



Minutes of the Meeting of Full Council

held on Tuesday 13 January 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

Gil Gilroy

James Murray

Maggie Tyrrell

Jayne Stansfield

David Dawkins (from item FC.2526.124)

Tiffany O'Connor (from item FC.2526.124)

Danny Bonnett (present from partway through item FC2526.133)

In attendance:

Hannah Bowden, Chief Executive

Alan Stealey (Facilities Officer, left after FC2526.133)

1 member of Council administration staff (minutes)

2 members of the public

2 South Gloucestershire Council Officers

Absent:

Cllrs Chris Bloor

Danny Bonnett (arrived part way through item FC2526.133)

FC2526.120. To note any apologies for absence

Apologies for absence were noted from Cllr Chris Bloor and Danny Bonnett (late arrival)

FC2526.121. To receive any declarations of interests from members

There were no declarations of interests from members.

FC2526.122. To note the resignation of Councillor Phil O'Rourke (North West Ward) & Emma Shepherd (South Ward)

The Full Council noted the resignations of Phil O'Rourke and Emma Shepherd. It was RESOLVED to write to both former councillors to thank them for their service to the Town Council. The Council expressed its regret that Councillor Shepherd's tenure was curtailed due to personal circumstances.

FC2526.123. To fill the two North West Ward Councillor Vacancies by Co-option

It was **RESOLVED** for both applicants, David Dawkins and Tiffany O'Connor to be co-opted to fill the two current casual vacancies on the Council.

FC2526.124. To receive both Declarations of Acceptance of Office

A Declaration of Acceptance was completed and duly signed by both David Dawkins and Tiffany O'Connor, with the Chief Executive acting as witness.

FC2526.125. To receive and representations from the public relating to items on the agenda

A member of the public asked about the timescale and level of services for the Thornbury Hospital redevelopment. Cllr Tyrrell informed that an announcement is due, pending completion of negotiations.

FC2526.126. To receive presentation from SGC's One Stop Shop

The Council received a presentation from South Gloucestershire Council's One Stop Shop team. The service offers a holistic approach to supporting residents. Increasing complexity of cases is prompting improvements in how queries are managed, with changes guided by data analysis. Councillors encouraged an outreach option in Thornbury.

FC2526.127. To approve the minutes of the Full Council meeting held on 11th November 2025.

It was **RESOLVED** unanimously to approve the minutes of the Full Council Meeting held on 11th November 2025.

FC2526.128. To receive the minutes (approved or draft) from the following committees:

- **Open Spaces Committee meeting held on 18 November 2025**
- **Staffing Committee meeting held on 2 December 2025**
- **Finance and General Purpose Committee meeting held on 9 December 2025**
- **Climate & Nature Committee meeting held on 16 December 2025**

It was **RESOLVED** unanimously to receive the minutes of the Open Spaces Committee meeting held on 18 November 2025, Staffing Committee meeting held on 2nd December 2025, Finance and General Purpose Committee held on 9 December 2025 and the Climate and Nature Committee meeting held on 16 December 2025.

FC2526.129. To receive the notes from the Working Groups:

- **Capital Strategy Working Group meeting held on 27 November 2025**
- **Events & Innovations Working Group meeting held on 17 November 2025.**

It was **RESOLVED** unanimously to receive the notes from the Capital Strategy Working Group meeting held on 27 November 2025 and the Events and Innovations Working Group meeting held on 17 November 2025.

FC2526.130. To receive an update from the South Gloucestershire Council Councillors

- **Budget**

The Council received an update from Cllr Tyrrell regarding ongoing financial challenges, noting that rising costs in adult and children's services have offset a small increase in government funding. Savings initiatives and reviews are ongoing, and budget gaps

expected in a couple of years' time. The public consultation for the budget has closed and it received a low number of responses.

- **West of England Combined Authority (WECA)**

WECA funding uncertainty is impacting services, including bus routes. Lobbying continues for key routes such as Thornbury–Southmead and the 918 Severn Beach to Marlwood service.

- **Local Plan**

The Local Plan is currently with central government.

- **Your Voice Meeting**

Your Voice meeting is taking place on Monday, 19 January, from 6.30–8.30pm at Thornbury Leisure Centre and all members of the council and community are invited to attend.

FC2526.131. To note Project Monitoring updates

The Project Monitoring updates were noted.

FC2526.132. 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).

FC2526.133. To approve the request from the Armstrong Hall Trust to transfer the deed for Armstrong Hall From Thornbury Town Council to the Armstrong Hall Trust.

