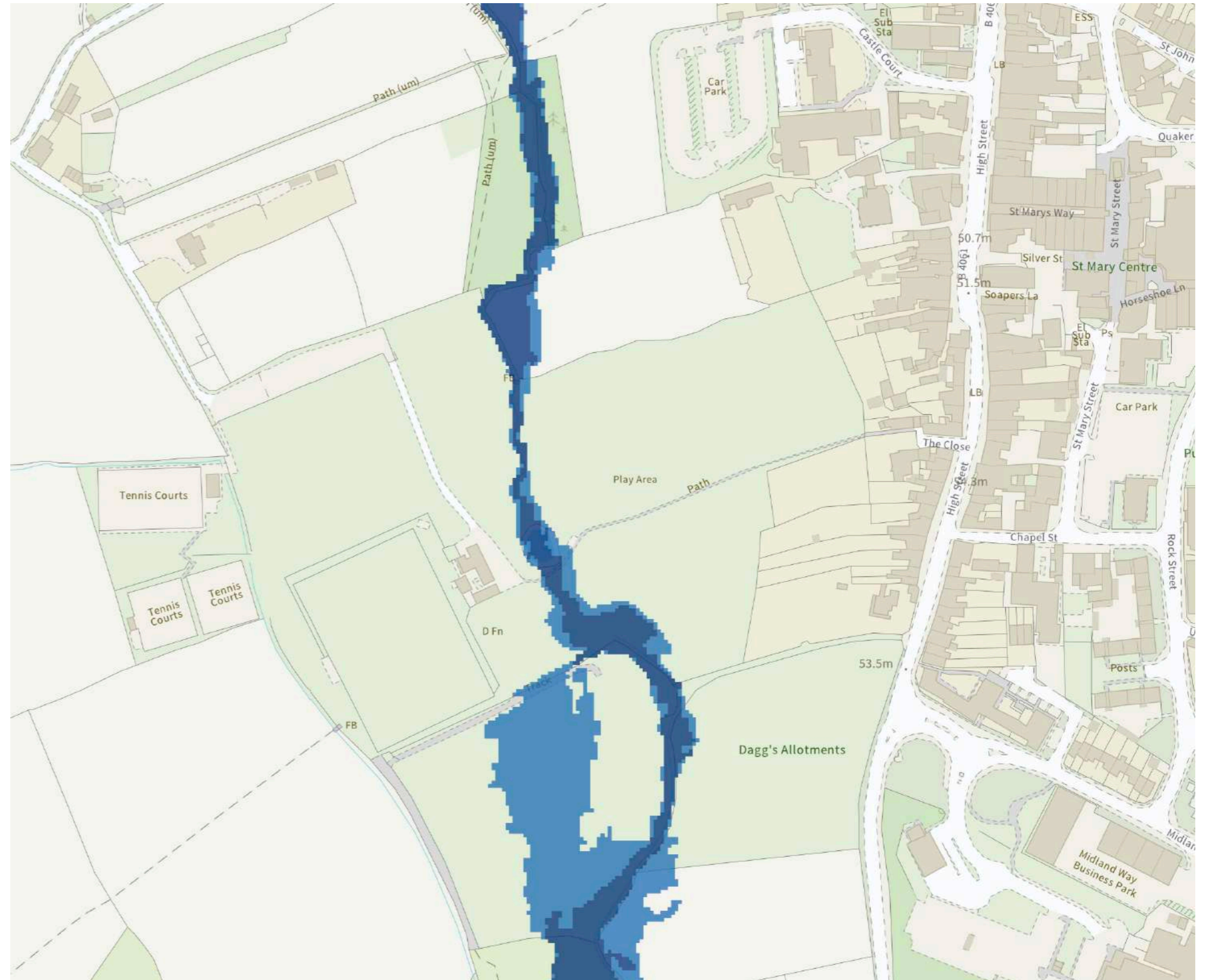


Figure 04: EA Flood zone map for the area around the site showing flood

Desk Study

LANDSCAPE OPPORTUNITIES

The restoration of the Poulterbrook Stream presents a valuable opportunity to build upon the historic relationship between the local community and water within the site. By re-establishing water as a visible and accessible natural feature, the project could deepen this existing connection, engaging local people in the ongoing stewardship of the riparian landscape within Mundy Playing Fields, helping to foster a lasting sense of ownership in the site's future.

The proposed de-culverting and restoration of the stream itself presents a further opportunity to transform what is currently a hidden, underground pipe into an attractive and ecologically rich natural feature. By reopening the stream and landscaping its banks using natural materials, the site could deliver meaningful gains for biodiversity, creating new habitats for wildlife both in and alongside the water.

The introduction of a two-stage channel design would also improve the site's ability to manage water during heavy rainfall, reducing flood risk in a sustainable and natural way.

Beyond the environmental benefits, a restored stream would greatly enhance the character and appeal of the site as a public amenity, providing an attractive and engaging natural space that encourages people to connect with nature.



Design Strategy

CONCEPT MASTERPLAN

Zone 5 Strategy

Zone 5 comprises densely vegetated habitat with limited access, dominated by hemlock and other native species. Minimal intervention is proposed to support biodiversity and habitat integrity. Together with Zone 1, this area forms part of a cohesive catchment monitoring strategy, providing strategic points to assess water quality and flow entering and leaving the site, while fostering collaboration with downstream neighbours to prevent negative off site impacts.

