

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
PWL B 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

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

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