It was **RESOLVED** with one abstention to approve the execution of the transfer as custodian trustee subject to confirmation of a CIO registration with a Town Council nominated majority, and Thornbury & District Museum site to be included in the plan.

It was **RESOLVED** with one abstention to appoint Cllr Helen Ball & Cllr James Murray as signatories and the Chief Executive as a witness.

FC2526.134. To approve Service Level Agreements and award amounts as recommended by the Service Level Agreement Working Group.

It was **RESOLVED** with one abstention to approve entering into an agreement with the Volunteer Centre (£6,850) and the Citizens Advice for one session per week for three years (£18,476/year) and a one year trial for two sessions per week (additional £18,476).

To delegate the agreement formation to the Chief Executive with the following inclusions:

- Agreements to be dated from the 1st of April 2026 for a 3 year term
- Key Performance Indicators
- Monitoring requirements to include submission of annual reports and accounts
- Increased monitoring for the Citizens Advice trial with sufficient data

FC2526.135. To approve the scope for a Landscape Architect, approve the budget and delegate award to the Finance and General Purpose Committee

It was **RESOLVED** unanimously to approve the scope for the appointment of a Landscape Architect to support the delivery of the project.

To allocate up to £30,000 + VAT from its Community Infrastructure Levy Earmarked Reserve's for the services of a Landscape Architect, satisfying Financial Regulations that capital CIL expenditure be approved by Council.

To call an Extraordinary Meeting on the 10 February (before Finance and General Purpose Committee meeting) to appoint the contractor.

FC2526.136. To approve the 2026/2027 draft budget, including reserves, as recommended by the Finance and General Purpose Committee

It was RESOLVED with one abstention to approve the 2026/2027 draft budget, including reserves, as recommended by the Finance and General Purpose Committee.

FC2526.137. To approve the 2026/2027 precept request as recommended by the Finance and General Purpose Committee

It was RESOLVED with one abstention to approve the 2026/2027 precept request as recommended by the Finance and General Purpose Committee.

FC2526.138. To receive and approve request from Krunch for a short term change in the youth contract

It was RESOLVED unanimously to approve the short term change in the youth contract.

FC2526.139. To approve the progression of Promoting Thornbury

It was RESOLVED to approve the progression of Promoting Thornbury.

FC2526.140. To appoint Councillor Greenman to the Events and Innovations Working Group

It was RESOLVED unanimously to appoint Councillor Greenman to the Events and Innovations Working Group.

FC2526.141. To appoint councillor representative to:

- Town Centre Partnership
- Streamside Improvements Co-Design Working Group

It was RESOLVED unanimously to appoint:

- Cllr Christine Carter to be the Councillor representative for the Town Centre Partnership
- Cllrs Christine Carter, James Murray, Chris Bloor, Helen Ball, Kath Greenman to the Streamside Improvements Co-Design Working Group.

FC2526.142. To receive updates from Councillor Representatives

• Over 60's Tea Room

Cllr Fiona Deas reported that the Over 60's Tea Room has recently lost several volunteers. Three new volunteers have been recruited, but additional volunteers are still required.

• Pub Watch

Cllr Fiona Deas reported that the Pub Watch scheme has a robust barring system in place, and details are shared between the pubs on the High Street.

- **Walkers are Welcome**

Cllr Kath Greenman reported that Walkers are Welcome is fully prepared for next month's walking festival.

- **Thornbury Town Football Club**

Cllr Fiona Deas reported that the manager of Thornbury Town Football Club has resigned. The team is not sponsored by McDonald's; however, McDonald's provides funding for kit and training equipment for the newly formed Thornbury Town Ability Team.

FC2526.143. To note agenda items for the next meeting to be sent to the Chief Executive Officer by 9am on Monday 2nd March 2026.

It was noted that agenda items for the next meeting must be sent to the Chief Executive Officer by 9am on Monday 2 March 2026.

FC2526.144. Date of next meeting: 7:30pm on Tuesday 10 March 2026

It was noted that the next meeting would be held at 7:30pm on Tuesday 10 March 2026.