Zone 4 Strategy

Zone 4, at the northern end of the site, is retained as a nature-focused area with minimal active engagement. The streambank will be stabilised using natural materials such as timber, stone sleepers, and native planting including willow. Dense vegetation, including hemlock (*C. maculatum*), will be maintained, with public awareness promoted through signage, supporting habitat recovery and ecological resilience.

Zone 3B Strategy

Zone 3b extends the central engagement of Zone 3a, encouraging more naturalistic interaction with the stream. The area will promote play and discovery through improved accessibility, incorporating decks, and small boardwalks that enhance access year-round while introducing subtle architectural elements into the landscape.



Zone 3a Strategy

Zone 3a is the central social hub of the site, naturally suited to structured engagement with the Poulterbrook Stream. The area supports play, congregated seating, and interactive features that allow users to engage with controlled water flows. While the stream will be deculverted to reveal natural water movement, access across the stream will be maintained for pedestrians and maintenance vehicles, balancing functional circulation.

Zone 2 Strategy

Zone 2 focuses on daylighting the Poulterbrook Stream by removing the existing culvert and restoring it as an open, naturally flowing channel. The stream is designed with a sinuous form incorporating riffles, runs, and pools to reflect natural geomorphological processes and enhance ecological and landscape value.

Zone 1 Strategy

Zone 1, where the stream enters the site, currently comprises a densely vegetated ditch and requires minimal intervention. Targeted vegetation management may be undertaken to ensure unobstructed flow, while preserving the existing habitat value. This area presents a key opportunity for ongoing water quality and flow monitoring, as well as maintaining collaborative relationships with upstream neighbours, particularly the Daggs Allotments, to support agreed catchment management.

Design Strategy

ZONE 2 - EXISTING CONDITION

Zone 2 comprises a large area of managed grassland, through which the Poulterbrook Stream runs in culvert from the southern boundary of the site, continuing northward past the former splash pad and picnic area.



CULVERT FINISH

OLD SPLASH PAD/PICNIC AREA

The former splash pad and picnic area is currently decommissioned and enclosed, with the surface finished in bark mulch and retaining a number of picnic benches. The splash pad facility was not operationally viable due to insufficient water pressure.

ACCESS PATH

An existing access path is to be retained. There is an opportunity to introduce a new bridge crossing to ensure the route is suitable for maintenance vehicles. Further details provided under Zone 3.

FIELD

The field comprises a large area of managed grassland, within which there is an opportunity to deculvert the Poulterbrook Stream and establish a biodiverse, naturalistic planting scheme to enhance ecological and landscape value.

