THORNBURY
Town Council

Town Hall
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Chief Executive: A Durn

Thursday 5 November 2026

To all Councillors

Please take notice that a meeting of the **Full Council** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on **Tuesday 10 November 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.

A Durn, Chief Executive and Responsible Finance 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 receive apologies for absence**
2. **To receive any declarations of interest or dispensation requests from members**
3. **To approve the minutes of the Full Council meeting held on 8 September 2026**
4. **To receive any representations from the public relating to items on the agenda**
5. **To receive a report from South Gloucestershire Council Councillors M Tyrrell, J Stansfield, C Davies**
6. **To receive an update from the Mayor**
7. **To congratulate Thornbury in Bloom in the RHS In Bloom Awards**
8. **To receive and discuss the report from Cllr T O'Connor on the town's parking provision including ownership and management options and agree further action**
9. **To receive the minutes from the following Committees:**

6.1 Open Spaces Committee meeting held on 15 September 2026 (Draft)
6.2 Planning Committee meetings held on 17 September 2026 (Approved) and 29 October 2026 (Draft)
6.3 Finance & General Purpose Committee meeting held on 13 October 2026 (Draft)
6.4 Climate and Nature Committee meeting held on 20 October 2026 (Draft)
6.5 Staffing Committee meeting held on 6 October 2026 (Draft)

10. To receive the notes from Working Groups:
    7.1 Events and Innovations Working Group meetings held on 14 September 2026 (Approved) and 19 October 2026 (Draft)
    7.2 Capital Strategy Working Group meeting held on 24 September 2026 (Draft)
    7.3 Museum and Bakery Annex Feasibility Working Group meetings held on 29 September 2026 (Approved) and 23 October 2026 (Draft)

11. To review and agree the Terms of Reference for the Facilities, Assets, and Buildings Review Working Group

12. To note Project Monitoring updates and to note planned changes to the format and purpose of the document

13. To approve the accounts for payment and ratify previous payments made (to be tabled)

14. To nominate a Councillor to take on responsibility for bank reconciliation checks (not to be a member of the Finance & General Purpose Committee)

15. To ratify the following decisions made under delegated authority by the Town Clerk:
    13.1 View Architects – JCT Contract Administration Services
    13.2 AHS Building Ltd – floor repair and oven replacement
    13.3 Property Eco – radon mitigation

16. To consider quotes for an IT Support Contract

17. To discuss the review of the 2027-31 Town Council Strategic Plan

18. To receive an update on the use of the Mace during Civic events and review options

19. To receive feedback from Councillors on:
    18.1 Training sessions attended
    18.2 Councillor Surgeries (matters raised)
    18.3 Your Voice event
    18.4 Remembrance Parade

20. Consultations
    To share widely and respond to the South Gloucestershire Council consultation on their 2027/28 proposed budgets and priorities: Have Your Say Today - Council Budget 2027/28 - Commonplace

21. EXEMPT: Prior to consideration of the following agenda items, councillors are invited to pass the following resolution: Pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the Press and Public be excluded from the meeting for the following items of business on the grounds that its consideration would involve the disclosure of exempt information

22. To approve the recommendations of the Staffing Committee meeting from 6 October 2026

23. **To consider the recommendation to approve Armstrong Hall Trust lease from Cllr D Bonnett and agree actions**

24. **To consider the most recent preliminary designs from South Gloucestershire Council on the Active Travel Scheme – Grovesend Road to Gillingstool and agree comments to feed back**

25. **To note a report on the trial of a second mobile vendor at the Mundy Playing Fields and to consider officer recommendations**

26. **To agree the lease and rent for 67a High Street**

27. **To note agenda items for the next meeting to be sent to the Chief Executive by 9am Tuesday 22 December 2026**

28. **Date of next meeting - 7.30pm on Tuesday 12 January 2027**

END OF AGENDA