[Meeting closed at 21.41pm]

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

| ACCOUNTS PAID OUT OF MEETING | | GROSS | NET |
|-------------------------------------|--|--------------|------------|
| UNITY TRUST BANK - CURRENT ACCOUNT | BANK CHARGES | 0.30 | 0.30 |
| UNITY TRUST BANK - CURRENT ACCOUNT | BANK CHARGES | 16.05 | 16.05 |
| UNITY TRUST BANK - WAGES ACCOUNT | BANK CHARGES | 26.80 | 26.80 |
| UNITY TRUST BANK - WAGES ACCOUNT | BANK CHARGES | 6.45 | 6.45 |
| UNITY TRUST BANK - STRIPE ACCOUNT | BANK CHARGES | 7.05 | 7.05 |
| THORNBURY TOWN COUNCIL | PAYROLL - NET SALARIES | 26,801.10 | 26,801.10 |
| THORNBURY TOWN COUNCIL | PAYROLL - HMRC | 9,002.98 | 9,002.98 |
| THORNBURY TOWN COUNCIL | PAYROLL - PENSION | 4,850.74 | 4,850.74 |
| OCTOPUS ENERGY | ELECTRICITY - TOWN HALL (DD) | 536.40 | 447.00 |
| OCTOPUS ENERGY | ELECTRICITY - MPF (DD) | 593.60 | 494.67 |
| OCTOPUS ENERGY | ELECTRICITY - BAKERY ANNEX (DD) | 72.05 | 68.62 |
| OCTOPUS ENERGY | ELECTRICITY - CEMETERY (DD) | 155.79 | 148.37 |
| LLOYDS CREDIT CARD | MONTHLY - CREDIT CARD STATEMENT BALANCE - DECEMBER 25 (Direct Debit @ £2313.80) | 0.00 | 0.00 |
| PWLB LENDING FACILITY | PUBLIC WORKS LOAN - OUTSIDE EQUIPMENT | 3,807.21 | 3,807.21 |
| FACEBOOK | CC1210 - FACEBOOK ADVERTISING BOOST | 21.00 | 21.00 |
| FACEBOOK | CC1211 - FACEBOOK ADVERTISING BOOST | 21.12 | 21.12 |
| FACEBOOK | CC1212 - FACEBOOK ADVERTISING BOOST | 21.12 | 21.12 |
| FACEBOOK | CC1213 - FACEBOOK ADVERTISING BOOST | 21.12 | 21.12 |
| FACEBOOK | CC1214 - FACEBOOK ADVERTISING BOOST | 21.12 | 21.12 |