CULVERT START - Overgrown



Overgrown Culvert - Start



Culvert - Start



Culvert - Finish



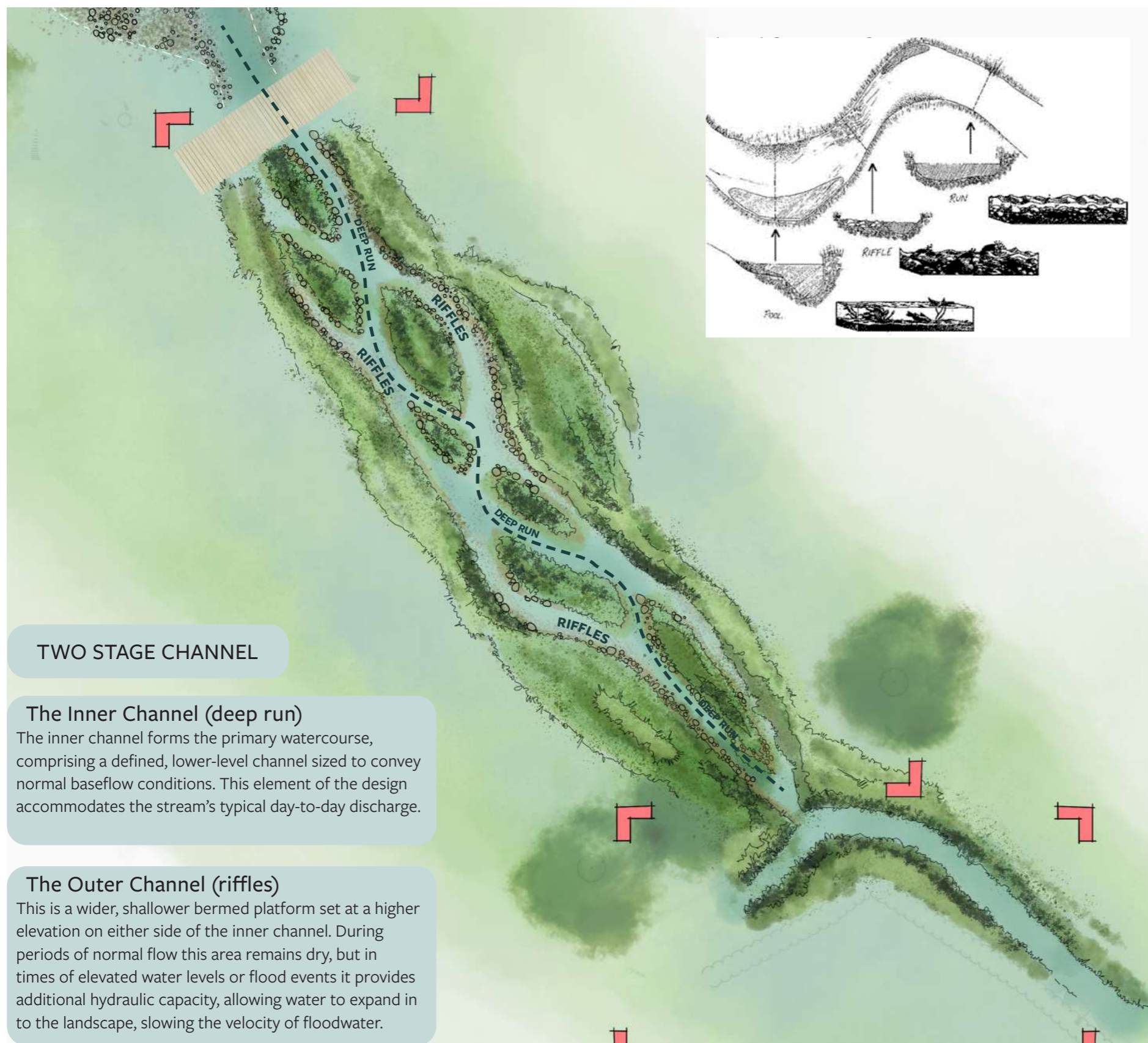
Field - Looking toward picnic area



Picnic Area

Design Strategy

ZONE 2 - CONCEPTUAL DESIGN - BIODIVERSITY, FILTRATION & PLAY



The scheme removes the existing culvert to daylight the Poulterbrook Stream, restoring it to an open channel that flows freely through the landscape. The de-culverted stream is designed with a sinuous form that reflects natural geomorphological processes with riffles, runs and pools:

- **Varying width, depth, and bank profiles** - to create a dynamic and responsive hydrological environment.
- **A deeper run/trough** - to be maintained at all times, ensuring a continuous corridor of flowing water that wildlife can move through freely even during periods of low flow.

These characteristics work together to improve water quality, moderate flow velocities, and increase the capacity of the floodplain to store water during high rainfall events.

Along the channel margins and across the formed islands, a diverse riparian zone will be established using native planting selected to create a layered habitat structure.

- **Marginal and emergent species**, including reeds, sedges, and rushes - will play an active role in filtering the water as it moves through the landscape, absorbing excess nutrients, binding sediments, and helping to reduce pollutant loads before they travel downstream.
- **Terrestrial species across the broader riparian zone** - will support a wide range of wildlife, strengthen ecological connectivity across the site, and build long-term resilience into the landscape.

The design can incorporate additional habitat features to further enrich biodiversity and structural variety, including wetland scrapes, shallow shelves, and coarse woody debris.

Woven into the design is an informal, nature-based approach to play and access. Elements could include:

- **Stepping stones and fallen logs** - encouraging a sense of discovery and connection with the natural landscape.
- **Gently graded bank edges** - will give safe and meaningful ways to engage with the water environment.

Zone 2 delivers a multifunctional green-blue corridor that integrates ecological restoration, sustainable water management, and the creation of a connected wildlife corridor. This enhances biodiversity and improves water storage capacity, while encouraging curiosity and engagement with the natural environment. A valuable community amenity, to reconnect people with nature through a resilient and biodiverse landscape that responds positively to the environmental and social pressures of its context.

Design Strategy

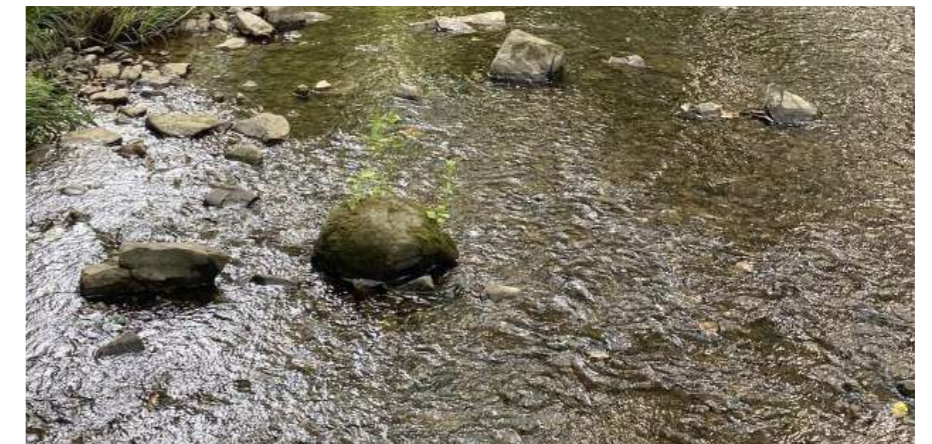
ZONE 2 - CONCEPTUAL DESIGN - PRECEDENTS



REEDS/MARGINAL PLANTING - Help to filter pollutants, provides root-zone oxygenation and nutrient uptake and storage.



DEEP RUN - Allows wildlife to pass downstream.



RIFFLE - Characterised by fast-flowing, shallow water over gravel substrates. They serve as critical habitats for aquatic insects such as stone flies, mayflies, and caddisflies. These areas provide oxygen-rich, clean gravel essential for the spawning of numerous fish species. Additionally, riffles contribute to improved water quality and enhance habitat diversity.

INTERACTIVE ELEMENTS TO CREATE CURIOSITY AND EXPLORATION OF THE NATURAL ENVIRONMENT

Design Strategy

ZONE 3A - EXISTING CONDITION

The central area of the site is currently covered with bark mulch and features a scattered arrangement of picnic tables enclosed by boundary fencing. This zone has previously functioned as a “splashpad” with water play elements. The existing topography creates a wider, shallower basin compared to the exposed Poulterbrook stream, presenting an opportunity to develop a substantial water engagement area.

Zone 3a - Plan View Location



The Poulterbrook stream currently flows beneath this section through a culvert; the proposal seeks to remove the culvert and restore an open, flowing watercourse through this part of the site.



Design Strategy

ZONE 3A - ENGAGEMENT AREA - PRECEDENTS

This area of the site is strategically suited to a more formalised method of engagement with the Poulterbrook stream. This central site area is a natural hub for play as well as forming the key social focal point of the site and natural area for congregated seating. The initial analysis for this area draws connections between this central space and precedents for engagement with water through the use of equipment and features that allow for control over water flows siphoned from the natural stream. Whilst the proposal in this area is to de-culvert the stream to introduce exposed natural water flows through the space, however, it is important to retain access over the stream once exposed for pedestrian circulation and maintenance vehicles.

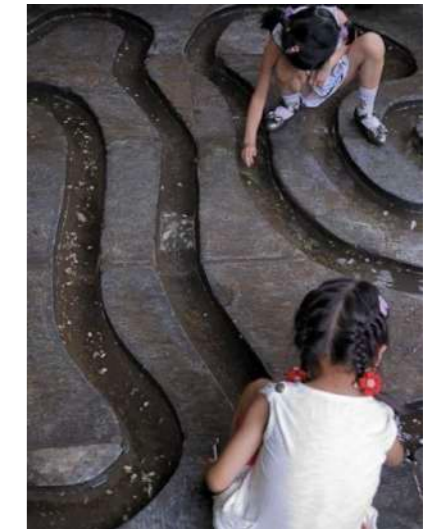
Opportunities

Play with manufactured equipment and surfaces, and social congregation including:

- Paddling
- Manual water pumps
- Watercourse redirection
- Water wheels
- Seating/rest & picnic areas

Considerations

- Water based play equipment requires sufficient stream flow to function. Features must therefore have value when dry, either in function or visual amenity
- Once de-culverted the stream/brook fragments the landscape and accessibility requirements must be considered to cross the stream easily.
- Bridges or other pedestrian access must be 1m above agreed design flood level.

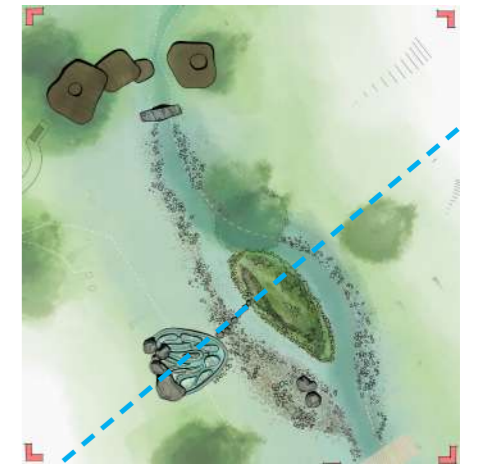


Design Strategy

ZONE 3A - ENGAGEMENT AREA - SITE SECTION

Concept proposal for level changes to activate play and engagement with the de-culverted stream.

*Note that this is a conceptual visualisation pending further hydrological study and flood plain analysis and advised treatment of arisings from cut and fill activities incurred by de-culverting the stream.