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| FACEBOOK | CC1215 - FACEBOOK ADVERTISING BOOST | 21.12 | 21.12 |
| FACEBOOK | CC1216 - FACEBOOK ADVERTISING BOOST | 21.12 | 21.12 |
| AMAZON | CC1217 - CARBON MONOXIDE DETECTORS AND WIRELESS KEYBOARD | 59.98 | 49.98 |
| AMAZON | CC1218 - ROOTING POWDER | 16.89 | 14.07 |
| SCREWFIX | CC1219 - SAFETY BOOTS | 39.99 | 38.32 |
| LTA TENNIS FOR BRITAIN | CC1220 - LTA VENUE REGISTRATION | 144.00 | 144.00 |
| REED COURSES | CC1221 - ONLINE TRAINING COURSE FOR STAFF | 19.00 | 15.83 |
| AMAZON | CC1222 - CLEANING PRODUCTS AND BOOT INSERTS | 73.00 | 64.72 |
| VITAL SKILLS | CC1223 - STAFF ONLINE TRAINING COURSES | 80.40 | 67.00 |
| CANVA | CC1224 - ANNUAL SUBSCRIPTION | 270.00 | 270.00 |
| AMAZON | CC1225 - STATIONERY, SIGNAGE, TENNIS STRAPS | 63.67 | 53.05 |
| AMAZON | CC1226 - CLEANING SUPPLIES | 102.06 | 85.05 |
| AMAZON | CC1227 - VACUUM BAGS, SCREEN PROTECTORS, GARAGE LOCK | 76.94 | 64.11 |
| TOWN COUNCIL CUSTOMER | GRAVE PLOT BUY-BACK PAYMENT | 226.00 | 226.00 |
| CUT DIRECT LTD | SECONDARY ACRYLIC GLAZING FOR TOWN HALL SITE | 1,618.31 | 1,348.59 |
| VEALE WASBROUGH VIZARDS LLP | APPLICATION FOR CONSERVATION REPAIR WORKS TO CHURCHYARD MONUMENT, MEMORIAL AND WALLS | 354.00 | 295.00 |
| GRENKE LEASING LTD | QUARTERLY LEASE FOR OFFICE PHOTOCOPIER | 271.15 | 225.96 |
| HAGS-SMP LTD | MAINTENANCE PARTS FOR PLAY EQUIPMENT | 135.24 | 112.70 |
| SMITH OF DERBY CLOCKMAKERS LTD | SERVICE OF THORNBURY TOWN CLOCK | 280.80 | 234.00 |
| ALCA AVON LOCAL COUNCILS ASSOCIATION | STAFF TRAINING COURSE | 15.00 | 15.00 |
| TTC STAFF | REIMBURSEMENT OF STAFF EXPENSES | 40.00 | 40.00 |
| GLASDON UK LTD | ORBIS - MILLSTONE RECYCLE BIN | 315.22 | 262.69 |
| FASTFIX DRAINAGE AND PLUMBING LTD | PLUMBING WORKS - MPF SHOWERS | 462.00 | 385.00 |
| FASTFIX DRAINAGE AND PLUMBING LTD | PLUMBING WORKS - MPF SHOWERS | 1,170.23 | 975.19 |
| BOWCOM | GMX PITCH LINE MARKING MACHINE | 1,260.00 | 1,050.00 |
| T H WHITE GROUP | NEW HOLLAND ANNUAL SERVICE | 1,064.96 | 887.45 |
| SOUTH WEST HYGIENE | QUARTERLY RENTAL FOR SANITARY BIN DISPOSAL UNITS - TOWN HALL | 88.59 | 73.83 |
| SOUTH WEST HYGIENE | QUARTERLY RENTAL FOR SANITARY BIN DISPOSAL UNITS - MPF | 209.62 | 174.68 |
| BRIGSTONE MEDIA | HALF PAGE ADVERT IN THE THORNBURY VOICE - JAN 2026 | 216.00 | 180.00 |
| THORNBURY MOT LTD | ANNUAL MOT FOR TTC TRANSIT VAN | 57.50 | 57.50 |
| EQUALS MONEY PLC | TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS | 500.00 | 500.00 |
| ACCOUNTS DUE FOR PAYMENT - 13TH January 2026 | | | |
| NEWSTEAM GROUP | MONTHLY THORNBURY GAZETTE DELIVERY | 11.65 | 11.65 |
| ANDERSONS WASTE (ABS) | EMPTY SEPTIC TANK - MPF | 195.00 | 195.00 |
| DIRECT IT SERVICES | MONTHLY LANDLINES, BROADBAND AND IT SUPPORT | 880.85 | 734.04 |
| SURROUNDINGS | MAYORAL PHOTO FRAMING INCLUDING GOLD VINYL LETTERING | 156.00 | 156.00 |
| BIFFA WASTE SERVICES LTD | WASTE DISPOSAL - THORNBURY CEMETERY | 197.16 | 164.30 |
| BIFFA WASTE SERVICES LTD | WASTE DISPOSAL - MPF PAVILION | 817.86 | 681.55 |
| BIFFA WASTE SERVICES LTD | WASTE DISPOSAL - BAKERY ANNEX | 676.32 | 563.60 |
| BIFFA WASTE SERVICES LTD | WASTE DISPOSAL - TOWN HALL | 332.92 | 277.43 |
| BIFFA WASTE SERVICES LTD | WASTE DISPOSAL (FOOD) - TOWN HALL | 28.37 | 23.64 |

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| ABBEY LOOS | MONTHLY RENTAL FOR PORTABLE TOILETS - CHANTRY FIELD SITE | 26.00 | 180.00 |
| FRIENDS OF MANORBROOK SCHOOL | GRANT AWARD | 3,000.00 | 3,000.00 |
| THE INSPIRE ARTS TRUST | GRANT AWARD | 2,550.00 | 2,550.00 |
| JIGSAW THORNBURY | GRANT AWARD | 750.00 | 750.00 |
| LOVE THORNBURY | GRANT AWARD | 2,500.00 | 2,500.00 |
| ROCKHAMPTON RAVENS - GIRLS' CRICKET SQUAD | GRANT AWARD | 450.00 | 450.00 |
| THORNBURY AND DISTRICT HERITAGE TRUST | GRANT AWARD | 1,000.00 | 1,000.00 |
| TAYM (THORNBURY AREA YOUTH MUSIC) | GRANT AWARD | 300.00 | 300.00 |
| THORNBURY DUKE OF EDINBURGH OPEN AWARD CENTRE | GRANT AWARD | 600.00 | 600.00 |
| THORNBURY HORTICULTURAL SOCIETY | GRANT AWARD | 556.00 | 556.00 |
| THORNBURY IN BLOOM | GRANT AWARD | 750.00 | 750.00 |
| ACCOUNTS DUE FOR PAYMENT- TOTAL | | 15,778.13 | 15,443.21 |

DD = direct debit

CC[n] = credit card payment

MPF = Mundy Playing Field