Section Line



Water play with hard surfaces and equipment

Beach/gravel shores

Stepping stones

Mounded bank to for two-stage stream channel*

Biodiversity enhancement and erosion prevention

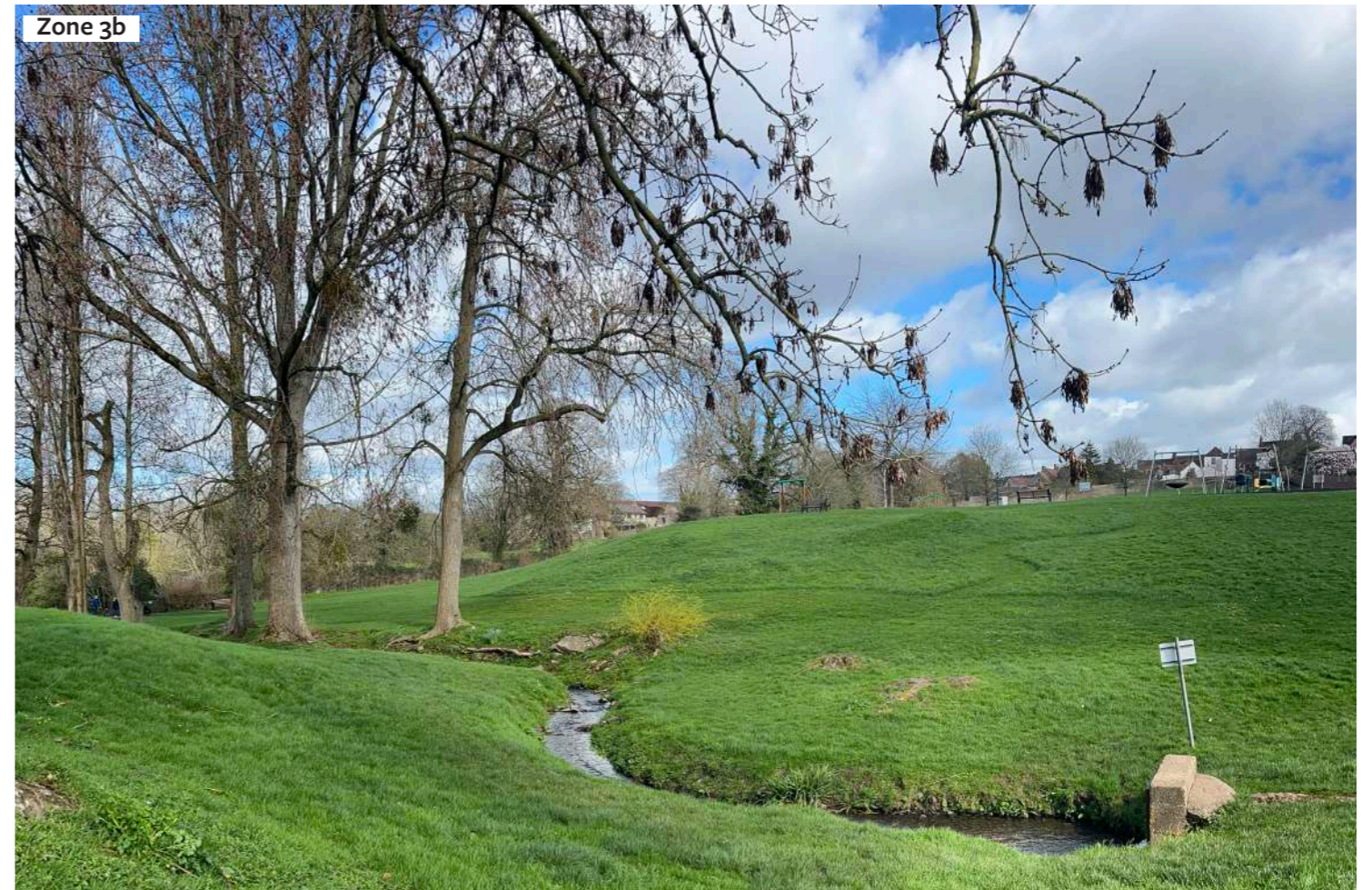
Existing ground level

Design Strategy

ZONE 3B - EXISTING CONDITION

In its current state, this area of the site serves as the point where natural water is reintroduced through the outflowing culvert. It marks a transition from a more formal play and social zone to a progressively natural landscape, characterised by mature trees lining the stream banks at the periphery. The initial proposal aims to preserve the naturalistic landform and watercourse while enhancing engagement through subtle, thoughtfully designed structures that compliment and harmonise with the surrounding landscape.

Zone 3b - Plan View Location



The right of the above image, the culvert outflow can be seen. Whilst the overall intention is to de-culvert the site, it may be useful to retain some parts of the culvert for easy access over the stream.



Design Strategy

ZONE 3B - ENGAGEMENT AREA - PRECEDENTS

Located adjacent to the central engagement space within the site (Zone 3a), this proposal aims to extend interaction with the Poulterbrook stream into this area, emphasising a more naturalistic approach. The design intends to foster play and opportunities for natural discovery while enhancing accessibility. To achieve this, the introduction of decks, boardwalks, and small jetty-like structures is proposed. These elements will improve year-round access and simultaneously introduce subtle architectural features that integrate seamlessly into the landscape.

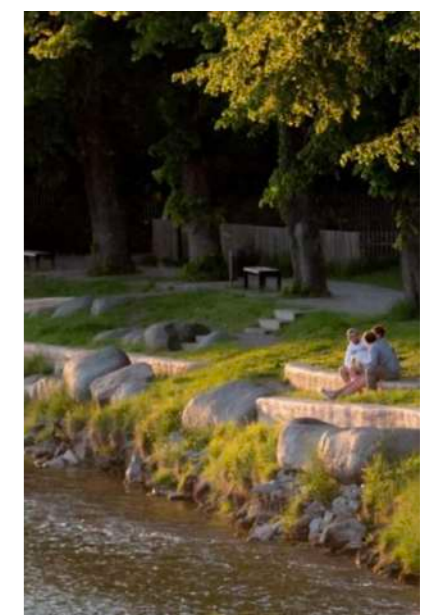
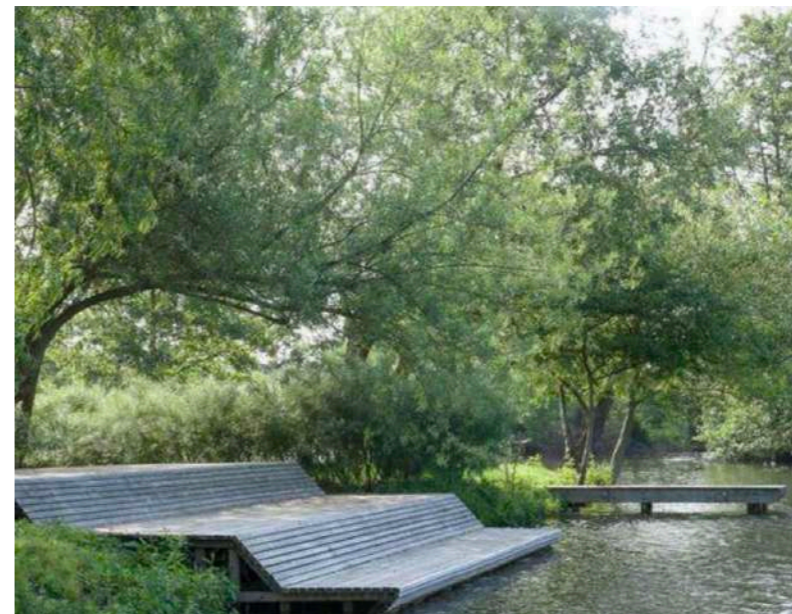
Opportunities

Play with manufactured equipment and surfaces, and social concretion including:

- Improved access to more natural parts of the stream
- Nature play, engagement with the stream in a more organic form
- Protection of the stream bank from direct foot traffic
- Native planting and introduction of rocks/boulders for soil stabilisation and biodiversity enhancement
- Impromptu seating/rest areas

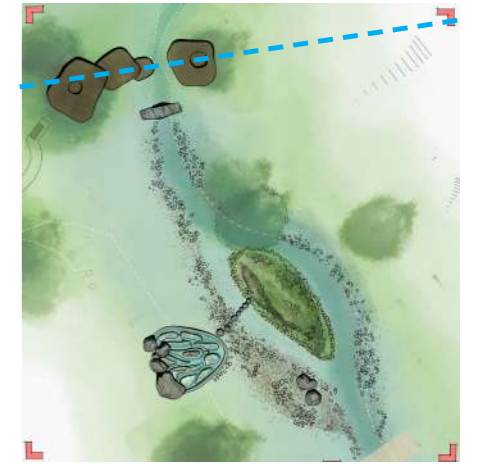
Considerations

- Risks of platforms or elevated areas adjacent to the waters edge must be mitigated create safe, accessible spaces for users
- The intention is for this area of the site to transition from built form back into nature, therefore man-made interventions into this zone should be organic shapes, recessive materials and subdued colours to harmonise with the natural landscape



Design Strategy

ZONE 3B - ENGAGEMENT AREA - SITE SECTION



Section Line



Platforms for improved access to stream edge offering seating and space for activities

Feature boulders for seating and slope stabilisation

Unchanged landform and stream width/depth

Biodiversity enhancement and erosion prevention

Design Strategy

ZONE 4 - BANK STABILISATION AND NATURE RECOVERY

The northern area of the site, designated zone 4, is currently populated with trees lining the stream bank, and is not considered a focal point for manufactured features that encourage active engagement with the stream in this strategy. Instead, this appraisal proposes that this area of the site is managed as an area for nature recover, with bank stabilisation using natural local materials where possible, including willow among other native planting, and physical retention structures made from timber and stone sleepers. The northern most site area is densely vegetated with hemlock (*C. maculatum*) among other native species, which is notified to the public with signage.

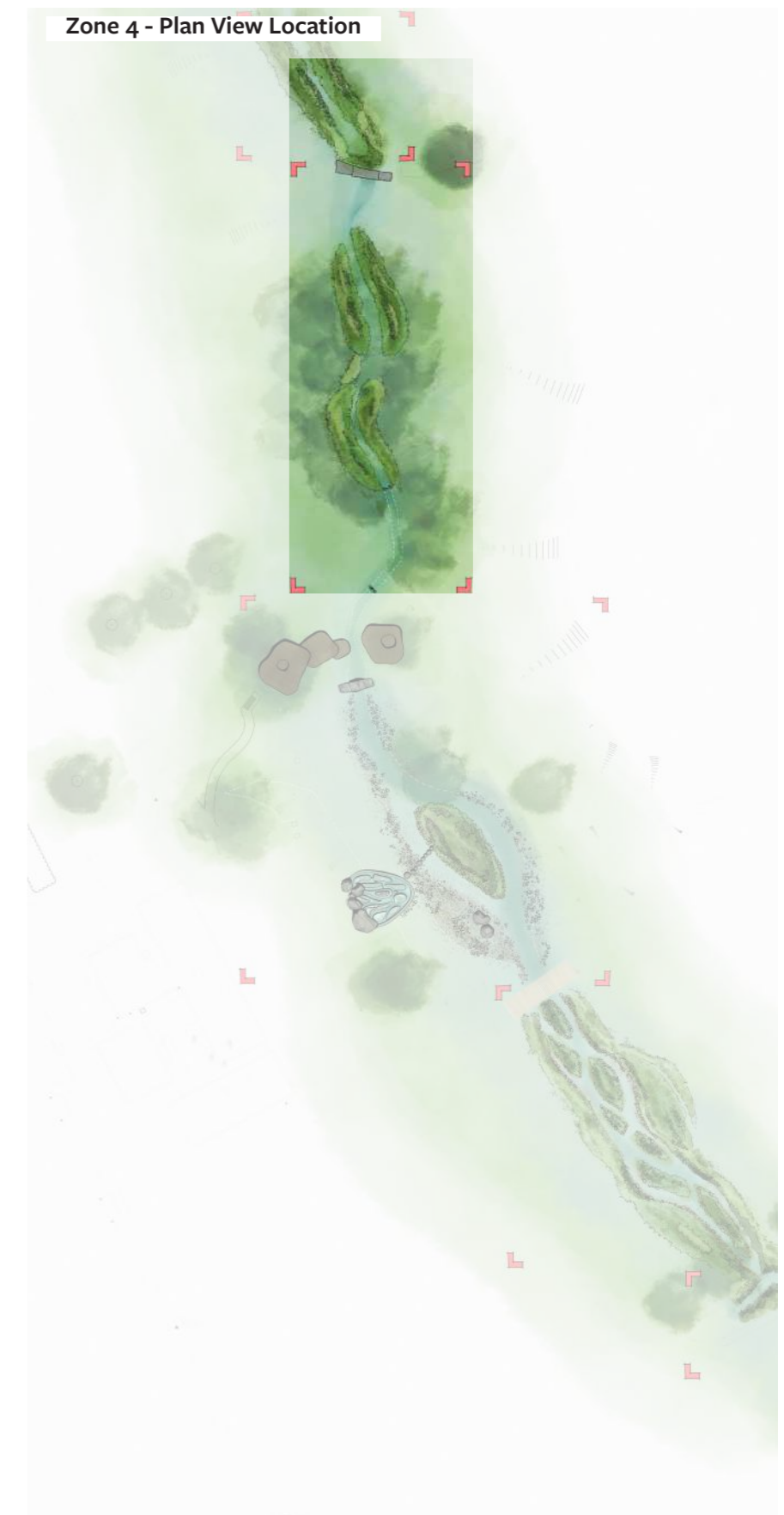
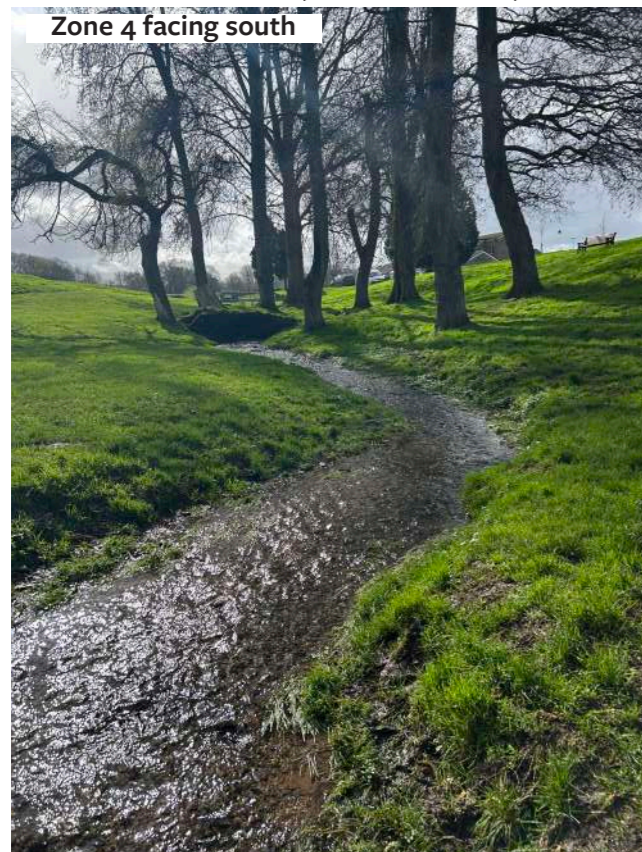
Opportunities

Play with manufactured equipment and surfaces, and social congregation including:

- Stabilise stream edges with natural materials (willow spiling, planting, stone banks)
- Promote nature recovery with native planting and management of non-native species
- Promote awareness of the risks of toxic plants through interpretative elements

Considerations

- Retaining native poisonous species necessitates careful consideration of the level of user awareness and education, ensuring that clear information is provided on how to safely coexist with these plants within the space.



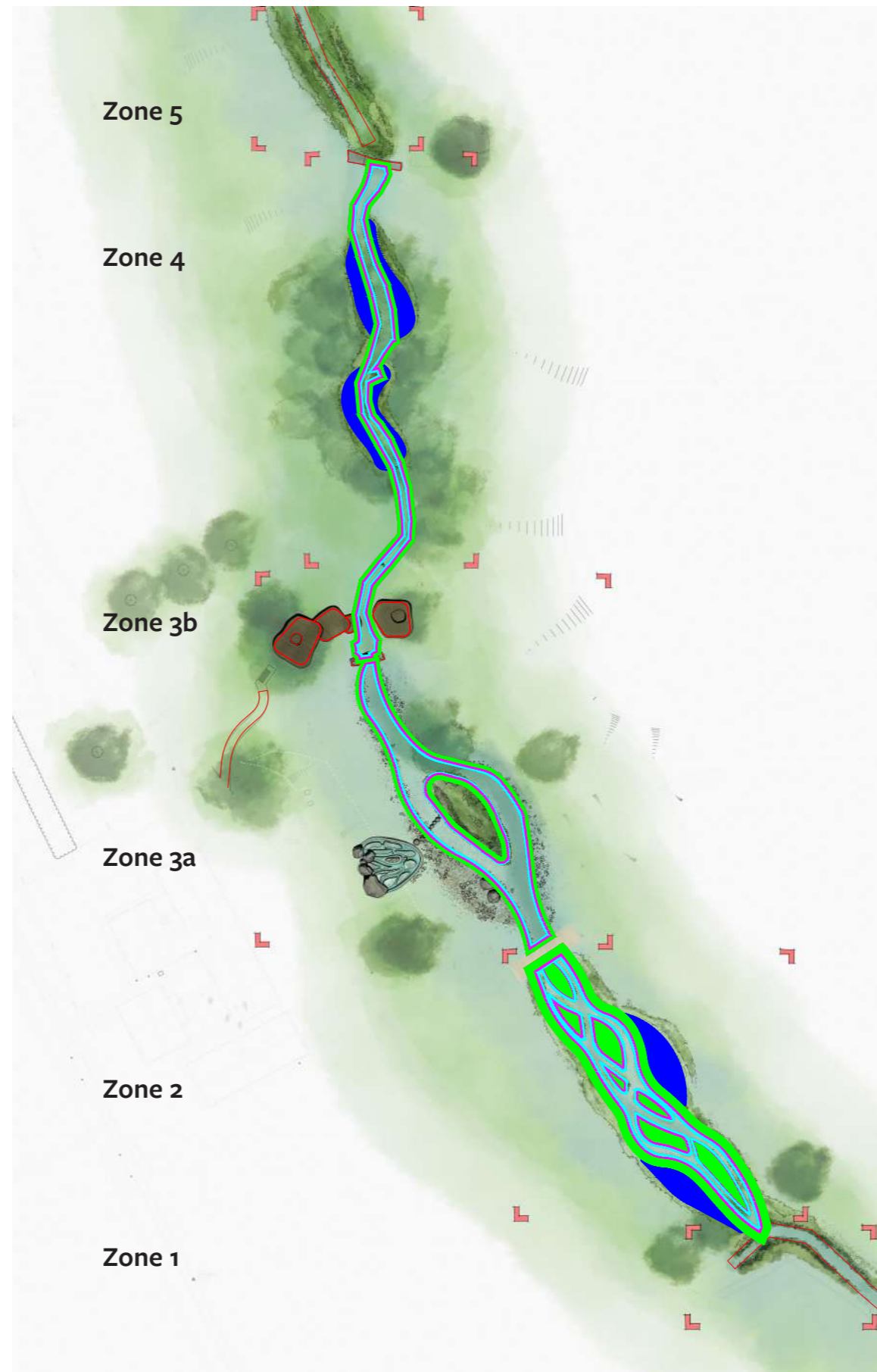
Design Development

CONCEPT DESIGN: SOFT LANDSCAPING KEY PLAN

Zone 5
The strategy for this area is to conserve and manage native, natural vegetation.

Zone 4
Planting in this area focusses on enhancing the banks with native species adapted to a streambank woodland understory environment. Plants have been selected based on traits that fix nitrogen and other nutrients, which may be entering the stream in excess at the upstream allotments.

Zone 3B
This area includes species selected to compliment architectural features introduced to improve access to the stream bank, alongside shrubs and perennials that enhance biodiversity around watercourses. Additionally, species have been chosen to help intercept nutrient and pollutant runoff before it reaches the stream.



- SHo1 Emergant Aquatic Planting
- SHo2 Marginal Planting
- SHo3 Riparian Planting
- SHo4/5 Shrubs, Trees & Groundcover

Recommended plants are shown on the following page.
This soft landscape zoning plan is shown in A1 format in appendix 01.

Zone 3a
This zone is suited for prominent feature species and, where appropriate, select non-native plants that enhance the placemaking qualities of this key focal area. Care is taken to avoid vigorous species that could out-compete native plants for nutrients and water.

Zone 2
The focus in this area is on planting species that support natural filtration and phytoremediation of the watercourse, prioritising those with high nutrient-fixing and nutrient-cycling capabilities.

Zone 1
The strategy for this area is to conserve and manage native, natural vegetation.

Design Development

CONCEPT DESIGN: SOFT LANDSCAPING PLANT PALETTE

SHo1: EMERGENT AQUATIC PLANTING



Common name: Common Reed
Latin name: *Phragmites australis*



Common name: Bulrush / Reedmace
Latin name: *Typha latifolia*



Common name: Water Plantain
Latin name: *Alisma plantago-aquatica*



Common name: Bur-reed
Latin name: *Sparganium erectum*

SHo2: MARGINAL PLANTING



Common name: Lesser Pond Sedge
Latin name: *Carex acutiformis*



Common name: Yellow Flag Iris
Latin name: *Iris pseudoacorus*



Common name: Teasel
Latin name: *Dispacus fullonum*



Common name: Hayloft
Latin name: *Butomus umbellatus*



Common name: Common Rush
Latin name: *Juncus effusus*



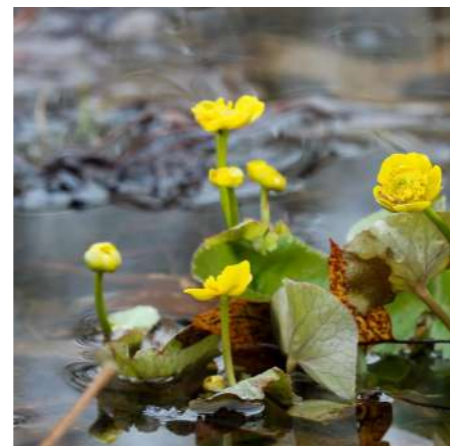
Common name: Silver Striped Sweet Flag
Latin name: *Acorus calamas*



Common name: Grey Sedge
Latin name: *Carex divulsa*



Common name: Water Forget-me-not
Latin name: *Myosotis scorpioides*



Common name: Marsh Marigold
Latin name: *Caltha palustris*



Common name: Ragged Robin
Latin name: *Lychnis flos-cuculi*



Common name: Purple Loosestrife
Latin name: (*Lythrum salicaria*)

Design Development

CONCEPT DESIGN: SOFT LANDSCAPING PLANT PALETTE

SHo3: RIPARIAN PLANTING



Common name: Snakeshead fritillary
Latin name: *Fritillaria meleagris*



Common name: Yarrow
Latin name: *Achillea millefolium*



Common name: Wild Angelica
Latin name: *Angelica sylvestris 'Purpurea'*



Common name: Meadowsweet
Latin name: *Filipendula ulmaria*



Common name: Hemp Agrimoy
Latin name: *Eupatorium cannabinum*



Common name: Purple Loosestrife
Latin name: *Lythrum salicaria*



Common name: Teasel Sedge
Latin name: *Carex dipsacea*



Common name: Devil's bit Scabious
Latin name: *Succisa pratensis*



Common name: Marsh Woundwort
Latin name: *Stachys palustris*



Common name: Common Valerian
Latin name: *Valeriana officinalis*

SHo4: SHRUBS AND TREES



Common name: Alder
Latin name: *Alnus glutinosa*



Common name: Crack Willow / Goat Willow
Latin name: *Salix* spp.



Common name: Guelder Rose
Latin name: *Viburnum opulus*

SHo5: Groundcover



Common name: Wild Garlic
Latin name: *Allium ursinum*



Common name: Watermint
Latin name: *Mentha aquatica*



Common name: Creeping Jenny
Latin name: *Lysimachia nummularia*